

AUSTIN BRASS BAND
NOT-FOR-PROFIT CORPORATION
BYLAWS

(Revised Aug 2023)

Article 1: NAME

The Austin Brass Band (ABB) is a not-for-profit corporation of musicians organized exclusively for literary (music) and educational purposes.

Article 2: PURPOSE

1. The mission of ABB is to promote the brass band tradition through excellent artistic and educational performances for musicians and communities.
2. The purposes of ABB shall be as follows:
 - a. Preserve the tradition of the British Brass band in Central Texas.
 - b. Provide an outlet for brass players to study and perform the brass band literature and provide public performances.
 - c. Teach audiences about the British brass band tradition and heighten their awareness and enjoyment of this music.

Article 3: BASIC POLICIES

1. The following are basic policies of the ABB:
 - a. The organization shall be non-commercial, non-sectarian and non-partisan.
 - b. The name ABB shall not be used by any member-players of the organization in their official capacities to endorse or promote a commercial purpose or in connection with any attempt to influence legislation or to participate in, or intervene in, any political campaign on behalf of any candidate for public office.
2. Member-players of ABB must pay membership dues for the current year to participate in the business affairs.
3. A majority of the dues-paying players in good standing, as determined by the President, shall constitute a quorum for any general meeting.

Article 4: MEMBER-PLAYERS

1. Each individual musician in ABB shall be required to pay annual dues, the amount of which shall be determined by majority vote of the officers at the beginning of each fiscal year (September 1).

2. Member-player status in ABB shall be made available without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.
3. The music director shall not be required to pay annual dues.
4. All dues-paying members in good standing shall be entitled to vote in the election of the Management Committee. All member-players may attend meetings of the Management Committee and may bring business before it with advance notice of the content of that business.

Article 5: MANAGEMENT COMMITTEE

1. The business of ABB shall be managed by the Management Committee, each officer in which is elected by a simple majority vote at a general meeting of member-players.
2. The officers constituting the Management Committee shall be: President, Vice-President, Secretary, Treasurer, Librarian, Publicity Chair, and Equipment and Personnel Manager. An individual may occupy two offices (e.g. Vice-President & Secretary) so long as the total number of persons serving as officers is at least four. Also, an officer position may be occupied by two co-officers (e.g. Co-Publicity), and both persons shall have voice and vote at meetings.
3. Members of the ABB Management Committee shall be elected for a period of two (2) years and may be re-elected up to two times, making the maximum service period of Management Committee members a total of six (6) years, with the exception of the Treasurer and Librarian. For continuity, the Treasurer and Librarian may serve longer terms. Longer consecutive terms of service must be voted by a majority of member-players.
4. Terms of office for the Management Committee shall begin September 1, no matter when elections are held.
5. A vacancy occurring in any elected position can be filled for the unexpired term by a person selected by the President. If the President's position becomes vacant, the Vice-President shall accede to the office until the next vote at a member-player meeting.

Article 6: DUTIES OF OFFICER-MEMBERS OF THE MANAGEMENT COMMITTEE

1. The President shall:
 - a. Oversee the general operation of the business of the band, including but not limited to finances, personnel, recruitment, business and performance opportunities, and performance arrangements.
 - b. Schedule periodic Management Committee meetings and develop agendas for each.
 - c. Oversee the work of the Management Committee, ad hoc committees, and volunteers.
 - d. Develop the annual budget with the Management Committee and Music Director.

2. The Vice-President shall:
 - a. In absence of a President, perform the Presidential duties stated above.
 - b. Be responsible for distributing polo shirts and ordering new ones as needed.
 - c. Arrange concert dates and venues.
 - d. Accept assignments at the President's discretion.
3. The Secretary shall:
 - a. Take attendance at all rehearsals and performances, and keep records thereof.
 - b. Take minutes of all meetings and distribute, within one week, to the members of the Management Committee for approval by electronic means. Distribute approved minutes to all the member-players of ABB.
 - c. Maintain archival copies of all official ABB documents.
 - d. Have joint stewardship of the Sub List with the Equipment and Personnel Manager.
4. The Treasurer shall:
 - a. Collect and record payment of annual dues, the amount of which is decided by majority vote of the Management Committee.
 - b. Oversee all other forms of income and financial matters.
 - c. Track all financial debits and credits to the ABB bank account.
 - d. Prepare a periodic financial report when requested by the President.
 - e. Maintain suitable, auditable ABB financial records.
5. The Librarian shall:
 - a. Maintain the existing music library.
 - b. Purchase new music as requested by the Music Director.
 - c. Distribute music parts to the band members as requested by the Music Director.
6. The Publicity Chair shall:
 - a. Create ways and means of publicizing and fundraising for ABB.
 - b. Maintain ABB website and ABB Facebook page.
 - c. Create programs for concerts and other performances.
7. The Equipment and Personnel Manager shall:
 - a. Coordinate the loading and transportation of percussion and other equipment to and from concert venues.
 - b. Organize members of the band as assistants to move percussion and other equipment for rehearsals and concerts.
 - c. Maintain a current seating chart of member-players.
 - d. Have joint stewardship of the Sub List with the Secretary.

Article 7: EX-OFFICIO MEMBERS

The music director and assistant music director (if any) of ABB shall serve in an ex-officio capacity on the Management Committee, with vote.

Article 8: MEETINGS

1. Meetings of the Management Committee shall be held periodically at the call of the President, or in absence of such a call, at the behest of three or more Management Committee members at an announced convenient time and location. The plan for a meeting shall be made available to all ABB member-players. Notice of meetings and agenda shall be communicated through Slack prior to the scheduled meeting.
2. The Management Committee will conduct meetings according to Robert's Rules of Order or in accordance with any other rules and procedures necessary to conduct the business of the partnership.

Article 9: DISSOLUTION

In the event of dissolution, the residual assets of ABB shall be turned over to the Austin Civic Wind Ensemble (ACWE). If ACWE no longer exists, the residual assets shall be turned over to the Butler School of Music of the University of Texas – Austin. Each of these is a properly constituted not-for-profit organization.

Article 10: AMENDMENTS

The ABB may amend this Organization Document at any meeting of the member-players by a majority vote of the member-players in good standing present at the meeting, providing that advance notice of the proposed amendment was given at least two (2) weeks in advance of said meeting.

PROSPECTIVE MEMBER PROCEDURE

In sections that are at-capacity (as defined by the Music Director), prospective members will be added to a Substitute (Sub) List, to be managed by the Secretary and the Equipment and Personnel Manager. To be added to the Sub List, a prospective member will fill out the Austin Brass Band Interest Form from the band website. Placement on the Sub List does not guarantee a future position in the ensemble. The provided player information will be used to contact people in the event of a section opening for a season or concert, at the discretion of the Music Director. Best effort should be made to contact the substitute at least 48 hours in advance when possible.

In sections where there is opening, or in the case of invitation to a rehearsal, the Section Leader or President should send a copy of this procedure to a prospective member prior to rehearsal. At the end of the rehearsal, the Music Director should meet with the prospective member and Section Leader individually to determine:

- Whether the person can play the music at an appropriate level acceptable by the Music Director
- Whether the potential member enjoyed the rehearsal
- Whether to either immediately invite the potential member to play the next concert series, given that there is enough time for the new player to adequately prepare for said concert series and that there is an open seat available in the section for which they are auditioning, or inform them that there is not a good fit for the band at that time.
- After their first concert, the Music Director and Section Leader should meet to decide whether the prospective member should stay.

CHAIR PLACEMENT PROCEDURE

No one in the band owns his or her chair. Chair placement is intended first to improve the sound of the band and second to please the player. At the discretion of the Music Director, players may occasionally be moved within a section, or to a new section (such as from Euphonium to Baritone, etc.). The Music Director may move players with prior notice and face-to-face contact with all affected players. This can happen before, during, or after a rehearsal or concert series.

The Music Director shall meet with the soloist/section leaders to decide on the best seating for each section. The solo player in each section is responsible for the section sound. Any player may petition the Music Director to move/swap chairs with another member of the band. In the event that a member of the band wishes to move/swap positions with another member of the band, the Music Director and Board Designee or Section Leader will audition both players to determine if the move is in the best interest of the band and the players involved. The moving of players within the ensemble will be done with the utmost respect to all players who are affected by the move. Chair placement auditions will be held at the discretion of the music director.

SECTION LEADERS

The Principal Solo Cornet, Solo Tenor Horn, Solo Euphonium, and Principal Percussionist chairs are considered Section Leader chairs. The Section Leaders shall:

1. Organize and facilitate sectionals
 2. Give feedback to the section during rehearsal as needed
 3. With Music Director, make decisions for part and seating assignments
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SECTIONAL PROCEDURE

1. The Section Leaders shall organize sectionals for the purpose of detailed rehearsals on concert/competition music and improving overall section sound.
2. Before a sectional, the Section Leader will work with the Music Director to create a Rehearsal Plan, containing at minimum the following components:
 - a. Time and duration of sectional
 - b. Material to be covered and principles to be addressed (ex. “rhythmic accuracy from letter O through P in *Renaissance*”)
 - c. Desired outcomes of sectional
3. During the sectional, the Section Leader is responsible for giving feedback, conducting as necessary, and managing time efficiently, using the Rehearsal Plan for guidance.
4. After the sectional, the Section Leader will submit a Sectional Report to the Music Director.