

# CONSTITUTION AND BYLAWS OF THE PRINCE ALBERT CONCERT BAND

Revised September 29, 2017

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## (1) DEFINITIONS

1.0 In these and all other bylaws of the organization, unless the context otherwise requires or specifies:

"Constitution" means the By Laws as set out below and approved by the membership.

"The Band" or "The Organization" means the Prince Albert Concert Band, a non profit charitable organization located in Prince Albert, Saskatchewan, Canada.

"Officer" means an elected member of The Executive.

"The Executive" means the elected executive group of officers consisting of the President, Secretary, Treasurer, Librarian, Assistant Librarian, Publicity Committee Chair, Concert Committee Chair, and 2 Members at Large.

"Member" means a regular member or an associate member.

## (2) OBJECTS

2.0 The objects of The Band are:

(a) to provide facilities for the rehearsal and performance of music to residents of Prince Albert and area;

(b) to promote better appreciation and understanding of wind ensemble music to the residents of Prince Albert and area;

## (3) DECLARATION OF NON-PROFIT STATUS

3.0 The organization shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its objectives.

## (4) FISCAL YEAR

4.0 The fiscal year of The Band shall end on the 31st day of June in each year

## (5) MEMBERSHIP

5.0 The membership of The Band shall consist of regular members and associate members.

5.1 A regular member is entitled to all privileges of membership including the right to vote at meetings of members.

5.2 An associate member is entitled to all privileges of membership except the right to vote at meetings of members and the right to be elected as an Officer.

5.3 Any resident of Prince Albert or area who is at least 18 years of age is eligible for admission to membership as a regular member.

5.4 Membership fees payable to The Band are: \$80/year for a regular membership and \$40/year for an associate membership. Any person who is eligible for admission to membership may, upon payment of the prescribed fee, be admitted as a member by resolution of The Executive. Membership fees are not refundable.

5.5 Membership fees are mandatory for all members of the Prince Albert Concert Band.

## (6) MEETINGS OF MEMBERS

6.0 An annual general meeting of members shall be held in the month of September or October in each year at a time and place to be fixed by the previous annual meeting or by the Executive. A meeting of members shall be held in May or June of every year to elect the officers for the following year.

6.1 The President may call a special meeting of members at any time but shall do so upon the written request of at least 5% of the regular members.

6.2 All business transacted at a special meeting of members or at an annual meeting of members, other than consideration of financial statements and auditors report, election of Officers and reappointment of an incumbent auditor, is deemed to be special business. No special business may be transacted at a meeting of members unless the notice of meeting stated the nature of the business in sufficient detail to permit members to form a reasoned judgment thereon.

6.3 Notice of the time and place of a meeting of members shall be sent, not less than 7 days or more than 50 days before the meeting, to each member entitled to attend the meeting.

6.4 No regular member is entitled to more than one vote on any question.

6.5 Regular members shall vote by a show of hands except where a ballot is demanded by a member either before or after a vote by show of hands.

6.6 Ten regular members personally present at the opening of a meeting shall constitute a quorum. The conduct of meetings shall be governed by the latest revised edition of Roberts Rules of Order.

## (7) OFFICERS OF THE EXECUTIVE

7.0 The Officers shall manage the activities and affairs of The Band.

7.1 A member meeting shall be held in May or June to elect the Officers for the following fiscal year. Officers hold office until the conclusion of the meeting at which their successors are elected. Subject to By Law 6.1, the term of office of an Officer shall be 1 year.

7.2 The regular members may, by ordinary resolution at a meeting called for that purpose, remove any Officer from office.

7.3 Where there is a vacancy on The Executive and;

(i) where there is a quorum of the Executive, the remaining Officers;

(a) may exercise all the powers of The Executive; or

(b) may fill the vacancy until the next annual meeting;

(ii) where there is not a quorum of The Executive, the remaining Officers shall call a general meeting for the purpose of electing regular members to fill any vacancies.

7.4 Officers may not receive any remuneration for their work in the normal carrying out of their duties.

7.5 Remuneration will be paid to officers for expenses incurred which align with the operational budget agreed upon by the executive at the start of the fiscal year.

7.6 Every Officer shall be given, by letter, telephone, or otherwise, at least five days notice of every meeting of The Executive. Attendance of an Officer at a meeting of The Executive is deemed to be a waiver of notice of the meeting, unless the Officer attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called.

7.7 The quorum of The Executive meetings shall be a majority of the Executive .

## (8) BAND DIRECTOR

8.0 The Executive shall hire a Band Director who shall have immediate and overall supervision of the operations of the Band, and shall direct the day to day business of the Band, maintain the assets of the Band and perform such additional duties as may be directed by the Executive.

8.1 Full time band directors shall be paid a stipend of \$1000 per year. If the role is split between two or more individuals the stipend shall be divided among those individuals proportionately.

8.2 No Officer of the Executive or member of the Band may individually instruct the Band Director.

8.3 The Band Director shall make such reports at the Executive meetings as shall be required by the President of the Executive.

8.4 The Band Director may simultaneously hold an Officer position within the Executive but may not receive remuneration for carrying out the duties of the Officer position.

8.5 The Band Director may be hired at any meeting of the Executive by a majority vote and shall serve until removed by the Executive upon an affirmative majority vote. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Band Director, who shall remain an employee terminable at will, as provided in this By Law.

## (9) FINANCIAL DISCLOSURE

9.0 The Treasurer shall place before the members at every annual meeting:

- (1) financial statements for the year ended not more than 4 months before the annual meeting;
- (2) the report of the auditor, if any; and
- (3) any further information respecting the financial affairs of the association.

9.1 The Executive shall approve the financial statements and shall evidence their approval by the signature of the President.

9.2 No financial statement shall be released or circulated unless it has been approved by The Executive.

9.3 The treasurer shall complete the annual budget for the year. Executive will approve the budget therefore pre-approving all expenses which align with the budget.

## (10) AMENDMENTS TO BYLAWS

10.0 The Executive may, by resolution, make, amend, or repeal any bylaws that regulate the activities and affairs of The Band. The Executive shall submit a bylaw, or an amendment or repeal of a bylaw to the next meeting of regular members and the members may, by ordinary resolution, confirm, reject or amend the bylaw, amendment or repeal. A bylaw, or an amendment or repeal of a bylaw is effective from the day of the resolution of The Executive until confirmed, confirmed as amended, or rejected by the regular members. If a bylaw, or any amendment or repeal of a bylaw is rejected by the regular members or is not submitted to the next meeting of members, the bylaw, amendment or repeal thereof, ceases to be effective and no subsequent bylaw, amendment or repeal having substantially the same purpose or effect shall be effective until confirmed or confirmed as amended by the regular members.

## (11) LIQUIDATION AND DISSOLUTION

11.0 The remaining property of The Band shall, in the course of liquidation and dissolution, be transferred to a registered charitable organization to be determined by The Executive.

(12) ADOPTION OF BYLAWS

We, the undersigned, are all Officers of the Executive of The Band and we consent to, and hereby do, adopt the foregoing Bylaws consisting of the 4 preceding pages, as the Bylaws of this organization.

ADOPTED AND APPROVED by the Executive on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Gordon Surkan, President, Prince Albert Concert Band

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Kathleen Clarke, Vice President, Prince Albert Concert Band

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Dwight St. Amand, Secretary, Prince Albert Concert Band

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Kayleigh Skomoroski, Treasurer, Prince Albert Concert Band

\_\_\_\_\_  
Corinne Olson, Librarian, Prince Albert Concert Band

\_\_\_\_\_  
Andrea Rutz, Assistant Librarian, Prince Albert Concert Band

\_\_\_\_\_  
Samuel Hadden, Publicity Committee Chair, Prince Albert Concert Band

\_\_\_\_\_  
Carleah Gotchia, Concert Committee Chair, Prince Albert Concert Band

\_\_\_\_\_  
Val Olsen, Member at Large, Prince Albert Concert Band

\_\_\_\_\_  
Bria Lindsay, Member at Large, Prince Albert Concert Band