

# **The Greenbelt Concert Band Constitution and Bylaws**

## **ARTICLE I**

### **Statement of Purpose**

The Greenbelt Concert Band is an adult musical organization dedicated to providing quality musical entertainment free of charge to the residents of the City of Greenbelt, of Prince Georges County, and other areas. The Greenbelt Concert Band performs for civic and charitable organizations and activities and for the general public.

## **ARTICLE II**

### **Membership**

1.0 Membership is open to adult musicians with at least 5 years' experience performing in an instrumental ensemble, who are residents of the City of Greenbelt, of Prince Georges County, or of other areas.

2.0 Membership is conditional upon the approval of The Conductor and is based upon his/her evaluation of the member's, or potential member's, musical skills and performance.

3.0 To become an active member of Greenbelt Concert Band, the musician must agree to:

3a. Complete the "Join the Band" online form via [www.greenbeltconcertband.org](http://www.greenbeltconcertband.org). In lieu of completing the online form, provide the required information to the Personnel Manager.

3b. Provide contact information to the Personnel Manager (phone and email) for group notifications (e.g. Google Group). *Individual contact information will not be disseminated or published.*

3c. Attend rehearsals and performances.

3d. Notify the Personnel Manager and/or section leader if they will be unable to attend a rehearsal or performance. Any extended absences or extenuating circumstances should be communicated with as much notice as possible.

3e. Maintain their instrument in good working order (percussion instruments are owned by the band).

3f. Maintain the music folder issued to them at the beginning of the season (or upon joining) and return all music promptly upon request of the Conductor/Director or Librarian.

3g. Bring all music, instrument, and a music stand (Greenbelt Concert Band owns stands for all members to use during rehearsals and concerts) to every performance.

3h. Bring music folder and a pencil to all rehearsals and mark Conductor/Director's notes.

3i. Members are expected to wear appropriate concert attire.

4.0 An Active member may inactivate or terminate membership in The Greenbelt Concert Band by statement of such to the Personnel Manager.

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5.0 A member will be considered inactive if they have an absence of three (3) months or longer without communicating absence to the Personnel Manager.

6.0 Inactive (and active) membership shall be terminated after an absence of twelve (12) months and removed from the Google Group.

7.0 A former member may re-apply for membership by notifying the Personnel Manager.

8.0 At the discretion of The Executive Committee, a non-musician may be granted membership in The Greenbelt Concert Band for the sole purpose of becoming an officer, except that of the Conductor/Director.

### **ARTICLE III Officers**

1.0 The Greenbelt Concert Band shall operate with the following officers, which shall constitute The Executive Committee:

- A. General Manager
- B. Treasurer
- C. Personnel Manager
- D. Publicity Manager
- E. Property Manager
- F. Librarian
- G. Conductor/Director

1.1 The General Manager shall chair The Executive Committee.

2.0 The officers shall be elected by a majority of the members of The Greenbelt Concert Band present at a duly called business meeting. Each officer shall serve until removed or retired. Any officer may be re-elected any number of times.

3.0 Elections shall be held at a regularly scheduled rehearsal after a two (2) to three (3) week notice.

4.0 With the exception of the Conductor/Director, only members of The Greenbelt Concert Band are eligible to hold office.

5.0 Any officer may appoint an assistant, or assistants from membership of The Greenbelt Concert Band.

### **ARTICLE IV Removal of Officers**

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- 1.0 Loss of membership automatically removes an officer from office.
- 2.0 A petition by 20 or more members to The Executive Committee for removal of any officer shall force a vote for removal of an officer.
- 3.0 A petition by any member of The Executive Committee to The Executive Committee for removal of any officer shall force a vote for removal of an officer.
- 4.0 The Executive Committee, within four weeks of receipt of a petition for the removal of an officer, shall call for a vote for removal. A vote for removal shall be held during a regularly scheduled rehearsal. A majority of members present and voting is sufficient for removal.

### **ARTICLE V Standards of Behavior**

- 1.0 Members of the Band including officers are required to adhere to inter-personal relationships that conform to generally accepted behavioral standards such that all members feel safe and welcome.
- 2.0 The Band's standards of behavior consist of congeniality with an emphasis on respectfulness between members considering their different backgrounds, cultures, sex, race, age, and musical ability.
- 3.0 In order for rehearsals to be enjoyable, productive, and orderly the Conductor requires the attention of the Band Members throughout rehearsals and performances.
- 4.0 Abusive behavior, including but not limited to sexual harassment and bullying, can result in loss of Band membership and expulsion.
- 5.0 Band members who are made to feel uncomfortable by the actions of another member and are unable or unwilling to confront the offender to resolve the issue should address the Personnel Manager, the General Manager, or the Music Director for assistance and issue resolution.
- 6.0 Issues of violation of the Band's standards of behavior that are brought to the attention of a Board Member will be investigated by the General Manager. In the situation when counseling and warnings do not resolve the issue and a member's behavior is deemed detrimental to the wellbeing of other Band members, the offending member can be expelled following a majority vote by the Executive Committee Board of Directors.

### **ARTICLE VI Duties Of Officers**

- 1.0 General Manager

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1.1 The General Manager shall be responsible for the non-musical operation of The Greenbelt Concert Band.

1.2 The General Manager shall be responsible for liaison between The Greenbelt Concert Band and all other organizations, including The City of Greenbelt, the Greenbelt Arts Council, and the Greenbelt Community Center.

1.3 The General Manager, in cooperation with the Conductor/Director, shall (or delegate to other Band Members), establish the date, time, place, and logistics for rehearsals and all performances of The Greenbelt Concert Band.

1.4 The General Manager shall call and preside over all business meetings of The Greenbelt Concert Band and The Executive Committee.

1.5 The General Manager shall initiate funding requests for the Band including the City of Greenbelt and the Greenbelt Foundation.

1.6 The General Manager shall be responsible for maintaining the records and documents of the GCB including this Constitution.

### **1A GWE Event Coordinator**

1A.1 The GWE Event Coordinator, in cooperation with the Conductor/Director, shall (or delegate to other Band Members), establish the date, time, place, and logistics for rehearsals and all performances of the Greenbelt Wind Ensemble.

### **2.0 Treasurer**

2.1 The Treasurer shall be responsible for all financial accounts of The Greenbelt Concert Band.

2.2 Treasurer shall initiate with the General Manager or the Conductor/Director all drafts drawn on the accounts of The Greenbelt Concert Band.

2.3 The Treasurer shall be responsible for all audits and financial reports to other organizations as required.

2.4 The Treasurer, at the end of each fiscal year, shall report to the General Manager the fiscal status of the Band including the fiscal balance and yearly expenditure.

2.5 The treasurer shall maintain the status of the Band as a 501(c)3 charitable organization with the IRS.

### **3.0 Personnel Manager**

3.1 The Personnel Manager shall maintain and manage the email distribution list and roster of The Greenbelt Concert Band membership.

3.2 The Personnel Manager shall assist The Conductor in recruiting substitute musicians for performances.

3.3 The Personnel Manager shall assist the conductor in recruiting candidates for membership of The Greenbelt Concert Band.

3.4 The Personnel Manager shall provide sign-up sheets for concerts.

3.5 The Personnel Manager shall coordinate and order band shirts via our website.

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3.6 The Personnel Manager, in collaboration with the Librarian and Publicity Manager, shall create concert flyers and programs.

### **4.0 Publicity Manager**

4.1 The Publicity Manager shall be responsible for, with the approval of The General Manager and The Conductor/Director, all publicity for The Greenbelt Concert Band, including managing the Band's website and Facebook page.

### **5.0 Property/Equipment Manager**

5.1 The Property/Equipment Manager, with the approval of The Conductor, shall be responsible for the stage set-up, including transportation, assembly, disassembly, and return of all band equipment, for performances of The Greenbelt Concert Band.

5.2 The Property/Equipment Manager, with the concurrence of The Conductor/Director and The General Manager, shall be responsible for the maintenance and repair of all the equipment of The Greenbelt Concert Band.

5.3 The Property/Equipment Manager, with the assistance of the General Manager or Conductor/Director, shall recruit Band Members to assist in the physical requirements of the position.

5.4 In collaboration with the Librarian, the Property/Equipment Manager shall be responsible for keeping inventory of all Band equipment.

### **6.0 Librarian**

6.1 The Librarian shall maintain the music files and inventory of The Greenbelt Concert Band.

6.2 The Librarian is responsible for the process and oversight of moving arrangements from the music storage files to individual folders, per direction of the Conductor, and then back to the storage files of the Greenbelt Concert Band.

6.3 The Librarian shall, at the direction of The Conductor/Director and the General Manager, acquire new musical arrangements and supplies to be included in the inventory of The Greenbelt Concert Band.

6.4 The Librarian shall be responsible for the preparation and printing/copying of programs/bulletins for all performances of The Greenbelt Concert Band.

6.5 The Librarian shall be responsible for maintaining members' music folders/signing out of folders.

### **7.0 Conductor/Director**

7.1 The Conductor/Director shall be responsible for the musical and artistic activities of The Greenbelt Concert Band.

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7.2 The Conductor/Director shall approve or disapprove of membership in The Greenbelt Concert Band based upon an applicant's musical skills and performance.

7.3 The Conductor/Director shall, in cooperation with the General Manager, and with delegated help from Band Members, establish the date, time, place, and artistic arrangements for all performances of The Greenbelt Concert Band.

7.4 The Conductor/Director shall, in cooperation with the General Manager, direct the Librarian to acquire new musical arrangements to be included in the inventory of The Greenbelt Concert Band.

7.5 The Conductor/Director has the authority to purchase music and equipment by co-signing purchases with the Treasurer and informing the General Manager.

7.6 The Conductor/Director shall direct the Librarian to assemble the musical arrangements for rehearsal and performance folders.

7.7 The Conductor/Director shall, in the absence of the General Manager, assume the duties of the General Manager until such time as a replacement is elected by the membership of The Greenbelt Concert Band.

## **ARTICLE VII Amendments**

Amendments to this constitution and By-Laws of The Greenbelt Concert Band may be proposed by any member of the Board at any business meeting and shall require a 2/3rds affirmative vote of members present and voting for passage.

*Rev. 1.21.25*

*Motion to accept by Lynn (sax), seconded by Stan (clarinet) 1.27.25*