

Bylaws of the Boeing Employees Concert Band

ARTICLE I. MEMBERSHIP

Section 1. Eligibility

- A. The Boeing Employees Concert Band is a performing Concert Band, organized under the authority of The Boeing Recreation Organization, and as such, eligibility for membership in The Boeing Employees Concert Band is governed by Boeing Recreation. The Boeing Employees Concert Band seeks to be a diverse organization that reflects The Boeing Company's commitment to equal employment opportunity. Due to the nature of the Concert Band and it's representation of The Boeing Company in the public eye, further requirements and conditions have been placed on membership, with the approval of Boeing Recreation.
- B. Candidates for The Boeing Employees Concert Band must satisfy the eligibility requirements for membership in any Boeing Recreation Club. Membership shall be open to the following people without regard to race, color, gender, sexual orientation, age, religion, national origin, status as a special disabled or Vietnam era veteran or the presence of a disability:
1. Boeing employees and retirees.
 2. Spouses and dependents, 16 years of age and over, of Boeing employees and retirees.
 3. Government, customer, vendor and contract personnel stationed at or exclusively serving The Boeing Company, and their spouses and dependents 16 years of age and over.
 4. Other persons as may be authorized by BERC upon petition by the Executive Board.
- C. To remain eligible for the Concert Band, all members must satisfy the Boeing Recreation eligibility rules.
- D. Any member may be asked to leave if the director, board, and section leader concur that actions of the member are detrimental to the band.

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Section 2. Dues

Semi-annual dues shall be established by the Executive Board on the basis of annual budgetary requirements. Payment is required twice a year, in September and January. Payment is required regardless of the time at which the individual member is accepted. A late fee, determined by the Executive Board, may be charged after a 2 month grace period. The grace period begins at the first practice for a fiscal year. For new enrollees, it begins on the date of acceptance into the Band.

ARTICLE II. ELECTION OF OFFICERS

Section 1. Elective officers

The four elective officers of the Band shall serve one-year terms, and be elected at the first regular meeting in March. The officers shall take office on June 1.

Section 2. Nominations

Nominations for the officers of the Band shall be made by a three person Nomination Committee appointed by the President not later than one month before each election. The nominations shall be approved by the Executive Board not later than one week before each election. The President shall be neither a regular nor an ex-officio member of the Nomination Committee. The Nomination Committee shall present a list of nominees to the Band to be voted upon for the vacant elective offices. Out-going officers may serve on the Nomination Committee.

Section 3. Office holder eligibility

Members in good standing who satisfy current Boeing Recreation requirements for holding office in a Boeing Recreational Group are eligible for nomination and election to an office in the Band. Current requirements are specified in Procedure PRO-99, Boeing Employees' Recreation Clubs and remain valid until superseded according to company-wide Boeing procedure.

The Treasurer must be a Boeing employee. The remaining officers shall be either Boeing employees or Boeing retirees.

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Section 4. Multiple offices and number of terms

No member is eligible to hold more than one elective office at a time or to be retained in the same office more than two (2) successive one (1) year terms, except for Treasurer, who may serve 3 consecutive one (1) year terms.

Section 5. Secret Ballots

All elections shall be by secret written ballot, and shall be acted upon only when there is a quorum present (2/3 of the members in good standing).

Section 6. Election by majority

To be elected, a nominee from a list of nominees shall receive a majority of the votes cast. If this does not occur on the first ballot, then subsequent ballots shall be cast until a nominee receives a majority of the votes cast.

Section 7. Vacancies

In the event of elected office vacancies, special elections may be held at any time as determined by the Executive Board. For vacancies with less than a year remaining in the term of office, the President may, subject to the approval of the Executive Board, fill vacant officers' positions by appointment. Appointees shall serve until the next regular or special election is held.

Section 8. Election Committee

The Nomination Committee shall stand as the Election Committee.

Section 9. Voter eligibility

Only members in good standing are eligible to vote in an election. The membership shall be advised of the forthcoming elections and eligibility requirements approximately two (2) weeks before the election.

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Section 10. Balloting

Ballots shall be distributed only to members in good standing by the Elections Committee, which shall count and report the vote as soon as possible.

Section 11. Family members

Only one member of a family at a time is eligible to hold the office of President, Vice-president, Secretary, or Treasurer.

Section 12. Compensation

No officer shall receive any salary or wages by reason of office.

ARTICLE III. STAFF

SECTION 1. The Music Director shall:

- A. Serve at the pleasure of the Executive board.
- B. Conduct the band at all rehearsals and performances.
- C. Select the music to be played at rehearsals and performances, in conjunction with the program committee.
- D. If necessary, recommend appointment of optional staff pre-approved by the Executive Board such as an Associate Director or other musical aides as may be required to meet our objectives and commitments.
- E. Be compensated for services and expenses at a rate set by the Executive Board. Transportation and lodging for scheduled tours shall be paid by the Band.
- F. Notify the band President of schedule conflicts or circumstances requiring absence.
- G. The Director shall arrange for substitutes as necessary and coordinate compensation requirements with the Executive Board before making binding commitments.

SECTION 2. The Librarian shall:

- A. Assume primary responsibility for the music library.
- B. Maintain an up-to-date list and count of all music owned by The Boeing Employees Concert Band

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- C. Distribute and collect music at rehearsals
- D. Be empowered by the Executive Board to place and receive music orders at the direction of the Executive Board, and the Director, up to the unspent new music budget authorization. Any amount that would cause the yearly budgeted amount to be exceeded must be approved by the Executive Board before an order is placed.
- E. Report expenditures for music at the next Executive Board meeting.

SECTION 3. The Personnel Manager shall:

- A. Chair the Membership Committee
- B. Serve as focal for membership attendance at rehearsals and performances.
- C. Keep an up-to-date roster of all active band members.

SECTION 4. Equipment and Logistics Manager shall:

- A. Chair the concert committee.
- B. Be responsible for the care of all of the physical property owned by the band, to include transport equipment, percussion equipment, stands, folders and uniforms.
- C. Coordinate all logistical requirements for the band in support of public and private appearances.
- D. Act as primary point of contact for all matters of logistics for the band, including reviewing venues and coordinating performances and other events.
- E. Keep an up-to-date inventory of all band-owned equipment.

ARTICLE IV. THE STANDING COMMITTEES:

SECTION 1. Membership committee shall:

- A. Be chaired by Personnel Manager
- B. Coordinate with the band membership by disseminating information.
- C. Prepare and distribute "prospective member information packets" to those inquiring about membership, review applications to insure compliance with Boeing Recreation requirements and Article I of the By-laws, and maintain a file of prospective member applications.
- D. Be responsible for coordinating new member recruiting activities.

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- E. Obtain and retain for the period of membership or participation a release and indemnity agreement from each participant prior to commencement of any club activity. These agreements, including a membership roster, will be made available to Boeing Recreation upon request.
- F. Submit budget requirements to the Executive Board by the first Tuesday of the next to last month of each fiscal year for inclusion in the Annual Budget.

SECTION 2. The Program Committee shall:

- A. Be Chaired by appointment of the President and approved by the Executive Board.
- B. Collaborate with the Director in music selection.
- C. Submit budget requirements to the Executive Board by the first Tuesday of the next to last month of each fiscal year for inclusion in the Annual Budget.

SECTION 3. The Publicity Committee shall:

- A. Be Chaired by appointment of the President and approved by the Executive Board.
- B. Be responsible for band promotion through posters, news articles and pictures, and other appropriate means.
- C. Promote membership drives in support of the Membership Committee.
- D. Publicize band appearances.
- E. Submit internal news releases, announcements, posters, and other promotional material to Boeing Recreation for approval.
- F. Submit external news releases, announcements, posters, and other promotional material to Boeing Recreation and Public Relations for approval.
- G. Submit budget requirements to the Executive Board by the first Tuesday of the next to last month of each fiscal year for inclusion in the Annual Budget.

SECTION 4. The Concert Committee shall:

- A. Be chaired by Equipment and Logistics Manager
- B. Arrange concerts; provide a rehearsal and concert schedule for the annual concert season at the beginning of the season.
- C. Formulate an annual and long term (5 year) strategy for concerts within The Boeing Company, in the community at large, with international groups for touring opportunities and joint concerts.
- D. Coordinate with the Publicity Committee on marketing and promotional strategies if appropriate.

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- E. Submit budget requirements to the Executive Board by the first Tuesday of the next to last month of each fiscal year for inclusion in the Annual Budget.

SECTION 5. The Elections Committee shall:

- A. Be chaired by appointment of the President and approved by the Executive Board.
- B. Meet as necessary to provide nominees for elected offices.
- C. Contact prospective nominees for elected offices.
- D. Publish a list of nominees prior to elections.
- E. Conduct the elections and count ballots.

SECTION 6. The Section Leaders Committee shall:

- A. Be chaired by the Music Director
- B. Be composed of a band member from the band section they represent (Clarinets, Saxes, Trumpets, Trombones, Baritones/Horns/Tubas, Flutes/Double Reeds, Percussion), recommended by section members for a one year term following the election of Executive Board members and with the concurrence of the Director.
- C. Provide an interface between the Executive Board and band members.
- D. Each Section Leader shall perform the following duties:
 - 1. Evaluate the musical abilities of section members and make music assignments based on the evaluations, with concurrence from and guidance of the director.
 - 2. Be responsible for communicating to the personnel manager possible absences at upcoming rehearsals and performances. Make appropriate adjustments within the sections.
 - 3. Notify band members of changes of band events.
 - 4. Provide recommendations to the Director for selection of new members for their section.

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ARTICLE V. AMENDING THE BY-LAWS

Section 1. Submissions in writing

The By-Laws may be amended by the submission in writing of a proposed amendment at any regular or special meeting of Band. The Executive Board shall be responsible to review, comment and take action to present the proposed amendment to Band membership. The proposal shall be acted upon within one (1) month of submission during a regular meeting of the Band at which there shall be a quorum present.

Section 2. Brought before membership

For the consideration of all matters properly brought before the membership at regular rehearsals, a quorum shall be defined as two-thirds of the members in good standing.

Section 3. Notice of vote

Written notice of the vote shall be given to band members one (1) week prior to the meeting at which the amendment shall be voted upon.

Section 4. Voting eligibility

Each member of the band in good standing, including the Music Director, Administrative Staff shall be entitled to one (1) vote, and no more than one (1) vote, on each measure on the ballot.

Section 5. Adoption of amendments

An amendment shall be adopted when a simple majority of the votes are cast in favor of it

