

GOLDEN WEST POPS
BY-LAWS
(Created August 2003)

ARTICLE I

Name

The name of this organization shall be Golden West Pops, herein referred to as GWPops.

ARTICLE II

Object

The objectives of this organization shall be:

To add to the enlightenment of its members through a program of music education, including rehearsal and performance.

To execute ways and means projects to raise money to be used for scholarships, performance tours, and/or special events as designated by the Board of Directors.

ARTICLE III

Membership

Section 1. Memberships shall be Active and Honorary.

- A. Active Membership will be granted upon successful audition or by recommendation by the Board of Directors with the intent of creating a balance of instrumentation.
- B. After paying dues, all members shall have all the rights and responsibilities granted to members of the GWPops
- C. Active Membership shall be terminated if dues become delinquent.
- D. Honorary Membership shall be non-voting, and shall be granted to those designated by the Board of Directors, and shall not be subject to payment of dues.

Section 2. Membership dues.

- A. Dues shall be in the amount established by the Board of Directors and are due and payable quarterly in January, April, July and October. Dues become delinquent the first rehearsal of the month following.
- B. Dues will be prorated to the beginning of the next month for new members who join in the middle of that quarter.

Section 3. A limited number of scholarships will be available to those who provide proof of true financial need. These non-perpetual scholarships will be considered upon a successful audition and granted with the intent of creating a balance of instrumentation.

ARTICLE IV

Officers

- Section 1. Elected Officers
- A. Elected officers shall consist of a Board of Directors, Secretary, and Treasurer.
 - B. Eligibility. All active members shall be eligible for any elected office.
 - C. Nominations:
 - a. A Nominating Committee of five (5) members, made up of two (2) Board of Directors members and three (3) active members shall be selected at the last rehearsal in April by a majority vote of those active members in attendance.
 - b. At the May meeting, the Nominating Committee shall consider all eligible candidates and list of nominees with at least one nominee for each office. Further nominations may be made from the floor, provided the nominee is present and consents or is not present but has given consent.
 - D. Elections
 - a. Officers shall be elected at the Annual Meeting in June and shall start their duties on July 1.
 - b. Write-in votes are not eligible.
 - c. If a majority is not obtained on the first ballot, all names except those of the top two candidates shall be dropped prior to a second ballot.
 - d. If there is but one nominee for each office, the election may be by acclamation.
 - E. Term of Office
 - a. The term of office shall be for two (2) years beginning July 1 through June 30.
 - F. Vacancies
 - a. A member of not less than 1 year may be appointed to the Board of Directors by a majority vote of the remaining Board members.
- Section 2. Appointed Officers
- A. Appointed Officers shall be a Technical Coordinator, Music Director and Librarian. These officers are appointed by a majority vote of the Board of Directors.

ARTICLE V

Duties and Responsibilities of the Officers

- A. 7 Board Members
 - a. All equal in power with equal vote.
 - b. Attend all Board of Directors meetings.
 - c. Assume the responsibilities of Co-Chairman and shall rotate presiding each month's meeting.
 - d. Provide leadership by exercising general supervision over the affairs, activities, performances and music selections of the GWPOps.
 - e. Appoint School Liaison, Technical Coordinator, Music Director and Librarian.
 - f. Appoint the Master of Ceremony and Conductor for each concert.
 - g. Approve travel agencies for tours.
 - h. Approve budget and distribution of funds.
- B. Secretary
 - a. Keep a complete record of proceedings at all meetings.
 - b. Submit copies of minutes within seven (7) days to the Board of Directors.
 - c. Coordinate and compile the annual Directory.
 - d. Present recommendations, and report actions of the Board of Directors.
 - e. Maintain accurate attendance rolls.
 - f. Conduct the official correspondence of the organization, as directed.
 - g. Maintain a file of correspondence.
 - h. Establish and chair the telephone committee.

- C. Treasurer
 - a. Keep an accurate record of Membership.
 - b. Receive funds and collect membership dues. The outgoing Treasurer shall assist the newly elected or appointed Treasurer in the preparation of the proposed budget for the following term.
 - c. Make disbursements upon authorization of the Board of Directors and with the original receipt.
 - d. Keep accurate records of all financial transactions.
 - e. Present itemized reports, monthly or as requested, to the membership and the Board of Directors, with copies to the Secretary.
 - f. Present proposed budget to the Board of Directors at the September meeting for approval.
 - g. Submit the Annual Report at the September meeting.
 - h. Submit books for audit by July 1, of the fiscal year.
 - i. Provide receipt upon payment of membership dues.
 - j. Based on the rules set forth by the scholarship committee, determine suggested amount of funds to be allotted for scholarships and report this semi annually to the Board of Directors for a vote.
 - k. Establish reimbursement & expenditure policy.
 - l. Have a general knowledge of accounting procedures.

- D. Music Director
 - a. Maintain music archive.
 - b. Accept recommendations of music to be performed at concerts and to present them to the Board of Directors.
 - c. Recommends purchases of new music to the Board of Directors.
 - d. Assumes all responsibilities of the Librarian upon his or her absence.
 - e. Applies technologies to assist Librarian & members.
 - f. Chairs the Program committee.

- E. Technical Coordinator
 - a. Prepares concert sites for the arrival and performance of the GW Pops members.
 - b. Transports selected items to and from performances.
 - c. Coordinates use of college equipment for use with performances & rehearsals.
 - d. Maintains inventory of GW Pops owned resources.

- F. Librarian
 - a. Provides current music for each active member.
 - b. Provides current music folders for new members.
 - c. Maintains current repertoire list and provides copies of the list for each member quarterly.

ARTICLE VI

Board of Directors Meetings

- Section 1. Regular Meetings shall be held once each month throughout the year, except for a recess in the month of December.
- Section 2. Special Meetings may be called by a member of the Board of Directors during his or her month of rotation, or shall be called upon written request of five (5) active members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least seven (7) days' prior written notice shall be given.
- Section 3. The regular meeting in June shall be known as the Annual Meeting and shall be for the purpose of electing officers and for any other business that may arise.
- Section 4. The regular July meeting will be the installation Meeting.
- Section 5. Meetings will be open to all active and honorary members.
- Section 6. Active and honorary members can add items to the agenda with seven (7) days advance written notice.
- Section 7. Quorum: A majority of the active membership that are present constitute a quorum for the transaction of business.

ARTICLE VII

Rehearsals

- Section 1. Rehearsals shall be held weekly except for non-rehearsal weeks to be designated by the Board of Directors.
- Section 2. All active members are expected to attend each rehearsal.

ARTICLE VIII

Board of Directors

- Section 1. **Composition**
The Board of Directors shall consist of all elected officers and the following non-voting members: The Music Director, the Technical Coordinator and the School Liaison.
- Section 2. **Authority**
The Board of Directors shall have general administrative authority and such power as voted by the organization. The Board of Directors shall:
- A. Transact such business as may be necessary between rehearsals.
 - B. Approve expenditures for all items over \$50.00.
 - C. Consider all matters concerning the welfare of the organization.
 - D. Present all recommendations to the membership for action.
 - E. Report all action taken.
- Section 3. **Meetings:**
- A. Meetings shall be held monthly immediately following the first monthly rehearsal.
 - B. During the election years, an in/out Board meeting shall be held in July to turn over duties to the new officers.
- Section 4. **Quorum:**
A quorum of the Board of Directors shall be a majority of the Board members.

ARTICLE IX

Committees and Duties

- Section 1. **Standing Committees:**
The Standing Committees shall be:
- A. Newsletter
 - B. Website
 - C. Publicity/Marketing
 - D. Scholarship
 - E. Telephone
 - F. Tour
 - G. Program
 - H. Audition
- Section 2. **Special Committees**
Special Committees may be appointed by the Board as required.

Section 3.

Duties of the Committees

- A. Newsletter
 - a. Make copies available for members at rehearsals and/or coordinate for e-mail distribution
 - b. Coordinate and compile a quarterly newsletter.
 - c. Submit to the Board of Directors for approval articles to be included in the Newsletter.
 - d. Indicate deadline date for submitting copies to Editor.
 - e. Make copy-ready, preparing and using mailing labels from membership list.
 - f. Stuff envelopes.
 - g. Submit receipts for costs to the Treasurer.
- B. Website
 - a. Prepare and maintain current website.
 - b. Coordinate with Newsletter Committee.
- C. Publicity/Marketing
 - a. Arrange for pictures and materials for publication.
 - b. Write articles for the newsletter concerning GWPops News and submit to Newsletter Committee.
 - c. Create and maintain marketing materials.
- D. Scholarship
 - a. Establish acceptable criteria.
 - b. Work with Board of Directors on selection of members for scholarships and financial aid.
 - c. Recommend semi annually at a Board of Directors meeting the appropriate distribution of funds for scholarships, short-term student loans, and special gifts.
- E. Telephone
 - a. Make calls upon request from officers or committees.
 - b. Chaired by Secretary.
- F. Tour
 - a. Recommend tour locations.
 - b. Interview and coordinate with travel agents.
- G. Program
 - a. Determine which performances require programs.
 - b. Produce programs for distribution during performances.
 - c. Coordinate with the Publicity/Marketing committee.
 - d. Chaired by the Music Director.
- H. Audition
 - a. Establish guidelines for membership auditions.
 - b. Conduct auditions as required.

ARTICLE X

Parliamentary Authority

Robert's Rules of Order Newly Revised shall be the parliamentary authority and shall be applicable in all cases where it does not conflict with these by-laws and any Special Rules of Order that GWPops may adopt.

ARTICLE XI

Amendments

These by-laws may be amended at any Board of Directors meeting by a majority vote of those Board of Directors members present and voting, provided the proposed amendment or amendments have been submitted in writing at the previous rehearsal.

STANDING RULES

- A. GWPops shall rehearse weekly on Wednesday evenings from 7:00pm to 9:30pm.
- B. The Board shall establish annual membership dues.
- C. The fiscal year of the organization is from July 1 through June 30.
- D. Members shall be responsible for notifying the Secretary prior to missing a rehearsal or performance.
- E. The Board of Directors shall retain the exclusive right to terminate a membership of anyone found to have a detrimental effect on the organization.

Standing Rules may be amended or changed at any Board of Directors meeting by a majority vote of those members present.