

# **Constitution of the Boeing Employees Concert Band**

**Preamble:** We, the members of the Boeing Employees Concert Band, do hereby organize for educational and charitable purposes, to provide high quality musical enrichment and music education to the Greater Puget Sound community and to provide musical opportunities to members of the Boeing Employees Concert Band.

This Association is organized and operated exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE I. NAME**

The name of the organization shall be the **BOEING EMPLOYEES CONCERT BAND**.

## **ARTICLE II. REQUIREMENTS FOR 501(c)(3) ELIGIBILITY**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, to organizations which have received exempt status under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.

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## **ARTICLE III. ELECTIVE OFFICERS**

The four elective officers of the Band shall be President, Vice President, Secretary, and Treasurer.

### **SECTION 1. The PRESIDENT shall:**

- A. Be the chief executive officer of the Band and shall have general charge and supervision over its property, business and affairs.
- B. Preside at meetings of the Executive Board.
- C. Appoint committee members to the various committees and shall serve ex-officio on all committees.
- D. Attend meetings as appropriate or as requested by Boeing Recreation.
- E. Review the financial statement with the Treasurer, arrange for an annual financial audit if requested by the Executive Board, Boeing Recreation or another agency having jurisdiction.
- F. Assure that an assessment of the Band and its staff is conducted annually.

### **SECTION 2. The VICE PRESIDENT shall:**

- A. Perform the duties of President in the absence of the President.
- B. Perform additional duties as stipulated in the By-Laws.

### **SECTION 3. The SECRETARY shall:**

- A. Keep minutes of all business meetings, including the Executive Board
- B. Provide the Elections Committee with a list of members eligible to hold elective office two months prior to proposed elections.
- C. Maintain the Band's official records including, but not limited to, all meeting minutes and copies of financial statements submitted by the Treasurer.
- D. Prepare and send correspondence such as thank you notes, cards of any kind, and any information needed for Band meetings.

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## **SECTION 4. The TREASURER shall:**

- A. Be a current Boeing Employee.
- B. Keep an accurate account of all financial transactions of the organization.
- C. Be responsible for the funds of the organization, receive and disburse all moneys, subject to the will of the executive board.
- D. Maintain accounts and render financial statements to the Executive Board on a schedule set by the Board. All financial records shall meet the specifications set by Boeing Recreation.

## **ARTICLE IV. BOARDS and COMMITTEES**

### **SECTION 1. The Executive Board shall:**

- A. Be chaired by the President, and consist of four (4) elected voting members - President, Vice-president, Secretary, and Treasurer. Boeing Recreation Staff and the Music Director shall serve as ex-officio members.
- B. Approve all expenditures and committee chair appointments, establish methods of election, and provide for the general government of the band in accordance with current Boeing Recreation policy.
- C. Meet monthly, September through June, or as necessary, to conduct the business of the band. The date and time of the meetings shall be set by the President.
- D. Appoint the Staff and any assistants or other administrative staff and determine their remuneration as may be required. Term of service for appointed administrative staff shall be at the discretion of the Executive Board.
- E. Approve new members recommended by the Music Director, ensuring that the new members satisfy current Boeing Recreation policy.
- F. Pre-approve optional positions and their remuneration, such as Associate Director.
- G. Determine standing committees and their membership.
- H. Determine remuneration for any staff member during an extended absence of the staff member.
- I. Establish the By-Laws
- J. Solicit financial support.

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## **SECTION 2. The Executive Committee shall:**

- A. Be chaired by the President and
- B. Consist of the Executive Board, Committee Chairs, Section Leaders and the Music Director.
- C. Meet monthly, or as necessary, to receive reports, plan and coordinate events and trips, and carry out the objectives of the Band.
- D. When approved by the Executive board for each fiscal year, all Executive Committee members participate in voting privileges.

## **ARTICLE V. AMENDING THE CONSTITUTION**

### **SECTION 1. Submissions in writing**

The constitution may be amended by the submission in writing of a proposed amendment at any regular or special meeting of the Band. The Executive Board shall be responsible to review, comment and take action to present the proposed amendment to the 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. Submitted to BERC**

All proposed amendments to the constitution shall be submitted to Boeing Recreation for clearance with Boeing Recreation standards before a vote by the membership.

### **SECTION 4. 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 5. 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.

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## SECTION 6. Adoption of amendments

An amendment shall be adopted when two-thirds of the votes are cast in favor of it.

## ARTICLE V. APPROVAL OF THE CONSTITUTION

### Section 1. Approval

This constitution shall be in full force and effect after approval by the Executive Board, Boeing Recreation, and the membership.

APPROVED: (original signed) Kristin Stackonis DATE: 10/7/03  
Band President (acting)

APPROVED: (original signed) Kristin Stackonis DATE: 10/7/03  
Band Vice-President

APPROVED: (original signed) Judy McCarty DATE: 10/7/03  
Band Secretary

APPROVED: (original signed) Karen Morris-Fine DATE: 10/7/03  
Band Treasurer

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Boeing Recreation Representative