

KALAMAZOO CONCERT BAND  
BOARD POLICY

**Section 1. Organizational Meeting**

The Kalamazoo Concert Band Board, hereafter referred to as the Board shall hold an annual organizational meeting not earlier than April 1st for fiscal year items and not later than the last Monday in April at a meeting held for the purpose of electing officers and assigning committees and appointments. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of a President.

The Board shall elect a President and Vice-President as well as a Secretary and Treasurer.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

The Board shall, at the April organizational meeting:

- designate depositories for funds
- designate those persons authorized to sign checks, contracts, and agreements
- designate a day, place, and time for regular meetings which shall be held at least once every month except for the months of July and December
- designate those persons authorized to use the safe deposit box if one is rented **Section**

**Two: Officers**

*President*

The President of the KCB Board shall:

- preside at meetings of the Board
- perform other duties appropriate to the office of the President

*Vice-President*

The Vice-President of the KCB Board shall:

KALAMAZOO CONCERT BAND  
BOARD POLICY

- preside at meetings of the Board when the President is not able to attend ○ perform other duties appropriate to the office of Vice President as the Board determines
- in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term

*Secretary*

The Secretary of the KCB Board shall:

- act as clerk at meetings of the Board
- record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books or electronic files
- preserve and file copies of reports, books, papers, and other documents belonging to the office of the secretary or to the Kalamazoo Concert Band, store copies of all documents in the KCB cloud, and deliver copies or access to documents to a successor in office
- perform other duties required by law or by the Board

*Treasurer*

The Treasurer of the KCB Board shall supervise:

- the funds of the KCB ○ proper books of account
- an account of interest received from invested band funds, and credit interest received to the appropriate fund accounts
- the pay out funds for the purposes specified by law, or, in the case of gifts or donations for the purposes for which the money is given or donated, on proper orders signed by the Secretary and countersigned by the President of the Board
- other duties the Board may prescribe in its bylaws relating to the administration of KCB funds

*Trustees*

- Trustees shall regularly attend Board meetings

**Section Three: Committees**

The President is authorized to appoint members of committees as deemed necessary.

KALAMAZOO CONCERT BAND  
BOARD POLICY

**Section Four: Reports**

The Board of the KCB shall publish a financial report and annual report. In addition, the Board shall publish other reports it deems necessary. Keep the membership and governmental authorities adequately informed about the operation of the KCB. All reports may be published on the KCB website in the member's section.

**Section Five: Contractors**

The Board president has direct oversight of all contractors and will keep the Board informed of any issues which require Board discussion. Contractors will acknowledge requests for information from any KCB officer and will provide the requested information and/or materials within a reasonable timeframe. If required by the Board, contractors will provide a written monthly activity report to the Board at its monthly meeting. A copy of the monthly reports will be kept by the treasurer or secretary as a part of the contractor's payment for services record.

Contractors will receive an annual performance review during the 9<sup>th</sup> month of their contract or no later than January 15<sup>th</sup> of the year the contract expires. The review format will be determined by the President with input from the Board.

Upon resignation or termination, the contractor will turn over all records, property, and information relating to the Association prior to the last day of employment or within 10 days of termination date.

The Board will contract the following services:

- Business manager
- Conductor
- Assistant Conductor
- Librarian
- Set up manager.
- Master of Ceremonies

Details of the contractors' duties will be included on the respective contracts.

**Section Six: Board Documents**

Except when illegal or impossible, all documents and records of the Board shall be stored electronically.

KALAMAZOO CONCERT BAND  
BOARD POLICY

All correspondence to the Board shall promptly be stored in the Board's electronic storage system.

The Board shall establish an email address to receive correspondence.

The Board shall maintain a cloud-based storage system into which all Board matters are stored. Access to such storage shall be determined by the Board.

All Band records shall be stored in a cloud-based storage system.

All invoices the Band receives shall be sent electronically to the Board's email address, or if invoices are received in paper form, they shall be copied into electronic form. The Business Manager will review bills and forward them to the Band's accounting and bill paying service.

All invoices shall be electronically sent to the Band's accounting and bill paying service.

**Section Seven: Band Intellectual Property Rights**

*Small Group Performances*

Any KCB musicians who play in small groups must have permission from the Board to claim or announce themselves as part of the Kalamazoo Concert Band.

*Advertising By Guest Artists*

Any artists who are performing with the Kalamazoo Concert Band must obtain permission from the Board prior to advertising the performance and using the KCB logo.

*Recording*

All performances by the Band are the property of the Band and may not be recorded by any method without the permission of the Board. The Logo of the Band and any photographs of the Band may not be published without the permission of the Board.