

BYLAWS of THE TRAIL MAPLE LEAF BAND

As amended October 27, 2016, v3.1

Part 1: Interpretation

- 1.1 "The Trail Maple Leaf Band" is also referred to as the "Band", "Maple Leaf Band", "TMLB" and "MLB".
- 1.2 "The Board of Directors" is also referred to as the "Board". It is commonly and historically referred to as the "Band Executive Committee".
- 1.3 "Directors" or "members" of the Board will include both Officers and Directors-at-large.
- 1.4 "The Bandmaster" may also be known as the "Conductor", the "Band Leader" or the "Band Director".
- 1.5 "The General Membership" refers to all voting members of the Band including New, Returning and Regular Members as defined in Part 2.
- 1.6 The "Entire Membership" is the General Membership plus the Bandmaster, and anyone sharing that role, for as long as they remain in that role, with restrictions as noted in Part 4.
- 1.7 "AGM" means Annual General Meeting.
- 1.8 "SGM" means Special General Meeting.
- 1.9 "Intellectual" property includes photos, recordings, written articles, electronic media and contained information, and social media site content.
- 1.10 "Material assets" includes music charts, uniforms, instruments and ancillary equipment owned by the Band.

Part 2: Membership

- 2.1 The Band is primarily an adult organization.
- 2.2 Youth may also be allowed to join at the discretion of the Bandmaster.
- 2.3 The Bandmaster has the final say in assessing an acceptable music skill level for joining the Band and may suggest extra training assistance to new members or a delay in joining.
- 2.4 Members may be:
 - 2.4.1 New Members who meet the basic entry qualifications and who have never played with the Band before, and who through commitment to the Band intend to become Regular Members after a number of weeks.
 - 2.4.2 Returning Members who have left the Band and who have demonstrated an interest in becoming Regular Members again.
 - 2.4.2.1 New and Returning Members may participate in Band performances at the discretion of the Bandmaster. They would be required to wear suitable concert attire as per Policy but will not yet be issued a Band uniform.
 - 2.4.3 Regular Members who were New or Returning Members and who have shown a commitment to the Band over a reasonable period of time and an indication to

remain with the Band through several seasons. They will receive privileges such as listed below:

2.4.3.1 Regular Members will be issued a Band uniform to be worn at Band performances in accordance with Band Policies and Procedures.

2.4.3.2 Regular Members may run for office.

2.5 Associates with the Band include:

2.5.1 Temporary members who intend to stay with the Band for less than 12 months. They may be invited by the Bandmaster to play with the Band at performances if they demonstrate suitable music skills. Concert attire as per Policy will be required.

2.5.1.1 For the purposes of attending and participating at an AGM or SGM only, they will be considered part of the General Membership.

2.5.2 Visitors who may “sit in” with Band rehearsals at the discretion of the Bandmaster. They may be invited by the Bandmaster to play with the Band at performances if they demonstrate suitable music skills. Concert attire as per Policy will be required.

2.5.2.1 Visitors may not attend an AGM or SGM.

2.5.3 Band Alumni who are past Regular Members. They associate with the Band as visitors and are not considered current members or part of the General Membership.

2.6 Members, and those invited to play with the Band, supply and maintain their own standard band instruments, except for the following:

2.6.1 The Band can provide a selection of percussion instruments for use in the performance of the Band’s percussion music, and

2.6.2 The Band may provide a limited number of standard and specialized band instruments to be loaned when required by the Band and at the discretion of the Bandmaster.

2.7 Members assume their own risk and responsibility for all injuries and for damage to personal belongings incurred while pursuing Band activities.

2.8 Members who must be absent from the Band for an extended period must inform the Bandmaster and give a suitable reason. Should the absence become excessive, the status of the member will be reviewed by the Board and the Bandmaster, and may result in the member being asked to return their uniform, any borrowed instruments and any other Band owned property and to leave the Band.

Part 3: The Board of Directors

A: Responsibilities of the Board

3.1 The Board is an elected group that forms the legal and financial entity of the Band.

3.2 The Board sets and amends the core values of the Band and sets Policies and Procedures to reflect the same, within the constraints of the “Constitution and Bylaws”.

- 3.3 It communicates the content of the Constitution and Bylaws; Policies and Procedures, as well as any proposed changes to such items, to the Entire Membership.
- 3.4 The Board oversees the interpretation, administration, and enforcement of the Constitution and Bylaws; Policies and Procedures.
- 3.5 The Board must take all steps to ensure the continuation of the Band through good financial management, which includes collection of fees, donations and other funding.
- 3.6 All fundraising activity must be approved by the Board.
- 3.7 Disbursements require the signatures of two (2) signing Officers.
- 3.8 The Board sets the fiscal year as the 12 months each year from September 1 to August 31.
- 3.9 It provides general and specific reports at the AGM and SGM.
- 3.10 The Board has the right to call an SGM as required and within the framework of Part 5B.
- 3.11 It oversees the “good of the Band” through protection of the Band’s history; liaison with government agencies, community groups and performing arts groups; and promotion of the Band’s importance for the future.
- 3.12 The Board must endeavor to maintain the rights, including privacy, of individual Members.
- 3.13 The Board and the Bandmaster work together to resolve any member conflict issues related to Band policies and to ensure the smooth operation and ongoing success of the Band.
- 3.14 The Board must have at least one meeting annually in addition to the AGM.

B: Board Members

3.15 President

- 3.15.1 Is Chair of the Board and presides at Board meetings and General Meetings.
- 3.15.2 The President sits on all sub-committees.
- 3.15.3 Sets meeting agendas and calls meetings, or appoints a designate to complete such tasks.
- 3.15.4 Votes only to break a tie.
- 3.15.5 The President and the Bandmaster, or designates work together as the official Band representatives to other organizations.

3.16 Vice-President

- 3.16.1 Assists the President in performing duties.
- 3.16.2 Assumes the role of President during the President’s extended absence or early resignation until a replacement can be elected by the General Membership.

3.17 Secretary

- 3.17.1 Records, transcribes and provides minutes from current and past meetings.
- 3.17.2 Distributes notices from the Board to the Entire Membership.
- 3.17.3 Handles all correspondence.
- 3.17.4 Maintains a current and confidential member and alumni information list.

3.18 Treasurer

- 3.18.1 Arranges for the necessary bookkeeping and financial reporting requirements to be undertaken.

- 3.18.2 Provides reports and budgeting advice to the Board and Entire Membership.
- 3.19 Directors (at least three, denoted alphabetically).
 - 3.19.1 Give input, advice and information to the Board.
 - 3.19.2 Participate in Board meetings.
- 3.20 All Board members may share, as required, in the general tasks and duties falling under the responsibilities of the Board.
- 3.21 Members of the Board of Directors may fill other roles in support of the Band, including those that are included in day to day operations of the Band.

Part 4: The Bandmaster

- 4.1 The Bandmaster is an unelected position appointed by the Board of Directors.
- 4.2 The Bandmaster conducts the Band, and maintains the artistic direction and quality of musical performance of the Band.
- 4.3 The Bandmaster assesses the musical playing skills of the Band members, and selects and advises on the purchases of music scores as required by the Band.
- 4.4 Advises the Board on the purchase of special instruments and equipment.
- 4.5 The Bandmaster organizes and directs subcommittees and chairs committee meetings as required to support the operational functions of the Band.
- 4.6 The Bandmaster advises and reports to the President, who then in turn decides if any issues warrant including the Board.
- 4.7 The Bandmaster or designates liaise with the community to set up parade and concert schedules.
- 4.8 The person filling the role of Bandmaster is also a Regular Member of the Band, but to keep that appointed position at “arm’s length” may not run for office nor vote at a Board meeting, AGM, or SGM for as long as the member maintains that role. They may, however, give advice and make motions.
- 4.9 The role of Bandmaster may be a paid position, according to Policy set by the Board.

Part 5: Meetings

A: Board Meetings

- 5.1 The President chairs the Board meeting. In the President’s absence, the Vice President chairs the Board meeting. In the absence of the President and Vice President, a Board member designated by the President or Vice-President may chair the Board meeting.
- 5.2 All members of the Board may make motions and vote on those motions. The President, or designate may vote only to break a tie.
- 5.3 The Bandmaster attends Board meetings and makes presentations and motions, provides advice and offers suggestions.
- 5.4 The Bandmaster, as an unelected position, may not vote on motions put forward during a Board meeting.

- 5.5 To maintain the confidentiality of any discussions, non-Board members or associates may be at Board meetings only during their specific presentations.
- 5.6 A quorum consists of four (4) members of the Board.

B: Annual General Meeting and Special General Meeting

- 5.7 The Annual General Meeting, (AGM), and Special General Meeting, (SGM), are open to the Entire Membership.
- 5.8 Band alumni, other visitors and non-members may not attend the AGM or SGM.
- 5.9 "Robert's Rules of Order" are to be followed.
- 5.10 The AGM must be held within 6 months of the fiscal year end.
- 5.11 Minutes from the previous AGM will be made available and approved.
- 5.12 Minutes from the new meeting are recorded and made available as required.
- 5.13 All of the Entire Membership attending may make motions, add to discussions of motions and nominate Board members for election. Only the General Membership and the Board may vote on proposed motions or vote to elect Board members. Election of Board Officers and Board Directors occurs during the AGM after all other business has been concluded.
- 5.14 All newly elected members of the Board assume their new positions at the end of the AGM.
- 5.15 An SGM will be held as requested by the Board. Minutes will be recorded and made available.

Part 6: Election of Officers and Directors

- 6.1 The Board of Directors is elected by the General Membership using secret ballot and majority vote during the AGM.
- 6.2 Only Regular Members may run for office.
- 6.3 Two (2) slates of candidates are to be elected in different years.
 - 6.3.1 Slate 1 consists of the President, Vice-President, and Director "A". These positions are elected in even-numbered years.
 - 6.3.2 Slate 2 consists of the Secretary, Treasurer, and Directors "B" and "C". These positions are elected in odd-numbered years.
- 6.4 All elected terms are for two years.
- 6.5 Interim vacancies of less than a year's length may be filled temporarily by the Board from within the Board or the General Membership.
- 6.6 Any vacant positions filled by interim appointments will last until the next AGM when the General Membership elects a member to fill that position until that position's next scheduled re-election year.
- 6.7 Successive re-elections are permitted.

Part 7: Conflict of Interest

- 7.1 Any issues of conflict of interest will be discussed by the Board of Directors and the Bandmaster, with a course of action taken to favour the best interest of the Band.

Part 8: Amendments and Ratification

- 8.1 The Constitution and Bylaws are considered in effect following a two-thirds majority approval by the voting General Membership present at an AGM or SGM called for this purpose.
- 8.2 Amendments to the Constitution and Bylaws will be adopted with a majority vote by the voting General Membership present at an AGM or SGM called for this purpose.
 - 8.2.1 Amendments to the Constitution and Bylaws must be distributed to the Entire Membership at least two (2) weeks prior to the ratification meeting.

These Amendments to these Bylaws of The Trail Maple Leaf Band were ratified by a majority of the General Membership on:

November 27, 2016

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