

CONSTITUTION  
OF THE  
TORONTO CONCERT BAND

**Article 1: Name**

The name of the organization is Toronto Concert Band.

**Article 2: Mission**

The Toronto Concert Band's mission is to enrich the lives of local musicians through excellence in professional leadership, performance opportunities and carefully selected repertoire, fostering development of musicianship in a positive and supportive environment; and to enrich the lives of community members with music performance of high artistic quality, broad appeal, and educational value in an inspiring environment.

**Article 3: Structure**

1. The affairs of the organization shall be governed by a volunteer Board of Directors. The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from their positions as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties.
2. There shall be a minimum of 6 and a maximum of 10 members of the Board of Directors, plus the Music Director(s) as members of the Board of Directors ex-officio.
3. No fewer than 60% of the members of the Board of Directors shall consist of members of the organization.
4. Directing Officers shall consist of President, one or two Vice Presidents, Secretary and Treasurer.
5. In the case of a tie vote at a meeting of the Board of Directors, the vote of the President shall prevail.
6. Rules that pertain to the operation of the organization shall be known as the Bylaws of the organization.
7. The Bylaws may be amended upon approval of three quarters (75%) of the members of the organization present at a meeting of the organization, or by approval of three quarters (75%) of the members of the Board of Directors.

#### **Article 4: Membership**

1. A Member is a local musician who regularly participates in rehearsals and performances of the organization, and who pays an annual membership fee as stipulated in the Bylaws.
2. Membership may be limited by the capacity and musical needs of the organization from time to time, as determined by the Music Director(s) in consultation with the Board of Directors.
3. All members have an obligation to share in the work assignments necessary for the organization's musical and administrative well-being.

#### **Article 5: Elections**

1. All Board members are elected. Such elections shall take place at the Annual General Meeting. Nominations for election to the Board shall be submitted to the Nominating Committee prior to the election, and shall be accompanied by the agreement of the nominee. The members of the Nominating Committee shall be determined by the Board, and shall be comprised of not less than three (3) persons.
2. All Board members shall hold office for one year with an option for re-election at the next Annual General Meeting.
3. Directing Officers shall not serve in the same position more than three consecutive terms.
4. Where vacancies occur in the Board, the Board shall appoint a replacement, or replacements, for the balance of the predecessor's term of office.

#### **Article 6: Meetings**

1. Meetings of the Board of Directors shall be held at regularly scheduled intervals as deemed necessary by the President. A quorum is 50% of the Board plus one.
2. The Annual General Meeting of the organization shall be held within one hundred twenty (120) days of the fiscal year end of the organization. Members shall be notified of the Annual General Meeting not less than thirty (30) days before the date of the Annual General Meeting. A quorum for a General Meeting of the organization shall be a minimum of fifteen (15) Members.
3. A General Meeting can be called at the discretion of the Board of Directors, or at the request of fifteen (15) Members of the organization. Notice of such meetings must be provided seven (7) days before the meeting shall take place to ensure that all members receive notification of meeting date and purpose.

4. Meetings of the organization shall be conducted in accordance with Robert's Rules of Order.

#### **Article 7: Duties of Officers**

1. The **President** shall assume the responsibilities of chief executive of the organization, presiding at all of the Board and General Meetings of the organization, ensuring that all orders and resolutions are carried into effect.

2. The **Vice President(s)** shall carry out duties as assigned by the President and the Board of Directors and shall assume the responsibilities of the President in his/her absence.

3. The **Treasurer** shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the organization and shall deposit all monies in the name and to the credit of the organization in such chartered bank or trust company as designated by the Board of Directors. The Treasurer shall disburse the funds of the organization as approved by the Board of Directors, and shall render to the board meetings, or whenever requested, an accounting of all transactions and a statement of the organization's financial position. The Treasurer shall file all legally required statements with tax and other authorities and issue tax receipts to donors.

4. The **Secretary** shall ensure that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the business of the Board of Directors was conducted. The secretary shall keep minutes of all meetings and minutes are to be submitted to the Board of Directors for approval and adoption.

#### **Article 8: Director(s) of Music**

1. Appointment - The Board of Directors will appoint the organization's Director(s) of Music. The Director(s) of Music will report to the Board.

2. Term of Office - The Term of Office for the Director(s) of Music is up to one year from the date of appointment. At the option of the Board of Directors, the Director(s) of Music may be reappointed for further one-year terms.

3. Acting Director of Music - The Director(s) of Music shall provide a substitute conductor for periods of his/her absence, subject to the approval of the Board of Directors.

4. Remuneration - The stipend of the Director(s) of Music shall be established by the Board of Directors or Acting Director of Music.

#### **Article 9: Dissolution**

In the event that the organization ceases to exist, disposal of all assets shall be determined by the Board of Directors, in accordance with the Articles of Incorporation of the organization as a

not-for-profit organization, in consultation with the Membership, and in the event of funds received in trust, disposal shall be in accordance with the trust deed.

**Article 10: Review and Amendments**

This constitution may be amended upon approval of three quarters (75%) of the members of the organization at a meeting of the organization.

This constitution shall be reviewed by the members of the organization not less than once every two (2) years.

**Article 11: Declaration of Intent**

The Toronto Concert Band shall be carried on without purpose of gain for its members, and any profits or other accretions to the Toronto Concert Band shall be used solely to promote its mission and objectives.

Effective this 29th day of September, 2015.

Signed by the Board of Directors of the Toronto Concert Band.

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