

BYLAWS
OF THE
TORONTO CONCERT BAND

Updated September 11, 2018

1. FINANCES

1. Transactions made on behalf of the Toronto Concert Band in excess of \$250 must be approved in advance by the Board of Directors.
2. The fiscal year end date of the Toronto Concert Band shall be June 30th.

2. BANK ACCOUNTS

1. The Toronto Concert Band's primary operating and lottery bank account shall be kept at Bank of Montreal "BMO", 3022 Bloor Street West, Etobicoke, ON, M8X 1C4
 1. The primary operating account shall be used to support the ongoing operation of the Band
 2. The lottery account shall be used to manage the lottery funds, and will be managed according to the constraints imposed by the City of Toronto, Gaming Services
2. All withdrawals and cheques drawn from the bank accounts of the Toronto Concert Band shall require the signature of two officers of the Board of Directors.
3. Online bill payments and direct fund transfers are prohibited.

3. PAYPAL ACCOUNT

1. The Toronto Concert Band shall maintain an account with PayPal for the sole purpose of receiving funds from members, donors, patrons, and customers of the Toronto Concert Band.
2. Direct purchases from the PayPal account (excepting ordinary PayPal fees) are expressly prohibited
3. Sending funds to any third party (excepting purchase refunds within 30 days of purchase) from the PayPal account is expressly prohibited
4. Transfers from the PayPal account to the bank account may be done from time to time at the discretion of the Treasurer

4. CASH FLOAT

1. The treasurer shall maintain the cash float of the band, which shall not be maintained for an extended period of time above \$500.

5. SUCCESSION MANAGEMENT

1. No officer of the Board of Directors shall serve more than three consecutive terms in any position. There is no cumulative term limit.
2. The President shall have served as a member of the Board of Directors for at least one year prior to serving as President.

6. MEMBERSHIP FEE

1. The annual membership fee shall be \$150, payable by the end of the third rehearsal in September

2. The annual membership fee may be waived or reduced, or the payment deadline altered, at the discretion of the Board of Directors, for a member facing financial hardship.
3. The annual membership fee shall be prorated for new members based on the ratio of the number of remaining concerts at the time of joining to the number of total concerts that year.
4. Prospective new members may attend three rehearsals for free.

7. ADDRESSES OF THE ORGANIZATION

1. The business address of the organization is 35 Cotman Cres, Toronto ON, M9B 3A4
2. The mailing address of the organization is c/o Karen Sexton, 35 Cotman Cres, Toronto ON, M9B 3A4
3. The location of physical records of the organization is c/o Tony Field, 121 Meadowvale Drive, Toronto ON, M8Z 3J9

8. KEEPING OF RECORDS

1. Foundational documents of the Toronto Concert Band, including the Articles of Incorporation and Constitution shall be retained in physical form
2. Tax-related documents shall be retained in their original form
3. Fully-executed contracts with third parties shall be retained in their original form
4. All other records of the organization must be maintained in electronic form and made available at all times to the Board of Directors securely, online.
5. Digital representation of original documents should be made available to the Board of Directors securely, online.
6. The online document repository of the Toronto Concert Band is Google Drive.

9. FORMAT OF THE BAND

1. The performance format of the organization shall be a traditional concert band.
2. Members of the organization are organized into sections corresponding to the instrument performed. The exact organization of these sections is subject to the discretion of the music director(s).

10. CONCERTMASTER

1. The concertmaster is appointed by the Musical Director(s)
2. The concertmaster is responsible for tuning the ensemble at rehearsals and performances
3. Current appointee: Kinneret Sagee

11. SECTION LEADERS

1. The Board of Directors may, if desired or necessary, appoint a leader for a section to coordinate logistics, liaise with the Musical Director(s) and provide leadership to the section.
2. Section leaders shall foster an inclusive and encouraging attitude within the section
3. Section leaders shall confer with the Musical Director(s) on matters pertaining to the musical performance of the section, including absences of particular members, solos, part distribution and related matters.
4. The Toronto Concert Band sections are as follows:

Section

Baritone
Clarinet
Flutes & Double Reeds
French Horn Saxophones
Percussion
Trombones
Trumpet
Tuba

5. The Section Leader Appointees will be recorded on the online document repository

12. CODE OF CONDUCT

1. Members of the organization must conduct themselves in a respectful manner and shall not discriminate against other members, customers, donors, or patrons on the basis of age, race, sex, disability, nationality, marital status, political views, religion, or sexual orientation.
2. Members shall regularly attend rehearsals, and notify their section leader of expected absences from rehearsals or performances

13. MUSICAL DIRECTOR'S STIPEND

1. The stipend of the Musical Director(s) shall be determined by the Board of Directors, prior to the start of the fiscal year.

14. MEETINGS

1. The agenda for Board of Directors meetings shall be distributed by the President to members of the board one (1) day prior to the meeting.
2. The agenda for Annual General Meetings shall be distributed to members of the organization **seven (7)** days prior to the meeting.
3. A member attending a meeting via telepresence (telephone, voice or video-conference) is considered to be present at a meeting. Telepresence shall be provided an option for attendance when possible. If telepresence is not logistically possible for a meeting, this must be clearly indicated on the agenda or notice of meeting.

15. MUSIC LIBRARY

1. The band shall accumulate, through legal means, a library of music for performance
2. The location of the library of the organization is c/o Alyson Hazlett, 42 Riverhead Drive, Toronto, ON M9W 4G6
3. The librarian must be a member of the Board of Directors
4. The librarian is responsible for the maintenance and care of the music library of the band.

16. BAND ARCHIVE

1. The band shall maintain an archive of important artifacts and documents to preserve its history. These shall be include but not be limited to, marketing material, ticket stubs, programs, critics' reviews, newspaper articles, etc.
2. The archive of the band should be described on the website to promote the brand and history of the organization.

17. NON-OFFICER BOARD ROLES

2. The Board of Directors shall appoint members of the Board of Directors to the following roles
 1. **Concert Manager** - plans, prepares, and runs performance of the band.
 2. **Director of Public Relations** - promotes the band, oversees the creation of promotional material and maintains the brand of the band. Promotes concerts, ticket sales, and Annual Subscription sales.
 3. **Director of Personnel** - ensures that the membership roster is properly maintained, acts as a liaison between the band and the Board of Directors, ensures that band member engagement is healthy, and addresses issues of members not in good standing. Maintains *TCB Members* Facebook group.
 4. **Director of Development** - plans and implements fundraising activities, including the solicitation of individual, foundation, and corporate donations, and sales of advertising spaces and sponsorships.
 5. **Librarian** - maintains and cares for the music library of the band; distributes music to the band; maintains and adds to the band archive.
 6. **Webmaster** - maintains and cares for the band website and Facebook page. Maintains the public email account of the band (info@torontoconcertband.com).
3. A member of the board may hold zero or more of these positions.
4. The duties of the above roles may be delegated to a sub-committee consisting of members of the organization who are not Board of Directors, but the responsibility remains with the member of the Board of Directors.
5. The Non-Officer Board Role appointees will be recorded on the online document repository

18. NON-MEMBER PERFORMERS

1. Performers at concerts of the organization shall consist exclusively of members of the organization. However, in rare circumstances, when required, and subject to approval of the Board of Directors, the Musical Director(s) may invite non-member performers to perform at concerts of the organization

19. REHEARSAL & CONCERT SEASON

1. Rehearsals shall be held weekly from early September to early June. Exact dates shall be set by the Board of Directors and posted on the website of the band.
2. Three concerts shall be held per season. Exact dates shall be set by the Board of Directors and posted on the website of the band.

20. EMERGENCY PROCEDURES

1. The Board will collect emergency contact information and known health issues for each active band member as part of renewing membership or joining the band.
2. The Board will review the Emergency procedures yearly, at the start of each season.

3. The Secretary shall compile the emergency information and procedures into the 'emergency package', and provide copies to all board members.
4. Board members will be responsible for bringing the 'emergency package' to all band events.

21. INDEMNIFICATION

1. The Directors and Officers of the organization shall be indemnified against liability by the organization.
2. The organization shall carry Directors & Officers Liability insurance with reasonable limits.

Revision History	
September 11, 2018	<ul style="list-style-type: none"> - Updated bank accounts to align to lottery-gaming services requirements - Changes to sections for section leads - Timing for publication of AGM agenda
August 30, 2017	<ul style="list-style-type: none"> - Updated bank accounts to reflect change to BMO for banking for band – Platinum Sponsor - Stipend changes
April 20, 2016	<ul style="list-style-type: none"> - Added section leads – sections and associated revisions