

Duties of Officers

Music Director/Conductors

- Shall be appointed by the Board and will serve until he/she resigns or their appointment is revoked by action of the Board.
- Shall, in consultation with the Board, direct all concerts, performances and rehearsals, except when he/she delegates that authority to another.
- **Shall run all venues and scheduling through the board.**

REVISION 2022:

All programming for concerts must be approved by the conductor emeritus.

- Shall be judicious in the exercise of his/her authority, but shall consider that the confidence which is given, is sufficiently broad to enable him/her to act for the band in all matters which require prompt action.
- Shall inform the Board of those actions taken.

President

- Shall be the principal executive officer of the organization.
- Shall in general, serve as the primary contact for the KOS Band. He/she will, in collaboration with the Secretary and Treasurer, execute, maintain, and archive all legal and business documents pertaining to the affairs of the KOS Band, and will oversee the business of the organization, subject to the Board's decisions, policies, and directives.
- Shall call and preside over all meetings.
- May sign and execute any contracts which the Board has authorized, unless the Board has otherwise delegated to another party.
- May appoint Board members or Committee Chairs for specified administrative assignments, including but not limited to Patron Liaison, Inventory Control, Webmaster, Graphic Design, Public Relations, Music Librarian, Uniform Manager, Historian.
- Shall retain signing authority for financial purposes, as back-up to the Treasurer.

Vice-President(s)

- In the absence of the President, a Vice President, as designated by the President, shall fulfill the duties and obligations of the President.
- Perform duties that may be assigned by the President or the Board.

Treasurer(s)

- Shall have charge and custody of and be responsible for all funds and securities of the organization, following Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards (FASB).
- Shall deposit all money in the name of the organization and provide payments on behalf of the organization as approved by the Board.
- Shall prepare budgets to be presented and approved by the Board.

REVISION: 7/31/2017 4

- Shall prepare monthly financial statements for the Board.
- Shall file all financial information as required by the state and federal governments.
- Shall retain all financial records and accounting forms for no less than seven years. The

retention may be in digital form. Digital documentation shall include a separate device backup.

- Shall establish written policies and procedures for handling all financial & accounting matters for the organization.

Secretary

- Shall capture the minutes of all meetings and issue to the Board.
- Shall be the custodian of the organization's records, except those retained by the Treasurer, including but not limited to Articles of Incorporation, By-Laws, Insurance documents, and record of assets. The retention may be in digital form. Digital documentation shall include a separate device back-up.
- **Shall conduct the correspondence of the organization, except those done by the Conductor/Music Director and President or appointed Committee representatives.**

Article X - Duties of Board Members

Section 1. The Board of Directors are all voting members. **REVISION 2022: Board of Directors are President (tie breaker on votes), Vice President, Secretary, Treasurer, Conductor emeritus and 2 band members at large. Conductors are not voting members.**

Section 2. The Board shall be responsible for helping to develop the administrative policies and activities of the band.

Section 3. The Board members are expected to attend all Board meetings. If a Board member is unable to attend a meeting, he/she shall provide notification in advance of the said meeting.

Article XI – Meetings

Section 1. Meetings of the Board shall be held as deemed necessary by the President or other Board members at a time and place designated by the Board. A majority of **voting** members must be present at all Board meetings to constitute a quorum to transact business.

Section 2. Voting - A simple majority vote (one vote more than half) of the Board members present will be required to pass any motion at a Board Meeting. The President only votes to break a tie.

Section 3. Unless otherwise restricted by the policies or these Bylaws, any action required or permitted to be taken by the Board may be taken without a meeting, if the majority (one more than half) of the Board consent in writing through fax, mail, or by electronic mail to the adoption of a resolution authorizing the action. The resolution and the written consents by the Board shall be filed with the minutes of these events.

REVISION: 7/31/2017 5

Section 4. An annual Full Band membership meeting shall be held one (1) month prior to the end of each fiscal year and will take place during regular rehearsal time. Notice of this meeting must be provided at least one week in advance.

Section 5. Special Board or Full Band membership meetings may be called by the President at any time.

Article XII – Dissolution

Section 1. Provisions for dissolution of the KOS Band may be considered by the Board only under the most extreme financial circumstances, where it is clear that no other reasonable alternatives can be found to salvage operations.