The CONSTITUTION of the
Cedar Rapids Municipal Band Commission

Purpose: The Commission administers the band, chooses the band members, and appoints paid support personnel.

Structure: The Cedar Rapids Municipal Band Commission shall consist of seven (7) members.
A. Appointed by the mayor
B. Staggered appointments - one (1) per year
C. Each member appointed for a five (5) year term
D. Terms can be consecutive - at the discretion of the commission members and/or the mayor
E. Offices shall consist of:
   1. Chairman
      a. presides over all meetings
      b. represents the commission
      c. supervises the work of the commission
   2. Vice-Chairman
      a. assumes the duties of the chairman when the chairman is unable to perform his/her duties
F. Band commission officers are nominated annually and appointed by a quorum of the commission members.
G. At least one (1) member of the Commission must be a performing member of the band.

Meetings:
A. Band Commission members will meet a minimum of four (4) times annually.
B. Meetings will be called at the discretion of the chairman.
C. Commission meetings are open to the public.

Quorum:
A. A majority of the entire Commission shall constitute a quorum.
B. For a motion to pass, a quorum must vote "Aye."

The BY-LAWS of the
Cedar Rapids Municipal Band Commission

Meetings: The four (4) regular meetings of the Commission will be:

A. April or early May - Primary purpose:
   1. Band auditions – date, time and place set by the band director and the commission. (This is the only meeting the band director is required to attend.)
   2. Discussion and decision-making about new band personnel resulting from
auditions. Director and a quorum of the Commission to consult.

3. The director may audition prospective band members if they cannot attend the set audition. Commission members will be informed as members are hired.

B. Late June - Primary purpose:
   1. Final report by the treasurer - to balance the budget before the end of the fiscal year (June 30)

C. September - Primary purpose:
   1. Tie up loose ends after the band season
   2. Discuss any changes - openings in band personnel for the upcoming season

D. January - Primary purpose:
   1. Set the schedule for the coming season
      a. regular band schedule - parks
      b. audition time and place
      c. pre-season rehearsals and times
   2. Set the personnel for the coming season

Paid A. Individual support personnel shall include:

Support Personnel:
1. Secretary
   a. notifies members of meetings
   b. keeps and reads the minutes
   c. handles letter writing/correspondence
   d. orders printing of summer band schedules

2. Treasurer
   a. handles all finances
   b. prepares financial reports
   c. prepares (balances) the annual budget
   d. issues and accounts for band coats and neck-ties
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3. Personnel Manager
   a. takes attendance at rehearsals and concerts
   b. maintains proper instrumental balance for the band
   c. hires substitutes when regular band members are absent
4. Librarian
5. Transportation Manager
6. Sound System Manager

B. Any of the support personnel may or may not be members of the Commission.
C. It is suggested, but not mandatory, that the duties of secretary, treasurer, and personnel manager be assumed by one (1) person.

Agenda: Order of agenda for regular meetings:
A. Call to order by the chairman
B. Reading of the minutes by the secretary
C. Treasurer's report
D. Unfinished business
E. New business
F. Announcements
G. Adjournment by the chairman