

The CONSTITUTION of the Cedar Rapids Municipal Band Commission

- Purpose:** The Commission administrates the band, chooses the band members, and appoints paid support personnel.
- Structure:** The Cedar Rapids Municipal Band Commission shall consist of five (5) 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
Support
Personnel:**

- A. Individual support personnel shall include:
 - 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

BY-LAWS con't.

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

Members of the Cedar Rapids Band Commission:

Dr. Morris Katzoff, Chairman

Morris Katzoff

Robert Sadilek, Vice Chairman

Robert Sadilek

Les Zacheis, Secretary and Personnel Manager

Les Zacheis

Robert Carpenter

Robert Carpenter

Luman Colton

Luman Colton