

Guidelines for Operation of the New Horizons Band Fox Valley, Inc.

Section I — Introduction

- Part 1.1 The name of this organization shall be the New Horizons Band Fox Valley, Incorporated (hereinafter in this document referred to as NHBFBV), a Wisconsin non-profit corporation. It shall operate under these terms of reference and guidelines consistent with the concepts and philosophy of the New Horizons International Music Association.
- Part 1.2 NHBFBV is created solely as an organization described in Part 501 (c)(3) and exempt from taxation under Part 501 (a) of the Internal Revenue Code of 1954 or corresponding provisions thereafter enacted and in effect. No part of its net earnings shall accrue to the benefit of any private member, trustee, director, or individual; no part of its activities shall be carrying on propaganda, or otherwise attempting to influence legislation, and shall not participate in, or otherwise intervene in any political campaign on behalf of or in opposition to a candidate for public office.
- Part 1.3 NHBFBV serves the Fox Cities in Wisconsin and other nearby Communities.

Section II — Mission and Terms of Reference

- Part 2.1 The mission of the NHBFBV is consistent with the Bylaws of this organization that established it as a Wisconsin non-profit corporation.
- Part 2.2 The mission of the NHBFBV is to provide music education, training, and performance opportunities for adults of any age and at any stage of musical experience without regard to race, religion, ethnicity, gender, sexual orientation or socio-economic status. The band aspires to create music to the best of its ability, to encourage individual achievement on a musical instrument, to foster social interaction within the group and within the community and to provide community musical performances.

Section III — Organization

- Part 3.1 NHBFBV shall be organized under a Board of Directors (hereinafter in this document referred to as the Board). The Board consists of seven individuals, four of which serve as President, Vice President, Secretary, and Treasurer. These officers are vested with the authority to manage the corporation. The NHBFBV Musical Director and Conductor is an *ex officio* member of the Board. A Music Librarian is appointed by the President with approval of the Board.
- Part 3.2 Other Committees appointed by the Board may include, Fund Raising, Concert Organization and Planning, Rehearsal Housekeeping, Marketing and Publications, and Membership.

Section IV — Membership in NHBFBV

- Part 4.1 Membership in NHBFBV is open to any adult with no musical experience, former musicians inactive since high school or college, and experienced performers.
- Part 4.2 Requirements for joining the band comprises only the completion the NHBFBV registration form and payment of rehearsal session fees that cover instruction and staff remuneration.
- Part 4.3 Fees are established by the Board.

Section V — Board of Directors and their powers, Officers and their duties, Elections, and Meetings of the Board.

- Part V.1 Powers of the Board, Officers and their duties, and meetings of the Board and elections are described in Bylaw Articles III, IV, V, and VI.
- Part V.2 The Board shall prepare and distribute to the band its Bylaws and these Guidelines.
- Part V.3 The Board shall notify members of the band via email of the date of the annual meeting, the dates of Board meetings, the schedule of practice sessions, the dates of performance, fee schedule and payment dates, appointed committees and their charges, chairpersons and members, and any other information requested by the band or deemed appropriate by the Board. At the Annual Meeting of the NHBFV, nominations for the NHBFV Board are presented such that band members have a voice in its governance.
- Part V.4 The Board extends an open invitation to band members to present in writing proposals for action at any announced meeting of the board so that they may be placed on the agenda for discussion and action.
- Part V.5 Members of the band are welcome to attend announced meetings of the Board as non-voting observers.

Section VI — Amendments to these Organizational Guidelines

- Part VI.1 These Operational Guidelines may be amended at any time by a simple majority of band members present at a meeting called for such purpose provided that the Secretary has received a written notice of a request for a change. This notice shall designate the change or addition proposed, and shall be signed by ten band members.
- Part VI.2 The Secretary shall distribute email notices of proposed, valid requests for changes to these Operational Guidelines to band members, at least 15 (fifteen) days before such changes will be presented for approval and voted upon by the entire band.