

**BYLAWS OF THE
UNIVERSITY OF DAYTON NEW HORIZONS MUSIC PROGRAM**

ARTICLE I – NAME

The name of this Organization shall be **University of Dayton New Horizons Music Program (UD NHMP)** sponsored in partnership between the University of Dayton Special Programs and Continuing Education and the University of Dayton Department of Music.

ARTICLE II – PURPOSE

Section 2.1

The primary purpose of this Organization is to provide music education, instruction, and performance opportunities for persons age 50 and older.

Section 2.2

Our mission is to provide a non-threatening and supportive environment to advance musical skills at all levels, with particular emphasis given to novice and re-entry musicians.

Section 2.3

The Organization shall create intergenerational opportunities to experience music learning.

ARTICLE III - MEMBERSHIP

Section 3.1

Eligibility for membership in this Organization requires observation of the Bylaws and general policies.

Section 3.2

No member shall incur or contract any indebtedness on behalf of this Organization without the authority of the Executive Board.

ARTICLE IV – EXECUTIVE BOARD

Section 4.1

The Executive Board shall be the governing body for the Organization. The Executive Board shall oversee all administrative details of the Organization.

Section 4.2

Voting membership of the Executive Board shall consist of Program Director, all Officers, and Committee Chairs.

Section 4.3

The Executive Board shall hold meetings as needed.

Section 4.4

The Executive Board has the authority to create, combine, and/or eliminate committees.

ARTICLE V – TUITION

Section 5.1

University of Dayton Special Programs and Continuing Education is responsible for collecting all tuition from members.

ARTICLE VI – MEETINGS

Section 6.1

The Annual Meeting of the Organization shall be held on the last Thursday of April unless otherwise determined by the Executive Board. The purpose of this meeting shall be to elect a President-Elect and a Secretary.

Section 6.2

The Executive Board shall meet after the Annual Meeting to prepare the agenda for the next fiscal year, which will begin July 1st.

Section 6.3

Special meetings may be called by the President, the Executive Board, or by written request of five (5) members of the Organization, provided that each member is notified by email. At least three (3) days notice is required. The purpose of the meeting shall be stated in the call.

Section 6.4

A quorum of the Organization shall consist of those members present.

Section 6.5

The Music Director of the UD New Horizons Music Program will serve as adviser and ex-officio member of the Executive Board. The Music Director is a non-voting member of the Organization but is automatically welcome to attend all official meetings.

ARTICLE VII – OFFICERS AND THEIR ELECTION

Section 7.1

Elected Officers: The elected officers of this Organization shall be President, President-Elect, and Secretary. The terms of President and President-Elect are one year. The term of Secretary is two years.

Section 7.2

Elections: The President-Elect and Secretary shall be elected by majority vote at the Annual Meeting. The Secretary shall be elected in even-numbered years.

The President, in consultation with the Music Director and Program Director, shall compile a list of nominees prior to the Annual Meeting. In addition, nominations may be made from the floor, provided that the consent of the nominee has been secured. The outgoing President-Elect shall succeed to the office of President.

The new officers shall assume their duties at the close of the meeting at which they are elected.

Section 7.3

Vacancy: A vacancy in any office shall be filled by the Organization at any meeting by majority vote, provided notice has been emailed to each member (and placed on the information table) at least ten (10) days prior to the meeting. In addition, the President or a representative from the current Executive Board shall announce the vacancy at rehearsals. Nominations may be made from the floor, and voting shall be the same as in Section 7.2.

Section 7.4

At its discretion the Executive Board may appoint a member to fill any vacancy. The incumbent will serve until the next regularly scheduled election for that office.

ARTICLE VIII – DUTIES

Section 8.1

President: The President shall preside at all meetings of the Organization and of the Executive Board, promote Strategic Plan implementation and review, function as a group spokesperson and contact person for new or potential members, and delegate other duties/roles as appropriate. The President appoints Committee Chairs in consultation with elected officers.

Annually:

Review Bylaws for any indicated changes. Actively recruit members for assistance with Organization committees. Maintain a slate of officers and Committee Chairs. Publish slate of proposed new Board members one month before elections. Preside at Annual Meeting, to include voting regarding any suggested Bylaw modifications, and scheduled election of officers.

Meet each June with Program Director and Music Director to review organizational budget.

Monthly:

One week prior to Board meetings, distribute agenda to Board and Committee members, Program Director, and Music Director. If the Secretary is not present at Board meeting, appoint a replacement. Review draft of meeting minutes presented by Secretary for any needed changes. After acceptance, distribute minutes to entire Board.

Meet with Program Director to discuss open issues and provide feedback regarding actions being considered.

Assist Music Director in implementing objectives through Board actions. Channel University of Dayton matters through Music Director.

Section 8.2

President-Elect: The President-Elect shall preside at all meetings of the Organization and of the Executive Board in the absence of the President, and perform such duties as may be requested by the President. The President-Elect shall recruit and guide section representatives. The President-Elect shall coordinate volunteer recognition. The President-Elect shall succeed to the office of President in the event of a vacancy, or at the end of the President's term.

Section 8.3

Secretary: The Secretary shall keep accurate records of the proceedings of the meetings of the Organization and the Executive Board and Officer meetings, and maintain all records of the Organization including Bylaws. Copies of the minutes shall be sent to the Executive Board via email. All past minutes and correspondence will be retained for a period of three (3) years in an appropriate file at UD.

Section 8.4

Program Director: The Program Director shall serve as the administrator of all program activities not directly related to selecting repertoires and conducting rehearsals and performances. The Program Director shall function as the Treasurer for the band. The Program Director shall act as a liaison between the Board and UD Special Programs and Continuing Education. The Program Director shall meet with and provide guidance to Committee Chairs as necessary. The Program Director shall act as a liaison to New Horizons International Music Association (NHIMA).

ARTICLE IX – COMMITTEES

Each Committee Chair shall determine the appropriate number of committee members and skill sets needed to perform the responsibilities of the committee. The Committee Chair, with assistance from the Board, shall recruit the committee members. The Committee Chair shall provide leadership to ensure committee members are aware of, and comply with, the obligations assigned to the committee.

Section 9.1

Social: Organize coffee time, seasonal parties, and social events.

Section 9.2

Membership Development: Organize and direct semi-annual Music Expos, coordinate with Publicity Committee.

Section 9.3

Music Library: Responsible for all concert band music distribution, inventory, and collection. All other groups must appoint a music library representative to handle their music library needs.

Section 9.4

Gig: Contact venues for concerts by various ensembles and assess performance needs. Coordinate transportation, setup, and removal of gig equipment when needed.

Section 9.5

Publicity: Prepare news releases and distribute information about programs and concerts.

Section 9.6

Personnel: Focus on retention of members. Survey members annually and encourage suggestions for the coming semester. Maintain personnel rosters.

Section 9.7

Endowment Growth: Develop plans to increase Endowment Fund from existing members, UD alumni, and Greater Dayton community with assistance from Board members.

Section 9.8

Band Aides: Support of band activities by non-band member volunteers.

ARTICLE X – FISCAL YEAR

The fiscal year shall always coincide with University of Dayton's fiscal year. (Currently beginning July 1st in each year and ending June 30th in the following year)

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order shall govern the proceedings of the Organization in all cases in which they are applicable, and in which they are not inconsistent with the Bylaws and any other special rules of order the Organization may adopt.

Approved: April 28, 2011

Adopted: April 29, 2011

Amended: September 21, 2011

Amended: October 19, 2011

Amended: February 6, 2013

Amended: March, 19, 2014

Amended: December 14, 2016