

BY-LAWS OF THE
UNIVERSITY OF DAYTON NEW HORIZONS MUSIC PROGRAM
Approved April 29, 2021

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 (SPCE) 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 Board.

ARTICLE IV - BOARD

Section 4.1

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

Section 4.2

The Board shall employ a part time Program Director to be responsible for timely follow up on all delegated administrative activities which support and complement the goals of the Music Director and UDNHMP.

Section 4.3

Voting membership of the Board shall consist of Officers and Committee Chairs.

Section 4.4

The Board shall normally hold meetings once per month during both the Fall and Spring semesters from August through April or at other times as needed.

Section 4.5

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

Section 6.2

The 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, any member of the Board in consultation with the President, any two voting members of the Board if consultation with the President fails to produce a call for a Special Meeting, or by written request to the President and Music Director by five (5) members of the Organization. Any Special Meeting will be called by notifying each member of the Board by email. At least a three (3) day notice is required. The purpose of the meeting shall be stated in the email call.

Section 6.4

A quorum of the Organization shall consist of those members present at an Annual Meeting.

Section 6.5

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

ARTICLE VII - PAID STAFF RESPONSIBILITIES

Section 7.1

Music Director: The Music Director shall select the musical repertoire, direct rehearsals and performances, and teach through performance. The Music Director shall hire, develop, and coordinate music education instructional staff. The Music Director shall serve as the official representative to UD and shall be responsible for budget preparation in conjunction with the UD NHMP's President, and the Board's Finance Committee Chair.

Other roles include determining if and when UD students will be involved with UD NHMP and, if so, identifying a UD faculty or staff person who will facilitate this involvement. Additionally, the Music Director, in conjunction with the Finance Committee, shall coordinate all budget responsibilities with SPCE. The Music Director shall submit the monthly payroll for the staff.

Section 7.2

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. This shall include serving as liaison and negotiator for rehearsal and rental space at Temple Beth Or (TBO), or with whatever facility the UD NHMP may rent space in the future. The Program Director shall direct and execute a timely registration process prior to each semester working through the UD SPCE. The Program Director shall function as the Treasurer for the band, in close liaison with the Finance Committee. The Program Director shall also serve as a liaison to New Horizons International Music Association (NHIMA) and SPCE.

The Program Director shall serve as an adviser to the Board, attend all board meetings and any special meetings as requested (e.g., Strategic Planning meeting). The Program Director is not considered a board member and does not have voting privileges. The Program Director shall not serve as a committee chairperson.

ARTICLE VIII - OFFICERS AND THEIR ELECTION

Section 8.1

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 8.2

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 Officers, 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 8.3

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 Board shall announce the vacancy at a rehearsal. Nominations may be made from the floor, and voting shall be the same as in Section 8.2.

Section 8.4

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

ARTICLE IX - DUTIES

Section 9.1

President: The President shall preside at all meetings of the Organization and of the Board, promote Strategic Plan implementation and review, and delegate duties or roles as appropriate. The President appoints Committee Chairs in consultation with Executive Committee.

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 Officers one month before elections. Preside at Annual Meeting, to include voting regarding scheduled

election of officers. Voting for proposed revisions of Bylaws may be conducted at an annual meeting, a special meeting, or through a separate electronic vote of the Organization's members.

Meet each June with Program Director, Music Director, and Finance Committee Chair to prepare the organizational budget.

Monthly, one week prior to Board meetings, distribute agenda to the Board members, Program Director, and Music Director. If the Secretary is not present at Board meeting, appoint a replacement. Present the draft of previous meeting minutes, inclusive of any corrections recommended by any Board member and approved by the President, to the Board for approval.

As needed, meet with the Program Director to discuss open issues and provide feedback regarding actions being considered.

As needed, assist the Music Director in implementing UD NHMP objectives through Board actions. Channel University of Dayton matters through Music Director.

Section 9.2

President-Elect: The President-Elect shall serve as needed in the absence of the President, including presiding at meetings of the Organization and the Board.

To facilitate annual leadership transitions, the President-Elect shall focus on becoming familiar with the structure, procedures, administration, and operation of the Organization. This includes specifically the Strategic Plan, Bylaws, Handbook, budget process, and election steps. Additionally, the President-Elect shall develop an understanding of the roles of each committee, the Organization's ongoing projects such as the Americana Parade, open houses, and concerts, as well as an understanding of the New Horizons International Music Association (NHIMA).

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 9.3

Secretary: The Secretary shall keep accurate records of the proceedings of all meetings of the Organization and the Board. Copies of the minutes shall be sent to the Board via email. All past minutes and correspondence will be retained for a period of three (3) years in a designated file as both hard copy and in pdf format on a flash drive or similar process, which may include a cloud based UDNHMP shared drive in the future.

The Secretary shall maintain a current copy of all governing documents. The Secretary shall assist as requested by the Board with any revisions to the Bylaws, Handbook, or other Organization documents.

ARTICLE X - COMMITTEES

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

The chair shall ensure effective transitions by developing a guide with appropriate information to effectively carry out the tasks of the committee.

Section 10.1

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

Section 10.2

Endowment Growth: Develop plans to increase Hartley University of Dayton New Horizons Music Endowment Fund from existing members, UD Alumni, and Greater Dayton community.

Section 10.3

Equipment: Develop and maintain an up-to-date inventory of New Horizons property in the Organization's storage room. Coordinate maintenance and repairs of equipment with the Program Director. Form a committee and assign tasks to set up and take down equipment needed for rehearsals and performances.

Section 10.4

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

Section 10.5

Membership: Provide new members with introductory and welcome materials. Conduct annual satisfaction survey during spring semester. Present results for Board members' consideration and action. Act as contact person for section reps and fill vacancies as they occur. Encourage communication between section reps and section members. Maintain two logs each semester: one for member attrition and causes; and one for new members detailing what instrument they play and whether they are novice, re-entry, or ongoing musicians.

Section 10.6

Music Librarian: Responsible for distributing all concert band music, normally using electronic means, e.g., Email, and maintaining hard copy integrity of stored music files. Ensembles and other music groups will manage their own music library needs.

Section 10.7

Promotions: Target specific subgroup populations for membership recruitment and serve as the primary contact person for new and potential members. Develop and promote activities designed to expand band membership as well as foster community attendance at UD NHMP performances. This shall include, but not be limited to, meeting with and distributing information to target groups regarding UD NHMP programs and concerts, managing open houses, and preparing and releasing relevant news releases.

Section 10.8

Small Group Development: Serve as communication liaison between the Board and all music program groups. Explore issues that impact successful small group formation and implement strategies to foster a greater percentage of member participation.

Section 10.9

Social: Organize weekly snack/coffee times, seasonal parties, and social events. Maintain an information sharing table for each rehearsal.

Section 10.10

Finance Committee: Assist the Music Director and President to prepare the annual UD NHMP budget and track financial transactions throughout the year. The organization's budget and financial records will be maintained by SPCE and the Finance Committee will ensure that the SPCE records accurately reflect actions and decisions of the UD NHMP Board. Ensure that the UD NHMP budget and financial activities throughout the year are in sync with the SPCE financial records. Work closely with the Program Director to ensure that he or she, as Treasurer, has accurate financial information throughout the year.

Section 10.11

Executive Committee: Assist the Music Director and the President to oversee and manage the operation of the UD NHMP. These activities include, but are not limited to, analyzing issues, presenting options, and recommending actions to the Board and members of the Organization. Membership includes: President (acts as Chair of the Committee), Music Director, Program Director, President Elect, and

Chair of the Finance Committee. The Executive Committee will meet as necessary subject to the call of the Music Director or President.

ARTICLE XI - 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 XII - 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.

Document History:

Adopted: April 29, 2011
Amended: September 21, 2011
Amended: October 19, 2011
Amended: February 6, 2013
Amended: March 19, 2014
Amended: December 14, 2016
Amended: February 21, 2018
Amended: April 29, 2021