

## BYLAWS of the MID-PENINSULA-RECORDER-ORCHESTRA

(Original 1975; updated May, 1995; revised September 19, 2002; revised February 6, 2006)

## ARTICLE I – NAME

The name of this organization shall be THE MID-PENINSULA-RECORDER ORCHESTRA

## ARTICLE II – PURPOSE/GENERAL POLICIES

1. The Mid-Peninsula Recorder Orchestra (MPRO) operates as an independent organization of recorder and other early instrument players and exists for the purpose of joint music making under the leadership of a qualified music director. It is founded on the premise that joining with others to make music is a pleasurable and personally rewarding experience.
2. MPRO is an affiliate of the San Francisco Early Music Society (SFEMS) and an American Recorder Society (ARS) Consort. MPRO adheres to the provisions set forth for SFEMS affiliates and ARS Consorts.
3. MPRO does not provide instruction for any musical instrument; however, at various times MPRO sponsors workshops directed by experts where some instructional information may be given.
4. MPRO performs without charge; however, voluntary contributions at a performance are not ruled out.
5. MPRO publishes a newsletter for its members. A courtesy copy of the newsletter is sent to Local Chapters/Consorts of the American Recorder Society, San Francisco Early Music Society, American Recorder Society, Inc. and selected teachers and members of the public.

## ARTICLE III – MEMBERS

1. MPRO membership is open without audition to anyone who plays an early instrument and can read and play the music provided at the meetings. Recorder players are encouraged to play at least two sizes of recorders.
2. There are two membership categories: FULL (Active) and ASSOCIATE (Inactive). Both categories receive the Newsletter, are included in the MPRO email list, and receive a discount on workshop attendance.
3. Full members are entitled to attend all meetings, hold office, participate in concerts by the orchestra as a whole or as a member of separate consorts, and have priority for workshops when attendance is limited.

4. Associate members are free to attend rehearsals on a drop-in basis and participate in concerts as a member of separate consorts.

#### ARTICLE IV – BOARD OF DIRECTORS

1. MPRO is administered by a Board of Directors. Members of the Board are not elected or appointed, but are volunteers from the general membership.
2. The duties of the Board of Directors as a whole include setting policies, planning the year's activities, replacing officers when vacancies occur on the Board, taking charge in case of illness or other unavoidable absence of the Music Director at meetings, and determining the frequency and length of regular MPRO meetings.
3. The Board also determines the amounts of dues to be requested of the membership to maintain the desired program. The Board is responsible for a budget sufficient to cover the annual expenses, including music director's fee, facility rental, liability insurance, newsletter printing and mailing, soloists for concerts, guest directors, and a small reserve to be used at the beginning of the year to purchase new music. The cost of the music is recovered when it is sold at meetings. Workshop expenses (workshop director, facility rental, music duplication) are funded by registration fees charged to the workshop attendees.
4. The Board is responsible for hiring a Music Director and determining the fee for service.

The duties of the individual officers are as follows:

##### PRESIDENT:

1. Serves for a period of at least 2 years. The term of office extends from September 1 to August 31 of each year.
2. Calls, prepares agendas for and chairs all board meetings.
3. Arranges for regular meeting facilities for the season; arranges for concert facilities; works with SFEMS, city and school officials when appropriate; arranges/maintains liability insurance.
4. Assists other members of the Board as needed and suggests policies to the board.
5. Contributes articles for the newsletter.
6. Duties assigned to this office may be delegated by the president to other members of the board or non-board volunteers.

##### TREASURER

1. Handles all financial transactions for MPRO and keeps the books.
2. Presents an annual budget to the Board for approval

##### MEMBERSHIP CHAIRPERSON

1. Processes membership applications including requests for Scholarship Assistance; collects dues and turns those funds over to the Treasurer; forwards consort participation requests to the Newsletter Editor for inclusion in the Newsletter; maintains membership forms and has them available at meetings for new people.
2. Supplies an annual membership list of all members as part of the newsletter.
3. Provides labels for the newsletter and publicity mailings and maintains the following up-to-date mailing lists:
  - a. Members (full and associate);
  - b. Newsletter distribution (e.g., including ARS chapters and teachers);
  - c. Publicity distribution (e.g., ARS chapters, music stores and teachers, universities);
  - d. People interested in MPRO concerts, workshops, and the newsletter.
4. Maintains email distribution lists for current MPRO members and board members.

#### PUBLICITY CHAIRPERSON

1. Sends press releases or flyers to appropriate organizations and individuals advertising MPRO's concerts and workshops. Provides extra flyers at rehearsals for members' use in publicizing events.

#### GRAPHIC DESIGNER

1. Designs appropriate fliers for all workshops, concerts and season schedules.
2. Supplies hard and electronic master copies of the fliers to the workshop coordinator, newsletter editor, publicity chairman, music director and Webmaster.
3. Designs and updates the master copy of the brochure as requested. Reproduces hard copies on request.

#### NEWSLETTER EDITOR

1. Composes the newsletter from material that had been obtained from officers, members and others; edits and formats this information; generates a master and makes copies of the newsletter; mails and/or distributes the newsletter to members and other local recorder groups in a timely manner.
2. The newsletter may contain advertisements purchased by appropriate advertisers for a fee determined by the Newsletter Editor.

#### WORKSHOP COORDINATOR

1. For each workshop, suggests possible workshop directors to the Board for its approval. Contacts the potential director to determine availability on the proposed workshop date, with alternate dates as well. Once the director has agreed to the date and contract agreement, the Workshop Coordinator sets in motion the various events that must occur

prior to the workshop date. (See the MPRO Procedure Manual for the detailed events and committee assistance required.)

#### HOSPITALITY/SPECIAL EVENTS CHAIRPERSON

1. Arranges for refreshments for special events (workshops) and for sites and refreshments for social events (Christmas and Year End parties).
2. Arranges for transportation, room and board, including lunch at workshops for guest directors.

#### MUSIC SALESPERSON

1. Copies, assembles, and prices music, which is provided by the Music Director, to be sold at regular meetings; sells music and manages any unsold copies; keeps a file of master copies. This operation is self-sufficient and any cash remaining at the end of the season is carried over to the following year.

#### HISTORIAN

1. Maintains a file of MPRO news articles, newsletters, workshop and concert fliers, photographs, videotapes, and other noteworthy historical information.

#### WEBMASTER

1. Prepares and maintains a web site for MPRO that contains, but is not limited to, a description of MPRO, a calendar of events, rehearsal schedule and information about becoming a member of MPRO.

#### BOARD MEETINGS

1. Meetings are called as needed to complete the business of MPRO.

#### NOTES:

1. All Staff and Board Members maintain a file of their activities to be given to their successors. In addition, they submit and keep updated a detailed job description in the MPRO Procedure Manual, including time schedule of duties, names of contact people, and any additional information that might be helpful.
2. MPRO may have staff positions which are not Board positions. Volunteers fill all positions from the general membership. Non-Board members are not expected to, but may, attend Board Meetings.
3. MPRO policies and procedures may be changed or amended by consensus of the Board, as circumstances require. Officers or positions may be altered or added as necessary.

Procedures for an election have not been established, but they may be if the board and membership sees fit to do so.

#### ARTICLE V – MUSIC DIRECTOR

The Music Director is hired by the Board and is paid a fee which the Board determines. The Music Director does not hold a position on the Board, but is encouraged to attend board meetings.

The duties of the Music Director are as follows:

1. Directs all musical activities of MPRO; selects and provides music for the meetings.
2. Implements concerts and assists with workshop planning as needed.
3. Works with guest directors and workshop directors as needed.
4. Prepares press releases for the beginning of the season and concerts.

The Music Director may attend free of charge MPRO workshops and other activities presented by the orchestra and may extend this privilege to colleagues as a professional courtesy.

#### ARTICLE –VI – SOURCES OF FUNDS

1. The main source of funds comes from membership dues. Individual contributions and corporate sponsorship grants are a supplemental source of funds. The Associate member dues are approximately one-third (1/3) of the full members dues.
2. If there are two or more members of a family that are members of MPRO, the first member of the family pays full dues and subsequent members pays the associate member fee.