

By-Laws of  
Jubilante Ensembles of Carbon County  
P.O. Box 2253  
Rawlins, WY 82301

- Article 1: Name and Mission
- Article 2: Membership
- Article 3: Officers
- Article 4: Duties of Officers
- Article 5: Conductor
- Article 6: Meetings
- Article 7: Contracts, Loans and Financial Procedures
- Article 8: Dissolution of Jubilante Ensembles of Carbon County

**Article 1: Name and Mission**

The name of this organization shall be "Jubilante Ensembles of Carbon County" (JECC). The mission of the organization is: ~~"To create community instrumental groups, which shall provide musical playing and performance opportunities, as well as encourage and facilitate musical growth for the players and the community through various musical genres."~~

**W  
E**

**D  
O**

**M** usicians  
**U** niting  
**S** tudents and  
**I** ndividuals in the  
**C** ommunity

**Article 2: Membership**

**Section 1: Discrimination Statement-** JECC does not discriminate on the basis of gender, race, age, national or ethnic origin, creed or religion, or sexual orientation in the administration of membership or policies.

**Section 2: Membership-** is defined as those interested **musicians individuals** who pay the annual membership fee **as set by the Board of Directors.** ~~The membership fee is \$35 per calendar year and~~ **Paid membership** entitles the member to voting privileges. This fee may be waived at the discretion of the officers. **Voting privileges remain intact for members whose membership fee has been waived.**

**Article 3: Officers**

**Section 1: Board-** JECC shall be governed by a board of **six up to eight** offices consisting of: **(1)** President, **(2)** Secretary, **(3)** Treasurer, **(4)** Librarian, **and (5)** Public Relations Director, **(6)** Fundraising Chair,

and (7) Community Liaison, and (8) Officer at Large. The officers shall retain authority in matters of finance, fundraising, marketing, community relations and administrative policy. The Conductor and/or Director(s) shall be an ex-officio member(s) of this board.

**Section 2: Election-** Officers shall be elected each calendar year by the membership of JECC by a majority vote of members present. Vacancies shall be filled at the earliest opportunity with a simple majority vote of the board members of JECC.

**Section 3: Compensation-** Officers of JECC shall receive no compensation for their services to JECC. Travel in an individual's automobile shall be reimbursed by the mile at current market values.

**Section 4: Civil Liability-** Officers are immune individually from civil liability for monetary damages for any act or failure to act arising out of this service in accordance with Wyoming Statute.

**Section 5: Meetings-** Officers shall meet as necessary to fulfill their responsibilities. Ideally this shall be at least once each quarter. The moderator of said meetings shall not have voting privileges except in the case of a tie.

**Section 6: Quorum-** A quorum shall consist of three officers. A quorum is necessary to conduct a meeting.

**Section 7: Combination of offices-** Any two offices may be held by one person with the exception of the President and Community Liaison.

#### Article 4: Duties of Officers

**Section 1: President-** shall be responsible for the administrative operation of JECC by notifying the officers of meetings and presiding at meetings. ~~The president shall also be the contact person for JECC, and shall monitor the e-mail account.~~

**Section 2: Secretary-** shall be in charge of maintaining all meeting minutes. This officer shall work closely with the President to maintain proper administrative operation of JECC.

**Section 3: Treasurer-** shall be responsible for keeping the business and financial records of JECC. The officer shall work closely with the president to maintain the proper administrative financial operation of JECC.

**Section 4: Librarian-** shall be responsible for the music collection belonging to JECC. ~~This shall include storing the music in an appropriate place and keeping records of assigned music.~~

**Section 5: Public Relations Director-** shall be responsible for promoting JECC within the communities of Carbon County. This may include, but is not limited to, ~~soliciting donations,~~ finding venues for performances and securing coverage by the press outlets available.

**Section 6: Fundraising Chair-** shall chair a committee of individuals responsible for creating and organizing fundraising opportunities.

**Section 7: Community Liaison-** This is a non-playing community member who is a supporter of JECC and its activities.

**Section 8: Officer at Large-** This is an individual who is a supporter of JECC and its activities.

**Section 9: Conductor and/or Director(s)-** The Conductor/and or Director(s) shall be responsible for achieving the highest possible standard of musicianship for JECC. This may include, but is not limited

to, selecting the music, managing rehearsals, assigning parts and selecting members of performance groups.

## **Article 5: Meetings**

**Section 1: Musical meetings-** shall be called by the conductor.

**Section 2: Officers' meetings-** shall be called by the president to perform the duties of the officers.

**Section 3: Special meetings-** shall be called by a majority of the officers or by a petition signed by 3/5 of the members to perform the following functions: electing officers, removing officers, reversing an action of the officers or changing the by-laws. All members shall be notified two weeks prior in writing of special meetings. A majority of the members present will decide the issue.

**Section 4: Annual meeting-** shall be conducted to elect officers and adopt a budget for the coming fiscal year.

## **Article 6: Contracts, Loans, and Financial Procedures**

**Section 1: Contracts-** The board is authorized to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization, and such may be general or confined to specific instances.

**Section 2: Loans-** No loans shall be contracted on behalf of the organization and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the board. Such authority may be general or confined to specific instances.

**Section 3: Financial Procedures-** the Treasurer should follow regular, sound procedures for depositing funds and payment of money. The signature of two officers will be required on all checks and withdrawals from JECC funds. Items for more than the amount of \$500 shall require the approval of the board.

A signature card reflecting the current officers of JECC shall be maintained at the approved financial institution.

**Section 4: Fiscal Year-** The fiscal year of JECC shall follow the calendar year and a budget for that fiscal year will be developed and followed by the officers. The budget shall be approved by the membership at the annual meeting.

## **Article 7: Dissolution of JECC**

If such a time arises that JECC is no longer a viable and active part of the cultural life of Carbon County, as determined at a special meeting of the members, the officers shall begin the dissolution of the organization. All funds and property owned by JECC shall be exclusively turned over to musical, charitable, cultural or educational organizations within the state of Wyoming which qualify under the provisions of Section 501(c) 3 of the Internal Revenue Code.