ARTICLE 1 – Name

The name of this organization shall be the OLLI New Horizons Band of Wilmington.

ARTICLE 2 – Purpose and Affiliation

Section 2.1: The purpose of this organization shall be to provide musical education, training, and performance opportunities in a concert band format for adults of any age and at any stage of musical experience and competence.

Section 2.2: The organization shall maintain annual membership in New Horizons International Music Association (NHIMA), and will adhere to its founding principles, specifically:

- The goal of a New Horizons group is to create an entry point to group music-making for adult beginners and a comfortable re-entry point for adults who played music in school and would like to resume after long years of building careers and raising children.
- The style of instruction must be completely supportive and free of competition and intimidation.

ARTICLE 3 – Sponsorship

The organization’s primary activity shall be as a course sponsored by the Osher Lifelong Learning Institute (OLLI) of the University of North Carolina Wilmington (UNCW) in cooperation with the Music Department of UNCW.

ARTICLE 4 – Membership

Section 4.1: A member of this organization will be anyone who has registered for the OLLI New Horizons Band course through the OLLI program and has paid tuition for that course by the third session of any given semester. Any prospective member who cannot afford the course tuition may request scholarship assistance from the OLLI program through the organization’s Membership Chair.

Section 4.2: Course registrants who are beginning musicians and cannot meet the musical standards for band membership set by the Music Director will be provided with music instruction during the band’s normal rehearsal times. Change of status from instruction to band membership will normally be done on a semester by semester basis or as determined by the Music Director.
Section 4.3: Band members will be expected to provide their own musical instruments, with the exception of percussion instruments, as well as any performance uniforms as determined by the Music Director in consultation with the Steering Committee. Resources for purchase, rental or repair of musical instruments will be provided on request.

ARTICLE 5 – Contributions

Tax deductible contributions may be made through the OLLI program in the name of the OLLI New Horizons Band. These funds will be used to purchase music and defray any additional appropriate expenses, such as website fees, not covered by tuition costs.

ARTICLE 6 – Organizational Activities

Section 6.1: Normal rehearsal and instruction times and place will be defined in the course description in literature published by the OLLI program.

Section 6.2: Dress rehearsals, performances, social activities, and optional regional New Horizons activities may be scheduled at other times or places as necessary.

Section 6.3: Reasonable means shall be used to assist any members with access problems, consistent with UNCW policies. The Membership Chair should be notified of any such needs in a timely manner.

ARTICLE 7 – Governance

Section 7.1: Organizational activities shall be overseen by a Steering Committee composed of the following members: Steering Committee Chair, Music Director, Membership Chair, Publicity Chair, Music Chair, Performance Chair, Social Chair, At-Large Member from the woodwind section of the band, At-Large member from the brass section of the band.

Section 7.2: The Steering Committee shall meet at least three times each academic year, typically in August, January, and May, and at other times as may be necessary. Roberts Rules of Order shall be used as a guide in conducting Steering Committee meetings. In the absence of the Steering Committee Chair, the order of succession shall be in the sequence provided in Section 7.1.

Section 7.3: With the exception of the Music Director, members of the Steering Committee shall serve two year terms, with elections staggered as follows:

- Odd-Numbered Years – Steering Committee Chair, Publicity Chair, social chair, Brass Section At-Large Member
- Even-Numbered Years – Membership Chair, Music Chair, Performance Chair, Woodwind Section At-Large Member.
Section 7.4: Elections will be held in person or online during the last month of each spring semester, with nominations being requested at least one week prior to elections. Members may nominate themselves or agree to nominations by other members. Steering Committee members may succeed themselves indefinitely.

Section 7.5: Any vacancy on the Steering Committee will be filled by appointment by the Steering Committee Chair until the next scheduled election.

Section 7.6: The Membership, Publicity, Music, Performance, and Social chairs may ask other organization members to assist them as a Committee as necessary in order to carry out their assigned functions. The Steering Committee may set up additional ad hoc committees as may be necessary.

Section 7.7: Any communication from any member of the Steering Committee to the entire organization membership or outside the organization shall be done in accordance with the principle of peer review. That is, the text of any such communication shall be reviewed by the Steering Committee Chair, the Music Director, or the entire Steering Committee, as appropriate, in the interest of accuracy, clarity, and consistency with organizational, OLLI, or UNCW policies.

ARTICLE 8 – Duties of Steering Committee Members

Section 8.1: Steering Committee Chair – Coordinate the activities of the Steering Committee; provide periodic reports to the organizational membership; represent the organization to other groups, along with other Steering Committee members as appropriate.

Section 8.2: Music Director – Coordinate all musical activities of the organization, including selection of music, conduct of instruction, rehearsals, and performances; selection of personnel to assist in those activities.

Section 8.3: Membership Chair – Maintain and distribute a roster of contact information for the organization; coordinate with the sponsoring organization to ensure that tuitions have been paid and assist those who require scholarship assistance; serve as the primary contact person for individuals interested in membership and on the organizational and NHIMA websites; relay communications from the Steering Committee or Music Director to the membership.

Section 8.4: Publicity Chair – Seek agencies such as radio and television stations, print media, and other publications for the recruiting of band members and announcement of performances; prepare copy for distribution to such agencies; serve as primary contact person to the organization’s webmaster.

Section 8.5: Music Chair – Duplicate, distribute, collect, and destroy copies of music used in rehearsals and performances.

Section 8.6: Performance Chair – Investigate possible performance venues; communicate with representatives of performance venues; work with Music Director as necessary to coordinate transfer of equipment to and from performance venues; coordinate availability of uniforms to band members.
Section 8.7: Social Chair – Coordinate social activities planned by and for the organization, including collecting funds, arranging for food and drink, and securing and return of space, equipment and supplies needed for such events; coordinate the selection and financial support for gifts made by the membership to appropriate individuals.

Section 8.8 At-Large Members – represent band members to the Steering Committee; work with other Steering Committee members in carrying out various functions as needed.

Section 8.9 Representative to New Horizons International – One member of the Steering Committee shall serve as representative to the NHMIA.

ARTICLE 9 – Website

Section 9.1: The Steering Committee shall establish and maintain a website, which shall be linked to the OLLI and NHIMA websites.

Section 9.2: Website content and format will be overseen by the Steering Committee and will provide information about the organization, including its purpose and function, eligibility requirements, methods of joining, rehearsal and performance information, a selection of photos and/or video clips, the By-Laws, and names and contact information for organizational contact people. The website may also include a Members Only section to include information pertinent only to the group, such as performance information, membership roster, and news about members.

Section 9.3: The website will be overseen by a Webmaster, who may or may not be a member of the organization. The Publicity Chair will be the primary contact person with the Webmaster.

ARTICLE 10 – By-Laws

Section 10.1: These By-Laws, or any amendments thereto, shall be ratified by a two-thirds vote of the association membership after an appropriate interval for review of proposals and feedback from members.

Section 10.2: Each new organization member shall be given a copy of these By-Laws.