

**BYLAWS OF THE
EVERGREEN COMMUNITY ORCHESTRA OF
SNOHOMISH COUNTY, WASHINGTON**

Article I – Name

Sec. 1 The name shall be Evergreen Community Orchestra, also known as the ECO.

Article II – Mission Statement

Sec.1 The ECO welcomes musicians of all backgrounds to come together for the love of playing and the benefit of the community.

Article III – Members

Sec. 1 Any musician may become a member of the ECO by participating in its activities and remaining current in its monthly dues.

Sec. 2 Code of Conduct

The most satisfying orchestral environment is one in which everyone participates in the spirit of mutual trust and respect. Harassment, of any type, is a form of discrimination that is offensive, undermines the integrity of relationships within the orchestra and causes serious harm to the productivity, efficiency, and stability of our organization, and most importantly, is not aligned with our Core Values.

Scope: Applies to all members of Evergreen Community Orchestra including the Board of Directors.

Prohibited Harassment/Undesirable Behavior:

All ECO members have the right to an environment free from harassing conduct, including, but not limited to, sexual harassment. Harassment on the basis of an associate's personal characteristics may include any of the following:

1. Race, color, ethnicity, ancestry
2. Religion
3. Age
4. Disability
5. Sex/gender
6. Marital status
7. Military status
8. Musical ability, style, execution
9. Political views
10. Or any other biases protected by local, State, or Federal Law

Definitions

1. Unasked for advice to anyone.
2. Deliberate use of severe words, phrases, gestures or actions toward another person.
3. Verbal taunting will not be tolerated.
4. Outbursts and general disruptive behavior at rehearsal or performances.
5. Persistence in behavior that one has been asked to change or stop.
6. Dishonest or disparaging statements.
7. Reporting of false information or retaliation.

Responsibilities:

1. ECO Musicians and Board members are responsible for reading and following the code of conduct and rehearsal rules.
2. The Music Director is responsible for maintaining member order and respectful behavior.
3. The Music Director is responsible for member corrections during rehearsals and performances.
4. A 3 member Board Member group is responsible for reported conduct violations by members. This process is outlined as the *Disciplinary Action Process (Sec. 3)*.

Sec. 3 Disciplinary Action Process:

The ECO Board Members are committed to the excellence of our playing environment and wish to resolve amicably any and all concerns or complaints between members.

1. Any orchestra member, including witnesses to a violation, may report a complaint or concern about the behavior of other members to the Music Director or other Board Member.
2. If the Music Director is unavailable, the Vice President is the primary contact for these concerns.
3. The Vice President and Music Director investigate and resolve the reported issue directly with the parties involved.
All Board communication is not needed at this step.

Code of conduct report

4. If the violation behavior continues, the Vice President will appoint 3 Board Members to generate a written code of conduct report.
 - a. The Vice President should try to include at least 1 board member on the panel of 3 who is willing to advocate for the member who is named as violating the code of conduct.
 - b. The Vice President can appoint themselves to the code of conduct group of 3.
 - c. The report will outline the following;

Board Member names

The specific complaint/violation

The date of first communication about the issue

The parties involved

Resolutions attempted

The recommended next step for the involved parties

5. The initial report document will not be filed or stored as an official ECO document.
6. If the violation behavior continues, a written warning will be created from the code of conduct report by the 3 Board Member group.
 - a. The Vice President and the offending member will sign it.
 - b. The offending member will be asked to submit a written statement of their understanding of the behavioral change commitment.
 - c. The report, signed warning and member statement will be entered into the ECO documents in a restricted access, secure location by the Vice President.
 - d. The Vice President informs the board of the filing.
7. If the commitment is not met and the behavior continues the Vice President, in consultation with the Music Director and the Board will respectfully ask the offending member to leave the orchestra.
 - a. The member who has been asked to leave, should leave as soon as possible and must not return.
8. If the Vice President is unavailable, the disciplinary steps will be completed by the President.
9. **Communication through secure email is required for disciplinary actions.**
10. The member who has been asked to leave may petition in writing to the Vice President to be able to return to the orchestra. In consultation with the Music Director, a probationary period may be defined as a condition of a returning musician who has violated the code of conduct.

Sec. 4 Rehearsal Etiquette

ECO holds fast to our mission statement “To welcome musicians of all backgrounds”, and values the contribution of each member. To promote a welcoming atmosphere, members are expected to treat one another with mutual courtesy and respect.

1. Communicate clearly your availability to attend rehearsals and concerts.
2. Designating principal players is at the discretion of the Music Director. There are no established chairs.
3. Follow the instructions of the Music Director.
4. Leave designations of part rotation, principal players in a section, etc - to the instruction of the Music Director.
5. Be in your seat, warmed up and ready to tune before rehearsal start time.
6. Silence your cell phone.
7. Please refrain from talking during rehearsal time. (Even whispered conversations can be distracting to players and the conductor).

Article IV – Rehearsals and Meetings

Sec. 1 ECO rehearsals will be held weekly during the concert season or as called by the President or Board of Directors, in agreement with the Music Director. A tentative calendar of rehearsals, concerts, Board meetings, and the Annual Meeting will be made available to all ECO Members at the beginning of each concert season.

Sec. 2 Any ECO Member who expects to be absent is asked to advise the First Chair of their Section, or their designee, and the Conductor in advance of the absence.

Sec. 3 ECO and/or Board Members will be notified of special meetings or rehearsals by the President or Board of Directors with at least seven days' prior notice.

Sec. 4 The Annual ECO Membership Meeting will be held during the regularly scheduled rehearsal in the first week of February. Ballots shall be cast at this time for the purpose of electing Board of Directors Officers, and other business may be determined by a simple majority vote of ECO Members in attendance.

Sec. 5 The business of the ECO will be administered by the Board of Directors at regularly scheduled meetings. Board meetings shall be conducted according to *Robert's Rules of Order Revised*, except as noted within these Bylaws.

Sec. 6 A simple majority of Board of Directors shall constitute a quorum.

Sec 7. The Board of Directors will present a twelve-month financial statement to the ECO for review and feedback at the Annual Meeting.

Article V -Board of Directors

Sec. 1 The ECO Board of Directors

The Board will consist of a Music Director, President, Vice President, Treasurer, Recording Secretary, Publicity Chair, Music Librarian, two Members-at-Large. . . ,

The Music Director is the only non-elected Position. To maintain continuity and stability of the ECO organization, Board Members will serve staggered terms of either one or two years.

Two Year Election Cycle	One Year Election Cycle
President Treasurer Recording Secretary Music Librarian	Vice President Publicity Chair Members-at-Large (2) Any Currently Vacant Board Member Positions

Board members may be re-elected. (with the exception of the Music Director, who is hired by the Board). All elected Board members must be 18 years of age. Newly elected Board Members will begin serving in the month following their election.

Expectations of All Board Members

The welfare of the ECO requires full participation by elected Board Members. If Board members are unable to meet the stated expectations of a Board Member they may be asked to resign by consensus vote of the ECO Board of Directors.

Sec. 2. Attendance -Board Members are expected to attend Board meetings. Musician Board members are expected to attend rehearsals.

Sec 3. Dues- Board members must remain current in their dues.

Sec. 4. Finances

Board Members shall conduct activities which promote the purposes of the ECO. The Board will also supervise the

finances of the ECO. However, no Board Member will contract any debt on behalf of the ECO without permission of the Board.

Sec 5. Communication

Board members are expected to initiate topics during board meetings and consult and work with other board members as they execute the work of their board position and are responsible to communicate immediately about risks, roadblocks or issues they encounter in their roles to the president.

Board members communicate regularly with members as well, the public and other board members in ways that reflect respect and commitment to the ECO's mission and bylaws . Board members are responsible for informing members and the public about ECO. They are informed enough to answer questions about their committee activities and the goals and policies of the ECO organization. Board members represent ECO in a manner that recruits new board members, musicians and partners.

Sec. 6. Committees

The Board of Directors will both participate in and chair project committees by volunteering and appointment to a project role by a vote from the Board. Standing committees are associated with each Board member role as well.

Projects may be one time events to accomplish the ECO's mission and goals; such as drafting documents, pursuing grants, launching member programs, managing member teams, obtaining materials and equipment, managing documents .

Committees that function as a regular part of the ECO's processes and governance have Board roles that are the assumed chair position of the committee. The chair of standing committees are responsible for identifying the need for committee members and recruiting them. If the Board member in the regular role is unable to chair the associated standing committee, the President will appoint a chair with Board of Directors' approval.

Budgeting- Treasurer

Fundraising- Vice President

Logistics -Publicity Chair

Music Fund- Librarian

Bylaws- President

Conduct Issues- Vice President

Program Development- Music Director

Member outreach- Recording Secretary

Virtual Presence and Media- Publicity

Workspace Management- Recording Secretary

Board Members Chair and participate as members of the committees. Orchestra Members are encouraged to volunteer and participate as members of the committee .

Sec 7. Shared Workspace

The ECO uses shared, online, workspace tools that includes emails, documents, calendar, task lists, folders, archives, video and media images. Board member activities in the workspace are respectful to other members in content and tone. Document and virtual file practices are used that obtain the permission of originating authors before removing or changing existing documents.

Media files that contain images of people are not released to public documents without documented release by the people in the image.

The ECO image, video and media are owned and managed by the Publicity Chair. Changes to the arrangement, use of media or revision of media are made with the Publicity Chair's permission.

The ECO master file/folder configuration and procedures are owned and managed by the Recording Secretary. Changes to the arrangement or procedures of the virtual workspace are made with the Secretary's permission. Changes to the shared virtual workspace procedures are to be documented and communicated immediately to all other Board members.

Board Members are responsible for the entry, filing and revision tracking of specific workspace actions that are associated with their role. Procedures, instructions and compliance in using the shared workspace are managed by the Vice President.

Email- Board members are individually responsible for ensuring communications about agendas, dates, changes, concerning issues and results of investigations are communicated to the rest of the Board. Examples are the President sends a call for agenda items, the Secretary sends update emails to members, the Music Librarian sends out emails with music links, The Treasurer alerts board of financial changes. Personal emails will not be used to conduct ECO business. Board members are provided with an official ECO email address.

Calendar-Board members report dates to the President, Secretary or Musical Director when they are related to their primary duties and need to be posted to the shared calendar.

Documents and Files-Board members manage file location of documents in consultation with the Secretary and in accordance with the established system. Management includes creating or using folders, locating documents, reducing duplication and archiving inactive documents.

Hard copies of ECO business or communication are printed and distributed in consultation with the Secretary.

Sec. 8. President

- Officiates Board Meetings including preparing the Agenda, Setting the meeting dates and running the discussion and voting processes during the meeting.
- Performs oversight of the ECO's financial activities including signing contracts and designating financial authority for use of the ECO's funds.
- Leads decision making with the Board of Directors to appoint board members to committees, fills vacant positions and changes board committee assignments.
- Counsels and supports the other board members to best execute their responsibilities.
- Represents the ECO in the community.

Sec. 9. Vice President

- Stands in for President's role when the President is unavailable or as asked by the President.
- Oversees the grant writing process.
- Oversees the disciplinary process.
- Ensures work procedures are available and in practice.
- Manages the purchase and tracking of the ECO's physical assets.

Sec. 10 Recording Secretary

- Manages ECO documentation and records.
- Coordinates membership, attendance, internal communications and membership events.
- Manages the ECO lists of personnel, participation and member records.
- Represents the Board of Directors in the Orchestra.
- Counsels and supports orchestra members to best execute their responsibilities.

Sec. 11. Treasurer

- Manages the finances of ECO including withdrawal, deposit, transfer and banking transactions, balancing accounts, credit card and check activity.
- Completes taxes, payroll and governmental forms as required by law
- Represents the ECO in the financial community..
- Provides financial accountability and reporting to the Board.
- Creates and reports ECO's budget standing monthly.

Sec. 12. Publicity Chair

- Publicizes the ECO organization in advertisement, programs, media and public relations.
- Manages all communication and representation of the ECO to the external world, the public..
- Coordinates the ECO's public and media events.
- Obtains venues and manages facilities contracts on behalf of the ECO.

Sec. 13. Music Librarian

- Manages all procurement, storage, and distribution of music owned or borrowed by the ECO.

Sec. 14 Members-at-Large (2)

- Serve as representations of the orchestra membership as voting members of the board.
- Elect to chair committees or serve on committees.
- Apprentice/understudy to a chosen board position.

Sec. 15 Music Director

- Selects music and season programming
- Is a voting Board Member
- Directs artistic intent of the ECO through music selection and execution
- Guides musicians to execute ECO's musical interpretation of compositions
- Is a primary decision point for ECO publications and media

Article VI – Elections

Sec.1 At least one month prior to the Annual Meeting, the President will provide a signup sheet for ECO Members interested in filling Board positions. The Board will consider each candidate and prepare a ballot for the roles up for election at that year and including vacant positions.

Job descriptions from the Bylaws will be distributed to the ECO members 30 days prior to the deadline of submitting one's name to run for a Board position.

Existing Board members will make themselves available to answer questions and speak about the role if asked.

Ballots will be cast at the Annual Meeting by all members of the orchestra.

Candidates will be notified of results by the President, pending verification by the Election Committee.

Board Members will serve staggered terms of either one or two years depending on the role. **See Article V, Sec. 1.**

Article VII – Dues and Assessments

Sec. 1 Dues

ECO Members are expected to pay dues of \$20 per month, unless amended by the Executive Board. Dues pay for music, venue rental, insurance, Conductor stipend, and other Orchestra-related expenses. Dues are not expected for new members until after the first rehearsal they attend. Dues are not collected for members under the age of 18.

ECO Members are expected to help support the Orchestra to the best of their ability. Any Member who has not paid dues in over 30 days will be contacted by the Treasurer. If arrears are not corrected within sixty days, the Member in question will be advised by the Treasurer and Vice President that they **forfeit the right to participate in upcoming rehearsals and concerts until dues are paid.**

Sec. 2 Financial Hardship

Should the cost of dues present a financial hardship, an ECO Member may request financial assistance from the Treasurer or member coordinator (Secretary). If determined reasonable, the Treasurer or Secretary, in consultation with the President and Board, may agree to waive, reduce or arrange a payment plan with the member for a specified amount of time.

Article VIII – Amendment of Bylaws

Sec. 1 ECO Bylaws may be amended or repealed by a simple majority vote of the Board of

Treasurer: Chris Hartzog Date

Publicity Chair: Margot Wolcott Date

Librarian: Don Wilson Date

Member-at-Large #1: Fiona Knight Date

Member-at-Large # 2: Tudi Campbell Date

Music Director: Marcin Paczkowski Date