

bctma.org
Beaufort County Traditional Music Association
Organizational Plan



Name and Form of Organization

The Beaufort County Traditional Music Association (BCTMA) is an unincorporated non-profit association consisting of individual members who receive no compensation.

Purpose

The purpose of the BCTMA is to promote and support traditional music throughout Beaufort County.

Traditional Music Definition

Traditional music includes fiddle tunes, ballads, bluegrass, blues, gospel, swing, folk and all the variations and derivations, including singing and dancing, that are nurtured by a community's culture. It is music or musicianship that is learned from families, communities, or deliberately sought out from teachers with a traditional music heritage. The music is always acoustic.

Goals

Goals of BCTMA include:

1. being a resource to the public for traditional musicians in the area,
2. providing educational opportunities for people interested in learning about traditional music,
3. providing participatory activities to nurture the traditional music community,
4. promoting performance opportunities for traditional musicians in the area, and
5. presenting musical events and performances for the enjoyment of the public.

Membership

- 1) Members of the BCTMA shall be individuals who have paid dues to become members of the BCTMA. The Board of Directors of the BCTMA shall determine and approve the dues to be charged for annual membership in the BCTMA. There shall be maintained a record of all paid members as evidence of membership in good standing in the BCTMA.
- 2) **Annual Membership Meeting:** An annual meeting of the membership of the BCTMA shall be held once a year on a date and at a time and place to be determined by the Steering Committee.

The BCTMA will notify each member in good standing of the meeting at least 10 days prior to the meeting.

- 3) **Special Membership Meetings:** The Board of Directors, Steering Committee, or a majority of the membership may call a special meeting of the membership of the BCTMA. Such requests stating the purpose of the meeting must be submitted in writing to the Steering Committee who will determine a time and place for the meeting.
- 4) **Arrears:** Members who fail to pay their membership dues after appropriate notice by the BCTMA shall forfeit membership privileges.
- 5) **Voting:** Each member in good standing of the BCTMA shall have one vote at any membership meeting. Routine business shall be transacted by a simple majority vote of the members in attendance.

Elections

The Steering Committee shall recommend and submit a proposed slate of candidates for membership to the full Board of Directors at its regular meeting prior to the Annual Membership Meeting. The list of candidates will be distributed to the members of the BCTMA along with the notice of the Annual

Meeting for election at the Annual Meeting. No nominations of candidates for election to the Board of Directors will be considered from the floor at the Annual Membership Meeting. A simple majority of votes cast by members present shall constitute election.

Officers

- 1) **Number and Term:** The officers of the BCTMA shall be the Chair, Vice-Chair, Secretary, and Treasurer. They shall be elected from the slate presented by the Steering Committee at the Annual Membership Meeting for a term of one year, or until their successors are duly elected and qualified. Officers may be re-elected for one term. Officers will assume their duties by the beginning of the Association year.
- 2) **Duties:** The duties of the officers are those, which are normally found to be appropriate for their offices and those which may be assigned to them by the Steering Committee.
- 3) **Vacancies:** Any vacancy occurring in an office during a term shall be filled by the Board of Directors at its next meeting, following recommendation from the Steering Committee.

Board of Directors

- 1) **Number and Composition:** The Board of Directors shall consist of no fewer than seven (7) and not more than sixteen (16) persons elected at the Annual Membership Meeting. The number includes the officers of BCTMA.

- 2) **Powers:** The direction and management of the business and other affairs of the BCTMA are vested in the Board of Directors and the Steering Committee. The Steering Committee may act on behalf of the board between meetings of the board, except to change the bylaws, fill vacancies on the board or officers of the association, and to remove an officer or director.
- 3) **Terms:** Board members shall serve a two-year term. The first election (2010) will designate half the Directors as serving one-year terms. A member appointed to the board to fill a vacancy may stand for re-election. There is no term limit.
- 4) **Vacancies:** The Board of Directors shall fill any vacancy occurring in the Board's membership after consultation with and advice from the Steering Committee.
- 5) **Removal:** A Board member may be removed from office for cause by a vote of at least two-thirds (2/3) of the Board's membership. Regular attendance at Board meetings is essential. If any Board member has two (2) or more unexcused absences from scheduled Board meetings, upon review of the Steering Committee, the Board may vote to remove that member from service on the Board.
- 6) **Meetings:** The Board of Directors shall meet at least once each quarter and on such dates and at such times and places as the Chair may specify and the Board approves. All meetings are open to the membership and the public. The Board of Directors may adjourn to Executive Session to consider matters of a personal or sensitive nature. Special meetings of the Board may be called at the request of the Chair or any four (4) Board members. Board members shall be given notice of quarterly meetings at least ten (10) days prior to such meetings and at least five (5) days prior to special meetings. A copy of the minutes of each meeting of the Board shall be available to each board member.
- 7) **Voting:** A quorum for the transaction of business shall consist of a simple majority of the board. A simple majority of the quorum shall be required for approval of motions. Any action so taken shall be deemed the action of the full Board. When deemed necessary by the Chair and the Steering Committee, mail or phone votes may be taken of the members of the Board. Each Board member shall be a member in good standing of the BCTMA.

Relationship and Agreement with Beaufort County Arts Council

1. **Agreement:** The BCTMA may enter into agreements with other parties to provide services beneficial to the BCTMA. The BCTMA has entered into an agreement with the Beaufort County Arts Council (BCAC) wherein the BCAC provides certain administrative, fund management and advisory services for the BCTMA (the "Agreement").
2. **Attachment to Organizational Plan:** The continuation of the Agreement, is subject to approval by the Board of Directors annually and upon approval becomes attached to and incorporated into this BCTMA Organizational Plan. The Agreement may be modified from time-to-time upon agreement of the authorized representatives of the BCTMA and the BCAC. The terms and

conditions described in the Agreement (or written modifications attached thereto) define the scope of the relationship between the BCTMA and the BCAC.

Committees

1. **Steering Committee** The membership of the Steering Committee shall consist of the elected officers of the BCTMA and the Past-Chair. The Steering Committee shall have the power to appoint an at-large member should such a member be required. The Chair of the BCTMA shall be the Chair of the Steering Committee. A quorum shall consist of a simple majority of the Steering Committee. A simple majority of the quorum shall be required for approval of motions. The Steering Committee will meet as needed.
2. **Other Committees:** The Chair, with the approval of the Board, may appoint such other committees as the Board considers essential for the effective work of the BCTMA. The Chair shall be an ex-officio member of each committee and shall hold voting rights.
3. **Open Meetings of Committees:** All meetings of the BCTMA and its Committees are open to members in good standing of the BCTMA. Members may speak to issues under discussion in Committees but they do not hold voting rights in such deliberations.

Proceedings

Roberts Rules of Order shall govern the proceedings of all meetings in cases where such proceedings are not covered by the Organizational Plan of the BCTMA.

Association Year

The association year of the BCTMA shall begin on the first day of January and end the thirty first day of December each year.

Contracts

No person is empowered to enter into contracts or to otherwise incur any financial obligations in the name of the BCTMA. Such authority rests entirely in the Board and, as approved by the Board, in its Chairman or other duly designated representative(s). The Board is the custodian of all monies, property and equipment of the BCTMA.

Amendments

The Organizational Plan of the BCTMA may be amended (or repealed and a new Organizational Plan adopted) by the affirmative vote of 2/3 of the voting members present at the Annual Membership meeting, provided that at least thirty (30) days' written notice of such proposed action has been provided to members of the BCTMA.

Dissolution

In the event of dissolution, the residual assets of the BCTMA will be turned over to the BCAC.

Revised January 2012