



PREAMBLE: We the members of the Association of Military Musicians (AMM), being mindful of the glorious traditions associated with military music, and ever aware of the contributions and sacrifices made by the members of service bands of the United States of America, both past and present, in their effort to promote morale and esprit de corps among the troops, do hereby dedicate ourselves to the perpetuation of these traditions.

ARTICLE I. NAME AND ADDRESS. The name of the organization shall be the Association of Military Musicians (hereinafter referred to as AMM). The address of the organization shall be that of the incumbent Treasurer.

ARTICLE II. PURPOSE. AMM's purpose: to promote camaraderie between past and present members of military musical organizations; to emphasize the importance of military music; to maintain liaison with Active, Reserve, and National Guard musical organizations; and to the extent possible, perpetuate and foster music within our communities.

ARTICLE III. SEAL (LOGO). The seal, or logo, of the Association shall be a music lyre set in a wreath of laurel, with the acronym "AMM" above it in a semi-circle. This seal may be changed by a vote of the membership.

ARTICLE IV. MEMBERSHIP AND DUES.

- A. Membership is open to all retired, active duty and former military musicians from all services (Army, Navy, Marines, Air Force, Coast Guard; and Reserves and National Guard). Membership is also open to the spouses of deceased military musicians.
- B. There will be no privilege distinction made between officer, warrant officer, or enlisted members.
- C. Categories of membership.
 1. Member: Current or former military musician, having been Active Duty, Reserve, National Guard, or any combination thereof.
 2. Lifetime Member: Lifetime membership is available. Cost of lifetime membership will be determined by the membership. Lifetime members will be eligible for all privileges and responsibilities associated with regular membership.
 3. Honorary Member: Honorary membership, at no cost, may be bestowed upon individuals who have contributed in some significant way to AMM, but are not otherwise eligible for membership. An Honorary Member is entitled to all the privileges of other members except the right to vote or hold office.
 4. Honorary Lifetime Member: Honorary lifetime membership may be bestowed upon any regular member of AMM by a majority vote of the general membership at the annual reunion. Criteria for consideration will be sustained membership and outstanding contribution(s) to AMM. Selected honorees(s) will be eligible for all privileges and responsibilities with regular membership status (see C3 above). Honorary Lifetime Members will not be assessed dues.
 5. Surviving Spouse: The surviving spouse of a deceased Member in good standing shall be

awarded an honorary membership for a period of five years following the death of the Member. The honorary membership may be extended for additional periods of five years upon written request of the Surviving Spouse. The Treasurer shall monitor the status of these memberships and provide written notice of approaching membership expiry. Failure of the Surviving Spouse to extend the honorary membership via written request constitutes acknowledgement of reverting to non-honorary membership status.

- D. All members in good standing are eligible to vote and hold office. Before accepting a nomination to any office, the member is encouraged to consider the probability of any situation (such as relocation, etc.) which would render him/her unable to perform their duties to AMM.
- E. Dues shall be assessed and are due each September. Exceptions are noted below:
 - 1. The member is a lifetime member and has paid the appropriate amount.
 - 2. The member has made special arrangements with the Treasurer.
 - 3. Honorary Members shall not be assessed dues.
- F. The dues amount will be determined by the membership during the annual reunion business meeting. Dues for the next year and Lifetime Member amounts may be raised or lowered during the annual reunion business meeting following normal parliamentary procedure.
- G. A Member is considered to be in good standing when:
 - 1. Dues has been paid for the current year.
 - 2. The Member has taken no action to bring discredit to AMM.
 - 3. The Member is neither sympathetic to nor a participant of any subversive organization which advocates the overthrow of the United States government.
- H. A Member may be expelled only upon the recommendation of a committee appointed by the President especially for that purpose. The individual involved may waive any such hearing.
- I. When a Member is delinquent in the payment of dues, that Member is no longer considered in good standing. All rights to vote or hold office are suspended until the Member pays dues for the current year.
- J. There will be no initiation fee charged for joining AMM.

ARTICLE V. REUNIONS. AMM Reunions shall be, under normal circumstances, held annually during the month of September. A point of new business at the annual business meeting, held during the reunion, shall be the location of the next reunion. The membership in attendance, after hearing presentations delivered by prospective Reunion Host(s), IAW Addendum I, this publication, will decide on the location of the next reunion by a majority vote. See Addendum 1 for further guidelines.

ARTICLE VI. OFFICERS AND STAFF POSITIONS.

- A. Officers and the corresponding eligibility criteria are as follows:
 - 1. President. Must be a Member in good standing. The President will be elected by the membership at the annual reunion business meeting on even-numbered years. The term of office is two years
 - 2. Vice President. Must be a Member in good standing. The Vice President will be elected by the membership at the annual reunion business meeting on odd-numbered years. The term of office is two years.
 - 3. Secretary. Must be a Member in good standing. The Secretary will be elected by the membership at the annual reunion business meeting on even-numbered years. The term of office is two years.

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4. Treasurer. Must be a Member in good standing. The Treasurer will be elected by the membership at the annual reunion business meeting on odd-numbered years. The term of office is two years.
- B. Staff positions and the corresponding eligibility criteria are as follows:
1. Historian. Must be a Member or Honorary Member in good standing. The Historian is a volunteer position. If there is no volunteer, the President has the authority to appoint an Historian or to leave the position vacant.
 2. Music Librarian. Must be a Member or Honorary Member in good standing. The Music Librarian is a volunteer position. If there is no volunteer, the President has the authority to appoint a Music Librarian or to leave the position vacant.
 3. Chaplain. Must be a Member or Honorary Member in good standing. The Chaplain is a volunteer position. If there is no volunteer, the President has the authority to appoint a Chaplain or to leave the position vacant.
 4. Newsletter Editor. Must be a Member or Honorary Member in good standing. The Newsletter Editor is a volunteer position. If there is no volunteer, the Secretary will assume the duties of Newsletter Editor.
 5. Webmaster. Must be a Member or Honorary Member in good standing. The Webmaster is a volunteer position. If there is no volunteer, the President has the authority to appoint a Webmaster or to leave the position vacant.
 6. Reunion Host (RH). Must be a Member or Honorary Member in good standing. The RH is a volunteer position. When the members select the location of the next year's Reunion, the RH is the de facto sponsor of that Reunion. The RH has the authority to enlist the help of any individual in organizing and accomplishing the next year's Reunion. The Reunion Host shall make every effort to organize the next year's Reunion as to be financially self-sufficient. If that is not possible, AMM shall reimburse the Reunion Host up to \$200 (authorized by the Treasurer). Beyond \$200, authorization for reimbursement shall be issued by the Officers of AMM.
- C. Committees. To be appointed by the President as appropriate. Committee members must be Members/Honorary Members in good standing. The President may disband any committee when its appointed work has been accomplished.
- D. All officers will serve for a period of two years. This period begins on Saturday during the Reunion when the oath of office is administered.
- E. The President has the authority to request the resignation of the Vice President, any Staff Member (B1 – B6 above), or any committee member.
- F. If the office of President becomes vacant, the Vice President will fill the vacancy. Other offices and staff positions, less the Secretary and Treasurer, will be filled at the President's direction. If the Secretary or Treasurer resigns or becomes unable to serve, the President will appoint a 3-member committee, including him/herself, to designate a replacement, to occur within 30 calendar days of said resignation.

ARTICLE VII. DUTIES OF OFFICERS AND STAFF POSITIONS.

- A. **PRESIDENT.** The President will preside over all meetings of the general membership. He/She shall be considered a non-voting member, except in any circumstance where it becomes necessary for him/her to alleviate a tie vote. The President will coordinate the duties of the other officers, staff positions, and committees. He/She will also be responsible for the appointments to all committees deemed appropriate by the membership.
- B. **VICE-PRESIDENT.** The Vice-President serves to assist the President. He/She will assume the duties of the President should this position become vacant.

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- C. **SECRETARY.** The Secretary will be responsible for recording the minutes of all membership meetings and the maintenance of all minutes, records, and files pertaining to AMM.
- D. **TREASURER.** The Treasurer will be responsible for the accountability of all funds. Duties will include, but not limited to: collection of dues from members, issuing receipts and membership cards, collection of monies from the sale of AMM merchandise, collection of excess funds from the Reunion Host, and collection of other monies that may be owed AMM and the banking of these monies for safe-keeping. The Treasurer shall maintain a current roster of Members/Honorary Members and their relevant contact information, along with the information concerning dues status. This information shall be shared with AMM Officers and Members on a periodic basis, particularly in association with the December newsletter.
- E. **HISTORIAN.** The Historian will maintain both written and pictorial files concerning all aspects of the association that are of historical importance.
- F. **MUSIC LIBRARIAN.** The Music Librarian will accept, catalog, and maintain all music, records, tapes, etc., that are donated to AMM.
- G. **CHAPLAIN.** The Chaplain will provide spiritual guidance and support to the association by delivering an invocation or prayer, where appropriate. The Chaplain may also contribute an inspirational or suitable article for publishing in the Newsletter.
- H. **NEWSLETTER EDITOR.** The Newsletter Editor is responsible for the compiling, editing, and printing/publishing of a newsletter to the membership a minimum of three times a year (NLT December following the annual reunion, in June with updated information on the upcoming reunion, and by mid-August with final details concerning the reunion).
- I. **WEBMASTER.** The Webmaster is responsible for the establishment and maintenance of an internet website for AMM.
- J. **SERGEANT-AT-ARMS (S/A).** The Sergeant-at-Arms may be appointed ad-hoc by the President for the specific purpose of maintaining order at any AMM meeting. The S/A will ensure that business meetings will be conducted IAW Roberts Rules of Order.
- K. **REUNION HOST (RH).** The Reunion Host will coordinate all aspects of lodging, tours, entertainment, meals, transportation, operation of a Hospitality Room, gifts/door prizes, and any other activities deemed necessary to host the annual reunion. The RH may request that the President appoint a committee to assist him/her in organizing these activities. The RH should make every effort to organize the next year's reunion as to be financially self-sufficient IAW Addendum 1. Paragraph A. However, AMM may, at the request of the RH, and approval by the President, provide administrative and/or financial support for costs incurred to provide dance music, extra meals, PA/AV equipment not available by AMM members, and other event necessities not covered by the Registration Fee.

ARTICLE VIII. NEWSLETTERS. As stated in Article VII (H), the Newsletter Editor will be responsible for publishing a minimum of three newsletters per year. As a means of expediency, the Reunion Host may opt to publish those letters concerning the annual reunion. This option should be closely coordinated with the Newsletter Editor. Every effort will be made to keep the membership informed of deaths, illnesses, etc., of other members or former acquaintances. Members are encouraged to submit articles to the Newsletter Editor for publication.

ARTICLE IX. DISSOLUTION. In the event AMM must dissolve, the assets, after all debts are paid off, shall be donated to any charitable organization(s). The members present at the final meeting shall make the decision as to which charity(ies) will be the recipient(s). In the event this is not possible, the President, Vice-President, Secretary, and Treasurer will make the decision.

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ARTICLE X. AMENDMENTS.

- A. The By-Laws may be amended at the annual reunion meeting by a two-thirds vote of members present. Any proposed change will be made available to the membership at least 90 days before the annual reunion business meeting, or by a 12-hour notice to all members present at the annual reunion business meeting.
- B. Every three years the President will appoint a committee to review the By-Laws. The committee will make any recommendations for change, or recommend that there is no need for change.

ARTICLE XI. OATH OF OFFICE.

- A. The President, Vice-President, Secretary, and Treasurer will take the following Oath of Office prior to assuming the duties of their respective office:

I (*state your name*), do solemnly swear that I will uphold and abide by the By-Laws of the Association of Military Musicians, and that I will conduct myself toward faithful service of the duties of the office to which I am about to enter. So help me God.

- B. This oath will be administered by the Association's immediate past President or in his/her absence, the immediate past Vice-President. In the event the President is reelected and the Vice-President is reappointed, any former President will administer the oath of office.

ADDENDUM 1. Specific guidelines for the Reunion Host (RH).

1. Understand that a Reunion should be self-supporting and pay for itself through registration fees, membership drives/recruitment campaigns, grants, or other monies contributed to AMM for the purpose of reunions.
2. Account for monies received and expenses incurred in organizing, contracting, and investigating both local and remote venues.
 - a. Remote venues being considered for an AMM reunion should be examined or inspected in person by an AMM representative who is local to the venue. All coordination should be accomplished locally or by phone, internet, and/or fax to avoid expensive travel costs.
 - b. Information on venues, whether local or remote, may be gathered by AMM representatives by obtaining brochures, photographs, draft agreements/contracts, etc. This facilitates the process and reduces expenses.
 - c. Personal expenses incurred by the RH or AMM Representative over \$100.00 shall be submitted in writing to the President for review and approval. Personal expenses are those that are incurred through travel, meals, and lodging and are specific toward organizing a reunion.
 - d. Personal expenses shall be factored into the overall financial accounting for the reunion and reported as separate line item(s).
 - e. At the conclusion of a reunion and within 30 days of final transaction(s), the RH shall prepare a suitable financial report and submit it to the Treasurer. The report shall include all monies received, expenses incurred, and final result (profit or loss). Receipts shall be maintained and are subject to audit.
 - f. The Treasurer shall include this report at the next Reunion as part of his/her overall report.
3. Investigate a facility that is able to provide:
 - a. Hospitality Room (HR). This room should be a part of the facility in which the reunion is to be held, ideally a hotel. The HR is typically rented for a fee. The proposed contract should state

that beverages (including alcohol) and non-perishable snacks are permitted for consumption by AMM attendees and their guests.

- b. Hotel rooms. The room price, including state and local taxes, should be factored into the decision to prepare a presentation to the membership.
 - c. Meeting room. A suitably-sized room should be available for the purpose of conducting one or more rehearsals and a business meeting. This room may or may not be congruous with the aforementioned HR. The meeting room should be outfitted with a suitable number of tables and chairs.
 - d. Dinner and Dance. As AMM generally plans on a dinner dance for Saturday night, the facility should be able to provide a meal (buffet style or by the plate) served in a dining room with enough space for either a DJ or small combo. The cost of the meal, per person, should be factored into the decision to prepare a presentation to the membership.
4. Check with previous Reunion Host to gain an understanding about amounts of beverages and snacks to purchase.
 5. Determine if live music is feasible by consulting with local military bands. If not feasible, investigate other entertainment options (DJ, small combo) and obtain a projected cost.
 6. Calculate the total projected cost and divide by the anticipated number of attendees. This number would be the proposed Reunion Registration cost. It is best to keep that cost as low as possible. History shows that a Registration cost ranges from \$40-60, not to exceed \$75.00.
 7. Prepare a simple one-sheet proposal for the attending membership at a Reunion. Include basic information about the proposal, to include location, dates, costs, and contact information.
 8. Negotiate the final contract with the proposed venue following approval from the attending membership at a Reunion.
 9. Prepare updates throughout the year in time for publication in the Newsletter. Send email blasts and reminders to solicit attendance.