

CONSTITUTION OF THE MUSIC CLUB

ARTICLE I - NAME

This organization will be known as the Eastman Recreation Music Club, hereinafter referred to as the "Club".

ARTICLE II - PURPOSE

The Club will promote interest in all music. The purpose for which the Club is organized is to promote fellowship, craftsmanship, and exchanging ideas among club members.

ARTICLE III - OFFICERS

Officers shall consist of or in combination of President, Vice President, Vice President Membership, Scribe, and Treasurer. Eastman Recreation management will appoint a Recreation Representative for the club. The Executive Committee will consist of elected officers and the immediate past president. In the inaugural year of the Club, the Executive Committee will consist of elected officers and the Eastman Recreation Representative.

ARTICLE IV - MEMBERSHIP

Section 1 - Club membership shall be limited to employees of Eastman Chemical Company, approved Eastman Contractors and Retirees of Eastman Chemical Company/Kodak and Holston Defense Corporation.

Section 2 - No person other than specified in Section 1 can participate as a member of the club with the exception of dependents who will participate as "associate members". The "associate member" cannot vote or hold an elected office in the Club. Membership in ERC is a prerequisite to membership in the Club.

Section 3 - Termination of employment (Eastman Chemical Company retirees excluded) in any of the companies shall act as termination of membership in the Club and shall operate as a release of all rights, title, and interest in the property, effects and assets of the Club.

ARTICLE V - MEMBERSHIP PRIVILEGES

Section 1 – Voting privileges are restricted to employee members and retired members of the Club; all active and retired employee members are eligible to hold an elected office.

ARTICLE VI - DUES

Dues for employee members and associate (dependents) members are \$10.00 per year payable through payroll deductions after January 1 of each year. Contractor members will pay their dues at the Recreation Office. Retiree members have a free life-long membership.

ARTICLE VII - MANAGEMENT

Section 1 – Eastman Recreation management shall be vested in the Executive committee. The Executive Committee shall have control of the Club affairs with full power to act for it in all matters. Eastman Recreation management or a majority of the Club membership may over-rule the Executive Committee on any matter.

Section 2 - The Executive Committee with the Recreation Representative, shall hold meetings as required to make such rules and regulations for the guidance of the members of the Club as are deemed necessary and are not herein determined.

ARTICLE VIII - QUORUM

At least 2 of the members of the Executive Committee present shall constitute a quorum for said meeting.

ARTICLE IX - CONTEST AND ENTERTAINMENT

All activities of the Club shall be conducted under the direction and with the permission of the Eastman Recreation Representative assigned to the club by Eastman Recreation management.

ARTICLE X - RESIGNATIONS

Resignations of members or officers remaining in the employ of the Company shall be tendered in writing to the Eastman Recreation Representative. Termination of employment (Eastman Chemical Company retirees excluded) in the Company shall be considered sufficient notice of resignation.

ARTICLE XI - REMOVAL OF OFFICERS AND MEMBERS

Any officer or member may be removed by a three-fourths vote of the Executive Committee. The officer or member being removed must be notified prior to the Executive Committee meeting.

**BY-LAWS
OF THE
EASTMAN RECREATION MUSIC CLUB**

ARTICLE I - DUTIES AND POWERS OF CHIEF EXECUTIVE OFFICER

President: The President shall preside at all meetings of the Club. They shall be an ex-officio member of all committees. They shall sign papers that result from business transacted at any regular or special meeting of the Club, which, in their judgment, are desirable and in the best interest of the Club. They may require such reports from the Secretary/Treasurer and all or part of standing committees, which in their judgment, are necessary and shall perform other duties incident to their office.

ARTICLE II - DUTIES AND POWERS OF OTHER OFFICERS

Section 1 – Vice-President – the Vice-President shall perform the duties of the President in case of absence, the resignation, or the inability of the President to act. The Vice President shall perform other duties, which may be assigned from time to time by the President.

Section 2 – Scribe– The Scribe function is to keep all necessary record (minutes) of the meetings of the Club and shall sign such papers as may be directed by the President; shall issue notice, in writing, to the Recreation Representative announcing the meetings of the Club and the list of nominees selected by the Nominating Committee; and shall perform other duties which may be assigned from time to time by the President. They prepare agendas, send out reminders and make important files accessible to all members. All correspondence to be distributed to members must have the approval of the Club president, who will advise the Secretary if it is appropriate to distribute to all members. Maintain accurate club roster.

Section 3 - Treasurer - The Treasurer function is to keep records of all monies received and paid out by the Club and shall issue a financial report to the Executive Committee and Club members as necessary; shall order such equipment as may be needed by the Club or its members, with approval of the ERC Representative; and shall perform other duties which may be assigned from time to time by the President. The treasurer and one other officer must sign check requisitions written for expenditures.

Section 4 – Immediate Past President – The Immediate Past President shall be a member of the Executive Committee and shall perform other duties which may be assigned from time to time by the President.

ARTICLE III - DUTIES AND POWERS OF EXECUTIVE COMMITTEE

Section 1 - There shall be an Executive Committee, which shall consist of the elected officers and Immediate Past President of the previous year. The Executive committee shall be the governing body of the Club and shall make any and all decisions. The Executive Committee shall work closely with the Recreation Representative and shall abide by all decisions of the Eastman Recreation management. Committee chairmen shall be invited to attend all Executive committee meetings and will have a vote in decisions made at the meetings.

Section 2 - There shall be a Nominating Committee appointed by the President, which shall consist of three club members, one of who shall be a member of the Executive Committee. This Committee shall provide at least one nominee for each office listed in Article III of the Constitution, which is filled by election. This list of nominees shall be given to the President and Secretary by November 1. It shall be the duty of this Committee to obtain the consent of the proposed nominees before entering their names on the ballot.

Section 3 – Committees – The following Standing committees are established, with others to be established from time to time as required by the Executive Committee. The Executive Committee shall appoint the Standing Committee Chairmen for one-year terms. All committee proposals and/or expenditures must be approved by the Executive Committee before implementation. No committee chairman will speak on behalf of the club or make arrangements with outside companies or individuals without the prior knowledge and consent of the Executive Committee.

Event Committee: This committee will coordinate ERC Music Club events as well as two annual Music Club shows, one in the Spring and one in the Fall. All proposals and expenditures shall be approved by the Executive Committee.

Special Committees: The Club may organize special committees throughout the year to fulfill the Music Club goals . All proposals and expenditures shall be approved by the Executive Committee.

Charities Committee: This committee will coordinate the donation of monies, if any, given to charities by the Club. If it is the opinion of the Executive Committee that there is money available for donation to charities in a given year, members shall have an opportunity to submit names of charities for consideration for donations. From these submittals, the Executive committee will recommend a list of charities for club members to vote on. The charity or charities decided upon by members will receive the donations, if any. Members of this committee will present the donations to the named charities and report back to the Club.

ARTICLE IV - MEETINGS

Section 1 – Regular meetings shall be held monthly with the time and place to be decided by the Executive Committee. Special meetings may be called by the President or upon the written request to the President of any five members of the Club. Notices shall be sent to all members informing them of the special meetings and the business to be transacted. Such notices shall be so sent that they shall arrive at least twenty-four hours before the time therein set for the meeting. Only such business as is designated in the said notice shall be transacted at such special meetings.

Section 2 – Members present shall constitute a quorum for the transaction of business for regular and special meetings.

Section 3 – The regular meeting of the Executive Committee shall be one week before the Club meeting at such time and place as designated by the President. The Executive Committee meetings may be waived by the President if no business needs to be discussed, or additional meetings of the Executive Committee may be held upon request of a majority of the members. The order of business shall be such as the committee provides from time to time.

Section 4 - A quorum for an Executive Committee meeting shall consist of a majority of the members of the committee present.

Section 5 – Robert's Rules of Order shall govern all meetings.

ARTICLE V - VACANCIES OF OFFICERS

Section 1 – If a vacancy occurs among the officers or the Executive Committee, the vacancy shall be filled by the Executive Committee at the next meeting. Vacancies on the Executive Committee shall be filled from members of the Club and the members so designated shall hold office until the next regular election.

Section 2 - Absence from three consecutive meetings, regular or special, of the committee without satisfactory excuse shall be deemed sufficient cause for declaring a vacancy.

ARTICLE VI - ELECTION OF OFFICERS

Section 1 – Officers shall be elected for a term of one year and may be re-elected. The Executive Committee shall appoint the Standing Committee Chairmen for one-year terms.

Section 2 - In the case of absence, death or inability of the President to perform the duties of the office, his position shall be filled by the Vice President. In the case of absence, death, or inability of the Vice President

to assume the office of the President, the office of President shall be filled by election. The date of this election shall be specified by the Executive Committee.

Section 3 – The election of officers shall be by official ballot.

ARTICLE VII - AMENDMENTS TO CONSTITUTION AND BY-LAWS

To amend this Constitution or By-Laws, the proposed amendment must be subscribed to by a majority of members present at the meeting in which the changes are proposed, and by them presented to the Recreation Representative, who shall bring it before the Executive Committee at the next meeting thereafter. In case the Committee, by a $\frac{3}{4}$ vote of the full committee, recommends its passage, the Secretary/Treasurer shall immediately send a copy of the amendment to the Club members, stating the time when it will be submitted for an official ballot. Such time shall not be less than one (1) nor more than four (4) weeks from the date of approval by the Committee. For passage, the amendment must receive the affirmative vote of at least $\frac{3}{4}$ of all those voting.

ARTICLE VIII - LIABILITY

Eastman Chemical Company or the Eastman Recreation Club is not liable for any accidents that might occur in any of the Club activities.

ARTICLE IX - PROPERTY RESPONSIBILITY

Damage to the property of the Club, other than ordinary wear and tear, shall be paid for by the member or members causing it. If and when the Club ceases to function, all property becomes the property of the Eastman Recreation Club.

ARTICLE X - EXPENDITURES

At least two officers of the Club must authorize any proposed expenditure before forwarding to the Recreation Representative for approval. If any officer of the Club has questions about the expenditure, he should contact the Recreation Representative. Expenditures of Club funds are not to be committed prior to approval.

ARTICLE XI – GUESTS OF MEMBERS

Guests of members are welcome to participate in Club meetings and functions as long as they are accompanied by a member. Guests have no voting privileges and must abide by the rules of the Club. MEMBERS ARE RESPONSIBLE FOR THE BEHAVIOR OF THEIR GUESTS. A guest may be asked to leave a meeting or function of the Club if his behavior is not in accordance with Club rules or is objectionable to members.

ARTICLE XII - DISSOLUTION

Upon the dissolution of the Club and the discharge of its debts and the settlement of its affairs, any funds and properties of the Club remaining thereafter shall become the property of the Eastman Recreation Club.