

ADDENDUM TO THE U.J.L. BY-LAWS

August 2003

ARCIIVES (HISTORIAN) - CHAIR: JIM BANSEMER

- 1) As needed, the chairperson will establish a committee of U.J.L. members to assist with the duties and responsibilities of the Archives Committee.
- 2) Maintain an established historical record file of U.J.L. since its inception in 1971.
- 3) Establish and maintain a catalog (or catalogs) of the following yearly:
 - a) Events sponsored by U.J.L.
 - b) Board member and officer names
 - c) Scholarship awards
 - d) Recognition awards

for display at all designated U .J.L. events, along side the Boutique and membership tables.

- 4) Maintain an event photo display at all designated U.J.L. events.
- 5) Purchase necessary material for display and record files after presented cost has been approved by U.J.L. Board.

BOUTIQUE - CHAIR: NANCY HANSON

- 1) As needed, the chairperson shall establish a committee of U.J.L. members to assist with the duties and responsibilities of the Boutique Committee.
- 2) Maintain an inventory list of items to be sold to attendees at all designated UJ1.L. events showing sell and cost pricing.
- 3) Maintain display table at all designated U.J.L. events with volunteer assistants.
- 4) Submit total "sales -less cost = profit" report to following Board meeting after each Boutique display.
- 5) Prepare and present, a projected total cost budget, for next years forcasted events, to the Budget Chair prior to the last, year-ending Board of Directors meeting.

BUDGET - CHAIR: DOMINIC FOTI

- 1) As needed, the chairperson shall establish a committee of U.J.L. members to assist with the duties and responsibilities of the Budget Committee such as:
 - Treasurer - (past recorded costs)
 - Events Chairperson - (number of events and projected costs from past kept records)
 - Newsletter Chairperson - (printing, clerical, telephone, etc. projected cost)
 - Scholarship Chairperson - (audition site, awards, clerical supplies, etc. projected cost)
 - Boutique Chairperson - (projected cost from last years records)
 - Promotion Chairperson -(projected cost from last years records)
 - Website -Internet Chairperson - (projected cost from last years record)

- 2) Prepare and present a budget proposal for the following year, at the last U.J.L. Board meeting in that operating year for Board approval.

BY -LA WS - CHAIR: JIM BANSEMER

- 1) As needed, the chairperson shall establish a committee of U.J.L. members to assist with the duties and responsibilities of the By-Laws Committee such as :

Vice-President

Secretary (for copy typing only)

- 2) Annually review By-Laws for suggested revisions - proposed changes, oversee that By-Laws are being followed, upon request, and provide copies to all new incoming elected Board members, along with a copy sent to a U.J.L. member, upon his or her request.
- 3) The Chairperson shall present proposed By-Law changes - updates to the U.J.L. Board for discussion, further suggestions, and adoption with a majority 51% vote, when a quorum is present.
- 4) Copy of By-Laws shall be at Historians, Membership, Boutique table at every annual meeting of the membership.

DEVELOPMENT (FUNDING) - CHAIR :

- 1) As needed, the chairperson shall establish a committee of U.J.L. members to assist with the duties and responsibilities of the Development Committee.
- 2) Compose and send out appeal letters to Foundations, Boards, potential donors, and sponsors to seek funding with a follow up contact immediately thereafter .
- 3) Work with the Promotion (publicity) committee to contact the media, for the purpose of increasing awareness of UJ.L. and continue to seek collaboration or partnership arrangements with sponsoring groups to help support the needs of U.J.L.

ELECTION - CHAIR: FRANK DEMILES

- 1) As needed, the chairperson shall establish a committee of U.J.L. members to assist with the duties and responsibilities of the Election Committee.
- 2) The Chairperson shall organize and hold elections for the required number of open U.J.L. Board of Directors positions at the annual meeting in January of every year.
 - a) Nominations can be sought in the November and December Newsletters, from the floor of the annual meeting, and via the U.J.L. website.
 - b) The Chairperson will contact nominees for their acceptance and indicate their names in those respective newsletters. In case of a nomination from the floor, the prospective nominee must be present to voice his or her acceptance.
 - c) Nominations close immediately after no more nominations have been indicated and accepted.
 - d) Blank ballots will be passed out to the membership in attendance, to write in their chosen candidates - if there is more nominees than the number of open positions. If there is only 1 nominee per position, voting can be suspended and the slate of Board positions can be accepted and approved by the U.J.L. membership present.
 - e) If voting is not suspended, the ballots will be collected and counted with an immediate announcement of the winners.
 - f) The Board of Directors will then retire to a closed session to elect officers for the next term - conducted by the outgoing President and Chairman of the Board.

EVENTS -CHAIR: JACK DAVIS AND JOHN SCADUTO

- 1) As needed, the chairperson will establish a committee of U.J.L. members to assist with the duties and responsibilities of the Events Committee.
- 2) Prepare all costs, through research, contacts, and past record and write a proposal for each event and present to the Board of Directors for discussion, questions, changes, etc., leading to an eventual voted approval.
- 3) Get President's approval or signature on all necessary event contract arrangements.
- 4) Prepare and arrange for all printing of event advertising inserts, tickets, programs, etc. along with distribution per distribution list.
- 5) Send event advertising insert to Newsletter Chair for placement in at least 2 monthly newsletters proceeding event date.
- 6) Send event advertising notice to Promotion (publicity) Chair and Development (fund raising) Chair for awareness contact with news media, sponsoring groups, Foundations, Boards, potential donors, etc.

- 7) Arrange for possible door prize awards at all designated events.
- 8) Prepare and arrange for the selection of, as well as presenting, the Annual Hall of Fame Award.
- 9) Prepare and submit a projected total cost for next years forecasted events to the Budget Chair, prior, to the last year ending Board of Directors meeting.

MEMBERSHIP - CHAIR: JIM HAYDEN

- 1) As needed, the chairperson shall establish a committee of U.J.L. members to assist with the duties and responsibilities of the Membership Committee.
- 2) Membership - New member and renewals will be sent to the Membership Chair from the Treasurer to be entered into file. Notify the Newsletter Chair of new members, so their names can be indicated in the "Welcome New Members" column. Have membership card signed by President and sent, along with a thank you card, to all new members. Member names noted on the membership form, who volunteer for committees, will be immediately forward to the appropriate committee chair, who will be responsible for contacting the potential volunteer.
- 3) Annual membership renewal notice shall be indicated in the October, November, and December newsletter:
- 4) A dues renewal reminder notice shall be put in the February newsletter, after which all delinquent dues membership shall be removed from membership effective April 1st.
- 5) Maintain an accurate and updated membership list and report the current number of U.J.L. members in every newsletter .
- 6) Develop a "Retain and Gain" annual fall membership campaign with possible prizes for a designated number of new members enlisted by current members.
- 7) Prepare and present a projected total cost budget for next year to the Budget Chair prior to the last, year ending Board of Director's meeting.

NEWSLETTER - CHAIR:

- 1) As needed, the chairperson will establish a committee of U.J.L. members to assist with the duties and responsibilities of the Newsletter Committee.
- 2) Collect and proofread all articles, stories, photo's, concert reviews, advertising, inserts, books and records from all contributing committee chairs, members, other sources, etc., before the delivery deadline of the 15th of the previous month - to the Editor.
- 3) Proofread the final newsletter copy, before the printing for the scheduled fourth Thursday of each months mailing.
- 4) Solicit Newsletter advertising, working with the Promotion and Development Committees
- 5) Maintain "Gig" and Entertainer's Source Pages.
- 6) Encourage and promote U.J.L. members to submit original articles or articles from other printed sources through personal contact, Newsletter articles, Board meetings, and via the Internet.
- 7) Maintain a current Newsletter Exchange list with other Jazz groups as a source of new material, articles, etc.
- 8) Interview those memberst who have attended out of the Milwaukee are a jazz fests and concertst for their experiences and stories to relate about that fest or concert.
- 9) Interview the Entertainer or group of the month for a descriptive article in the U.J.L. newsletter.
- 10) Prepare and present a projected total cost budget for cost to print and mail the newsletter, to the Budget Chair, prior to the last, year ending Board meeting.

PROMOTION (PUBLICITY) - CO CHAIR: CAROL LERS AND JOHN GIBSON

- 1) As needed, the chairpersons shall establish a committee of U.J.L. members to assist with the duties and responsibilities of the Promotion Committee.
- 2) Purchase an "All Wisconsin Media Directory" compiled by Bishea, Meili, and Associates, Inc. - Milwaukee, Wisconsin for updated media information, contacts, phone numbers, etc.
- 3) Make personal contacts with the Greater Milwaukee Area news media, so they are familiar with U.J.L., when we call them for a story, meeting updates, event advertising, etc.
- 4) Develop a public relations plan to keep U.J.L. in the public eye, working with the Events, Development, Membership, and Newsletter committees.
- 5) Develop and maintain a U.J.L. Banner to be displayed at all designated events.
- 6) Prepare and maintain for display at all designated U.J.L. events - a "suggestion" or Better Ideas of a recently attended event, meeting, etc. form on how the U.J.L. can better serve the U.J.L. membership.
- 7) Prepare and present a projected total cost, such as news media advertising, promotional hand outs, etc. for next years budget to the Budget Chair, prior to the last-year ending Board meeting.

SCHOLARSHIP - CHAIR:

- 1) As needed, the chairperson will establish a committee of U.J.L. members to assist with the duties and responsibilities of the Scholarship committee.
- 2) Select location and date for auditions.
- 3) Assemble school mailing list.
- 4) Select judges.
- 5) Send mailing to schools with rules and applications.
- 6) Fax and e-mail publicity.
- 7) Distribute posters and applications to music stores.
- 8) Articles monthly to jazz letter editor.
- 9) Select photographer and assistants for auditions.
- 10) Start sweating for lack of entries, adjust schedule for late entries.
- 11) Confirm details to entrants and judges.
- 12) Send letters to winners, losers, judges, and staff.
- 13) Send checks to camps and schools.
- 14) Photo and article to newsletter and publicity list.
- 15) Prepare and present a projected total cost budget for next years scholarship awards program to the Budget Chair prior to the last, year-ending, Board of Directors meeting.

INTERNET- WEBSITE - CHAIR: RICHARD REGENT

- 1) As needed, the chairperson will establish a committee of U.J.L. members to assist with the duties and responsibilities of the Website Committee.

- 2) Design and maintain the U.J.L. website, updating it on a regular basis.
- 3) Answer e-mail messages, follow-up on request for information, resources, etc.
- 4) Keep website updated on U.J.L. activities.
- 5) Communicate with other Jazz groups.
- 6) Design and maintain periodic on-line U.J.L. newsletters.
- 7) Utilize appropriate articles and information from the Internet as possible items for newsletter, working with Newsletter Chairperson.
- 8) Prepare and present a projected total cost budget to operate website to the Budget Chair, prior to the last, year ending Board meeting.