

Galveston Community Band

Policies & Procedures

These policies have been adopted by the Board of Directors to help make the expectations of the organization clear and consistent. GCB is an all-volunteer organization. While the Board of Directors is elected from among the members of the Band, the mantle of running a successful program rests on the shoulders of ALL its members.

I. MEMBERSHIP POLICIES

Membership in the Band shall be voluntary and without audition.

Members should be high school graduates. Youth may be accepted at the discretion of the Music Director.

The Conductor/Music Director may, for the purposes of sound balance, limit the size of any section, declining to accept additional members until a vacancy occurs.

Each member is responsible for keeping the section leader notified of their current contact information.

Members in Good Standing and Non-Performance Members

Active membership status must include full payment of annual dues. The amount of annual dues payable to the Band by members shall be determined by the Board of Directors. [Bylaws Section 8-E] A member may commit to an alternative method of payment as approved by the Board.

Youth Membership

High school players may be accepted at the discretion of the Music Director.

Rights and Privileges of a Member in Good Standing

- Participate in rehearsals, performances, events, or activities
- Run for or hold any Band office or other Band position
- Vote in all GCB membership elections
- Attend any regular Board meeting or corporate membership meeting
- Request that the president place an item on the agenda of a Board meeting and be heard regarding that item

Expectations and Responsibilities of a Member in Good Standing

- Attend all rehearsals unless excused by the Music Director
- Attend all performances unless excused by the Music Director
- Fulfill music responsibilities including proper care and handling, having the folder present for all rehearsals and performances, returning borrowed music promptly
- Prepare musically for all performances
- Comply with direction of the music director
- Be on time and in proper attire for performances
- Comply with dues and assessments as assigned by the Board
- Notify section leader or Music Director of anticipated absences
- Volunteer skills and non-musical work time for the benefit of the organization

Rights and Privileges of a Non- Performance Member

- Participate in rehearsals, performances, events, or activities
- Run for or hold any Band office or other Band position
- Vote in all GCB membership elections
- Attend any regular Board meeting or corporate membership meeting
- Request that the president place an item on the agenda of a Board meeting and be heard regarding that item

Expectations and Responsibilities of a Member in Good Standing

- Comply with dues and assessments as assigned by the Board
- Volunteer skills and non-musical work time for the benefit of the organization

Loss of Membership

Any member has the right to request a special hearing before the Board regarding their membership status. No dues or assessments will be returned to any member for early termination of membership.

Causes for the Termination of Membership:

- Non Payment of Dues: Members failing to pay dues as required shall be automatically dropped from membership unless waived by the Board.
- Termination by Board Vote: By affirmative vote of a majority of directors in attendance, the Board may expel a Band member from corporate membership if the board finds good cause to do so after a hearing before the Board. No dues or assessments will be returned to any member who has been expelled.
- Resignation: Any Band member may voluntarily resign from the Band at any time by filing a written resignation with the Secretary or Membership Coordinator. Resignation shall not relieve the resigning member of the obligation to pay unpaid dues or assessments. Membership fees are final. There will be no refunds.
- Leave of Absence: A member in good standing may request a leave of absence for good cause. Terms and conditions of such leaves shall be determined by the Board of Directors on a case-by-case basis.

Performance Guests

The music director may invite or hire an individual who is not a regular member of the Band to participate in a specific performance. Payment of performance guests must be approved by the Board of Directors.

Rehearsal Guests

Individuals who want to join the Band, or out of town visitors, may join in a rehearsal as a rehearsal guest. It is the responsibility of the section leader to obtain contact information about the guest. Rehearsal guests are not permitted the last two weeks before a concert. It is the responsibility of the section leader to inform the Board if a rehearsal guest situation requires action. The secretary will send a communication thanking them for their attendance, asking permission to place their email on the GCB contact list, and following up with an explanation of band policies during the week following their attendance.

Permanent or long-term performance guests or rehearsal guests are specifically discouraged. A section leader will note the presence of a guest on the section's attendance

record. If an individual wishes to be a rehearsal guest for more than eight rehearsals during a season, the person's guest status must be ratified by the Board.

Joining the Band

Galveston Community Band is always open to new members. Interested individuals should contact either the Membership Coordinator or Music Director to inquire about current section openings. If there are appropriate openings, the Membership Coordinator will provide the prospective member information about the Band regarding rehearsal and performance schedules and will direct them to the current membership policy. The interested musician will then be invited to attend an upcoming rehearsal of the Band. If the Band is within two weeks of a scheduled performance, the guest will be invited to play in the first rehearsal immediately following the concert.

GCB will never discriminate based on race, age, sex, religion, creed, national origin, or any other qualifiers.

Placement

The Band does not have formal auditions. However, all incoming musicians should sit next to their Section Leader during their first two rehearsals in order that the Section Leader may better evaluate the musician's playing ability for proper part placement. Part assignments are made by the Section Leader and the Music Director. The Music Director exercises final authority over all part assignments, but when possible, part assignment changes will be accomplished through the Section Leader. The Section Leader has full authority within the section to assign parts. Members having concerns with part placement should initially discuss them with their Section Leader. If no resolution is reached, the musician should then meet with the Section Leader and Music Director in an attempt to resolve any outstanding issues. It is not uncommon for members to perform on different parts within their section in a given concert.

Instrumentation

Currently there are no pre-identified limits on section size within the Band. The following numbers are given as a guide for ideal balance and membership goals. (*Instruments not routinely scored.)

| Optimum Instrumentation | | | |
|-------------------------|----|--------------------|----|
| Flute | 6 | Trumpet/Cornet | 12 |
| Piccolo | 2 | French Horn | 6 |
| Oboe | 2 | Trombone | 4 |
| A Clarinet* | 1 | Bass Trombone | 2 |
| B Flat Clarinet | 12 | Euphonium/Baritone | 3 |
| Bass Clarinet | 2 | Tuba | 3 |
| Contra Bass Clarinet* | 1 | String Bass | 1 |
| Bassoon | 3 | Bass Guitar | 1 |
| Contra Bassoon* | 1 | Harp* | 1 |
| Alto Sax | 4 | Percussion | 6 |
| Tenor Saxophone | 1 | Piano* | 1 |
| Baritone Saxophone | 1 | | |

Performance Participation

The Band performs several scheduled concerts annually, along with opportunities for additional playing and community outreach concerts. Members are expected to attend all performances unless excused by the Music Director. Members with excessive rehearsal absences may be requested by the Music Director not to play the next concert. All members are expected to attend the two rehearsals prior to a performance in order to be allowed to perform with the Band, unless otherwise excused by the Music Director. If you know you cannot perform at a particular concert, you are welcome to continue to attend rehearsals. However, as a courtesy to the ensemble, please sit out the last two rehearsals before a concert. Members are expected to arrive on time and with the proper attire for the scheduled performance. Call time is generally half an hour before the concert. Members are urged to observe proper posture and stage decorum including refraining from foot-tapping.

Rehearsals

Regularly scheduled rehearsals are held on Thursday evenings from 7:00 – 9:00pm. Additional rehearsals may be called at the discretion of the Music Director. Members are expected to arrive on time and attend all rehearsals unless previously excused by the Music Director. There may be occasional circumstances that arise regarding health, family, or work, where an absence may be necessary. Rehearsals are the only time allotted for the Music Director to prepare the Band for upcoming performances, therefore, all members should give the proper attention and respect to the conductor including keeping extraneous talking, playing, and cell phone use to a minimum. Members should have all music adequately prepared prior to rehearsals to allow the Music Director the opportunity to further refine the musical selections.

Annual Meeting

The Annual Meeting shall be held during the month of May. The Secretary shall publish the date of the meeting at least 7 days in advance. The purpose of the Annual Meeting shall be to elect Members to the Board, provide the Band with an annual treasurer's report, and hear reports of officers and committee chairmen. This Annual Meeting shall be open to all Members of the Band whose dues have been fully paid for the fiscal year prior to the annual meeting. If one third or more of the members whose dues are fully paid for the prior year are present at the meeting, they shall constitute a quorum to elect officers at that time. If a quorum is not present, the Board shall schedule another meeting as soon as practicable.

Methods of Communication

The band prefers to communicate with members and send out announcements and reminders through email. All members of the band will be required to fill out an annual information sheet with current contact information at the start of each season. It is the responsibility of the member to notify the band secretary and section leader of any changes of address, email, and telephone number.

Music

Members are expected to obtain proficiency over all music for scheduled performances. This will require individual practice outside of the regular rehearsal and sectional rehearsals. Members are expected to work on troubled sections and passages in preparation for the full Band rehearsal.

Sheet music is to be printed at home. Links to downloadable files will be sent out via email. It is your responsibility to prepare your own folder. If you are unable to print your own music, please notify your section leader prior to rehearsal.

Music may be checked out only under procedures established by the Band Librarian. Any GCB member whose dues are current may check out music. The member is responsible for seeing that the music is returned for the next rehearsal. This policy applies even if the member must miss the rehearsal. Any member who loses music will be assessed full replacement value for the music lost. Section Leaders are responsible for maintaining the folder checkout information.

Concert Dress

Indoor concerts: Black shirt, black pants or skirt, and black shoes. GCB black polos are acceptable for concert blacks. Ladies should consider length of skirts when seated on stage.

Outdoor concerts: White shirt, khaki shorts, slacks, skirt, etc. GCB white T-shirt will be acceptable for outdoor concerts.

Occasionally, specific performances will require deviations from this dress requirement. This list defines “concert black” and “standard outdoor concert” attire. Director will announce which dress will be used.

Media

Online Postings: Audio or video postings may not be made without the Music Director’s express permission.

II. LEADERSHIP POSITIONS & DUTIES

BOARD OF DIRECTORS: Elected Positions

President: The President is the chief executive officer of the Band and shall supervise and control all of the business affairs of the Band. The president shall:

- Preside at all meetings of the Board of Directors and of the Executive Committee.
- With the Secretary or any other proper officer of the Band corporation authorized by the board, sign any deed, mortgage, bond, contract, or other instrument which the board has authorized to be executed, unless the signing and execution has been delegated by the board, by these bylaws, or by statute to some other officer or agent of the Band corporation.
- Make all appointments of standing and special committees, subject to the approval of the Board of Directors.
- Call business meetings to coincide with the normal rehearsal schedule if needed. Special business meetings may be called when deemed necessary.
- In conjunction with the treasurer, music director, and business manager, prepare the annual budget to be approved by the Board.
- Be an ex officio member of all committees.

Vice President: The Vice President is an executive officer of the Band and shall:

- In the absence of the President, preside at meetings and perform all other functions of the President requiring immediate action.
- Have such other duties as are conferred upon them by the Board of Directors from time to time.

Secretary: The Secretary is an executive officer of the Band and shall:

- Keep the minutes of the membership and board meetings.
- Give all notices required by law or by these bylaws.
- Handle such correspondence as may be required, and shall keep records of all such correspondence.
- Be custodian of the corporate records of the Band.
- In the absence of a Membership Coordinator, keep the Membership Roll and liaison with the Election Committee.
- Perform any duty incident to the office of secretary and any other duty assigned by the president or the Board.

Treasurer: The Treasurer is an executive officer of the Band and shall:

- Collect, manage, disburse and be accountable for all funds of the corporation.
- Co-sign all checks and drafts on the account of the corporation with the person or persons designated by the Board of Directors.
- Keep records of the financial situation of the band current and accurate and present the current financial status of the Band at the Annual Membership Meeting and as requested by the Board.

BOARD OF DIRECTORS: Appointed Positions

Music Director: The Music Director is an executive officer of the Band and shall:

- Be appointed by the Board of Directors and shall not be subject to a term limit.
- Be the Chief Musician in the band.
- Direct the band in all rehearsals and performances, except when he delegates that authority to another.
- Select the music and, in the absence of a Librarian, maintain a music library.
- With the President and Business Manager, effectively supervise all the various Band activities including the scheduling of performances.
- Engage performance guests.
- Advise the Band regarding potential musical opportunities.
- Be circumspect in the exercise of his authority, but he shall consider that the confidence which is reposed in his office is sufficiently broad to enable him to act for the Band in all matters which require prompt or summary action.
- Keep the Board of Directors informed of those actions he takes.
- Be an ex officio member of all committees.

Business Manager: The Business Manager shall:

- Promote the Band to the community and potential members.
- Find occasions and venues for the Band to rehearse and perform.

- Be in charge of all publicity and public relations for the band.
- Be empowered to expend funds for these purposes within limits imposed by the Board of Directors.
- In the absence of a Fundraising Chairman, coordinate communication with and proposals to all appropriate arts funding agencies.

Fundraising Chairman: The Fundraising Chairman shall

- Coordinate communication with and proposals to all appropriate arts funding agencies.
- Oversee the Fundraising Committee.
- Ensure that all fundraising activities comply with all applicable laws and regulations.
- Present fundraising plans to the Board for approval.
- Oversee fundraising activities.

Equipment Manager: The Equipment Manager shall:

- Be in charge of the physical property of the band.
- Coordinate, supervise, and effect the movement of instruments and accessories necessary for rehearsals or performances.

Band Librarian: The Librarian shall:

- Maintain the band library.
- Be in charge of music folders at all rehearsals and performances.
- Maintain computer listings of all music in alphabetical order by title.

Membership Coordinator: The Membership Coordinator shall:

- Keep the membership roll updated.
- Keep a record of attendance at rehearsals and performances as reported by section leaders or in the absence of section leader/s, take roll at rehearsals and performances.
- In the absence of section leader/s, contact section members that are absent and actively encourage regular participation in all rehearsals and performances.
- Provide and maintain an event sign-up to determine member availability for performances and events.
- Liaison with the Nominating Committee and provide a roll of Active Members in Good Standing who are eligible to vote.

Information Officer: The Information Officer shall:

- Maintain social media and promote performances and activities.
- Maintain the website.
- Answer questions and find answers for people looking for information.

Section Leader/s:

- Assist the Music Director as described below under the Section Leaders heading.
- May be removed from their position and replaced at any time by the Music Director.

Historian:

- Keep a record of the band's accomplishments and activities for the year.
- Collect items such as pictures, programs, and news clippings about the band and its members.
- Keep material produced by the band throughout the year such as concert programs, flyers, and posters.
- Organize a scrapbook to tell the band's story for the year.
- Provide historical information to members as needed.

Youth Representative: In an effort to provide an opportunity for community youth to participate in the administration of a music program and community outreach, a youth member of the band may hold the office of Youth Director with the same voting privileges as any other appointed office. A youth director shall not be a signee on any deed, mortgage, bond, contract, or other instrument which the board has authorized to be executed.

Director At Large: In the event that the number of directors is even a Director at Large shall be appointed by the president and approved by the Board of Directors, shall attend all board meetings, and shall have all the voting privileges of any appointed officer.

SECTION LEADERS**Appointment**

Section Leaders are an integral part of the operation and overall success of the Band and are appointed at the start of each concert season by the Music Director. Section Leaders may be removed from their position and replaced at any time by the Music Director.

General Responsibilities

Section Leaders must fulfill the role of a “servant leader” to all members of the section by being available as a resource to each section member both during scheduled rehearsal and sectional times as well via telephone or email during the week. The Section Leader should maintain close communication with all section members to ensure that the members’ musical needs are met. Section Leaders should:

- Exhibit sufficient technical skills on instrument and have an adequate knowledge of musical interpretation.
- Exhibit effective leadership skills in dealing with peers and fellow section members to encourage section camaraderie and support of each other’s musical development, communicating any unresolved issues or concerns to the attention of the Music Director or Board member as appropriate.
- Promote individual musicianship within the section, allowing section members to grow musically.
- Evaluate all incoming section members for recommendation of placement within section.
- Monitor progress of section members and make necessary changes in parts and/or seating assignments based solely on the needs of the section.

- In consultation with the Music Director, assign solos within parts if Principal is unable to perform and be prepared to play any solos in the absence of the designated soloist.
- Support instructions given by the Music Director for the section and monitor their implementation for performances.
- Be knowledgeable of and ensure compliance with all approved Band policies and procedures.

Rehearsal and Performance Responsibilities

- Designate a volunteer within the section to be responsible for section music folders.
- Designate a volunteer to ensure logistical setup of equipment prior to rehearsals and performances.
- Monitor tuning of the section.

III. FINANCIAL POLICY

Dues

Membership dues run on a calendar year from August 1 through July 31. Dues for each year are payable beginning September 1 and are due within 30 days. Dues for members joining after September 1 are due 30 days after attending the first rehearsal or due prior to participation in the next scheduled performance, whichever occurs first. Dues not paid by these cutoff dates will be considered delinquent.

At the point where dues become delinquent, a letter will be sent from the Band Secretary requesting immediate payment. The individual's membership will terminate upon the failure to pay dues within 30 days of receipt of the delinquency letter.

The Board of Directors has the right to excuse a member from the payment of dues in a situation of financial hardship. The Board may also allow for the option of installment payments to be made. If installment payments are utilized, the individual will be considered a provisional member until the entire amount of dues has been remitted.

Membership dues are as follows:

Full year membership \$50/year
 Students \$25/year
 Family membership \$100/year
 Life member \$500 (payable over 4 years)

Audit/Review

The accounts of the Treasurer shall be audited annually within 30 days after the close of the fiscal year by a committee composed of three (3) members appointed by the President. The President shall designate the chairman of the committee.

Expense Reimbursements

General policy is that expenditures will be paid by GCB directly. When that is not possible, approved out-of-pocket expenditures on the part of Band members will be reimbursed only with appropriate documentation and receipts. Expenditures made without Board approval will not be reimbursed. Expenditures that are part of the GCB budget will be considered approved expenditures and do not need further action on the part of the Board.

Budget

By June of each year the President, Vice President, Treasurer, Music Director, Secretary, and Business Manager will meet to generate a proposed budget for the next concert year. This budget will be presented to the Board at its next meeting for tentative approval. The Business Manager is authorized to use this budget in preparing funding and grant applications.

Fees and Honoraria

All fees and honoraria not included in the annual budget must be approved by the Board of Directors.

Waiving of Fees and Assessments

The Board is authorized to waive fees and assessments, or to arrange special payment options, with any Band member.

Signature Authorization

All transactions in excess of \$1000 require two signatures. Authorized signatories are: Treasurer, President, Music Director, and Business Manager.

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