

December 1, 2014

POLICIES & PROCEDURES FOOTHILLS CONCERT BAND ASSOCIATION

1.0 ADMINISTRATION

1.1 Record Keeping

2.0 MEMBERSHIP

2.1 Auditions

2.2 Section Cap

2.3 Non-adult Membership

2.4 Section Leaders

2.5 Rehearsals, Attendance, Cancellations

3.0 EQUIPMENT

3.1 Lending Equipment

4.0 PERFORMANCES

4.1 Substitute Players

4.2 Cancellation of Performance

4.3 Concert Venues

4.4 Concert Dress

4.5 Rehearsal Attendance Prior to a Concert

5.0 FINANCIAL

5.1 Music Director Remuneration

5.2 Capital Fund

5.3 Member Dues, Arrears, NSF Cheque, Refunds, Pro-rated Dues

5.4 Bursary Program

6.0 BOARD RESPONSIBILITIES

6.1 Librarian

6.2 Social Coordinator

6.3 Publicity Coordinator

6.4 Membership Coordinator

6.5 Equipment Manager

6.6 Venue Coordinator

6.7 Web Master

7.0 SUNDRY

7.1 Domain Name

1.0 ADMINISTRATION

1.1 Record Keeping

1.1.1 The President, Secretary, and Treasurer shall maintain records for the year while serving. Complete and accurate records will be passed on to the next year's Board of Directors. Copies of essential records will be maintained in the music library.

2.0 MEMBERSHIP

2.1 Auditions

2.1.1 Potential members self-audition for the Band, judging for themselves whether they have the requisite skill level.

2.1.2 The self-auditioning period will not exceed three rehearsals.

2.2 Section Cap

2.2.1 In order to maintain a musical balance, there may be a cap on size for each section.

2.2.2 All musicians are accepted into the Band in September, subject to demonstrating musical competence.
A cap per section may be set in November, at the discretion of the Music Director.

If there is room under the cap new members are accepted on a first-come first-served basis thereafter.

2.3 Non-adult Membership

2.3.1 In the event a non-adult musician requests admission to our adult band, the Music Director and section leader will interview and audition the musician after s/he attends two rehearsals playing his/her chosen part, while sitting beside the section leader. The Music Director and section leader will determine willingness to make a commitment to the Band and assess level of musicianship before deciding whether to admit the musician.

2.4 Section Leaders

2.4.1 The Music Director selects section leaders. Their responsibilities include but are not limited to:

- Maintaining a lending log of the section's music folders,
- Leading sectional rehearsals as directed by the Music Director,
- Assigning/adjusting the division of parts to ensure musical balance,

- Coordinating necessary communication with section members,
- If members are not coming to rehearsals, section leaders will call them to find out why they are not attending.

2.5 Rehearsals

2.5.1 Rehearsals shall be held on Monday evenings, from the beginning of September until the end of June.

Band members are responsible for their own attendance.

2.5.2 Band members shall contact section leaders if they are unable to attend rehearsal.

2.5.3 If a rehearsal is cancelled due to inclement weather or other unavoidable reason, notice will be e-mailed to the member's address on file with the Band and posted on the website by noon that day. Members are responsible for advising their section leaders if they prefer to receive notice via phone (which may be later than noon that day).

3.0 EQUIPMENT

3.1 Lending Equipment

3.1.1 The Band may allow other bands to use Foothills Concert Band percussion equipment for concerts provided that advance notice is given in a timely fashion to coordinate equipment transfer. The Band will charge a nominal fee or may accept quid pro quo in return for said use at the direction of the executive.

4.0 PERFORMANCES

4.1 Substitute Players

4.1.1 The Music Director may hire key substitute players with the prior approval of the Board.

4.2 Cancellation of Performance

4.2.1 A concert may be cancelled at the discretion of the Music Director if the Band is not ready to perform. The Music Director will appraise Band readiness for concerts and recommend sectionals or individual practice if necessary prior to canceling a performance.

4.3 Concert Venues

4.3.1 Concert venues will be sought to expose Foothills Concert Band to a general public audience.

4.4 Concert Dress

- 4.4.1 Formal concert dress is all black for women. Men will wear a black jacket, black dress pants, black bow tie, and white shirt.
- 4.4.2 Alternate concert dress is a white shirt and black pants or skirt for women. Men will wear black pants, black bow tie and white shirt.
- 4.4.3 Exceptions for festive and special occasions will be announced with Board approval.

4.5 Rehearsal Attendance Prior to a Concert

- 4.5.1 The Music Director will discuss with section leaders whether members who miss several rehearsals should play in a concert; however, the Music Director will make the final decision on whether the member can play.

5.0 FINANCIAL

5.1 Music Director Remuneration

- 5.1.1 The Music Director is paid a fixed honorarium for each service (rehearsal or concert). The amount of the honorarium is established by the Board and is reviewed from time to time.
- 5.1.2 If the Board cancels a service with less than 48 hours notice, the Music Director will receive the full honorarium for that service.
- 5.1.3 If the regular Music Director engages an external substitute conductor, the regular Music Director's honorarium for that rehearsal will be paid to the external substitute conductor.

5.2 Capital Fund

- 5.2.1 There should be one year of operating expenses retained in a capital fund. Remaining funds can be used for capital purchases in order to avoid raising member dues significantly in the short to medium term.
The prime objective of investing the Band's capital fund is to preserve capital. It must be possible to liquidate part of the fund at short notice to cover capital expenditures.

5.3 Member Dues

- 5.3.1 The Board sets member dues annually. Dues are payable in two installments, 60% in September and 40% in January.
- 5.3.2 Arrears: If a member has not paid member dues by the end of the Band year, he/she needs to pay the dues in arrears before continuing to play with the Band and remaining a member of the Band.

5.3.3 NSF Cheque: If a member's cheque is returned due to non-sufficient funds, the member needs to cover the outstanding amount with cash or certified cheque before continuing to play with the Band and remaining a member of the Band.

5.3.4 Refunds

5.3.4.1 A member who leaves the Band may request a partial refund of dues for the current Band year.

5.3.4.2 No refund shall be given unless the member makes a written request to the Board.

5.3.4.3 The refund shall be calculated as follows: Amount paid in the current band year, less 20% of annual dues (administration fee), less 20% of annual dues for each two-month segment or part thereof that the member attended.

For example, if annual dues were \$200, member pays Fall installment of \$120. Member leaves Band on October 20 and requests refund. Refund amount would be $\$120 - \$40 - \$40 = \40 .

5.3.4.4 Exception: If a member is struggling with the parts and elects to leave the band at the suggestion of the Board in consultation with Music Director, the Board may provide a refund up to the full amount of dues paid.

5.3.5 Pro-rated Dues: A member who joins part way through the year shall pay 20% of the annual dues for each 2 month period remaining, or portion thereof.

5.4 Bursary Program

5.4.1 The Band makes bursaries available to deserving musicians each year depending upon the availability of funds.

December 1, 2014

Foothills Concert Band Bursary

Foothills Concert Band may make bursaries available to deserving musicians each year. The bursary is a non refundable financial aid granted to an individual and used to pay a portion of band membership dues. The bursary is intended to allow that individual to pursue playing a musical instrument for enjoyment and personal fulfillment.

The award is intended to benefit both the organization and the individual. Eligible recipients must meet the requirements of the organization including availability, musicianship and financial need. The individual must be serious about their desire to attend regular rehearsals, learn, contribute, perform at concerts and have fun. If frequent absences are noted without appropriate notification and reason the individual must understand the award will be revoked and further awards will not be considered to this applicant.

All applications for the Bursary will be assessed according to the following criteria:

1. The financial need of the applicant
2. Benefit to the Band, specifically regarding instrumentation and leadership
3. Preference will be given to band members who have not received a bursary in previous years.
4. The recipient must be a member in good standing with the Band. He or she must not have dues in arrears and have a satisfactory history of rehearsal and concert attendance.

A Financial Aid Committee consisting of three members from the executive will be struck to choose the award winners. The Treasurer will be an ex-officio member for the purpose of the financial aspects of the award.

Funds available for bursaries may come from individual contributions designated as bursary funds, general funds, or increase in band dues, with a preference towards funding the bursary program through donations. Bursaries will be limited to only a portion of the annual band dues amount. The awarded amount is to be decided by the financial award committee but must not exceed 80% of normal dues. The availability of funds or lack thereof may negate the ability of the organization to award a Bursary or affect the size of the award.

6.0 BOARD RESPONSIBILITIES

6.1 Librarian shall:

- Arrange for the preparation of music folders as instructed by the Music Director,
- Process newly acquired sheet music, attaching numbers, stamps, etc.,
- Maintain an up-to-date catalogue of the Band's music library.

6.2 Social Coordinator shall:

- Send notes of congratulations, sorrow, etc. on behalf of the Band where appropriate,
- Arrange periodic functions for members of the Band.

6.3 Publicity Manager shall:

- Promote and publicize activities of the Band,
- Be responsible for the creation and distribution of printed material for the Band's external communications, including, but not limited to, handbooks, and brochures.

6.4 Membership Coordinator shall:

- Ensure contact information for new arriving potential members is collected and forwarded to the Board member responsible for maintaining the membership roster,
- Ensure new members are properly introduced and welcomed to the Band,
- Ensure section leaders have an up-to-date list of section members.

6.5 Equipment Manager shall:

- Maintain an up-to-date list of all the Band's physical assets,
- Coordinate the transportation of music folders, stands, and necessary equipment to performance and rehearsal sites,
- Coordinate the rental of the Band's equipment to other musical groups,
- Coordinate weekly set-up and takedown of rehearsal chairs and equipment.

6.6 Venue Coordinator shall:

- Contact venues to arrange performances at the direction of the Music Director and Board,
- Coordinate concert logistics such as contracts, programs, and ticket sales,

December 1, 2014

- Liaise with Equipment Manager and Publicity Coordinator for concert arrangements,
- Liaise with rehearsal venue as necessary.

6.7 Web Master shall:

- Maintain the Band's website.

7.0 SUNDRY

7.1 Domain Name

7.1.1 The Band will maintain its own domain name and included e-mail addresses for www.foothillsconcertband.ca.