

Columbia Concert/Jazz Bands

Operating Policies and Procedures

Introduction

The Operating Policies and Procedures of the Columbia Concert/Jazz bands contain information about the bands, including policies and guidelines created by the Board of Directors regarding such topics as member responsibilities, music, concert dress, and anything else that may be necessary. The Operating Procedures are not meant to contradict the band Constitution or Bylaws, and may be changed at any time by the Board.

Except where noted, the Operating Procedures apply to both the Columbia Concert Band, and the Columbia Jazz Band.

Fiscal Year

The fiscal year shall be July 1 to June 30.

Dues

The Board has set annual dues at \$60 per person, or \$100 for a family. Members joining during the year will pay prorated dues according to the following schedule:

July 1 to September 30: Full Dues

October 1 to February 28: Half Dues

March 1 to June 30: No dues for the current fiscal year, but ineligible to vote at the May meeting.

Membership Eligibility

General membership requirements are defined in the Bylaws. The Bylaws state that members under the age of 18 may be admitted with permission of the Board. The Board has agreed that the Concert Band Director may admit younger members according to the following policy:

It is suggested that members shall have reached at least tenth grade, although the Director may choose to make exceptions in cases such as a child whose parent or private instructor plays in the Band. Public school students are strongly encouraged to be active in their school Band programs. If they are not, the school's Band Director may be contacted to ensure that the Columbia Concert Band is not *competing* with the school music program.

The Jazz Band will accept new members only with the Director's approval. Due to the type of music played, there are a limited number of parts available.

Attendance

The musical success of the Band is dependent upon weekly rehearsals with all members who will perform at the concert. Therefore, the ensemble shall not exist as a “drop-in” organization. All members are expected to consistently attend rehearsals except in the event of travel, illness, or other emergency. Attendance guidelines are as follows:

1. In the case of travel, illness, or other emergency, the section leader and director should be contacted. Section leaders shall follow-up on all unexplained absences with a telephone call or email.
2. If a member is frequently absent or expects to miss several upcoming rehearsals, he/she should meet with the Director to decide what is most beneficial for the Band in terms of a leave-of-absence, etc. The Director may request a consultation with any member to discuss participation at upcoming performances if there is a concern about attendance.
3. Members who are not able to perform on a concert should consult with the Director regarding appropriateness of attendance at the corresponding dress rehearsal.

Marking Music

All members are asked to mark their music as frequently as necessary to insure that individual mistakes are not repeated and that all ensemble interpretations, as stated by the Director, are noted. Upon return after an absence, markings from the previous rehearsal should be obtained from a section member.

Section Leaders

The Bylaws Article VI Section 2 allows the Board of Directors and the Music Director to select a section leader for each section. For the Concert Band, the following section leader positions shall be filled:

- Flute
- Double reeds
- Clarinet/low clarinet
- Saxophones
- Trumpet
- Horn
- Trombone
- Euphonium
- Tuba
- Percussion

The section leaders' responsibilities shall include:

- Insuring that all parts are covered. If there are not enough players to cover all parts or if parts appear to be too difficult, the Director shall be notified.
- Insuring that each member of the section has a part to every piece in the current repertoire.
- Assigning solos to section members who can comfortably play the excerpts and who have excellent attendance records.

- The physical setup of the section within the ensemble. Although rotation of parts is encouraged where appropriate, every effort should be made to organize the section in a manner that is logical for both players and the Director (i.e.: members playing the same part should sit together) and that promotes good musical balance.
- Maintaining an ongoing attendance record for the section. Any unexplained absence shall be followed-up with a phone call or email to pass on pertinent information and to verify that the section member is intending to continue rehearsing with the Band.
- Keeping the Director informed about attendance concerns within his/her section.
- Disseminating pertinent information to the section.

Privacy Policy

All information on CCB members and supporters shall be used solely for the accomplishment of the CCB's mission. Such information shall not be sold or provided to other organizations, whether profit or non-profit, without the express consent of the CCB Board with the membership fully informed of such action.

Conflict of Interest

The Board members and general membership shall be free of conflicts of interest with respect to CCB assets and resources. The Board shall have the responsibility to determine whether such a conflict exists and to take appropriate action. Membership data shall be used only for CCB purposes and not for any type of advertising or solicitation by other organizations. Informal contact for social purposes by mutual consent may be considered within the limits of the CCB mission. Publicity lists, whether through regular or electronic mail, shall be maintained by persons with no private commercial or financial interest in this data. Such data shall be kept under the oversight of the CCB Board.

Concert Dress

For the Concert Band, dress for formal concerts will consist of:

Men: dark suits, white shirts

Women: black bottoms, white tops

Dress for summer concerts will be khaki pants and blue "Columbia Concert Band" polo shirts.

For the Jazz Band, concert dress will be dependent on the particular concert.