



Policies and Procedures

Policies adopted by the Board of Directors (Board) are intended to help make the administration of the organization of the Meridian Community Band (MCB) understandable and consistent.

1.0.0 MCB Member Policies

1.1.0 Responsibilities of a member:

- Notify Section Manager of any anticipated absences.
- Notify Section Manager of resignation from MCB.
- Attend all rehearsals unless excused by the Section Manager.
- Attend all performances unless excused by the Section Manager.
- Bring music to each rehearsal and performance.
- Maintain assigned music in good condition. Do not mark on music with ink or highlighters.
- Return music by the due date.
- Follow established guidelines regarding the handling, distribution, and collection of MCB music.
- Prepare musically for all performances.
- Comply with direction of the music director and Section Manager.
- Be on time for rehearsals and performances.
- Notify the Section Manager of their current mailing address, contact phone number and email address.
- Wear proper concert attire. [see Concert Attire, section 2.6.0]
- Conduct one's personal behavior in a considerate and respectful manor.

1.2.0 Privileges of a member:

- Participate in rehearsals, performances, events or activities.
- Run for or hold any MCB office and other MCB position.
- Make nominations for any office or MCB position.

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- Vote in all MCB elections [refer to voting eligibility requirements in By-Laws].
- Attend any regular Board meeting or general membership meeting.
- Request that an item be placed on the agenda for a Board meeting and be heard regarding that item.

1.3.0 Loss of Membership

- 1.3.1 The Board has the authority to hold a hearing and to expel an MCB member from membership.
- 1.3.2 Any member has a right to request a special hearing before the Board regarding their membership status.
- 1.3.3 No voluntary contributions will be returned to any member who is expelled.

1.4.0 Performance Participation (Approved 10/17/2016)

- 1.4.1 To be eligible to play in a concert, a member must have attended a minimum of 60% of the rehearsals for the session inclusive of the last two regular rehearsals plus the dress rehearsal (if applicable) prior to a concert or have been granted specific exemption by their Section Manager or the Music Director.

1.5.0 Performance Guests

- 1.5.1 The music director may invite or hire an individual who is not a regular member of the MCB to participate in a specific performance.
- 1.5.2 Any budgetary impact to hiring performance guests must be approved by the Board.

1.6.0 Rehearsal Guests

- 1.6.1 Individuals who want to join MCB, or out of town visitors, may join in a rehearsal as a rehearsal guest.
- 1.6.2 It is the responsibility of the Section Manager to obtain an information card about the guest.
- 1.6.3 Rehearsal guests are not permitted the last two weeks before a concert.
- 1.6.4 It is the responsibility of the Section Manager to inform the Board if a rehearsal guest situation requires attention.
- 1.6.5 Permanent or long-term performance guests or rehearsal guests are specifically discouraged.
- 1.6.6 A Section Manager will note the presence of a guest on the section's attendance record.

1.7.0 Rehearsals

- 1.7.1 Rehearsals shall be held on Tuesday evenings throughout the normal school year at Okemos High School.

- 1.7.1.1 Special rehearsals may be schedule as needed.
- 1.7.1.2 Exceptions to the normal rehearsal time and venue shall be communicated to the band membership.
- 1.7.2 Rehearsals shall begin at 7:00 p.m. and end at 9:00 p.m.
 - 1.7.2.1 Longer rehearsals times may be scheduled at the discretion of the musical director.
- 1.7.3 At the conclusion of the rehearsal, the rehearsal room shall be arranged to meet the needs of the host school band/orchestra teacher.
 - 1.7.3.1 A crew of band members may be appointed to complete the task of rearranging the rehearsal room.

2.0.0 Administrative Policies

2.1.0 Part Assignments

- 2.1.1 MCB maintains a “no chair audition” policy.
- 2.1.2 MCB is committed to a part rotation policy to allow opportunities for individual growth while ensuring a consistent balanced ensemble sound.
- 2.1.3 Each session seating is determined by a number of factors, including a performer’s experience and desire, dependability, projected attendance for an upcoming concert, cooperation, seniority, and consultation with the Musical Director and Section Manager.

2.2.0 Joining the MCB

- 2.2.1 High school-level playing ability is required.
- 2.2.2 No auditions are required.
- 2.2.3 Admittance to the MCB is at the discretion of the Musical Director, who may use the instrumentation table (below) as a guideline.

| | | |
|------------------|----------------------|--------------|
| 1 piccolo | 2 contra clarinets | 12 trumpets |
| 12 flutes | 6 alto saxophones | 6 horns |
| 3 oboes | 2 tenor saxophones | 6 trombones |
| 4 bassoons | 1 baritone saxophone | 4 euphoniums |
| 18 clarinets | | 5 tubas |
| 6 bass clarinets | | 7 percussion |

- 2.2.4 The Musical Director is solely responsible for determining the optimal instrumentation of MCB for the concert season.

2.3.0 Student Participation

- 2.3.1 MCB does not actively solicit or recruit middle school or high school players, but qualified middle school or high school players may be accepted at the discretion of the Musical Director.
- 2.3.2 The MCB has a responsibility for the safety of persons under the age of 18 (“minors”) while they participate in all band activities, including, but not limited to, rehearsals and concerts.
- 2.3.3 “One-on One” contact includes, but is not limited to, written, electronic, and verbal communications involving an unaccompanied minor and an unaccompanied adult. It does not include brief music-related verbal communications that take place in connection with a rehearsal or performance.
- 2.3.4 Inappropriate one-on-one contact, and other inappropriate behavior, between adults and minors during band activities, and during transportation to and from band activities, is prohibited.
 - 2.3.4.1 One-on-one contact in writing and in cyber space is prohibited. An adult leader (the minor’s section manager or the Musical Director) must be copied on all written and electronic correspondence.
 - 2.3.4.2 Other behavior that is inappropriate with minors is prohibited. That behavior includes, but is not limited to, foul or sexually suggestive language, bullying, and consuming alcoholic beverages or illegal substances.
- 2.3.5 A suspected violation of section 2.3.4 must be reported by adults to the president of the MCB board of directors. A minor may report a suspected violation to the president or another trusted adult. If another trusted adult receives a report of a suspected violation that adult must report it to the president.
 - 2.3.5.1 The resolution of an alleged violation of section 2.3.4 shall be given the highest priority.
 - 2.3.5.2 The president shall promptly and appropriately investigate the alleged violation, and fully report the results of that investigation to the board of directors. The report should also include a proposed conclusion that the alleged violation is, or is not, so substantial that the board should take action beyond bringing this policy to the attention of the adult in question.
 - 2.3.5.3 After giving the president’s report careful consideration, the board of directors may take any appropriate action to protect a minor. That action may include, but is not limited to:
 - a. Notifying the adult in question about this policy and the alleged violation of it.

- b. Notifying the adult in question about the president's investigation, report, and the board's conclusion regarding the alleged violation.
- c. Suspending the adult's membership in the MCB under bylaw 2.08

2.3.6 If the board of directors reasonably believes that criminal activity may have occurred, it shall immediately notify the appropriate law enforcement authorities.

2.4.0 Transportation

2.4.1 Members are responsible for the cost of travel, including transportation of privately owned instruments, although the Board may engage and pay for transportation at the Board's discretion.

2.5.0 Music Folders

2.5.1 Members who fail to return their music to the MCB Librarian by the due date may be assessed full replacement value for the music.

2.5.2 Music folders shall not be issued to any MCB member who has not provided the Section Manager with complete and accurate contact information.

2.5.3 Music shall not be issued to any MCB member who has not returned music from any previous session.

2.6.0 Concert Attire (Dress)

2.6.1 MCB performs 12 to 14 concerts each season in a variety of settings. The type of concert setting dictates concert dress. The appropriate concert dress is announced for each concert.

2.6.2 Formal Concerts

2.6.2.1 Men: Formal black tuxedo, white shirt, black bow tie, black shoes and socks.

2.6.2.2 Women: Black full-length skirt or black slacks, black long-sleeve blouse, black hose or socks and shoes.

2.6.3 Holiday Concerts

2.6.3.1 Men: Formal black tuxedo, white shirt, black or red bow tie, black shoes and socks.

2.6.3.2 Women: Black full-length skirt or black slacks, black or red long-sleeve blouse, black hose or socks and shoes.

2.6.4 Summer Concerts

2.6.4.1 Men and Women: Tan or khaki slacks or shorts, solid-colored navy blue top. Navy blue, tan or white hats (optional)

2.7.0 Use of MCB-Owned Musical Instruments

- 2.7.1 Members who borrow an MCB-owned musical instrument must complete the “*Agreement for Use of Instrument and Acknowledgement of Responsibility*” form (see Appendix A) and have it approved by the Musical Director or Section Manager.
- 2.7.2 The completed “*Agreement for Use of Instrument and Acknowledgement of Responsibility*” form shall be kept on file with the Secretary of the Board.

2.8.0 Lending of Music from the MCB Library

- 2.8.1 The MCB Librarian may loan sets of music to other bands or individuals upon request provided the following guidelines are followed:
 - 2.8.1.1 Any proposed lending of music must be approved in advance by the MCB Musical Director.
 - 2.8.1.2 The MCB Librarian must record an accurate inventory of parts on the sign-out sheet for each musical selection borrowed.
 - 2.8.1.3 The borrower must provide complete contact information (telephone numbers, email addresses, mailing addresses) of the organization or individuals on the sign-out sheet.
 - 2.8.1.4 The borrower must indicate the intended specific use of the borrowed music.
 - 2.8.1.5 The borrower must indicate the specific length of time the music will be signed out.

3.0.0 Fiscal Policies

3.1.0 Fiscal year

- 3.1.1 The MCB fiscal year is July 1st to June 30th.

3.2.0 Administrative Fee Donation

- 3.2.1 An administrative fee may be requested of members for the purpose of defraying incurred expenses such as, but not limited to performance licensing, association dues, and insurance premiums.
 - 3.2.1.1 Calculation of the administrative fee should be based on the sum of the above mentioned fixed expenses, divided by the product of the number of people on the MCB membership roll, times the expected participation percentage.
- 3.2.2 The Administrative Fee Donation is voluntary.
 - 3.2.2.1 Nonpayment of the Administrative Fee Donation does not affect membership.

3.3.0 Other Donations

- 3.3.1 Other donations may consist of, but not be limited to, monetary gifts, charitable IRA contributions, tangible gifts, empty ink cartridges, etc.
- 3.3.2 MCB is a 501 (C) (3) non-profit organization.
 - 3.3.2.1 A year-end donation statement for tax preparation purposes will be provided for each donor by January 31st of the following calendar year.

3.4.0 Concert Program Acknowledgment

- 3.4.1 Unless anonymity is requested by the donor, acknowledgement of donations of \$20 or more will be listed in concert programs.
- 3.4.2 The levels of donor support are:
 - Platinum Baton: \$500 and above
 - Gold Baton: \$250 to \$499
 - Silver Baton: \$100 to \$249
 - Bronze Baton: \$20 to \$99

3.5.0 Expense Reimbursement

- 3.5.1 Expenditures will be paid directly by the Treasurer of MCB.
 - 3.5.1.1 When direct payments are not possible, approved out-of-pocket expenditures on the part of MCB members will be reimbursed only with appropriate documentation and receipts.
- 3.5.2 Expenditures made without Board approval will not be reimbursed.
- 3.5.3 Expenditures that are part of the annual budget will be considered approved expenditures and do not need further action on the part of the Board.

3.6.0 Budget

- 3.6.1 The Budget Committee including the President, Vice President, Treasurer, and Musical Director will meet in April of each year to generate a proposed budget for the next concert year. This budget will be presented to the Board at its May meeting for approval.
- 3.6.2 The Treasurer is authorized to use this budget in preparing funding and grant applications.
 - 3.6.2.1 Request for funding support for the next fiscal year shall be made to the Meridian Township Treasurer by June 30th.
 - 3.6.2.2 Request for disbursement of approved funding support for the current fiscal year shall be made on or about January 1st.
- 3.6.3 The final budget will be approved by the Board no later than the April meeting of the concert year.

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- 3.6.4 Reasonable flexibility within budget categories to accommodate unforeseen events does not require Board approval.

3.7.0 Fees and Honoraria

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

3.8.0 Waiving of Fees and Assessments

- 3.8.1 The Board is authorized to waive fees and assessments or to arrange special payment agreements with any MCB member.

3.9.0 Contracts

- 3.9.1 All basic requirements of contracts must be approved by the Board.

3.10.0 Paid Performances

- 3.10.1 The Vice President will use the following guidelines for negotiating performance agreements.
- 3.10.2 All hosted performances require a letter of agreement between the host and MCB.

3.11.0 Signature Authorizations

- 3.11.1 All unbudgeted transactions in excess of \$200 require two signatures.
- 3.11.2 Authorized signatories shall be the Treasurer and President of the Board.
- 3.11.3 Signature authorization will be updated at the beginning of each fiscal year.
 - 3.11.3.1 Signature authorizations may be updated at any time as required due to resignation of officers.
- 3.11.4 The band librarian may be authorized by the board to be issued an electronic debit card to conduct such business that may be necessary to perform the functions of his or her job.
 - 3.11.4.1 Receipts of all transaction made by the debit card shall be given to the band treasurer no later than the first day of the month following the transaction.
 - 3.11.4.2 Signature authorization will be updated at the beginning of each fiscal year.

3.12.0 Cash Flow

- 3.12.1 The Treasurer will maintain a minimum of one month's anticipated expenses in the checking account.
- 3.12.2 Funds in excess of that amount will be deposited in an investment account designated by the Board.

3.13.0 Musical Director Compensation

- 3.13.1 The Musical Director's rate of pay shall be reviewed annually by the Board.
 - 3.13.1.1 The date of the review shall fall between the date of the MCB annual membership meeting and the end of the fiscal year (June 30th).
 - 3.13.1.2 The review should be based upon the prevailing rate of compensation for concert band musical directors and private music teachers.
 - 3.13.1.3 The Musical Director shall be paid at the rate established at the review per rehearsal and concert.
- 3.13.2 The Musical Director's rate of pay shall be included in the minutes of the first meeting of the Board following the beginning of the new fiscal year (July 1st).
- 3.13.3 Payments shall be made no later than five business days following the date of the last rehearsal or concert that falls within that month.
- 3.13.4 An annual bonus may be authorized by the Board.
 - 3.13.4.1 The date of the bonus review shall fall between the date of the MCB annual membership meeting and the end of the fiscal year (June 30th).
 - 3.13.4.2 Payment of the annual bonus shall be made no later than the end of the fiscal year (June 30th).
 - 3.13.4.3 The amount of the Musical Director's annual bonus shall be included in the minutes of the first meeting of the Board following the beginning of the new fiscal year (July 1st).

3.14.0 Substitute Conductor Compensation

- 3.14.1 A substitute conductor shall be paid at the same rate as the Musical Director per concert or full rehearsal.
- 3.14.2 Payment shall be made no later than five business days following the date of the event or on the last performance of a series of appearances, such as in the summer, for which the substitute conductor has been engaged.

3.15.0 Guest Conductor Compensation

- 3.15.1 Guest conductors shall be paid a single negotiated flat rate for the performances for which they are engaged.
- 3.15.2 Payment shall be made on the date of the performance or on the last performance of a series of appearances, such as in the summer.

3.16.0 Guest Soloist Compensation

- 3.16.1 Guest soloists shall be paid a single negotiated flat rate for the performances for which they are engaged.
- 3.16.2 Payment shall be made on the date of the performance or on the last performance of a series of appearances, such as in the summer.

3.16.3 No compensation shall be paid for rehearsals.

3.17.0 Compensation for Canceled Events

3.17.1 If for any reason (e.g., inclement weather) a concert is canceled within twenty four hours of its scheduled start time, the Music Director or substitute conductor shall be paid the established rate of pay.

3.17.2 Guest soloists shall be paid 50% of their negotiated rate up to a maximum of \$100 for any cancelled events.

3.18.0 Compensation for Members of MCB

3.18.1 MCB members shall not receive compensation for performances as soloists.

3.18.2 MCB members shall not receive compensation for appearances as conductors of less than a full concert or rehearsal.

Appendix A

2.7.0 *“Agreement for Use of Instrument and Acknowledgement of Responsibility”* form