

# Flathead Valley Community Band Policies

Adopted February 3, 2018

## I. Purpose

The Flathead Valley Community Band (FVCB) is a group of musicians who gather to provide an enjoyable musical experience for members of the band, as well as to provide enjoyment for others through public concerts and performances.

## II. Mission

The FVCB has organized and constructive musical rehearsals on a regular basis to prepare for multiple public concerts during the year. The FVCB provides community support through music to a variety of audiences around the valley. In addition to the musical performances, the band establishes social events to develop a sense of community among its members.

## III. Vision

**It is our vision to have an accomplished performing ensemble whose members share a sense of excellence, tradition, and camaraderie.**

## IV. Membership

Membership is open to musicians who: a.) exhibit satisfactory playing ability or potential; b.) agree to adhere to the Band's policies; c.) give regular attendance to rehearsals/performances; and d.) are interested in promoting and furthering the vision of the organization. Membership is extended to any person without regard to race, color, religion, gender, disability, familial status, national origin, marital status, and/or creed.

Every band member assumes the responsibility of upholding and making an effort to improve the standards of the organization. Therefore, each band member must individually strive to do his/her part, not only from a musical standpoint, but to be cooperative during rehearsals, strive for the highest moral attitude when working with others, and have pride and respect in the organization.

Anyone under the age of eighteen (18) years who desires to gain the experience of rehearsing and performing with the organization is subject to the approval of the FVCB band director. They will need to provide a recommendation from their school band director or private music teacher.

Waiver and Release Of All Claims And Assumption Of Risk. In participating in the FVCB, you will be expressly assuming the risk and legal liability, waiving and releasing all claims for injuries, damages or loss which you might sustain as a result of participating in any and all activities connected with, and associated with, FVCB programs/activities (including transportation services/vehicle operation, when provided).

# Flathead Valley Community Band Policies

Adopted February 3, 2018

## V. Schedule

The FVCB Board of Directors is responsible for establishing a rehearsal and performance schedule.

### Rehearsals

Rehearsals during the school year will be on Wednesday evenings from 7:15 p.m. to 9:00 p.m. in the Flathead High School band room. (A map and directions are available on the band web site). The band room will be open by 6:45 p.m.. Please plan to be ready to play at 7:15 p.m..

In the event that the FHS band room is unavailable, an alternative location notice will be emailed out to members, and posted on the website. During the summer, rehearsals will be arranged as needed. Place and times will be posted on the website and emailed to members.

### Performances

A performance schedule is posted on the website at [www.fvcband.org](http://www.fvcband.org) and will be emailed to members.

### Attendance

To ensure productive rehearsals and to achieve the best possible concert performances of the band, attendance is expected. It is critical for the sake of the entire ensemble that you are present. If an absence or late arrival is unavoidable, please communicate with the section coordinator **OR** director.

### Practice

Rehearsal and practice are not the same. Members are expected to practice on their own time as necessary to learn their parts. Rehearsal plans will be emailed out to members weekly and posted on the web site.

### **Membership Code of Conduct**

- Members need to remain attentive in rehearsal (listening and following directions).
- Members must use respectful language and work toward a positive camaraderie.
- Members are expected to attend rehearsals. Members with sporadic attendance may be addressed by the section coordinator or director regarding whether they will be allowed to play in the next concert.
- Members communicate with section coordinators **OR** the band director if they must miss a rehearsal.
- Members ensure their folders are at rehearsal if they are absent, so their part can be covered.
- Members need to turn in band folders and music at the end of concerts.
- Members should offer rehearsal comments, critiques, and suggestions to the director after rehearsal and privately.

# **Flathead Valley Community Band Policies**

## **Adopted February 3, 2018**

### **VI. Communication**

E-mail is the primary communication tool used for FVCB. Notify the band secretary if there are any changes to your contact information. You can communicate with the band director using the “contact us” section on the website.

The FVCB is committed to keeping our website current ([www.fvcband.org](http://www.fvcband.org)). A schedule, history, policies and a photo roster of the band members is available on the website. A hard copy of the roster can be provided to members upon request to the band secretary.

### **VII. Music Library and Folders**

The most important and valuable asset of the FVCB, second only to the members, is the extensive music library. Many pieces are out of print and irreplaceable; therefore, the utmost care and respect is expected from the members in regard to the music.

Individuals may make markings on their parts to facilitate practice and rehearsal time. Markings on music must be made in pencil and as lightly as possible. Members must never use staples, tape or any other form of attachment on music that will damage the integrity of the music paper. Members must safeguard the integrity of the music sheets from damage or destruction due to exposure to weather elements, etc.

Members may take individual music folders with them after rehearsals to facilitate the practice of their parts. The music and folders must be present at all rehearsals whether the member is present or not. Section coordinators should know who has a particular folder. A sign out sheet may be used. Music and folders must be turned in following concerts.

The FVCB maintains a membership in the Association of Concert Bands (ACB) at a level that grants participation in the ACB’s “Blanket Performance License” with American Society of Composers, Authors and Publishers (ASCAP) and Broadcaster Music Inc. (BMI). This allows the FVCB to publicly perform music without paying membership fees to ASCAP or BMI. The FVCB respects the rights of composers, arrangers, publishers, etc. to receive the benefit and recognition of their labor.

Music may be loaned to other organizations at the discretion of the librarian and director.

# Flathead Valley Community Band Policies

## Adopted February 3, 2018

### VIII. Uniform Dress

ATTIRE for Indoor concerts is basic black concert dress, unless otherwise specified.

FOR MEN: Concert black is defined as black suit or tux with a white dress shirt, (dark colored long tie or bow tie), or black shirt and black pants, with black belt, dress shoes, and socks. If you do not own a dark suit, then you may wear dark pants and a dark sport coat jacket that match in color.

FOR WOMEN: Concert black is defined as black blouse or sweater (sleeves should be elbow length or longer - no sheer fabric or plunging necklines please), black dress pants or long skirts/dresses (mid-calf length or longer with no side slits), black stockings/tights (no bare legs), and black dress shoes (closed-toe please). If a belt is worn, it must be black. Any jewelry should be small and unobtrusive (gold or silver only, small earrings and small necklaces are fine)

ATTIRE for Outdoor concerts is either a White FVCB Polo with blue jeans, or FVCB blue shirt which matches the current band shirt with khaki pants. The schedule will note which uniform is to be used for performances.

### IX. Leadership Structure

The FVCB has a Board of Directors. The role of the Board of Directors is to further the purpose and vision of FVCB, and liaison with individual band members to ensure interests and concerns are aired. The Board meets quarterly. Board members are elected by members of the band to serve a three-year term.

**President** (board member) presides over Board Meetings.

**Vice President** (board member) presides over Board Meetings in absence of President.

**Treasurer** (may be appointed) maintains financial accounts, prepares/submits quarterly financial statements, accounts for revenue and disbursement of funds as approved by the board. This person must periodically submit and file all legal paperwork with the appropriate state and federal agencies.

**Secretary** (may be appointed) takes notes at all meetings, keeps track of important information, maintains membership e-mail listing, prepares board/annual meeting minutes, maintains meeting historical file, and maintains gig schedule in coordination with the board, director and gig committee.

**Music Librarian** (may be appointed) distributes and collects music, maintains music library and rehearsal/performance books. Works in coordination with the director and section coordinators.

# Flathead Valley Community Band Policies

Adopted February 3, 2018

The librarian coordinates with Board on music expenditures and is responsible for submitting the ASCAP/BMI performance report to ACB.

**Director** (appointed) conducts rehearsals and performances, recommends music for purchase to the Music Librarian, appoints section coordinators, and collaborates on performance and rehearsal schedule with the Board.

**Assistant Director** (appointed) conducts rehearsals, performances and performs director functions in the absence of the Director.

**Personnel Manager** (appointed) keeps an up-to-date listing of all current band members, including names, phone numbers, addresses, e-mail addresses, instruments and committee membership. The Personnel Manager organizes efforts to recruit new members, verifies instrumentation for performances, and maintains a record of section coordinators.

**Equipment Manager** (appointed) is responsible for coordinating equipment for performances, and storage of the equipment owned by the FVCB. The Equipment Manager keeps equipment in good working order. The Equipment Manager maintains a written inventory of band equipment with estimated value as well as storage locations.

**Web Master** (appointed) maintains the band web page. This includes posting events of upcoming rehearsals/performances on various social media, keeping the member photo roster current and maintaining the function of the website.

**Public Relations** (appointed) promotes the FVCB and works on publicity for the group (including posters, programs, news articles and interviews). They coordinate their efforts with the Director and Web Master.

**Section coordinators** (appointed) assumes responsibility for various tasks including determining part assignments in the section, making sure parts are covered for performances, settling disputes, passing around solo parts, communicating and maintaining open communication with the director.

## **Music Part Assignments**

*Every attempt is made to have members play parts they enjoy. The FVCB maintains a "no chair auditions" policy. Part rotation is encouraged. Part assignment is determined by the performer's experience, desires, dependability, and projected attendance for an upcoming concert. Cooperation rather than competition is the model we use in our non-auditioned community band.*

## **X. Standing Committees**

**Gig Committee** consists of a board member and other members of the band as deemed appropriate and is responsible, in coordination with the board and director, for arranging performance opportunities.

**Social Committee** consists of consist of a board member and band members as deemed appropriate. The Social Committee is responsible for the social functions of the group, including the annual meeting, picnics and other social gatherings as they occur.

# **Flathead Valley Community Band Policies**

**Adopted February 3, 2018**

**These policies are in consonance with the Bylaws of the Flathead Valley Community Band. Bylaws can be found on the FVCB website ([fvcband.org](http://fvcband.org)) under the tab “about us”.**