

Policies of The Singer Band

(Enacted 04/03/2008)

- Article I – Name**
- Article II – Purpose**
- Article III – Membership**
- Article IV – Concerts and Appearances**
- Article V – Officers and Committees**
- Article VI – Election of Officers**
- Article VII – Selection of Conductor**
- Article VIII – Meetings**
- Article IX – Property**
- Article X – Amendment**
- Article XI – Effective Date**

Article I – Name

The official name of the band will be “The Singer Band.” The band shall also be known as “The historic Singer Band of Mechanicsburg.”

The contact address of the band will be that of the Band Manager.

The Singer Band will also maintain an Internet presence at:

<http://www.singerband.org>

Article II – Purpose

The purposes of The Singer Band are:

1. To offer an opportunity for musicians from Mechanicsburg and surrounding communities to assemble and play music for their mutual enjoyment
2. To provide music for public and private concerts and events
3. To promote goodwill by participating in events throughout the local region
4. To foster the appreciation of band music.
5. To provide a social environment in which friendships may be made through music.

The purposes of these Policies are:

1. To provide a framework for the operations of the band
2. To provide a mechanism for action on complaints and other band issues
3. To provide a protocol for selecting and retaining officers, a Conductor and other positions of importance to the band.

Article III – Membership

A. Eligibility

1. Any person comfortable with playing high school level music is welcome.
2. No auditions shall be required for membership.
3. New members will be added to the permanent roster after attending three rehearsals and expressing an interest in continuing.

B. Rehearsals

1. Rehearsals and concert dates are set by the Executive Board.
2. Rehearsals are held from 7:30 to 9:00 PM Thursday evenings, from September through July, and may be canceled or rescheduled for special circumstances.
3. Members may take music folders for additional practice but are responsible for ensuring that music will be available for rehearsals and concerts. Members will notify the librarian whenever they take a folder. Members are responsible for getting their music to concerts, *regardless of whether or not they plan to perform.*

C. Attendance

1. In order to have the best performance experience possible, for the band and its audiences, members are encouraged to attend as many rehearsals and concerts as possible.
2. Any members who cannot attend concerts are encouraged to notify the Band Manager and/or Conductor and to contribute to the effort to find a substitute, if needed.

D. Seating and Solos

1. Seating and assignment of parts, including solos, shall be arranged by mutual agreement of the various sections and the Conductor.
2. The Executive Board will be available to assist in settling any conflicts regarding seating or solos.
3. The Conductor will encourage all members of the various sections to practice and rehearse all solos, so that players will be prepared to perform solos in concert.

E. Dues

1. Currently, there are no dues required for membership.

F. Dress Guidelines

1. Concert dress is white top (with or without Singer Band logo), long black bottom, black shoes and socks. No shorts.
2. Holiday-colored accessories are encouraged at all holiday events.
3. Any member who arrives at a concert in attire that is deemed inappropriate by the Conductor or the Band Manager may be asked to leave.

G. Duties and Responsibilities of Members

1. To attend as many rehearsals and performances as possible.
2. To come to rehearsals and concerts prepared to play the parts.
3. Members should be on-time for rehearsals, in their chairs ready to play at the scheduled time.
4. To arrive at concerts at least 30 minutes prior to downbeat, allowing sufficient time to assist in setting up the band, as per Article IV, Section 1.
5. To treat other band members and the Conductor with respect
6. To refrain from extraneous talking during working rehearsal time and concerts, as much as reasonably possible.
7. To understand and abide by these Policies.

H. Online Communications

1. Members are encouraged to visit the band's web site every week to verify the status of rehearsals, concerts, dates, times, locations, meeting agendas and general announcements. Suggestions for consideration by the Executive committee may also be submitted through the web site.

Article IV – Concerts and Appearances

Protocols for all concerts and appearances by The Singer Band:

1. Band members are expected to arrive in plenty of time to prepare for the event adequately, a minimum of 30 minutes before the concert is scheduled to begin.
2. In the event of inclement weather during a performance, the band will not be required to continue with the performance if doing so could present a hazard to the players or their instruments.

Article V – Officers and Committees

A. Elected Officers

1. Five officers, all with two-year terms, will be elected by the band.
2. In order to run for office, a band member must have at least one year of active band participation
3. There are no limits on the number of terms an officer may serve.
4. Officers' meetings will occur on the first Thursday of every month, unless a concert occurs on that night. In that event, the meeting may be delayed, at the discretion of the President.
5. While the Conductor will have a direct and significant impact on the operations of the band, the Conductor shall only attend meetings of the officers by invitation.

B. Duties of Elected Officers

1. President

- a. Shall preside at all officers' meetings
- b. Represent band before other groups
- c. Receive and report issues that impact the operations of the band, including directing the proper handling of complaints

2. Band Manager

- a. Arrange concerts
- b. Determine, along with the Conductor, whether an event should be cancelled
- c. Prepare and report band schedule
- d. Assist with personnel issues
- e. Assist the President with the receiving and reporting of issues that impact the operations of the band, including directing the proper handling of complaints
- f. Notify the Conductor when any members calls unable to attend a performance.

3. Secretary

- a. Take minutes at officers' meetings
- b. Responsible for official band correspondence
- c. Responsible for administration of band website

4. Treasurer

- a. Responsible for all monies received or paid out by the band
- b. Maintains financial records
- c. Recommends ways and means to officers

C. Conductor

1. The Conductor shall be a compensated employee of the band.
2. Responsible for conducting and rehearsing the band
3. Responsible for the artistic operation of the band, with input from the officers
4. Shall work with sections of the band to determine seating and solos
5. Shall work with the officers in developing community relations
6. Shall determine, with the Band Manager, whether an event should be cancelled
7. The Conductor, being the only paid member of the Organization, shall become the sole unelected member of the Executive Committee, and may attend and contribute to scheduled and unscheduled Executive Committee meetings. The Conductor shall have one vote at said meetings.

D. Compensation

1. The Conductor shall be compensated for his/her services according to documentation submitted by the Conductor to the Treasurer. The rate of pay per service is currently \$20.00. Assistant Conductors shall be offered similar compensation.
2. The Band Manager and the Librarian shall be compensated for their services at a rate of \$100 per year, payable in two equal installments on January 2nd and July 2nd.

E. Appointive or Voluntary Positions

1. Assistant Conductor

- a. Responsible for fulfilling the duties of the Conductor in his/her absence.
- b. Becomes a member of the Executive Committee only when replacing the permanent Conductor until a new Conductor is hired

2. Librarian

- a. Responsible for housing, distributing and collecting music for the band members
- b. Will maintain an accurate catalogue of all band-owned music
- c. Transports all current band music folders to rehearsals and concerts.

3. Hospitality

- a. Responsible for sending social communications (cards, flowers, etc.), when appropriate.
- b. Responsible for providing new members with welcome information about the band, including these Policies
- c. Responsible for securing information, such as phone number and address, from new members

4. MC/Announcer

- a. Responsible for making onstage announcements, including musical selections, introductions and any other appropriate communications.
- b. While the MC/Announcer position is voluntary and may be filled by any band member, the Executive committee shall determine the prospective MC's ability to interface positively with the audience. Applicants for this position will be asked to perform the duties of this position for a one-concert audition, after which the Executive committee shall offer feedback.
- c. The duties of the MC/Announcer shall not be performed by the Conductor or Assistant Conductor who is acting as Conductor.

F. Complaint Resolution

1. Whenever possible, disputes should be resolved between the involved parties.
2. When a dispute cannot be resolved in this manner, members should direct complaints to an Officer for consideration.
3. Officers will consult and decide the best course of action to resolve the complaint.
4. Comments, suggestions and complaints may be submitted to the Executive committee through direct contact, email, a suggestion box or via the band's web site.

G. Resignation or Removal of Officers/Conductor

1. Resignation of an Officer

If an officer wishes to resign his/her position, verbal or written notice must be given with sufficient time that all unfinished business that is the responsibility of that officer may be completed or reassigned.

2. Resignation of the Conductor

If the Conductor wishes to resign his/her position, verbal or written notice must be given with sufficient time that:

- A. A substitute Conductor can be found or
- B. A new Conductor may be auditioned and approved

3. Removal of Members (including Officers/Conductor):

Any decision to remove a Member must be made utilizing the following procedure:

1. Complaints against a Member will be submitted to the officers for consideration.
2. Notice of any complaints against a Member must be provided to that Member with sufficient notice that corrective measures may be taken before the Member is removed. In most cases, 30 days should be considered sufficient.
3. If corrective measures are not taken to the satisfaction of the complaining party/parties, a quorum of the officers will take a vote to dismiss the Member, with a simple majority being necessary to remove the Member.
4. If the officers vote to dismiss a Member, a secret ballot of the band members will be taken, with 60% of the voting members necessary to dismiss the Member.
5. The Member must be notified of the results immediately and if the Member was a Conductor or Officer, a new Officer/Conductor shall be named and confirmed as soon as possible, no longer than 30 days. In the case of Conductor, the Assistant Conductor will serve as acting Conductor until a new Conductor can be named through the process described in Article VII.

Article VI – Election of Officers

- A. Nominations may be made from the floor. Nominees may nominate themselves. All nominations will be solicited at the time elections are announced.
- B. A simple majority of all votes cast shall be necessary in order to elect.
- C. All voting shall be by closed ballot unless only one candidate is nominated for an office.
- D. Upon election, new officers assume their duties immediately.
- E. Terms of officers shall be for two years, with an option for an automatic second two-year term unless another band member wishes to run against a sitting Officer for a particular office. All officers will be subject to re-nomination and re-election after four years.
- F. Elections will be held during the final rehearsal in October, after the conclusion of the summer concert schedule. Elections and nominees will be announced at least 6 weeks prior to the election.
- G. A proxy vote will be permitted from any band member in good standing who has extenuating circumstances
- H. Elected members of the Executive committee shall not be related.

Article VII – Selection of Conductor

- A. The process for selecting a Conductor for the Singer Band is as follows:
1. The Officers will issue a notice to all appropriate media informing the public of an opening in the Conductor position with the Singer Band. Appropriate media will consist of any online or published methods of advertising and may be determined by suggestion of the Band Members and the Executive Committee.
 2. Interested applicants will submit a self-composed application to the Officers for consideration. A favorable vote by a simple majority of Officers will be necessary for an applicant to be offered an opportunity to audition with the band.
 3. Successful applicants will be offered the opportunity to conduct the band for two rehearsals, giving the Officers and band members an opportunity to evaluate each applicant.
 4. After the final applicant has been auditioned, the officers will solicit input from band members and conduct a vote of the membership to select a Conductor. A simple majority of the voting members will be necessary for a Conductor to be chosen.

Article VIII – Meetings

- A. 50% of the members shall be a quorum for all band business meetings.
- B. An annual general meeting of the band members shall be held each January to assess the direction of the band and to review the prior year.
- C. A short band meeting (approximately 10 minutes) will be held during each rehearsal, at the discretion of the Band Manager and the Conductor.
- D. Once per quarter, with the consent of the Conductor, rehearsal will be concluded 30 minutes early to permit a social activity outside of the rehearsal venue.
- E. All meetings of the Band shall be announced at rehearsals prior to the night of the meeting and on the Band's web site. When actions are to be taken by the membership, a formal agenda will be published on the web site two weeks prior to the meeting.

Article IX – Property

- A. Any equipment or music donated to or purchased with band funds shall be the sole property of the band, unless sale thereof is authorized by the Executive Board.
- B. Separation from the band shall not entitle an individual to retain any band property in his/her possession.

Article X – Amendment

These Policies may be amended by a two-thirds majority of membership present at a meeting called for the purpose. A written copy of the proposed amendment will be provided to all members, and it will be read at a meeting at least one week prior to action on it. Notice of the meeting reviewing the amendment must be provided to the band prior to any action.

Article XI – Effective Date

All of the Articles included in these Policies shall take effect immediately upon ratification and will renew each October 1.