



Operating Policies and Procedures Of Around the Sound Community Band

1. The Board of Directors shall conduct the business of the band in an open and honest manner. The board shall keep the band members informed of board decisions and request information from the band members in order to make the best decisions for the benefit of the band.
 - a. The Chair is responsible for leading Board meetings and making announcements to the band as needed.
 - b. The Vice Chair/Membership maintains the membership database, and collects and deposits band dues, and all other income. In addition, the Vice Chair is the contact for all inquiries regarding band membership and providing the new member materials.
 - c. The Secretary documents and maintains the minutes of the Board and annual membership meetings.
 - d. The Treasurer maintains the accounting and financial records of the band, including paying expenses, and filing all necessary government forms (taxes, business license, corporation paperwork, etc.)
 - e. The Member At Large is a member of the concert committee and assists on other projects as needed.
2. If a band member has any concern about band governance or corporate policy, he/she should contact one or more board members to discuss his/her concern.
3. The Board of Directors shall not hold any scheduled board meeting during a band rehearsal. A short emergency meeting may be held to accommodate an urgent matter.
4. A goal of the Board of Directors and the band Director is to have the band be the very best it can be. This goal can be accomplished if every band member has this goal too and is willing to make it a priority to practice diligently, attend all rehearsals, and to perform at all concerts.
5. The band shall be operated on a calendar trimester year. The trimesters shall begin on January second, May first, and September first.
6. Dues (if any) are payable at the beginning of each trimester and should be

collected before the end of the first month of the trimester.

7. Members have the right to expect rehearsals on a regular basis. A rehearsal shall be conducted almost every week between January second and December twenty-second, with the following exceptions: (a) the band director and his substitute conductor are both not available; (b) the rehearsal facility is not available; (c) the rehearsal day falls on a national holiday; (d) the band is performing a concert on a rehearsal day; (e) summer break, typically July and the first part of August.
8. The band shall request a minimum of a \$100 donation for each concert performed, except for the following reasons: (a) a concert is payment to the organization that is allowing the band to use its facility for weekly rehearsals in lieu of cash payments; (b) when a concert will benefit the band by making the band more publicly noticed or enhance its public image (which will help the band obtain new sponsors); (c) when a charitable organization requests a gratis concert and the Board approves.
9. According to corporate bylaws, the band director is given the responsibility to select the music that the band will play. Any band member wishing to purchase music to donate to the band's music library shall first confer with the band director before making his/her purchase. Any band member wishing to lend or give music to the band that he/she already owns shall also confer with the band director before taking such action.
10. The Board, in consultation with the band director will set possible performance dates for the coming seasons. Band members involved in booking concerts shall consult with both the band board and band director before contacting a venue to schedule a concert. After the band member has made contact with the venue and completed the arrangement for a concert, the information will be provided to both the band director and board chair. The chair will ensure the Webmaster and other communication volunteers have the information to post on the website and other public sites (i.e. Facebook). Band members should monitor the band website to be aware of when concerts are scheduled.
11. The use of volunteers and committees is vital to the success of the band. The Board will, from time to time, convene committees with a specific project purpose. In addition, there are volunteer positions that are held on an ongoing basis. Examples of band roles include, but are not limited to:
 - a. Concert Committee: Coordinate and schedule dates and logistics for concerts as deemed appropriate by the band Board and Director.
 - b. Programs and publications: Design and prepare materials for concerts.
 - c. Webmaster: Maintain a fully functioning website including the domain

name and server host.

- d. Librarian: Maintain the music library, scan and email (or print and copy) music, as requested by the director, for rehearsals and concerts, arrange for music to be at rehearsals and concerts.
- e. Historian: Maintain and document the band's history through articles, programs, photos, stories, recordings and other relevant materials.

12. Band Code of Conduct

The Band seeks to attract members dedicated to providing quality music and concert performances to its audiences. To achieve these goals members should be aware of conduct expected for membership.

- a. Band members shall conduct themselves in a courteous and respectful manner at all times during their participation in band activities and contact with the public. Reliability and honesty are also expected.
- b. Members are not permitted to remove band assets from the band's control.
- c. Band members must meet all financial obligations of band membership. Exceptions may be made by the Board when deemed appropriate.
- d. Band member disputes or disagreements concerning the band must be communicated to the Board for appropriate action.
- e. Band members shall not commit any conduct toward other band members in order to achieve personal self-serving goals in the band.
- f. Band members must at all times communicate accurate band and band member information to the public and to the media.

Revision History:

Revised and approved April 2012

Revised and approved January 2016