

# Membership Handbook



2022

Dr. Stephen White,  
Conductor

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# **Cereal City Concert Band Policies and Practices**

**2022**

## **Mission Statement**

The purpose of the Cereal City Concert Band is to provide Battle Creek and surrounding communities with quality band music/performances; to further the cultural growth of the community; to enhance the many ongoing activities in the Calhoun County area; to stimulate a continuing interest in instrumental music by offering post-secondary school opportunities for its performing members; and to foster the adult band movement in the Battle Creek area.

## **Commitment**

As a competent musician, your services will be in demand for a variety of playing opportunities in competing organizations during the concert season. As a member of the CCCB, we ask that you give this band first priority as you plan your playing activities for the season. Please review our rehearsal and concert schedule before you commit to any organization that will compromise your ability to participate fully with the CCCB. Band members shall approach their participation with a professional attitude in building and maintaining the best band possible.

## **Membership**

1. GENERAL: To ensure high quality performances and to promote harmony within the Band, membership will be by invitation and/or audition only (see below for clarification). Membership will be limited to that number which will make for an effective organization. Membership is open to those having completed secondary education, except at the discretion of the conductor.

2. NEW MEMBERS: Prospective Band Members will be admitted and placed within the section after an audition has been conducted. The audition is required for permanent membership and placement within the section. New members are added according to section need and proper instrumental balance. Auditions will be conducted by a committee determined by the Board. Auditions will consist of both an interview with the musician and a practical demonstration of their suitability and skill.

3. INTERIM MEMBERS: There may be times when there is a need to invite certain instrumentation in order to meet the needs of a given performance. The Conductor and the Board must have the flexibility to add a player where absolutely necessary so that the proper instrumentation is achieved to ensure a successful performance. As these are temporary solutions, an audition is not required and will be accomplished with an invitation.

## **Membership Dues**

1. All Band Members will pay annual membership dues which is currently \$50.00 (subject to change), to be paid by November 1<sup>st</sup> of each year. These dues help with the many expenses related to the operations of the band, such as advertising, printing, insurance, license fees, conductor fees, purchase of music, etc. Payment may be in the form of cash or check made out to “Cereal City Concert Band” and given to the Treasurer of the band.
2. The Band is a 501(c)3 nonprofit organization and any membership dues and donations are tax deductible. Band Members will receive a receipt for tax purposes.

## **The Importance of Accurate Contact Information**

At the beginning of each season, basic personal information is collected from each member. Because there is much communication via email, it is very important that we maintain accurate email addresses from the members. During the year, if you have a change in your basic information, e.g., name, address, phone number or email, please notify Heather Lane-Fowler of these changes as soon as possible by emailing them to [hklf49017@att.net](mailto:hklf49017@att.net) or call 269-962-2153/mobile 269-274-4726.

## **Attendance Policy**

1. Attendance at rehearsals is essential, regardless of proficiency with your own part. The Band depends upon each player's presence to achieve full instrumentation, balance, and effectiveness.
2. It is understood that members may have to miss a rehearsal due to illness, family obligations, or for emergency situations. If you will have a late arrival or are unable to attend, the Band Member must notify the Conductor and Band Board President before 5:00 pm on the day of the rehearsal to assure accurate communication.

## **Rehearsals**

1. Rehearsals are scheduled for Monday evenings from 7:00-9:00 pm at Lakeview Middle School Band Room, except during the summer months. Please see the Rehearsal and Performance schedule for dates and times. You will be notified if there are any changes to this schedule. If summer engagements are accepted by the Band, there may be a need to schedule a rehearsal or two to prepare for them.
2. Our success as an organization requires prompt attentiveness and courtesy towards the conductor and fellow members, especially during the rehearsal.

## **Music**

1. Music selection will be at the discretion of the Conductor in consultation with the “Artistic Advisory Committee”. The committee will consist of members of the Board and Band.
2. Music to be performed will be appropriate to the occasion and the conditions that will exist at the time of the performance. Music types will include marches, overtures, concert pieces, Big Band, rock & roll, Broadway musicals, and others as deemed appropriate.
3. Please take care with music and folders belonging to the CCCB. Some selections may be borrowed from other area schools and must be returned in the condition in which it was received.
4. If a folder is shared and a rehearsal will be missed, you are responsible for getting the folder to your stand partner to use.

## **Performances**

1. All performances will, if possible, be scheduled during the evenings or on weekends. If a weekday opportunity arises to perform at a special event, a survey will be taken of the Band Members in order to determine if it will be possible to play. It is expected that a Band Member will contact the Conductor and Band Board President as soon as the Band Member becomes aware that he or she is unable to attend a performance.

2. Acceptance of requests to play will be approved by the Band Board, assuming adequate availability of Band Members to ensure a quality performance. The Conductor and Band Board members will determine those performance events with which a minimum band roster will be acceptable.

3. Organizations/groups asking for the services of the Band will be asked to provide a suitable location in which the Band can perform and will also provide chairs.

4. Fees will not normally be levied for the services of the Band; however, the Band will encourage and accept donations.

### **Concert Arrival Time and Proper Etiquette**

1. Concert call time will be announced at the Dress Rehearsal. Allow extra time for traffic and weather.

2. If you are late on arrival, the band has been seated and the concert started, do not attempt to be seated unless the conductor gives you permission.

3. Members are asked to refrain from bringing unnecessary items on the stage during performances. This would include purses and instrument cases.

4. Members are also asked to turn off the sound to their cell phones, watches, and tuners if they are on stage with you.

## **Concert Dress**

### **Christmas, Winter, and Spring Concerts**

Attire for both men and women: solid black top, solid black bottoms, black shoes, black socks. If a performance falls close to a holiday, it may be determined that holiday accents are appropriate.

### **Summer Concerts**

Attire is navy CCCB polo shirts and khaki bottoms. Band Members shall provide their own music stands and clothespins for outside performances.

## **Conductor (s)**

1. The Conductor(s) of the Band will be from the Battle Creek community area if possible, and should be someone who can provide leadership and bring musical expertise/performance qualities to the position.
2. Conductor(s) payment will be based on a mutual agreement between Conductor(s) and the Band Board.



## Committees

The following committees have been created to assist in the support of the Band. Please contact the Lead if you are interested in helping.

### 1. **Artistic Advisory Committee**

Reviews and offers suggestions on music and performance plans for upcoming concerts

Lead: Stephen White

### 2. **Marketing Committee**

Finds new ways of getting our name out into the community and to increase attendance at concerts.

Lead: Barb Hibiske

#### 2a. **Publicity**

Submits Press Releases, concert information to on-line calendar of events in SW Michigan.

Lead: Heather Lane-Fowler

#### 2b. **Social Media**

Posts events and other relative information to band Facebook page

Lead: Barb Russell

### 3. **Fundraising Committee**

Finds ways to create revenue for the band, i.e., sponsors, grants

Lead: Pat Riggs

#### **4. Personnel/Recruitment Committee**

Finds musicians to either play permanently or temporarily, as needed

Lead: Stephen White

#### **5. Documentation Review Ad-Hoc Committee** (meets annually)

Ensures that all relative documents are updated and consistent (By-laws, Handbook, Trifold)

Lead: Heather Lane-Fowler

### **Band Board of Directors**

1. The Board of Directors (herein referred to as Band Board) will be comprised of voting members either from within the Band membership or from interested persons living in the local Battle Creek area, and the Conductor acting as an ex-officio member.

2. The purpose of the Band Board is to develop, study, propose and implement policies, guidelines and other actions necessary to keep the Band a viable organization.

3. Election of the Band Board of Directors will be by the Band Board and will be held in October of each year. The Band Board will operate so that no more than half of its members will change at the yearly elections. This will provide for Band Board continuity and will result in a more orderly transition of Band board Members. This will mean that half the Board members may leave their position as new incoming persons take their place. It also means that the Band Board members will be elected for two-year terms. There will be no limitation as to the number of terms

one can serve on the Band Board. The Board will determine prior to election what positions need to be filled. If needed, there will be an invitation to band members for nominations for open board positions and will be provided the “Roles/Responsibilities of Board of Directors for Cereal City Concert Band”. A ballot will be comprised of nominees and will be voted on by the Board.

4. The Band Board will elect its own officers. Their positions and their responsibilities are:

**President:** Provide dynamic and enthusiastic leadership to the Band Members and the Band Board; schedule and conduct Band Board meetings as Chair of the Band Board; conduct all voting proceedings.

**Secretary:** Maintain a list of active members, including the instrument played, address, email address and telephone number; record minutes of the Band Board meetings and act in the absence of the President at Band Board meetings; record results of all voting proceedings.

**Treasurer:** Maintain accountable records of all monetary transactions; deposit funds in an established checking account and write checks against that account in order to meet financial commitments of the Band; checking account will require two signatures, but Treasurer’s signature will be sufficient to authorize fund withdrawal; prepare grant requests as approved by the Band Board in order to secure funding for the ongoing operation of the Band.

**Librarian:** Maintain the music library in an orderly fashion; prepare selected music for dissemination to the members of the Band; file all music that is turned in.

**Public Relations:** Build and maintain a positive public image; create press releases and publicity that promotes and publicizes programs, events, personnel to the community via local media agencies and social media.

**Equipment Manager:** Responsible for providing the proper percussion equipment needed for each performance. Includes access to the storage unit and transporting needed percussion equipment from storage to event and return, while maintaining its condition.

5. If needed, the Band Board members will serve as a telephone committee and will be responsible for notifying those Band Members assigned to him or her in case of schedule change, additional rehearsals, etc.

6. Band Members may serve on committees, but will have no vote on policy.

## **FINANCES**

Monies needed in order for the Band to function will be derived from fundraising activities, Band Member Dues, payment from performances, accessing local grant funds, or from any other method approved by the Band Board.

## **DISSOLUTION**

In the event of dissolution of Cereal City Concert Band, Inc., the Board of Directors is prohibited from distributing any of the assets to or among the Directors, Officers, Musicians, Volunteers, or Members. Any funds or personal property such as music, instruments, music stands, folders, etc. shall be donated to a non-profit corporation with similar purposes as this Corporation, or donated to a public-school system in the Battle Creek geographical area.

## **BOARD OF DIRECTORS**

Stephen White, Conductor

Amanda Burdette, Assistant Conductor

Eric Campbell, President

Pat Riggs, Secretary

Heather Lane-Fowler, Treasurer

Michelle Purucker, Librarian

Ken Kropen, Equipment Manager

Robin Anthony, Member/Trustee

Barb Hibiske, Member/Trustee

George Pendill, Member/Trustee

Barb Russell, Member/Trustee