

CONFLICT OF INTEREST POLICY

1. The purpose of the policy is to protect the integrity of Cereal City Concert Band (CCCB) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, committee member, or volunteer with decision-making authority. This policy is intended to ensure that decisions are made in the best interest of the band and not influenced by personal, financial, or business relationships.
2. This policy applies to CCCB Board of Directors, committee chairs, conductor, and any volunteer who has authority over finances, contracts, or decision-making.
3. A conflict of interest occurs when a person identified above has a financial, business, or personal interest that could improperly influence their judgement or actions on behalf of CCCB. Examples include:
 - a. Being paid by or owning a business that provides goods or services to CCCB.
 - b. Having a family member who does business with CCCB.
 - c. Receiving gifts or compensation related to band decisions.
 - d. Using band information or position for personal benefit.
4. Any person named above who has an actual or potential conflict of interest must disclose it as soon as it arises. It should include the nature of the interest, the relationship involved, and any financial or personal benefit. Disclosures must be made to the Board or Board President.
5. When a conflict is disclosed, the person shall leave the meeting during discussion and voting on the matter. The Board may ask clarifying questions. If determined a conflict exists, the Board shall determine if that person needs to be removed from the position.
6. This policy shall be reviewed by the Board every two years and updated as necessary.

Approved by the Board of Directors of Cereal City Concert Band on:

Date: March 5, 2026

CONFIDENTIAL/PRIVACY POLICY

1. The Cereal City Concert Band (CCCB) is a private Michigan Non-Profit Corporation with 501(c)(3) designation by the United States Internal Revenue Service. CCCB respects the privacy of our members, supporters, and website visitors. We are committed to protecting the personal information you share with us and using it only for legitimate Band purposes.
2. CCCB may collect personal information such as: name, email address, mailing address, phone number, donation or payment information, event registration, volunteer and membership information. We also collect basic website usage data (such as page visits) to improve our website.
3. Information is used to send concert announcements and newsletters, process donations and ticket purchases, manage membership and volunteers, respond to questions and requests, comply with legal and financial reporting requirements. We do not use information for unrelated commercial purposes.
4. CCCB will not sell, trade, or rent your personal information. We may share limited information only with payment processors (to process donations or ticket sales), email or website services used to operation the band, or government agencies when required by law. All partners are required to keep all information confidential.
5. Online donations are processed through secure third-party services (PayPal). The band does not store your full credit card information. Please review the privacy policies of any payment services used on our website.
6. If you receive emails from us (CCCB newsletters, eblasts via Constant Contact) you may unsubscribe at any time by using the link in the email or contacting us directly. We do not send spam.
7. We use reasonable safeguards to protect your personal information from loss, misuse, or unauthorized access. Access to personal data is limited to authorized volunteers and officers
8. You may request to see what information we have about you, ask for corrections, ask us to remove you from our mailing list. Contact us using the information below.
9. This policy shall be reviewed by the Board every two years and updated as necessary.

Approved by the Board of Directors of Cereal City Concert Band on:

Date: March 5, 2026

CODE OF CONDUCT POLICY

1. This Code of Conduct establishes expectations for all members of the Board of Directors to ensure ethical, respectful, and effective governance of the Cereal City Concert Band (CCCB).
2. Board members shall act in the best interests of the band, support the band's mission and goals, and make decisions based on what benefits the organization as a whole.
3. Board members shall be honest and transparent, avoid conflicts of interest, disclose any potential conflicts, and follow all Band policies.
4. Board members shall keep Board discussions and sensitive information confidential and shall not share financial, personnel, or donor information.
5. Board members shall treat others with respect, encourage constructive discussion, and avoid personal attacks or disruptive behavior.
6. Once the Board makes a decision, Board members will support it publicly. Disagreements remain within the Board.
7. Board members shall not act individually on behalf of the band or give instructions to the Conductor or volunteers unless authorized.
8. Board members shall protect band assets and use band funds only for approved purposes.
9. Board members shall follow nonprofit laws and uphold tax-exempt status.
10. Failure to follow this Code may result in 1) a Warning, 2) Removal from office, or 3) Removal from the Board.
11. This policy shall be reviewed by the Board every two years and updated as necessary.

Approved by the Board of Directors of Cereal City Concert Band on:

Date: March 5, 2026