

I. POLICIES AND PRACTICES OF THE DEXTER COMMUNITY BAND

MISSION STATEMENT: The Dexter Community Band provides an opportunity for life-long learning, musical expression and enjoyment for its members, and promotes cultural enrichment and education for the members and the community.

THE DEXTER COMMUNITY BAND is a nonprofit community organization sponsored by Dexter Community Education. The band is open to adult individuals who are proficient on their instruments. High school-age musicians affiliated with a formal music program may be asked to join the group at the discretion of the conductor of the Dexter Community Band.

II. THE BOARD OF DIRECTORS AND ITS RESPONSIBILITY

A BOARD of six or eight persons will be elected by the band members. Half of the board members will be elected each fall for a two year term at the annual meeting. Members of the board shall serve in the following offices.

THE CONDUCTOR of the band is responsible for music selection, rehearsals and concerts. He/she regularly consults with the board and attends meetings in an ex-officio capacity. The conductor may choose to add an assistant conductor, at his/her discretion. In the event the conductor is unable to carry out his/her responsibilities, the Board shall form an Ad Hoc Committee, composed of three board members and three members chosen from the band at-large, which will meet to establish procedures for recruiting, vetting and selection of a temporary or new conductor.

THE PRESIDENT is elected by the band for a two year term and serves on the board in an ex-officio capacity. He/she is responsible for scheduling concerts with Dexter Community Education or Dexter Parks Commission if the concert is to be held at the gazebo. The president shall serve as liaison between Community Education, the custodial staffs, and high school band director(s). The president will preside at board meetings, and shall assign each member of the band a designated responsibility based upon requests made on his/her member form. The president will keep open lines of communication with board members, as well as all members of the band. He/she shall be an ex-officio member of all committees.

TREASURER: The responsibility of the treasurer is to collect dues, make deposits, pay bills, monitor expenditures, and report monthly to the board.

SECRETARY: The secretary keeps records of board meetings and the band's annual meeting, and shall be responsible for correspondence.

ATTENDANCE: The board is responsible for rules governing attendance issues.

DONATIONS: At concerts collection boxes are set up, and made secure for both cash and check donations. On-site at the concert facility, collections are handed over to the treasurer for documentation and counting with another board member. All donations in the form of checks are to be photocopied, the receipt of which shall be acknowledged by a member of the board in compliance with the band's tax exempt status. Gifts of \$50 or more shall be designated as Friend (\$50-\$99); Supporter (\$100-\$199), Contributor (\$200-\$499), Benefactor (\$500+), and Season Sponsor (\$2500+) and will be recognized in the concert program accordingly.

SCHEDULING: A member of the board will be responsible for arranging schedules for both rehearsals and concerts at appropriate facilities, and for any off-site events. As these schedules are arranged prior to the concert season, some dates or venues may be subject to change later on.

OTHER BOARD RESPONSIBILITIES: Other roles and responsibilities may be defined and added by the board as needed, with the consent of the conductor.

III. OTHER JOBS TO BE FILLED BY VOLUNTEER MEMBERS OF THE BAND

ANNOUNCER: The announcer will work with the conductor on his/her script material and will act as emcee for concerts.

ATTENDANCE: The attendance coordinator shall take attendance at rehearsals and report delinquent attendance to the section leader and members of the board.

DECORATION: Working with designated band members, the decoration coordinator shall be responsible for decorations at concerts.

ENSEMBLE RECITAL: This coordinator and designated band members shall oversee the Evening(s) of Ensembles. Band members are encouraged to form small ensembles to participate in such event(s). (For more information, see separate page for **Ensemble Guidelines and General Ensemble Information.**)

HISTORIAN: The historian shall keep a history of the band in the band scrap books, to include but not be limited to concert programs, photos, and rosters.

LIBRARIAN: The librarian and assistants will distribute music at rehearsals, file the music, and by the second rehearsal following a concert, return that music to the appropriate library.

MEMBERSHIP: The membership coordinator shall keep accurate records of members' home addresses and other contact information (e-mail address, home and mobile phone numbers) and other pertinent information. To aid in communication, this information will be made available to board members.

PROGRAM: The program coordinator shall be responsible for design and duplication of programs for all concerts, upon consulting with the conductor.

PUBLICITY: The publicity coordinator shall oversee advance announcements for the band prior to each performance. This includes posters around town, hand-outs to grades K-6, newspaper releases, signage in and around Dexter, and maintaining a social media presence. In addition, the publicity chairperson may explore other possible options, and will regularly report the scope of ongoing publicity to the board.

RECORDING: The recording coordinator shall make arrangement to record all concerts and make CD's available to the band.

SECTION COORDINATORS: The conductor shall designate section coordinators whose responsibilities will be as follows:

- recruit and welcome new members
- keep the section informed of rehearsal and concert dates
- coordinate chair placement with the conductor and distribute music
- help to maintain morale, good attendance, and focus of the section
- inform the conductor in advance of persons absent for a concert
- bring issues of chair disputes to the conductor, who will resolve them
- monitor attendance of their section
- assess section member's contributions to the band and seek the board's assistance with any issues
- procure cards (of congratulations, in sympathy, etc. for members of his/her section when such instances become known), first having them signed by band members, and then mailed to their colleague(s)

SET-UP/STRIKE: The set-up coordinator shall work with crews to set up and take down all equipment for concerts.

SOCIAL GATHERINGS: The social coordinator and designated band members shall organize social gatherings (i.e., picnics end-of-year events) and to arrange for refreshments for particular concerts as designated by the board.

USHERS: The coordinator of ushers may or may not be a performing member of the band, and is responsible for securing approximately six ushers for each performance, distributing usher instructions, badges, and flashlights. Ushers distribute programs, provide direction, assist elderly to their seats, and help maintain an appropriate audience environment. Ushers names appear in the concert program.

WEB-MASTER: The web-master shall maintain and make regular updates to the band's website.

IV. SPECIFIC BAND POLICIES FOR ALL BAND MEMBERS

Specific policies regarding the functioning of the band are set by the board with the consent of the conductor. All members shall familiarize themselves with these policies and practice them for the good of the band at-large.

ABSENCE: If a band member will be absent for more than 80% of rehearsals for a concert, he/she is expected to recuse him/herself for that concert. (The board may grant exceptions on a case-by-case basis.) If a member is missing a concert, he/she will be asked not to attend the two rehearsals immediately preceding the missed concert and will turn in music at that time. Band members need to inform their section coordinators when they will be absent for rehearsals and concerts.

BAD WEATHER AND SCHOOL CANCELLATIONS: Check with **Dexter Community Education at 734-426-4008**. Check you **e-mail**, or call your **section coordinator** or a **board member** if you have any questions.

BAND ETIQUETTE: In order to maintain the high quality of the band, and make the most efficient use of rehearsal time, band members are expected to focus all energies and attention on the band's rehearsal and performance. Please help set up chairs and stands to get started on time, and rack and stack them at the back of the band room if asked to do so at the end. Refrain from disruptive talking, excessive cell phone use, or playing your instrument when not directed to do so. Find time at home for music practice to maximize our time spent together with the conductor during rehearsal.

DESIGNATED RESPONSIBILITY: To insure the band remains the smooth running group that it is, all members are asked to sign up for a designated responsibility (see choices in **OTHER JOBS** section). Members will have an opportunity to indicate three possible choices when they register and pay their dues, and the president shall assign each member of the band to a designated responsibility, based upon requests made on his/her membership form as the concert season begins.

CONCERT DRESS:

If there is a scheduled **HALLOWEEN CONCERT**, the entire band wears costumes. (We may have a parade of band members in costume, prior to the concert. This is a big crowd pleaser!) Children from the audience may parade in costume, as well, to special music at a given place in the concert.

For the **HOLIDAY CONCERT**, men wear black suits/tux, socks, shoes, and a white shirt with a red, green, or black bow tie. Women wear **floor length** black pants or skirts, hose, and a red, green or black top with **long** sleeves.

For **FORMAL CONCERTS**, typically in February and May, men wear **BLACK** suits/tux, black socks and shoes, with a white shirt and black bow ties. Women wear **BLACK** floor length skirts/pants or dresses with **BLACK** top (long sleeves please), hose and shoes. PLEASE NOTE: When announced, **WEAR BLACK AND BLACK**, this is what is meant.

For all formal concerts, the band wears **RED BOUTONNIERES** provided by the band. These are distributed before each concert and **RETURNED** after each concert.

CONCERT ENSEMBLES: At most, one ensemble shall be invited to play per concert. The ensemble will be reviewed by the conductor.

DUES: Annual dues shall be determined by the board. The funds will be used to purchase music, print programs and posters for concerts, and fund band activities. Current membership dues shall be \$35.00/member, collected in September or when a new person joins the band.

ENSEMBLE MUSIC: Music for groups within the band shall be purchased by the individual groups and remains their property.

LATE RETURN OF MUSIC: The librarian will collect a late fee of \$10.00 from individuals who return their music any time after the first rehearsal following a concert, or who fail to return their music altogether.

MEMBERSHIP IN THE ASSOCIATION OF CONCERT BANDS: Shall be evaluated yearly by the board.

MUSIC AND BLACK CONCERT FOLDERS: Music purchased by the band is the property of the band. Black concert folders for music are distributed before each performance and **MUST BE RETURNED** (with all concert music) at the end of each concert.

V. ENSEMBLE RECITAL GUIDELINES - DEXTER COMMUNITY BAND

PURPOSE: The purpose of the Evening(s) of Ensembles is to give the experience of ensemble playing to band members and to perform a community service by bringing music to senior citizen groups. The Evening of Ensembles represents the Dexter Community Band. There is to be no charge for this community service.

ORGANIZATION: A group will be formed from volunteers of the band with one board member serving in an advisory capacity. The **COORDINATOR OF ENSEMBLES** shall:

Secure a venue(s) for the recital. The traditional time frame is the last Friday of the month in January and the next Friday in February. An additional venue and time may be added if there is need.

Set a time frame for ensembles to sign up to participate and assign the various groups into programs for the given venues. It is recommended that no more than 5 groups per venue perform, and the total performance be no longer than 50 minutes.

Coordinate the number of times a band member may participate in the Evening of Ensembles. It is highly recommended that one person be in no more than 2 groups and that one person plays no more than once per venue.

Organize and have a program printed for each Evening of Ensembles. The band's general fund will pay for program printing.

Compile a summary to present to the board regarding the Evening of Ensembles and/or conduct a survey from participants.

ENSEMBLE RESPONSIBILITY:

- Meet deadline(s) for signing up to participate
- Select music and time the length of performance
- Pay for any and all musical costs incurred by your group
- Rehearsals are the responsibility of the group

DISCLAIMER: The above guidelines are not intended to limit ensemble playing outside of the Evening(s) of Ensembles. Numerous groups from the band are always encouraged to form early in the season. Throughout the year there are numerous requests for ensembles to perform in a variety of venues.

Approved by DCB Board on 04.20.2017

