

HONEOYE FALLS COMMUNITY CONCERT BAND
INFORMATIONAL PACKET

JANUARY 1996

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Constitution of the Honeoye Falls Community Concert Band

I. Name and Purpose

- A. This organization shall be known as the Honeoye Falls Community Concert Band.
- B. Its purpose shall be:
 - 1. To contribute positively to the musical environment of the area it serves;
 - 2. To provide an opportunity for individual musical growth and expression among the membership;
 - 3. To provide an opportunity for contact between and among musicians of some proficiency;
 - 4. To reaffirm the community concert band position in American music;
 - 5. To advance public knowledge of the music performed by concert bands through the sponsorship and performance of concerts and the dissemination of information and to educate the general public.

II. Membership

A. Qualifications for membership

- 1. Any adult who is interested in the purpose of the Honeoye Falls Community Concert Band may be considered for membership provided that the applicant qualifies and/or performs to the satisfaction of the Director.
- 2. Any school student who has been recommended by the school band director or auditioned and accepted by the Director may be considered for membership.

S/he shall remain a member as long as s/he shows musical competence and agrees to the conditions of membership as stated in the by-laws.

B. Duties of members

- 1. All members shall regularly attend rehearsals and concerts and abide by the attendance requirements, arrive on time for rehearsals, and call the assigned number if absence is necessary.
- 2. All members will be responsible for their own folder of music, checking before rehearsal to make sure all music is there, and turn in music promptly as requested by the Librarian.

III. Board of Directors

A. Executive authority

The executive authority of the band is vested in a Board of Directors whose duties shall include:

- 1. Management of the general affairs of the band, taking all action which is compatible with the best interests of the band.
- 2. Management of the financial affairs of the band and establishment of an annual budget.

3. The appointment and dismissal of the Director.
4. The replacement of members of the Board of Directors who are unable to complete their term of office.
5. The establishment of a schedule of rehearsals and concerts.

B. Titles

The Board of Directors shall consist of:

1. Ten elected members who must be members of the band:
 - a. Chairperson
 - b. Vice-chairperson
 - c. Secretary
 - d. Treasurer
 - e. Concert Manager
 - f. Publicity Manager
 - g. Librarian
 - h. Personnel Manager
 - i. Historian
 - j. Member at Large

2. One appointed member:

- a. Director

3. Each member of the board shall have one vote.

C. Election of board members

1. Nominations will be accepted two weeks prior to the election which will take place near the end of the season at a date to be determined yearly. Terms shall begin with the first rehearsal of the season and shall last for one year.

IV. Meetings

- A. Meetings of the Board of Directors will be scheduled on a monthly basis to be determined by the current board. Special meetings may be called at the discretion of the Chairperson or at the request of any band member.

V. Amendments

- A. Previous notice of a proposed amendment to this Constitution or By-laws, along with a copy of the proposed amendment, must be presented at a duly constituted meeting of the band membership at least 30 days or three full rehearsals prior to voting.
- B. A three-fourths vote of those present and voting will be necessary to amend the Constitution and a majority vote will be necessary to amend the By-laws.

VI. Transition

A. This Constitution shall become effective October 2, 1995.

Rodney A. Ham

Chairman of the Board

By-laws of the Honeoye Falls Community Concert Band

A. Membership

1. Attendance

Members shall be expected to attend at least 75% of the regular rehearsals plus the dress rehearsal.

2. Rehearsals

Rehearsal shall be held on a weekly basis at a time, date and place to be determined by the band membership, and at such other times as called by the band director.

3. Concert dress

Concert dress shall be determined by the Board of Directors and adhered to by the entire membership.

4. Concerts

Concerts shall be determined by the Board of Directors.

B. Board of Directors

1. Duties and Responsibilities

a. Chairperson

The Chairperson shall be the spokesperson for the Board. The Chairperson shall call meetings of the Board and the general membership as required or requested. The Chairperson shall be responsible for ensuring that the other members of the Board fulfill their duties as set forth in the Constitution and By-Laws, and shall ensure that the activities of the Honeoye Falls Community Concert Band as set forth therein are fulfilled.

b. Vice Chairperson

The Vice Chairperson will take over the duties of the Chairperson if s/he is unable to fulfill his/her obligation and will follow the guidelines as set forth for the Chairperson.

c. Secretary

The Secretary will keep records of all meetings of the Board, type the phone list and the calendar, and prepare the announcements.

d. Treasurer

The Treasurer will collect and disburse all money as approved by the Board and will prepare appropriate financial reports (including a proposed budget).

e. Concert Manager

The Concert Manager shall handle all business that comes before the band regarding equipment and space for rehearsals, concerts and trips.

f. Publicity Manager

The Publicity Manager will promote and publicize all activities of the band.

g. Librarian

The Librarian will be responsible for the band library. S/he will distribute new music and collect music after concerts, and will be responsible for transporting extra music folders to the concert site. S/he will also be responsible for keeping the following permanent records: music owned by the band, music performed at each concert, and instruments owned by the band.

h. Director

The Director will select and interpret the style of music to be used by the band. S/he will plan the agenda for each rehearsal and concert, audition players as necessary, notify the Board of any absences as soon as possible, and determine seating within each section as necessary. S/he will act as head of the Honeoye Falls Community Concert Band and as such will strive to uphold the guidelines that have been established and provide leadership and an opportunity for the members to grow in musical knowledge and ability.

i. Personnel Manager

The Personnel Manager shall keep records of members year to year, concert to concert, and rehearsal to rehearsal. On the day prior to rehearsals the Personnel Manager will notify the Director of expected absences. S/he will keep an up-to-date membership list, including birthdays.

j. Historian

The Historian shall maintain an accurate and up-to-date account of the band which shall include all concert programs, newspaper clippings, pictures, audio tapes, video tapes, as well as any other related and relevant material.

k. Member at Large

The member at large shall be considered a resource for input concerning board issues.

2. The Board may appoint and/or recruit people to fulfill other duties as needed.

Dated October 2, 1995

Rodney A. Ham

Chairperson of the Board

Amendments One, Two Three and Four

1. In the event of dissolution, all of the remaining assets and property of the Honeoye Falls Community Concert Band shall, after necessary expenses thereof, be distributed to the Village of Honeoye Falls.
2. No part of the net earnings of the Honeoye Falls Community Concert Band shall inure to the benefit of any member, director, or officer of the Honeoye Falls Community Concert Band, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Honeoye Falls Community Concert Band), and no member, director, or officer of the Honeoye Falls Community Concert Band, or any private individual, shall be entitled to share in the distribution of any of the assets on dissolution of the Honeoye Falls Community Concert Band.
3. No substantial part of the activities of the Honeoye Falls Community Band shall be carrying on propaganda, or otherwise attempting to influence legislation, except as otherwise provided by the Internal Revenue Code Section 501 (h) or participating in, or intervening in (including the publication or distribution of statements), any political campaign of any candidate for public office.
4. Notwithstanding any other provision of these articles, the Honeoye Falls Community Concert Band is organized for educational purposes and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c) (3) or corresponding provisions of any subsequent federal tax laws.

Dated: January 3, 1991

Adopted: January 10, 1991 by the membership of the Honeoye Falls Community Concert Band

Rodney A. Ham
Chairman of the Board

HFCCB Section Leaders' Responsibilities

Section leaders are the "principle chairs" of each section within the band. After being designated as such by the Director, these section leaders must help to provide a liaison between the music director and the musicians. Section leaders must try to get to know what kind of players make up their section: they should get to know everybody's musical background (training and experience) and their strengths and weaknesses (their range, technique, intonation, sight-reading, etc.). Section leaders must try to become more aware of the inner-workings of their section and must keep the Director up-to-date and informed of any changes, problems, or requests, etc.

Attendance

Section leaders must try to become aware of their sections' attendance. The Personnel Manager will be keeping a weekly attendance record and will notify a section leader if someone misses two or more rehearsals within a session. The section leader must then call this person to see if there is a problem that they can help with.

Seating

Section leaders must find out at the beginning of each new session (or better yet, find out "prior" to each new session) if anyone will be unable to play in the next scheduled concert, and then immediately notify the Director who will make any necessary adjustments to the seating arrangement. (People who cannot play in an upcoming concert may still rehearse with the band, but they must be counted as an "extra" and not as a part of the balanced instrumentation for that concert.)

There must be a "strong" player representing each part within a section. The Director is responsible for assigning seats, but section leaders may make recommendations for changes to ensure proper balance and fairness. (Equally strong players may wish to rotate parts between concerts.)

Music

Section leaders must make sure that everybody in their section has copies of every piece of music and that every player brings his/her own folder to every rehearsal.

Section leaders must try to find out how everybody is doing with their music and offer help if necessary. (Section leaders with large sections should enlist the help of the first-chair players from the second and third parts.)

Section leaders must organize "sectionals" whenever they think it necessary.

Section leaders must also help to tune both the individual members of their section as well as the section as a whole.

Meetings

Section leaders should call "section meetings" whenever they think it necessary and must try to become aware of any problems and/or concerns within their sections.

New Members

After an initial interview with the Director, a potential new member will be invited to participate in a "trial membership" with the band. This will consist of several weeks of rehearsals, after which the Director will consult the section leader as to whether or not this potential new member will be ready to perform in the next scheduled concert. The section leader must, therefore, become properly acquainted with this potential new member in order to be able to make a qualified recommendation.

During a "trial membership," the potential new member must be seated next to either the section leader him/herself, or next to the first-chair player of the second or third part (in which case, the section leader must first consult this other player before making their recommendation to the Director).

Section leaders must also be open to the possibility that a future potential new member may, in fact, have more training and experience than the section leader him/herself. If this situation ever arises then the section leader must confer with the Director who will ultimately make the decision concerning the seating arrangement.

HFCCB New Member Policy

The Honeoye Falls Community Concert Band welcomes any potential new member that has had at least some high school instrumental music experience. (Anybody younger than high school age interested in joining our band must first have a recommendation from their current music teacher.)

After an initial interview with the Director, a potential new member may then be invited to participate in a "trial membership" with the band. This will consist of several weeks of rehearsals, after which the director (upon consulting first with the section leader) will meet with the potential new member to discuss the status of their membership. The outcome of this discussion will then generate a decision, by the Director, as to whether or not this potential new member will be ready to perform in the next scheduled concert.

If it is the Director's opinion that the potential new member is able to contribute positively to the band's performance, then this person will be invited to participate in all upcoming concerts. If, however, it is the Director's opinion that this potential new member is unable, at this point in time, to contribute positively to the band's performance, then this person will not be invited to perform in the next scheduled concert, but will, instead, be invited to continue to participate in the band's weekly rehearsals.

After several more rehearsals, and before another scheduled concert, the Director will again consult the section leader, and will again meet with this potential new member to reevaluate the status of his/her membership. If, at this time, it is determined, by the Director, that this potential new member is still unable to contribute positively to the band's performance, then the Director may suggest that this person is just not ready, at this point in time, to become a member of the Honeoye Falls Community Concert Band. It will then be suggested that this person seek further musical instruction in order to improve his/her skills on his/her instrument, after which s/he will be more than welcome to come back and try again.

Honeoye Falls Community Concert Band - Board of Directors Job Descriptions

Director's jobs and responsibilities

1. Select music to be used by the band for each concert.
2. Select and arrange for the purchase of new music.
3. Meet with the Librarian to determine how folders for the next concert should be made up.
4. Make up rehearsal agenda.
5. Conduct rehearsals and concerts.
6. Call for extra rehearsal before a concert if necessary.
7. Determine order of music for concerts. Give list to whoever makes up the concert program at least one week before concert.
8. Determine seating arrangements for concerts prior to set-up for Concert Manager.
9. Conduct auditions if necessary.
10. Establish seating at the beginning of each new year (September).
11. Select section leaders (1st chair) and notify them of their responsibilities.
12. Make changes in seating when necessary.
13. Talk with prospective new members prior to their first rehearsal and find out their musical background/experience and then place them accordingly within the section.
14. Meet with section leaders when necessary.
15. Fill out the building request forms to reserve the rehearsal room and the auditorium for the entire year.
16. Prepare calendar for new season and ask the school to include it on the school calendar.
17. Supply a list of pieces to be performed at each concert to the Publicity Manager at least one week ahead of each concert so that s/he can assemble the concert program.
18. Speak with the individual band member concerning his/her absences, when alerted to the situation by the Personnel Manager.

Chairperson's jobs and responsibilities

1. The Chairperson will be the spokesperson within the community for the Honeoye Falls Community Concert Band.
2. Act as liaison between the band membership and the Director.
3. Act as liaison between the band membership and the Board of Directors.
4. Call for special Board meetings as needed and/or requested. See that Board meetings are held monthly as required by the Constitution and By-laws.
5. Be responsible for conducting Board meetings.
6. See that other Board members fulfill their jobs as outlined.
7. Follow up to see that any Board decisions are implemented.
8. See that announcements are made at rehearsal. Work with the Director and Secretary on this.
9. Conduct elections according to the Constitution and By-laws of the Honeoye Falls Community Concert Band.
10. Make appointments to the Board to replace any Board member who is unable to fulfill his/her term.
11. Make appointments to any extra committees that may become necessary during the year, such as special functions or fundraising events.

Vice Chairperson's jobs and responsibilities

1. Assist the Chairperson as required.
2. Conduct meetings in the absence of the Chairperson.
3. In the event the Chairperson is unable to complete his/her term of office, the Vice Chairperson will assume the Chairperson's duties until the next election.

4. Organize a yearly recognition of past Board members and any other persons who served the band in an exceptional manner.
5. Assist any Board member in any way that is necessary to help them fulfill their jobs and responsibilities.

Secretary's jobs and responsibilities

1. Take minutes of all meetings. Type and file in record book. All Board members should get a copy.
2. Type and mail all correspondence.
3. Fill out any necessary forms. Notify the village and town in writing one month before a concert. Reserve the gazebo from the village in writing for both the dress rehearsal and the concert at least one month in advance.
4. Periodically type new telephone roster to be given to the membership.
5. Periodically type new address roster to be given to the membership.
6. Get address, telephone and birthday information to the membership.
7. Update birthday list as necessary.
8. Make up announcement list for day of rehearsal and give to Chairperson.
9. Make up agenda for Board meetings and give each Board member a copy.
10. Mail get-well (or appropriate) cards to members.
11. One week before a concert, order Director's corsage if appropriate. Pick it up the day of the concert (use the tax exempt form so as not to pay tax).
12. Prepare tax exempt forms for purchasing supplies so we don't have to pay sales tax.
13. Make calls for telephone tree once Director and/or Chairperson has initiated the phone tree.
14. Keep record of all concerts performed giving date, day, time and place performed.
15. Prepare concert and rehearsal schedule for band members at the beginning of the season and update during the year if necessary.
16. Write thank-you notes from the band as required.
17. Update the Board member's jobs and responsibilities as required.
18. Share personnel information with the Personnel Manager.
19. Publish periodic band newsletter.
20. Keep up to date and accurate listings of band personnel complete with addresses, phone numbers, and birthdays.

Treasurer's jobs and responsibilities

1. Treasurer needs to sign a signature card from Pittsford Federal Credit Union for checking and savings accounts which we have there. Two names need to be on the card but only one name is needed to sign checks.
2. Write all checks as needed. The only check which is written each month is the Director's.
3. Make all deposits. Also transfer money from savings to checking as needed.
4. Record all income and expenditures in record book.
5. Balance checking account monthly.
6. Keep track of petty cash and record any deposits and expenditures. Petty cash should have approximately \$50. No expenditure over \$25.00 should come out of petty cash.
7. Prepare a yearly statement for band membership.
8. Give Treasurer's report at monthly Board meetings.
9. Collect donations taken at concerts.
10. Prepare the 1099 form for federal and state taxes and give a copy to the Director.
11. Prepare budget.
12. Record instruments purchased. Give information about the instrument, including date purchased and cost, to the Librarian.

Librarian's jobs and responsibilities

1. Passing out music
 - A. Check with Director for seating arrangements for each section.
 - B. At the beginning of the season, prepare new folders for each member, assigning a number to each folder.
 - C. Stamp "Property of HFCCB" on each new piece of music and number each piece for easier filing.
 - D. Fill folders for all sections and pass out or return to members.
 - E. Make up chart showing who has been assigned to each folder.
 - F. Prepare storage box for each new piece of music. Include title, composer/arranger, performance time and dates performed.
 - G. If we are borrowing music from BOCES or a library other than our school, assign a number to each member to make collecting music easier.
 - H. Make up a list of music left in packets after folders are made up. (Saves time looking through all packets to see which parts are available for new folders.) Leave all leftover music in score order.
2. Collecting music
 - A. Collect all folders immediately following concert. Remind members to turn in folders if they are sharing or will not be playing the concert.
 - B. Pull all music no longer needed.
 - C. Put in score order and return packets to boxes.
 - D. File our boxes in our cabinet and return high school music to their files.
3. Keep updated list of music we own showing title, composer/arranger, performance time and dates played.
4. Keep updated list of music performed but not owned by us.
5. Keep updated list of concert dates showing date, place, title and paid by whom (village, town).
6. Keep updated list of pieces performed for each concert date.
7. Give copy of all updated lists to Director.
8. To order music: Call Onondaga Music. Identify as Honeoye Falls Community Concert Band. Give title, composer, publisher, and part needed. Bill goes to HFCCB. Part(s) can be delivered to Manor School by their salesperson.

Public Relations Manager's jobs and responsibilities

1. Arrange for all advertising for all concerts.
 - A. One week prior to publication, submit typed copy of ad for free advertising to:
 1. Penny Saver - "News You Can Use"
 2. The Sentinel - "On the Street"
 3. Democrat and Chronicle - "Our Town" community news
 4. Depending on concert, may want to send announcements to local radio and TV stations.
 5. Depending on concert, may want to advertise in Brighton-Pittsford Post.
 6. Any other appropriate advertising medium.
 - B. Three weeks ahead, send out postcards to names on mailing list, and continue to increase names on mailing list.
 - C. One week prior to publication, if appropriate, arrange for paid advertisement in the Sentinel and/or Penny Saver.
 - D. Three weeks prior to concert, make and put up posters around town. Make some available for band members to put up in other localities.
2. Assemble the concert programs. The Personnel Manager should supply the list of concert personnel and the Director should provide the program order and program notes. Have program copied and ready for distribution.

Concert Manager's jobs and responsibilities

1. Make appropriate arrangements for key to band room if we need to take percussion equipment for an away concert. Arrange for transportation of the percussion equipment and make sure it is returned to school after the concert.
2. One week before gazebo concerts at Harry Allen Park, make sure the church key is available if using the church's chairs.
3. On the day of the concert and/or dress rehearsal, coordinate setting up the chairs, stands and podium. Arrange for microphone if needed.
4. Arrange for a platform vehicle for parades. Also make arrangements for chairs.
5. Make sure that the rehearsal room is set-up for HFCCB and is put back to how it was found. If we move chairs and stands around for our rehearsal, make sure they are replaced for school use as we found them.
6. Book functions not held at the school auditorium (e.g. Schnacky Center).
7. Fill out "concert check list" for each concert and request forms for custodians at high school to move equipment (e.g. risers, announcer, lights, and sound).

Personnel Manager's jobs and responsibilities

1. Keep accurate and up-to-date listings of the personnel.
2. Maintain an accurate weekly record of attendance in order to keep track of the personnel. This will help determine any prolonged absences which will be reported to the Director. This will facilitate working out any attendance problems which a member may have as far as attending a rehearsal or concert. Report two or more absences to Director and section leader at time of second missed rehearsal.
3. Report weekly to the Director the night before a rehearsal or concert to let he/she know who will be out and to update absences the night of rehearsal.
4. Supply a listing of concert participants to Public Relations Manager one week prior to the concert so s/he can assemble the concert program.
5. Hand out new member packages to new members. These packages consist of the Constitution and By-laws, the schedule, and the phone list.

Historian's jobs and responsibilities

1. Keep updated file of all programs.
2. Keep updated file of any pictures of the band.
3. Keep updated file of all video and audio tapes.
4. Keep updated file of all publicity and articles concerning HFCCB.