



Salina Municipal Band Guidelines

And Membership Handbook

City of Salina, Kansas

Approved: May 13, 2017

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Purpose

The Salina Municipal Band Guidelines are provided as a supplement to the Bylaws of the Salina Municipal Band. In the event that the Bylaws of the Salina Municipal Band conflict with this manual, the Bylaws of the Salina Municipal Band have precedence.

The material in this manual has been adopted as policy by the Board of Directors. The Board of Directors may vote to change policy at any time. Further, the Board of Directors may make exceptions to policy, based on circumstances.

Organization

A. Name:

The Salina Municipal Band

B. Address:

The Salina Municipal Band
PO Box 227
Salina, KS 67402-0227

C. Telephone Number:

785-823-9036 Jim Brown, General Manager

D. Purpose:

The Salina Municipal Band is organized for the following purposes:

1. To contribute positively to the musical environment of the City of Salina, KS.
2. To provide a means whereby musicians may assemble and play for their mutual enjoyment.
3. To provide an opportunity for individual musical expression and growth among the membership.
4. To foster and encourage the playing and appreciation of concert band music.
5. To strengthen the community concert band position in American music.

E. Desired Instrumentation:

1. 6 Flute
2. 1 Oboe
3. 1 Bassoon
4. 12 Clarinet
5. 1 Bass Clarinet
6. 2 Alto Saxophone
7. 2 Tenor Saxophone
8. 1 Baritone Saxophone
9. 8 Trumpet
10. 4 French Horn
11. 6 Trombone

12. 3 Baritone
13. 3 Tuba
14. 5 Percussionists (Including at least one of each of the following: Mallet, Timpani, Snare Drum, Bass Drum, Cymbals)

The Conductor may add Players/Instruments on a weekly basis as he sees fit.

Membership

A. Eligibility

1. Any musician who is interested in playing in the Salina Municipal Band may be considered for membership, provided that:
 - a. A vacancy exists, as defined by policies concerning size and instrumentation of the band which are published above.
 - b. The potential member possesses a level of musicianship which will contribute to the quality of the Salina Municipal Band, as determined by the Conductor.
2. The potential member provides his/her name and address for contact purposes in case of emergency or as needed for notification of changes. Phone number and email addresses are requested but not required. This information is only for internal use, and will not be shared outside of the Band.
3. Each person shall remain a member as long as he/she displays musical competence, participates in the required number of rehearsals and performances of the Salina Municipal Band annually, as described below, and is not removed from membership.
 - a. If a Member is not maintaining musical competence, they will be notified by the Conductor, and given one week to improve through individual practice on their own time.
 - b. The Conductor may request that any Member not attend a concert if s/he believes they will not contribute positively to the performance.

B. Duties / Responsibilities

1. Attendance and Participation
 - a. Members must attend a minimum of 5 rehearsals and 5 concerts in a summer concert season to maintain Membership for that year and be eligible to vote at the Annual Meeting.
 - b. Members must indicate on the sign-up sheet which rehearsals and concerts they will miss at least one week ahead of time, If possible,
 - c. In the event of an emergency, a player must call the Conductor or General Manager to notify them of their absence.
2. Rehearsal Etiquette
 - a. Members must be in their seats, warmed up, tuned, and ready to play by the appointed time.
 - b. If a Member will frequently be late, or need to leave early, due to another obligation, they must notify the Conductor of the situation. They must also enter and exit as quietly as possible.
 - c. Members must not be disruptive, or speak loudly, at any time during

rehearsal.

d. Members must not speak while the Conductor is speaking, the band is playing, or any announcements are being made.

e. Members must not make negative remarks regarding any Member or leader of the Salina Municipal Band at any time. If music is missing, politely inform the Conductor or a Librarian.

f. No gum or food is allowed in the rehearsal room. Water bottles are allowed.

3. Concert Etiquette

a. The “Call Time” for a concert is 15 minutes before the start of the program, unless otherwise notified. Members will be in their seats, ready to play, by Call Time.

b. Members should help set up chairs and stands, if the task is not completed when they arrive. Members will put away their chairs and stands after the performance. Members are exempt from setup/cleanup if these activities are physically difficult for them.

c. Members must not speak loud enough for the audience to hear.

d. Members must pay close attention to the conductor.

e. Members must attend the previous rehearsal in order to play a concert, unless they have received prior permission from the Conductor.

f. Unless otherwise specified, concert attire is an official Salina Municipal Band shirt, black pants or skirt, and black shoes. Exceptions include red, white, and blue clothing for the Fourth of July Concert.

g. Each Member must purchase an official Salina Municipal Band shirt. Half the cost will be provided by the Salina Municipal Band. The other half will be deducted from the Member’s first paycheck.

C. Voting Rights

Each member is entitled to vote at any meeting of the band provided that they have attended the required number of rehearsals and performances for the season, and have not been removed from the band.

Election of the Board of Directors will occur at the Annual Meeting of the Salina Municipal Band. The Annual Meeting of the Salina Municipal Band shall occur immediately following the first rehearsal in August of each year.

D. Candidacy for the Board of Directors

Any Member may notify the Nominating Committee of their interest in running for election. Members may also self-nominate from the floor before an election.

E. Payment

Members receive \$10 per rehearsal and \$10 per concert. (Approved 4/10/14) To be paid, Members must attend both the rehearsal and the concert. Exceptions may be made by the Conductor. Paychecks will be written and distributed in early July and mid-August. Checks must be signed by two of the following: President, Vice President, Treasurer, or Secretary of the Board of Directors. All checks are void after 90 days.

F. Guidelines and Bylaws

Every Member shall receive a current copy of the Salina Municipal Band Guidelines and the Bylaws of the Salina Municipal Band. When an update to either document is properly approved, it will be distributed to all active Members.

Leadership

A. The Conductor

Job Description of Director (approved 5/13/17)

1. Programming weekly concerts in advance.
2. Have a recruitment plan in place and enacted.
3. Prepared to start rehearsals and concerts on time.
4. Prepare a song list ahead of time and have available to band members.
5. Have music prepared in time for concert.
6. Have band play a variety of songs and styles.
7. Playing songs throughout the season with minimal duplication from concert to concert.

B. The General Manager

Job Description of General Manager (approved 2/4/10)

8. It is the duty of the General Manager, in conjunction with the Conductor, to schedule all rehearsals and concerts for the Salina Municipal Band.
9. It is the duty of the General Manager to secure a rehearsal room and suitable concert locations for the Salina Municipal Band.
10. It is the duty of the General Manager to ensure that necessary equipment (chairs, stands, sound systems, etc.) and instruments are available and in place at performance spaces. This includes coordinating or arranging for drayage (if necessary) and setup of performance spaces, and maintaining necessary seating/setup diagrams.
11. The General Manager, in cooperation with the President of the Board of Directors, shall act as liaison between the Salina Municipal Band and other entities necessary for its successful operation, including but not limited to the City of Salina, its City Council, Director of Finance and Administration, Parks and Recreation Department, and the Salina Arts and Humanities Commission.
12. The General Manager shall, together with the Conductor and the President and Treasurer of the Board of Directors, construct an annual proposed budget, and, pending its approval by the Board of Directors of the Salina Municipal Band, present it to the City Director of Finance and Administration.
13. The General Manager shall maintain an accurate account of current Band members, their addresses, telephone numbers, and email addresses, if

applicable, and shall provide it as needed to officers of the Board of Directors.

14. The General Manager shall keep accurate records of all concerts, rehearsals, and other functions of the Band for historical preservation, including copies of the Secretary's reports and financial statements of the Salina Municipal Band.
15. The General Manager shall, upon direction from the Board of Directors, advertise, notify, or by any other means promote upcoming activities of the Salina Municipal Band, and distribute or otherwise publicize these notices to the Band membership.
16. The General Manager shall give a full report on activities of the Band at all scheduled meetings of the Board of Directors.
17. The General Manager shall work with other groups and bands in arranging exchange concerts or out-of-town performances. The General Manager shall also work with the Conductor and President of the Board of Directors in scheduling these activities. (should these concerts be approved by the Board as part of the schedule – they do have budgetary impact.)
18. The General Manager shall maintain a contact address or post office box for the Salina Municipal Band, and shall see that incoming mail gets collected and distributed to the appropriate band officer.

C. The Librarian(s)

The duties of the Librarian of the Salina Municipal Band are as follows:
(Approved 2/4/10)

1. Maintain an organized filing system for the music library, including an inventory (and any appropriate backup copies) of current library holdings.
2. Maintain and organize music library scores/parts.
3. With repertoire lists provided by the Conductor, maintain current music folders needed for rehearsals/performances, and re-file music after use.
4. Copy music holdings as necessary to provide sufficient music for the band's current instrumentation, as well as to preserve any music which due to use and/or age is (becoming) fragile or unusable.
5. Coordinate as necessary the exchange, loan and/or return of instrumental scores/parts with other bands or musical organizations.

The tasks above are compensated at a per-concert rate, to be determined annually by the Board of Directors. Other tasks beyond the job description may be contracted for separately.

D. The Board of Directors

See the Bylaws of the Salina Municipal Band for details.

Positions:

1. President
2. Vice President
3. Treasurer

4. Secretary

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