

Golden West Pops

Policies and Procedures

Like all organizations, GWPOps has rules and policies. These policies are adopted by the Board of Directors and are intended to help make the administration of the organization understandable and consistent. Their purpose is to organize our work so we may all focus on our main purpose – making music. GWPOps is an all-volunteer organization, and that includes administration. The Board of Directors is elected from among the members of the Band.

I. Band Participant Policies

Members in Good Standing

To be a member in good standing an individual must:

- Be a member at the end of the previous season and have paid all dues and assessments in full by the end of the second rehearsal in the current season.
- Rejoin or initially join the Band in mid-season and pay all dues and assessments in full

Privileges of a member in good standing

- Participate in rehearsals, performances, events or activities
- Run for or hold any Band office or other Band position
- Make nominations for any office or Band position
- Vote in all GWPOPS elections
- Attend any regular Board meeting
- Request to place an item on the agenda of a Board meeting and be heard regarding that item

Responsibilities of a member in good standing

- Attend all rehearsals unless excused by the Secretary
- Attend all performances unless excused by the Secretary
- Fulfill music responsibilities including proper care and handling, having the music folder present for all rehearsals and performances, notify the Music Director of any music the member is unable to retrieve
- Keep the Secretary notified of their current mailing address and telephone number.
- Fulfill transportation and unloading requirements as assigned by the Board
- Prepare musically for all performances
- Comply with direction of the Conductor, the Music Director and the Section Leaders
- Be on time and in proper attire for performances
- Comply with dues and assessments as assigned by the Board
- Notify Secretary of anticipated absences
- Volunteer skills and non-musical work time for the benefit of the organization

Loss of membership

The Board has the authority to hold a hearing and to expel a Band member from membership. No dues or assessments will be returned to any member who has been expelled.

Automatic loss of membership occurs if an individual does one or more of the following:

- Has more than one unjustifiable absence from a rehearsal in a calendar month during a season
- Has one unjustifiable absence from a performance in a given season
- Is one month past due for any dues or assessments

Any member has the right to request a special hearing before the Board regarding their membership status

Resignation/Leave of Absence/Transfer

- A member may resign from the Band, but resignation does not relieve the member of the obligation to pay unpaid dues or assessments
- Band membership cannot be transferred to another member
- A member in good standing may request a leave of absence from the Band. Terms of such leave will be determined by the member and the Board and will be recorded in the minutes of the meeting at which the agreement occurs

Performance participation.

To be eligible to play a concert, a member must have attended the last two regular rehearsals plus dress rehearsal if applicable prior to a concert or have been granted specific exemption by the Board of Directors. A member requests exemption by giving the Section Leader and/or Music Director a written request.

Acceptable reasons for missing a rehearsal:

- Work related travel
- Family emergency
- Pre-arranged personal event with two weeks notice to Secretary
- Illness
- Death in the family

Performance Guests

The Board of Directors may invite or hire an individual who is not a regular member of the Band to participate in a specific performance. The Board of Directors must approve payment of performance guests.

Rehearsal Guests

Individuals who want to join the Band, or out of town visitors, may join in a rehearsal as a rehearsal guest. It is the responsibility of the Secretary to obtain an information card about the guest. Rehearsal guests are not permitted the last two weeks before a concert. It is the responsibility of the Section Leader to inform the Board if a rehearsal guest situation requires action. Permanent or long-term performance guests or rehearsal guests are specifically discouraged. The Secretary will note the presence of a guest on the attendance record. If an individual wishes to be a rehearsal guest for more than two rehearsals during a season, the Board must ratify the person's guest status.

Part assignments

The Section Leader in consultation with the Music Director makes part assignments. The Music Director will meet with Section Leaders prior to distribution of music (when possible) for a concert and will discuss the music requirements of the music, applicable musical interpretation issues, and other criteria for placing members on part assignments. The musical director exercises final authority over all part assignments, but when possible, part assignment changes will be accomplished through the Section Leader. The Section Leader has full authority within the section to assign parts. Section members who have a concern about part assignment may discuss their concern with the Music Director, or with the Board of Directors.

Instrumentation

The optimal instrumentation of the Band is 58 musicians, allocated within each instrument section as follows. Minimum instrumentation is 36 plus percussion.

Optimum Instrumentation

Flute/Piccolo 8

Oboe 2

E flat Clarinet 1

B flat Clarinet 8 (2 firsts, 3 seconds, 3 thirds)

Bass Clarinet 2

Bassoon 2

Alto Sax 4 (2 firsts, 2 seconds)

Tenor Saxophone 2

Baritone Saxophone 1

Trumpet/Cornet 8 (2 firsts, 3 seconds, 3 thirds)

French Horn 4

Trombone 5

Euphonium/Baritone 2

Tuba 3

Percussion 6

Minimum Instrumentation

Flute/Piccolo 6

Oboe 1

Clarinet 6 (2 firsts, 2 seconds, 2 thirds)

Bass Clarinet 1

Bassoon 1

Alto Sax 2 (1 first, 1 second)

Tenor Saxophone 1

Baritone Saxophone 1

Trumpet/Cornet 6 (2 firsts, 2 seconds, 2 thirds)

French Horn 4

Trombone 4

Euphonium/Baritone 1

Tuba 2

Percussion as required

Joining the Band

If a person wishes to join a section that is below optimal instrumentation and there is no waiting list for that section, the person shall be permitted to attend the regularly scheduled rehearsal. A musical audition is required prior to acceptance into the band. The audition is in the form of meeting with the Music Director and Section Leader prior to the start of the rehearsal. The Section Leader will place the prospective member on the part most suited to the individual. The Section Leader and Music Director will listen to the individual during the rehearsal and make an assessment at the end of the rehearsal.

If a section is at or above optimal instrumentation:

- No new member shall be permitted to join that section unless authorized by the Board of Directors.
- No current member shall be required to leave that section.

Waiting Lists

Each rehearsal guest will be requested to fill out an information card. The Section Leader is responsible for explaining the guest and membership policies to the guest, ascertaining the guest's level of musicianship and recording appropriate information on the guest card. These cards, kept on file by the Secretary, comprise the GWPops waiting list. When a vacancy in a section that is below optimal instrumentation occurs, the Secretary will give cards of all individuals on the waiting list to the Section Leader and the Music Director. The Section Leader and the Music Director discuss the potential new members and issue invitations based on musical benefit to the Band and other skills or contacts the individual may have which would be beneficial to the organization. When a guest has been selected for admission, the Music Director (or designated Board of Directors officer) will have a personal conversation with the new member(s) explaining the philosophy, working methods, commitment, and expectations of GWPops members. This conversation will stress that GWPops strives for high quality performance standards, is a community-based group in which all members have responsibility for some non-musical activities such as transportation, racking chairs and stands, and being "good citizens" of the Band. This conversation will take place no later than one week after an invitation to join is accepted. Membership in GWPops is based on musical benefit to the Band and other skills or contacts the individual may have which would be beneficial to the organization. GWPops will not base selection criteria on race, age, sex, religion, creed, or national origin.

High School Student or underage Membership

The GWPops does not actively solicit or recruit high school players however, qualified high school players may be accepted at the discretion of the Section Leader with Board approval. The players would have the same privileges and responsibilities as any other member. All under-age (18) members must have the Musician's Permission Sheet filled out and signed prior to the third rehearsal of attendance. All under-age members MUST have an active member as a sponsor, who will be responsible for the under-age member's actions and well being during GWPops events (rehearsals and concerts). Students who are a member of the GWPops are expected to give priority to their school band or orchestra in the event of a conflict of schedules.

Transportation

When possible, GWPOPS will provide bus transportation for out of area concerts within the state of California. Other travel will be at the member's expense. GWPOPS will provide transportation of percussion instruments and equipment with supervision and participation by the Technical Coordinator and the percussion section members. Transportation crew assignment will rotate among all sections of the Band.

Music Folders

It is the responsibility of each active member to attend rehearsals with a complete music folder. The music for each rehearsal will be posted on the web site prior to the rehearsal day. If for some reason a member cannot obtain the required music prior to the rehearsal day, it is their responsibility to come early to the rehearsal and ask the Librarian or Music Director to print their parts. Music will not be printed once the rehearsal has started.

Concert Dress

Indoor concerts (concert black):

Men, black tuxedos, white shirt, GWPOPS Vest, black shoes and socks.

Ladies, black dress no shorter than knee length or solid black pantsuit, black shoes and hose.

Lace, sleeveless attire, or décolletage are not acceptable for Men or Ladies.

Outdoor concerts (standard outdoor concert):

Men, black pants, GWPOPS gray concert shirt

Ladies, black pants or skirt, GWPOPS gray concert shirt

Occasionally, specific performances will require deviations from this dress requirement. This list defines "concert black" and "standard outdoor concert" attire.

II. Fiscal policy

GWPOPS fiscal year is January 1 through December 31.

Dues

Membership dues are \$75 per concert year. Membership dues are due by the second rehearsal after the due date. The due dates are: January 1, May 1, and September 1. New members are expected to pay the full amount due for the trimester (season) by the third rehearsal they attend. Dues must be current in order to perform in any concert. A member may commit to an alternative method of payment as approved by the Board. Membership dues may be modified at the sole discretion of the Board of Directors.

Expenditures

Expense Reimbursements General policy is that expenditures will be paid by GWPOPS directly. When that is not possible, approved out-of-pocket expenditures on the part of Band members will be reimbursed only with appropriate documentation and receipts. Expenditures made without Board approval will not be reimbursed. Expenditures that are part of the GWPOPS budget will be considered approved expenditures and do not need further action on the part of the Board.

Budget

In January of each year the Board of Directors will meet to generate a proposed budget for the next concert year. This budget will be presented to the Board at its February meeting for tentative approval. Flexibility within budget categories to accommodate unforeseen events does not require Board approval.

Fees and Honoraria

The Board of Directors must approve all fees and honoraria not included in the annual budget. The Board is authorized to waive fees and assessments, or to arrange special payment options, with any Band member.

Perspective Performances

Members with contacts for perspective performances will contact the Public Relations Committee to negotiate contracts on behalf of the Band. The Board of Directors will have the final signature for all contracts.

Business Matters, opinions and concerns

The Board of Directors will meet on the 2nd Sunday of each month, provided there is not a holiday on that Sunday. Any item that a member wishes to discuss with the Board will need to be added to that month's agenda. All agenda items are due no later than the rehearsal before the Sunday meeting. If an item is added to the agenda, please be prepared to attend the board meeting to discuss it. Meeting location and time will be announced at the rehearsal prior to the meeting.

Email etiquette

Although a majority of the "out of the rehearsal" communication will be conducted via email, the officers of the GWPOps will make every effort to limit email sent to the entire group to no more than 3 messages per week. This is to satisfy members preferences and company policies when their business email address is used for such communication. No member shall use this as a forum to voice personal opinions. Nor shall any member use this to solicit sales of a product or service or surrender these addresses to a party for similar solicitation

All addendums to this handbook will be disbursed during regularly scheduled meetings.

Adopted January 1, 2004