



LANSING CONCERT BAND ORGANIZATIONAL POLICIES

BOARD OF DIRECTORS

The Lansing Concert Band is a registered 501(c)(3) non-profit corporation operating under specific Articles and Bylaws. A Board of Directors elected by the membership represents the membership as a whole, governs all the affairs of the Lansing Concert Band, and establishes general policy for the ongoing operation of the band. Only the board may commit the organization to performances. These policies and procedures may, from time to time, be changed by the board or membership as a whole as allowed by the association bylaws.

Board members are elected each year at the annual meeting for two-year terms. Meetings of the LCB board of directors are announced on the band website (www.lansingconcertband.org) prior to each meeting and are open to member attendance. Contact any board member when you have concerns, suggestions, questions, or comments about the band; attendance at a board meeting is not necessary to have your thoughts heard.

MEMBERSHIP

Any greater-Lansing area musician who demonstrates appropriate instrumental music ability through an audition with, or by approval of, the music director or designee of the music director may become a member of the band. Membership in the band is contingent upon the member's adherence to "Organizational Policies and Member Responsibilities" and "Policy to Prevent Harassment" documents, as currently defined in writing by the board of directors. Written or digital copies of these will be provided to all members at the start of each concert season.

Active members are not required to re-audition each year. However, members that have not played with the LCB for a year or more are required to re-audition for membership.

DUES AND DONATIONS

The LCB does not currently require dues for membership. All members, as well as their friends, are encouraged to make a donation to support us in our mission. A member's suggested voluntary donation of at least \$50 will go a long way toward replacing dues revenues, which help cover operating expenses, and keep the LCB financially secure and debt-free. There are a variety of ways to support the LCB. Some involve financial contributions; others involve contributions of time and effort.

SECTION LEADERS

Section leaders are appointed by the music director. More than one section leader may be appointed per instrumental section. Responsibilities include ensuring coverage of parts for each concert, running sectionals, communicating last minute schedule changes to their section, and maintaining a list of substitute players. A complete list of section leader responsibilities is available.

PART ASSIGNMENT

In sections with multiple music parts, the section leader will assign parts to their section to ensure proper balance within the ensemble. The section leader may consult with the music director regarding placements, but part assignments may not be appealed.

NEW MEMBER AUDITIONS

Lansing Concert Band auditions new members annually before the start of the season, and as openings occur throughout the season. After consulting with the music director about issues of balance and whether there may be open seats in a section, the section leader or another musician appointed by the music director may hear auditions of persons wishing to join the LCB. They will be accepted according to the needs and best interests of the section at that time.

SUBSTITUTE LIST

A person who cannot commit to attending a full season of concerts and rehearsals (September through May) may audition and be placed on a substitute list. In sections with more qualified players than openings, additional players may be placed on a substitute list. Substitutes may be asked to rehearse and perform with the LCB as needed. Openings in a section due to turnover shall be filled first from the substitute list. The substitute list is maintained by the section leader.

SCHEDULE

Rehearsals are held on Mondays from 7 to 9:30 pm at the Okemos Chippewa Middle School Band Room. The Band Room will be open by 6:30 pm. A calendar of scheduled rehearsals will be posted on the band web site and distributed to members at the start of each season.

Rehearsal or performance cancellations due to inclement weather or other situations beyond our control will be posted on the LCB website LansingConcertBand.org. If there is adequate time, an all-band email will be sent to members informing them of the cancellation.

Rehearsals are canceled if the school is closed due to weather, holiday break or spring break.

CHANGES TO THIS POLICY

These procedures may be changed by the board or membership as a whole as allowed by the bylaws.



LANSING CONCERT BAND

MEMBER RESPONSIBILITIES

ATTENDANCE

Attendance at all rehearsals and concerts is an expected commitment for all LCB members. Specific procedures must be followed in order that the LCB can plan for coverage of anticipated absences and continue to provide the highest quality of musicianship at every concert.

SCHEDULE

While every effort is made to prepare the year's complete rehearsal and performance schedule in advance, our schedule is always subject to change. Each member needs to take personal responsibility to stay informed and accessible to LCB communications.

REHEARSALS

Members should arrive at rehearsals early enough to allow time to set up, warm up, and be ready to rehearse promptly at the start of rehearsal.

Members must notify their section leader when they will be absent from a rehearsal. Members must attend more than half of the rehearsals for a concert to be eligible to perform. Exceptions to this rule may be granted by the music director.

Members may request a leave of absence for a specified period of time. No re-audition is required at the end of the approved period, unless it has been more than one year.

Rehearsals alone are not enough to develop the skills needed to perform adequately. Members should establish regular practice routines apart from the rehearsal. Practice sessions are for "note hunts" and technical improvement; rehearsals are for ensemble issues.

REMOVAL FROM THE BAND

Excessive absences at rehearsals or missing a performance without notice may result in dismissal from the band. Members who are dismissed for attendance reasons may re-audition at the next open audition, without prejudice.

Members are expected to maintain their performance proficiency through regular playing and practice. A member who fails to maintain their playing proficiency at the level required by the literature may be asked to leave.

A member may also be removed from the band for violating the LCB "Policy to Prevent Harassment".

All dismissals must be approved by the board.

CONCERTS

Members are expected to perform at all scheduled concerts, unless arrangements such as a leave of absence have been made. If a member is unable to perform at a particular concert, the conductor, section leader, or a board member must be notified as soon as possible. The music director or section leader may secure a replacement, looking first to the substitute list. A member who will not be able to play a particular concert should not attend the final rehearsal(s), the number to be determined by the section leader after consultation with the music director.

MUSIC

New music will be distributed at rehearsals using procedures established by the band librarian. All members will be supplied with a black leatherette music folder for use during concerts only. Each member is responsible for his/her own music, even when a folder is shared during rehearsals. Always have your own folder with a full set of current concert music with you, especially for a performance. Mark with PENCIL only! If you know you are unable to attend a rehearsal or a concert, be sure that the music for your part is available to your section.

Following a concert, erase all rehearsal marks you've entered on your music. All music and folders must be promptly returned to the band using the processes established by the librarian.

CONCERT DRESS

Each member is responsible for supplying his/her own concert dress. The material and overall style of concert dress for all members must be consistent with the dress that is worn by professional classical music ensembles. No exceptions to these guidelines will be permitted. The LCB, through its board or designated representatives, reserves the right to prohibit a member from participating in a performance if the member's dress does not adhere to the concert dress policy. If you have any questions about concert dress, please contact any board member or your section leader.

Women: Long-sleeved, tuxedo-black dress, floor length *when seated*. OR long-sleeved black blouse and tuxedo black skirt or slacks, floor length *when seated*. Black stockings; black shoes. Minimal jewelry.

Men: Full black tuxedo, single-breasted dinner jacket style with notch lapel, white formal shirt, black bow tie, black cummerbund optional, black socks, black shoes.

Summer (everyone): Uniform polo shirt with logo, available from LCB. Black slacks, black belt, black shoes, and black socks (women: NOT stockings).

PLEASE do not wear perfume, cologne, or use any other product with a strong fragrance.

VOLUNTEERS

The success of the Lansing Concert Band is directly attributable to the efforts of members handling personnel, management, finance and other operational duties. Members are encouraged to become involved in the life of the Band. Please don't wait to be asked; contact the President or any Board member or your section leader and let us know the ways you might help.