

# **Oklahoma City Symphonic Band Policies & Procedures Handbook**

## **Mission Statement**

The Oklahoma City Symphonic Band's mission is to provide a challenging and enriching musical experience for its members, to offer quality concerts for the community, and to inspire future generations of musicians.

# Oklahoma City Symphonic Band

## Policies and Procedures

The Oklahoma City Symphonic Band (OCSB) has rules and policies to help the organization be efficient and productive. These policies are adopted by the Oklahoma Concert Band Foundation (OCBF) Board of Directors and are intended to help make the administration of the organization understandable and consistent. OCSB is an all-volunteer organization. The OCSB concert season is September-April and June-July. The OCBF Board of Directors is elected from among the members of the OCSB.

### **BAND PARTICIPANT POLICIES**

#### **Members in Good Standing**

To be a member in good standing an individual must:

- Pay membership dues by September 30, if joining OCSB at the beginning of the season. For those who join mid-season, the dues are not pro-rated. For those who join in the summer, dues are reduced to a summer rate and are due by June 30.

Each member is responsible for keeping the section leader notified of their current mailing address, phone number and e-mail address.

A member may commit to an alternative method of payment by making arrangements with the membership chair.

#### **Privileges of a member in good standing:**

- Participate in rehearsals, performances, events or activities.
- Run for or hold a position on the OCBF board or chair a committee for the OCSB.
- Make nominations for OCBF elections.
- Vote in all OCBF elections.
- Attend any OCBF board meeting.
- Request that the president place an item on the agenda of an OCBF board meeting and be heard regarding that item.

#### **Responsibilities of a member in good standing:**

- Attend all rehearsals unless excused by the section leader.
- Attend all performances unless excused by the section leader and music director.
- Fulfill music responsibilities including proper care and handling, having the folder present for all rehearsals and performances, returning music promptly.
- Fulfill assigned transportation and loading/unloading responsibilities (ie. percussion equipment).
- Prepare musically for all performances.
- Comply with direction of the music director and the section leaders.
- Arrive early in order to be prepared to rehearse or perform on time.
- Be respectful of fellow band members and the music director during rehearsals. Refrain from talking or extraneous playing during rehearsals.
- Dress in proper attire for performances.

- Comply with membership dues and assessments as assigned by the OCBF Board.
- Notify section leader of anticipated absences.
- Volunteer skills and non-musical work time for the benefit of the organization.

### **Loss of Membership**

Any member not fully participating or meeting expectations of membership may be removed from the band. The OCBF Board, the music director and the member's section leader will all be consulted prior to removal. Dues will not be returned.

### **Leave of Absence**

A member in good standing may request a leave of absence from the OCSB for a pre-approved amount of time. An e-mail request sent to both the section leader and music director is preferred. The member's music folder must be returned during the leave of absence.

### **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 section leader and music director. An e-mail request sent to both the section leader and music director is preferred.

Acceptable reasons for missing a rehearsal:

- Work related travel
- Family emergency
- Illness
- Weather
- Vacation

### **Performance Guests**

The music director may invite or hire an individual who is not a regular member of the OCSB to participate in a specific performance. If there is a budgetary impact to hiring performance guests, the expenditure must be approved by the OCBF Board of Directors.

### **Rehearsal Guests**

Individuals who want to join the OCSB, or out of town visitors, may join in a rehearsal as a rehearsal guest. It is the responsibility of the section leader to obtain information about the guest. Rehearsal guests are not permitted the last two weeks before a concert. Individuals are eligible to attend a maximum of two rehearsals unless invited by the section leader or music director to attend additional rehearsals.

## **ADMINISTRATIVE POLICIES**

### **Part assignments**

Part assignments are made by the section leader in consultation with the musical director. When needed, the music director will communicate with section leaders prior to distribution of music 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 music director exercises final authority over all part

assignments, but when possible, part assignment changes will be accomplished through the section leader.

### **Instrumentation**

The optimal instrumentation of the OCSB is 97 musicians, allocated within each instrument section as follows. Exceptions to the optimal instrumentation are made at the discretion of the music director.

○ Flute/ Piccolo	12
○ Oboe/English Horn	4
○ Bassoon	4
○ E-Flat Clarinet	1
○ B-Flat Clarinet	18
○ Bass Clarinet	4
○ Alto Saxophone	4
○ Tenor Saxophone	2
○ Baritone Saxophone	1
○ Trumpet/Cornet	12
○ French Horn	8
○ Trombone	8
○ Euphonium/Baritone	4
○ Tuba	6
○ String Bass	2
○ Percussion	7

### **Joining the Band**

If a person wishes to join a section which is below optimal instrumentation and there is no applicant pool for that section, the person shall be permitted to join. No musical audition shall be required before becoming a guest or a member of OCSB.

If a section is at or above optimal instrumentation:

- No new member shall be permitted to join that section unless authorized by the music director.
- No current member shall be required to leave that section.

### **Applicant Pool**

Each rehearsal guest will be requested to fill out an information form. The section leader is responsible for explaining the guest and membership policies to the guest, ascertaining the guest's level of musicianship and obtaining appropriate information on the guest information form. This information, kept on file by the OCSB membership chair, comprises the OCSB applicant pool.

When a vacancy in a section which is below optimal instrumentation occurs, information about all individuals in the applicant pool will be given to the section leader by the membership chair. The section leader and the music director will discuss the potential new members and issue invitations.

When a guest has been selected for admission, the section leader will have a personal conversation with the new member(s) explaining the philosophy, working methods, commitment, and expectations of OCSB members. This conversation will stress that OCSB 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 OCSB. This conversation will take place no later than one week after an invitation to join is accepted.

Membership in OCSB is based on musical benefit to the Band. Members must be at least 18 years old to join OCSB. OCSB will not base selection criteria on race, age (if at least 18 years old), sex, religion, creed, or national origin.

OCSB has an open membership policy for the summer season (June and July). All players in the applicant pool are encouraged to participate during the summer season.

### **Transportation**

The general policy will be that members are responsible for the cost of out of town travel, including transportation of privately owned instruments, although the OCBF Board may engage and pay for transportation at the Board’s discretion. Transportation of percussion instruments and equipment for Oklahoma City area performances will be provided by OCSB with supervision and participation by the percussion section members. Transportation crew assignment will rotate among all sections of the Band.

### **Music Folders**

Folders will be issued to musicians at the first rehearsal of the season. Folders may not be taken from the rehearsal hall until the musician has paid his or her dues. Any member who loses a folder or does not turn it in when requested will be assessed a \$50 fee for the folder and its contents. Folders may not be transferred between members but instead returned to the librarian for reissuance.

### **Concert Dress**

Indoor concerts:

- Men: black suits, black socks, black shoes.
- Ladies: black dress, black blouse with skirt or slacks, black pantsuit, black hose with black closed-toe shoes. Dresses or skirts should be no shorter than knee length. No sleeveless attire.

Outdoor concerts:

- Men: black pants, white OCSB shirt, black socks, black shoes.
- Ladies: black pants or skirt, white OCSB shirt, black shoes or sandals.

Occasionally, performances will require deviations from this dress requirement. We strive to find a uniform look for the Band with color restrictions and the OCSB shirt without imposing additional uniform fees.

## **FISCAL POLICIES**

OCSB fiscal year is September 1 through August 31.

### **Dues**

Membership dues are \$40.00 per season (September through August). Membership dues are due and payable in full by September 30. Members who are delinquent in their dues will be dropped from the roster of Members in Good Standing and no longer considered OCSB members. Membership may be reinstated at the discretion of the OCBF Board. New members are expected to pay the full amount by the third rehearsal they attend. Dues are not pro-rated. Dues may be paid in installments by making

arrangements with the membership chair. Dues must be current in order to check out a music folder or to perform in any concert. Special assessments may be made by the OCBF Board and are due and payable as specified by the OCBF Board. Members who lose or do not return a music folder will be assessed a fee of \$50.00.

Summer membership dues are \$10.00 for those people that only join during the summer season. Summer dues are due and payable in full by June 30.

## **SECTION LEADERS**

Section leaders will be appointed and reviewed annually by the music director.

### **Membership**

- Greet all new section members and introduce them to other members of the section.
- Check attendance of the section at each rehearsal.
- Make sure that each new member fills out the OCSB membership form.
- Greet and introduce rehearsal guests and have them fill out a guest information form.
- Make sure that all membership dues have been collected from the section, in cooperation with the membership chair.
- Follow up with new members with a phone call or other communication that will express the OCSB's desire for continued participation.
- Provide a list of players for each concert to the program chair.
- Provide a stand and chair list for each concert to the setup chair.
- Carry out new member orientation as required in the Policies and Procedures Handbook.

### **Attendance**

- Maintain attendance records adequate to ascertain member in good standing status of section members.
- Contact section members that are absent and actively encourage regular participation in all rehearsals and performances.

### **Coordination of chair/part assignments**

- Assign chairs/parts in consultation with the music director.

### **Music Folder Management**

- Make sure that each section member understands all policies and procedures regarding music folders and that these policies are consistently implemented within the section.
- Turn in additional part or folder requests to the librarian.

### **Applicant Pool Management**

- Obtain completed guest information form for rehearsal guests and give it to the membership chair.
- When a vacancy in the section occurs, get the applicant pool information from the membership chair. In conjunction with the music director, select individuals from the applicant pool according to the OCSB Policies and Procedures Handbook.
- Contact the applicant and invite them to join OCSB.

### **Pre-concert responsibilities**

- Three weeks prior to a concert, inform the membership chair of the names of all section members participating in that concert.
- As assigned by the OCBF Board – delegate section members to assist in loading and unloading of equipment and set up for performances.
- Notify membership chair of any performance guests so that they will be on the e-mail notification list.

### **MUSIC DIRECTOR**

Implementation of the artistic vision of OCSB rests with the music director.

#### Responsibilities

- Conduct rehearsals and performances.
- Select music for performances.
- In conjunction with the Board of Directors, schedule performances.
- In conjunction with section leaders, assign parts.
- With approval of the OCBF Board of Directors, engage professional soloists or other guest artists.
- Advise the Band regarding potential musical opportunities.
- Advise and approve selection of guest conductors or associate or substitute conductors.