

**TUALATIN VALLEY COMMUNITY
BAND**

POLICIES AND PROCEDURES

**Board Adopted
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Tualatin Valley Community Band Policies and Procedures

1 Background

The Tualatin Valley Community Band (TVCB) is an Oregon non-profit corporation recognized by the Internal Revenue Service as a 501(c)(3) charity. The TVCB has a three-fold mission: (1) to provide high quality live public music performances for civic and educational functions, (2) to provide an opportunity for musicians of all ages and ethnic backgrounds to perform music, and (3) to foster music education by providing individual scholarships and donations to music education programs. TVCB performs approximately 6 free concerts per year in a variety of venues in northwestern Oregon.

1.1 Purpose and Goals

The Tualatin Valley Community Band (TVCB) (hereafter known as the Band) is an all-volunteer group from the Tualatin Valley area who have come together to have fun playing music together. Briefly stated, the goals of the Band are:

- a. Share our love of music with one another and our communities.
- b. Have fun; allow all members of the Band to have an activity that gives them pleasure and enjoyment.
- c. Encourage one another to perform music to the best of their ability, in tune, with a balanced sound.
- d. Provide a forum for individuals to practice their musical skills and to grow musically.
- e. Enhance the music education of middle and high school students.
- f. Provide an avenue for adults who have been away from music for many years to start again.
- g. Welcome all (amateurs and professionals) who share our goals and purposes to contribute their talents to the community.
- h. Support the community with concerts for special events and celebrations.

2 Organization

The Tualatin Valley Community Band is a State of Oregon non-profit corporation (ID 93-1168909). It achieved Federal Internal Revenue Service 501(c)(3) status on November 21, 2001. The corporation has a self-perpetuating Board of Directors and is incorporated as a non-membership corporation. Individuals who participate in the Band are referred to as "Members."

3 Non-Discrimination Policy

The Tualatin Valley Community Band (TVCB) prohibits discrimination against and harassment of any member or any applicant for membership because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans), or any other characteristic protected under applicable federal or state law. The TVCB Officers who are responsible for the development and implementation of

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TVCB programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

4 Membership Policies

4.1 General

- a. There are no recurring membership fees or dues.
- b. Members are expected to purchase a TVCB Band Shirt for designated concerts and an embossed black music folder for a total of \$40. If a member returns a clean TVCB Band shirt and undamaged music folio, they are provided with refunds of \$16 and \$5 respectively.
- c. Summer members are assessed a one-time fee of \$21 for a TVCB Band shirt. If a member returns a clean TVCB Band shirt, they are given a refund of \$16. Cardboard folios are available free to summer members.
- d. Students are exempt from all charges and are expected to return loaned TVCB Band Shirts and black music folios in good condition.
- e. Members may have the opportunity to contribute to special projects, e.g. music purchases, rehearsal facility improvement, or a holiday gift for the Music Director.
- f. New members are provided a welcome membership kit consisting of:
 - 1) TVCB Policies and Procedures.
 - 2) Member information sheet which will be returned to the band secretary for processing.
 - 3) TVCB homepage member access information.
- g. There are no auditions. Playing ability is evaluated by the section leader and Music Director during rehearsals.
- h. Musicians do not compete for chairs. Members have an opportunity to play different parts or instruments based on their ability in coordination with the appropriate section leader.

4.2 Member Health Policies

Starting in March 2020, the world and the US experienced the Covid pandemic. No TVCB member were lost due the pandemic by following Centers for Disease Control and Prevention ([CDC](#)) and Oregon Health Authority ([OHA](#)) guidance to minimize the spread of Covid and other infections.

TVCB follows the current guidance provided by the CDC and OHA for our rehearsals and performances. We do not require vaccinations, however if a member tests positive for Covid or is feeling ill, we ask them to take a week off to recover.

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4.3 Band Membership Requirements

4.3.1 Musicianship

The TVCB is not an appropriate place to start as a raw beginner. There are members who are beginners on their instrument, but they have generally mastered some other instrument in the past.

Members are expected to have:

- a. Access to an instrument (own, borrow, rent).
- b. Basic musicianship skills.
- c. The ability to play in tune.
- d. The ability to read music and play “musically,” including understanding and performing dynamic and tempo markings.

The section leader and/or the conductor will verify these abilities.

The Music Director has final authority in maintaining a minimum performance level to ensure consistent and quality TVCB public performances.

4.3.2 Rehearsal Attendance

- a. Regular rehearsal attendance is expected and appreciated.
- b. It is the member’s responsibility to ensure that their music is brought to the rehearsal whether they attend or not.
- c. Failure to regularly attend rehearsals may result in exclusion from a performance. The Music Director and section leaders shall have final authority in this area.
- d. Members not performing at a scheduled performance may be asked by the Music Director not to attend a rehearsal immediately prior to a performance so the Music Director may assess section balance and overall Band performance.

4.3.2.1 Excused Absence

A rehearsal absence shall be considered excused if the member has previously notified the section leader or the Music Director and has arranged for the music to be at the rehearsal.

4.3.2.2 Extended Absence

- a. If a member plans to be absent for four or more consecutive rehearsals, the member is required to notify both the section leader and the Music Director.
- b. All music must be turned in to the section leader at the member’s last rehearsal prior to the anticipated absence.
- c. In order to maintain musical balance, the seat may be considered vacant and available to be filled at the discretion of the Music Director.
- d. If the former member wishes to return to TVCB, they must contact the Music Director who will determine if the former member may rejoin TVCB.

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- e. If there are no openings in the desired section, the former member may ask to be placed on the waiting list or fill a vacant position in another section.
- f. The decision of the Music Director is final.

4.3.2.3 Unexcused Absence

All other absences will be counted as unexcused.

4.3.3 Removal from Membership

Any of the following constitute grounds for removal from membership by the TVCB Board of Directors:

- a. Violation of any of the TVCB non-discrimination policies.
- b. Failure of any of the musicianship requirements.
- c. Two or more unexcused absences in any one-month period.
- d. Two or more weeks of failure to provide music to rehearsal.
- e. Behavior that is disruptive to the group, either during rehearsals or performances.
- f. Intimidating or threatening behavior towards any member of the group.
- g. Repeated violation of TVCB supported email privileges after written notification of violation by the Board.

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

5 Section Size

The Music Director will determine the appropriate instrumentation and section size.

6 Music Distribution, Checkout and Folios

- a. The section leaders manage distribution of music.
- b. The music library is open only to the section leaders.
- c. Members purchase a TVCB folio on a “permanent lease” basis. We ask that the folio be returned when the member leaves the band. A \$5 refund will be provided to the member when a folio is returned.

6.1 New Music Literature

- a. Much of our new music literature is purchased with a 4-week approval period. Such literature will be distributed and collected at the same rehearsal during the approved evaluation period.
- b. The new literature is not to be marked in any way during the evaluation period and will not be taken home.
- c. The Band will be polled to determine the fate of each “approval” piece – purchase or return. The Music Director’s decision is final.
- d. If selected for the library, the music will be turned in to the section leader for inventory and numbering by the Music Librarian.

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6.2 TVCB Music Library Literature

- a. TVCB literature will be distributed and collected at the Music Director's discretion.
- b. Players may request or suggest performing specific music from the library at any time. The Music Director welcomes these programming suggestions.
- c. Members may take existing music with them, when it has an inventory number.
- d. The Band does not condone the copying of music in violation of copyright law.
- e. New members are not eligible to take music with them until they have attended two consecutive rehearsals or at the discretion of the section leader.
- f. It is the responsibility of each member to protect any library music in their possession. In cases of loss or destruction, the member has the responsibility to replace the piece or to reimburse the Band for its replacement (even if the replacement requires acquisition of a complete score).
- g. In the case of members who are under the age of 18, a statement accepting financial responsibility may be required at the discretion of the section leader or music librarian.
- h. Failure to return TVCB music within one month of a member leaving the Band will result in an invoice for the cost of replacing all music and the folio.

7 Rehearsals

- a. TVCB meets Tuesday evenings from 7pm to 9pm.
- b. Fall, winter, and spring rehearsals are held at the Tigard United Methodist Church, 9845 SW Walnut Place, Tigard, OR, 97223.
- c. Summer rehearsals are held in Cook Park at the Bishop-Scheckla Gazebo located in south Tigard. Cook Park is located at 17005 SW 92nd Ave., Tigard, OR, 97224.
- d. A short break is taken around 8pm unless the Band votes to waive break.
- e. Alternate sites will be identified as conditions warrant based on weather and site availability.
- f. The TVCB homepage, email list server, text list server and call tree will provide rehearsal location information.

7.1 Member Rehearsal Expectations

- a. Arrive early enough to set up your chair, music stand and warmup your instrument.
- b. Silence or turn off cell phones during rehearsal. Members are encouraged to check their cell phones for messages during designated breaks. Members who are "on-call" due to work obligations may place their phones into "non-disruptive" notify mode during rehearsal.
- c. Minimize talking to optimize rehearsal time. Discussions between members should focus on the music being rehearsed.
- d. Refrain from playing when the conductor is rehearsing a section.
- e. If available, help setting up the room chairs and music stands before rehearsal and restore stands and chairs to their original position after rehearsal. We are invited

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guests at Tigard United Methodist Church and need to maintain our rehearsal area.

8 Performances

TVCB performs approximately six free concerts per year in a variety of venues in Oregon. TVCB has a reputation for providing high quality and professional performances.

8.1 Member Performance Expectations

- a. Wear designated attire for all performances. Attire for outdoor concerts is generally TVCB logo shirt and light-colored pants, shorts or skirts. Attire for indoor concert attire can vary based on the concert theme; TVCB logo shirt or white top and black pants or skirt, or holiday themed attire. Concert attire is subject to modification by the Music Director as conditions warrant (e.g. weather, performance theme, etc.).
- b. All travel to performances is at the member's expense unless otherwise indicated by the Board.
- c. Members are expected to be warmed up and ready to tune 60 minutes before a performance unless instructed otherwise.
- d. Please silence or turn off cell phones.

9 Communications

9.1 TVCB Home Page

The TVCB home page is www.tvcb.org. The home page's primary purpose is to provide TVCB members and the community with information about performances and rehearsals.

The page also provides "secure access" to the Member Call Tree, Member Database, TVCB Board minutes, TVCB Policies and Procedures, music inventory, and current list of music in the folio.

A logon and password to the Member Section is provided to all new TVCB members as part of a "welcome package." The TVCB webmaster and designated alternate have responsibility for managing TVCB webpage content.

9.2 TVCB Email List Server

TVCB maintains an email list server tvcb.all@tvcb.org to facilitate communication between TVCB band members. The e-mail list server's primary purpose is to provide members with the latest rehearsal and performance information. The list server can also be used to notify members of external group performances and TVCB member information.

Junk mail, "spam," chain letters, MLM, pyramid style, and other commercial messages are prohibited on this list. Members will be notified by the TVCB Secretary if List

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Server rules are violated. The TVCB Secretary has final authority for managing the list members and contents.

9.3 TVCB Text Message List Server

- a. TVCB maintains a text message list server which will efficiently notify members of any urgent TVCB notifications such as rehearsal cancellations or relocations to another venue.
- b. The list server uses the mobile phone numbers provided by members when they register their membership information.
- c. Any changes to your cell phone number should be sent to the TVCB secretary.

9.4 TVCB Call Tree

- a. TVCB maintains a member call tree to contact all band members on short notice and for those without email.
- b. The member call tree is available to all Band members from the TVCB home page. The information is password protected to ensure privacy.
- c. The call tree contains member name, phone numbers (day/night) and instrument. The call tree will be generated from the member database and posted to the TVCB home page by the TVCB secretary when changes are required.

9.5 TVCB Facebook Page

The TVCB Facebook Page <http://www.facebook.com/tvcb.org> provides an opportunity for Facebook members to interact and publicize TVCB events.

9.6 Member Database

- a. Password protected access to the member database is available from the TVCB home page. Membership information is private and should not be shared without the consent of the members.
- b. New members are provided with a form to complete with appropriate contact information to ensure they can be reached by phone or e-mail. Information provided for the database includes address, cell phone and land if available, email address, and current instrument(s).
- c. Members are encouraged to periodically view their information for accuracy, especially if they move or change phone numbers. The TVCB secretary is responsible for making changes to the database and will make them promptly when notified.
- d. If you do not want your personal information included in the database, please notify the TVCB secretary.

10 Officer, Music Director, Music Librarian and Section Leader Responsibilities

The following information is provided to help members understand the organizational structure of TVCB. An understanding of these responsibilities will provide members with access to resolve any questions or concerns that may arise.

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10.1 President

- a. Conduct Board Meetings.
- b. Maintain TVCB Policies and Procedures.
- c. Ensure facilities for rehearsals and performances are available.
- d. Work closely with Music Director to ensure harmony with band members.
- e. Maintain professional interaction with Tigard United Methodist Church, City of Tigard and other organizations in the performance area.

10.2 Secretary

- a. Record and maintain all Board Meeting minutes.
- b. Maintain the TVCB email list server and webpage as appropriate.
- c. Provide guidance to TVCB President.

10.3 Treasurer

- a. Maintain all financial records using accepted accounting processes and accepted accounting software.
- b. File all required Oregon and federal corporate forms.
- c. Promptly pay invoices received by TVCB.
- d. Provide monthly, quarterly and annual summary of TVCB transactions to TVCB Officers and Board.
- e. Upload all financial records to the TVCB FTP server quarterly.
- f. Provide guidance to TVCB President.

10.4 Music Director

- a. Plan and organize concerts with TVCB officers and Board; approximately six concerts per year in the greater Tigard metro area.
- b. Conduct weekly rehearsals, September through July. No rehearsals are scheduled in August and after the December holiday concert.
- c. In collaboration with TVCB members, select music literature from the TVCB music library and order new music for TVCB performances.
- d. Support TVCB mission and vision.
- e. Attend scheduled TVCB Board meetings.
- f. Participate in community outreach, e.g. with Tigard United Methodist Church, City of Tigard and Tigard Tualatin School District (TTSD) music programs as appropriate.

10.5 Music Librarian

- a. Maintain a paper and online inventory of music owned by TVCB.
- b. Coordinate storage and availability of sheet music owned by TVCB.
- c. Provide an annual spreadsheet report of music performed by TVCB for the Association of Concert Bands to renew our ASCAP (American Society of Composers, Authors, and Publishers) license.
- d. Work with the Music Director to select music for rehearsals and concerts.

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10.6 Section Leader Expectations

- a. Maintain the section's music library with documented part distribution for rehearsals and concerts.
- b. Assign and distribute parts as appropriate based on player abilities.
- c. Determine section seating for rehearsals and concerts.
- d. Interact with the section, Music Director and TVCB officers as need arises.
- e. Familiarity with technology, e.g., email, webpage browsing and texting as needed.
- f. Attend a majority of rehearsals and concerts.
- g. Train and designate an acting section leader if absent from a rehearsal or concert.