



# Golden Eagle Concert Band

Musician Policy Manual

APRIL 2015

# GECB Policy Manual

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## SECTION 1

### Organization History

The Golden Eagle Concert Band (GECB) is based in Edgewater, Colorado, and is an all-volunteer adult community band consisting of men and women of all ages and backgrounds. The GECB is active throughout the Denver Metropolitan Area and state of Colorado, presenting American band music from the turn of the century to the present. The versatility of the GECB music collection includes: marches, Pop, Latin, semi-classical, jazz, rock, Broadway show tunes, TV themes, big band music and more.

Founded in 1977, the Golden Eagle Concert Band was originally called the Gold Nugget Brass Band, and was owned and directed by Don Smith, a former circus trumpet player. After fourteen years, Don Smith decided to retire and started to dissolve the band, but the band members wanted to continue playing, so the name was changed to the Golden Eagle Brass Band and a non-profit organization was formed in 1991 to operate the band.

The band was directed by Dorsey Hudson for three and one-half years, then by various members of the band for about six months. In January of 1995, John R. Williams was appointed Music Director/Conductor. In 2007, the band changed its name to the Golden Eagle Concert Band, which more accurately represents what the band is, a traditional band. The band plays approximately 20 performances each year.

The band became a 501(c) (3) nonprofit organization in 1996 and has been a part of the Scientific & Cultural Facilities District (SCFD), Tier III, since 1996, and is supported in part by grants from the Adams, Arapahoe, Broomfield, Douglas, and Jefferson County Cultural Councils.

## SECTION 2

### Organization Fundamentals

#### PURPOSE

The purpose of this organization is to perpetuate the music and tradition of the American hometown bands from the turn of the 20<sup>th</sup> century.

#### NON-PROFIT

The organization shall maintain all requirements of their non-profit status for charitable and educational pursuits under 501 (c) (3) of the Internal Revenue Code.

No officer, Conductor, Assistant Conductor or Active Member of GECB shall receive any compensation for participating in the band's events, unless approved by the Board of Directors.

#### FISCAL YEAR/ANNUAL MEETING

The fiscal year of the GECB shall be a calendar year, commencing on 1<sup>st</sup> of January. The Annual Meeting is held on the 3<sup>rd</sup> Thursday of January for the election of officers and the Board of Directors.

#### REHERSALS

The Golden Eagle Concert Band rehearses Thursday evenings from 7:30 P.M. to 9:30 P.M.

#### NON-DISCRIMINATION STATEMENT

The Golden Eagle Concert Band will not discriminate against any employee, volunteer, or program participant on the basis of race, creed, color, religion, national origin, ancestry, marital status, gender, sexual orientation, gender expression, age, physical disability, veteran status, political service or affiliation.

#### CONCERTS

The GECB Board of Directors set the ticket prices for all venues that sell admission tickets. For venues other than the Lakewood Cultural Center, ticket prices are: General Admission, in advance, \$15.00; for seniors and students 12 years old and over, \$10; students under 12 years old are admitted free. Tickets at the door are \$15.00. Band members may buy tickets for \$5.00; they may buy as many tickets as they desire for family and friends for each concert.

### SECTION 3

#### BOARD OF DIRECTORS

The Board of Directors (BOD) shall consist of four (4) officers, five (5) Members-At-Large, and the GECB Conductor. No Active Member shall hold two offices at the same time. The Board of Directors will have the authority to manage the business affairs, music affairs, funds, and property of the GECB, and will be responsible for the day-to-day management of the band. The Conductor and Assistant Conductors will be appointed by the Board of Directors.

### SECTION 4

#### MAILING ADDRESS

The official mailing address is: GECB, 10465 Johnson Court, Westminster, CO 80021. Phone: 303-465-2300.

WEB SITE [www.GoldenEagleConcertBand.org](http://www.GoldenEagleConcertBand.org)

## SECTION 5

### MEMBERSHIP

#### CLASSES OF MEMBERSHIP

There shall be 2 classes of membership.

NOTE: All memberships require that the musician have the ability to play their instrument at a reasonable level of proficiency. They are required to comply with all GECB policies and guidelines. Players who assist the band on occasions will be listed on the Substitute (Sub) List.

#### GUEST

Any first time player with the GECB will be considered a Guest until they have demonstrated a reasonable proficiency on their instrument and a commitment to weekly practices. Any Guest currently in primary or secondary school must first be interviewed by the GECB Conductor prior to being allowed to participate in GECB rehearsals and concerts, and shall be considered Guests until completion of secondary school. Guests may be loaned a band uniform. Guests are not entitled to vote at the Annual Meeting or hold office.

#### ACTIVE MEMBER

Active Members are of voting age and not currently enrolled in primary or secondary school. Active Members, approved by the Board of Directors, are entitled to vote at the Annual Meeting and hold office. They will be assigned a band uniform.

Active Members are requested to attend as many of the rehearsals and scheduled concerts as possible. In case of an absence, it is requested the member notify their Section Leader as soon as possible.

The Conductor, Assistant Conductors, Board of Directors, and the appropriate Section Leader, may approve a "Guest" to the Active Member status at each quarterly Board Meeting.

When an active member leaves the GECB, they may at their option, be placed on the GECB Sub List. The Conductor, with the advice and consent of the Board of Directors, may reduce the number of musicians for specific concerts in order to balance the instrumentation of the band.

### UNIFORMS

#### FORMAL UNIFORM

The formal uniform shall consist of a white shirt, black bow tie, black pants, black belt, black socks, black shoes, and the GECB blue jacket. The GECB will supply the jacket and it will be loaned to Active Members; however, they must purchase the remaining items. Members will be responsible for the dry cleaning of their jacket. Guests may be loaned a blue jacket.

## INFORMAL UNIFORM

The GECB informal uniform shall consist of the GECB blue polo shirt, white pants, white socks, white belt, and white shoes. The GECB will supply the blue polo shirts for a nominal fee, but all other items must be purchased by the members. Guests may be loaned a blue polo shirt, but it must be laundered before returning.

The Conductor may, at their discretion, vary the uniform from the informal to formal for a specific concert.

## SECTIONS

Sections are: 1. Flutes, 2. Double Reeds, 3. Clarinets, 4. Saxophones, 5. Trumpets/Cornets, 6. French Horns, 7. Trombones, 8. Baritones, 9. Tubas, 10. Percussion

Each section should appoint a Section Leader.

Section Leader duties include: keeping their section informed about band policies and concert schedules, help establish seating, and hold section rehearsals when necessary. They will be responsible for tracking their section's attendance of rehearsals and concerts, and reporting attendance to the Communications Chairman.

Any music quality problems within their section should be taken to the Conductor or assistant conductors for resolution.

## MUSIC LIBRARY POLICY

The Music Librarian reports to the Board of Directors and is responsible for the insertion of music into the music folders at the direction of the Music Committee, the Conductor, and Assistant Conductors; allowing approximately a two week time frame for the completion of folders by the Music Librarian.

The Board of Directors and Conductor establish the number of music folders to support the instrumentation of the band. Note: Copyright laws allow only a 10% increase in the copying of music for concerts.

New band members must share a folder within their section until such time as the Conductor allows a new folder.

Requests for copies of music or additional folders must originate from the Section Leader. The Conductor or Assistant Conductors will approve, disapprove, or put on hold any requests.

Individual band members should not make requests to the Music Librarian; the Music Librarian will not honor such requests unless they come from a Conductor.

## SECTION 6

### COMMITTEES

GECB is run by volunteers and the below Standing Committees.

### MUSIC

The Music Committee is comprised of the Conductor, all Assistant Conductors, the Music Librarian, the President and the Vice President. The committee is chaired by the Vice President. This committee is responsible for the guidance and direction of GECB's concert themes and playlists, purchasing, and borrowing of music.

### MARKETING

The Marketing Committee is responsible for the publicity and information about concerts and events. The committee is comprised of the Marketing Chairman, the Webmaster, and at least one additional band member.

### FINANCE

The Finance Committee is responsible for regular oversight of the financial status of the band and shall develop the budget, recommend and monitor all investments. They are responsible for developing long-term investment goals.

The committee is comprised of the Treasurer, the Grant Writer, one additional member from the Board of Directors, and two Members-At-Large.

The committee will elect a chairman; the Treasurer cannot be chairman.