

The Mount Community Concert Band Handbook

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(for details, see the Constitution at the end of the handbook)

Band Council

Non-elected members: Librarian and band director

Elected members: President, Vice-president, Secretary, Treasurer, Member at large, Student Representative (or 2nd member at large if too few students)

This group meets periodically to handle the planning of logistics and publicity for the band. The band director acts as a liaison between the MCCB and the MSJ Music Department.

Section Leaders

The director will appoint section leaders. Section leaders will have the following duties:

1. Assign parts. Anyone in the section capable and interested in playing a first part should be given some opportunities to do so. All section members must be flexible in this regard.
2. Maintain proper rehearsal atmosphere. It is expected that conversation is not a part of the rehearsal procedure. Necessary discussions of a musical nature should not be audible outside the section.
3. Follow through on rehearsal absences. If a section member is absent, they should receive a call during the week from their section leader as a reminder.

Parking

There is no parking fee. A permit will be issued by the MSJ Music Department, and must be displayed on the dash during rehearsal hours. The director will issue permits to all members.

Inclement Weather

Band Council will implement a phone chain and email list to notify band members if a band function is cancelled or changed. It is each member's responsibility to update their contact information on the sheet circulated through the group at each rehearsal.

Attendance

In general, all members are asked to do their best to adhere to a given schedule and attend all functions of the band. Since the band keeps a busy performance schedule, conflicts may arise. Members should follow the following guidelines:

Rehearsal Attendance

1. Members are expected to attend all rehearsals. Absences will be considered excessive if they exceed 2 absences per concert period. The year will be divided into three periods, each one ending with a concert at the Mount:
 - I. From the 1st rehearsal in August until the October concert.
 - II. Rehearsals between October and December concerts.
 - III. From the 1st rehearsal in January until the final concert.
2. Anticipated absences should be reported in advance by calling the director's cell phone (513-328-4853).

3. Everyone must attend the dress rehearsal before each Mount concert.
4. Members with excessive absences will not be permitted to perform unless the director determines that extenuating circumstances of an emergency nature exist, and that the group's performance will not be adversely affected.

Concert Participation

1. Members must participate in all concerts at the Mount. These concert dates must be set very far in advance and cannot be adjusted.
2. Absences from off-campus concerts should be limited to unavoidable conflicts. **The director must be notified of such conflicts at least one month in advance.** Off campus events are just as important as concerts at the Mount. If a large number of members have a conflict with an off-campus event, the calendar may be modified accordingly.

Student Attendance

MSJ students taking the concert band as a class are expected to attend all rehearsals and performances, and to prepare all assigned music. Students will be excused from any rehearsal that takes place during an MSJ holiday. Students have special attendance guidelines.

Grades will be assigned based on the number of absences per semester as follows:

0-1 absence = A

2-3 absences = B

4 absences = C

5-∞ absences = F

Unexcused absence from a performance = F

Students may be excused from a performance only if they are ill, and must personally leave a message on the director's cell phone (513-328-4853). Students are expected to attend all off-campus concerts unless they fall during vacation periods of the MSJ student calendar.

Clockwork

Please observe the following times:

<i>Rehearsals:</i>	7:15-7:30	Arrive, warm up, tune
	7:30	Rehearsal begins
	8:30-8:40	Break
	8:40-8:45	Announcements
	8:45-9:30	Rehearsal continues
	9:30-9:45	Stage teardown

As a general rule, members will not be asked to stay past 9:45. Please be considerate of other members and be ready to begin by 7:30.

Performances:

1. Off-campus performances- generally arrive 30 minutes before starting time.

2. Campus performances- be prepared to rehearse by 1:00 pm, rehearse until 1:30, concert starts at 2:00.

Equipment and Supplies

Music

Each member will receive a complete set of music for his/her personal use. Please use care when marking the music; the Mount band library contains many rare and/or out-of-print arrangements for which parts cannot be replaced. Music questions should be dealt with directly with the band librarian.

Folders

Each member will receive a hard cover black music folder. Everyone should use the official MCCB folder; this gives the band a professional, uniform appearance on stage. Each folder is numbered, and must be returned at the end of the year. Lost folders will need to be replaced at a cost to the member of \$15-\$20.

Dress Code

All members are asked to follow the following concert dress code for indoor concerts:

1. All wear black on the bottom- skirt or trousers.
2. All wear white on top- shirt or blouse.
3. All wear black shoes and black socks or hose.
4. All men wear a solid black necktie. If this is not possible, be sure the tie contains no bright colors.

For outdoor concerts, please wear the official short-sleeved white shirt with MCCB logo.

Percussion Equipment

Timpani and bass drum are stored on stage. All other large percussion equipment must be brought up and down from the storage areas downstairs. All percussion section members must assist with this before and after each rehearsal and performance. Percussion accessories will be stored in the percussion cabinet. This cabinet is padlocked and will not be used by anyone except the MCCB. The director and the percussion section leaders will keep keys to the padlock.

Music Stands

Music stands needed for rehearsals and concerts at the Mount, are provided by the college. For off-campus events, members must bring their own music stand; a portable folding stand is usually sufficient. For outdoor events, the band will provide clips to secure music to the stands.

The Mount Community Concert Band Constitution

ARTICLE I. NAME

Section I. The name of this organization shall be *The Mount Community Concert Band* (MCCB)

ARTICLE II. PURPOSE

Section I. MCCB is a voluntary, not-for-profit, concert band organized to provide performance opportunities for community and MSJ student instrumentalists. Of primary interest is musical excellence in performance as well as the education, enjoyment and cultural enrichment of our audiences and ourselves. While accomplishing this, the band strives to present a positive image of the College of Mount St. Joseph and the city of Cincinnati through outreach into the Tri-state, the nation and the world.

ARTICLE III. MEMBERSHIP

Section I. There shall be two types of membership: those taking concert band for academic credit and those participating in a non-degree status.

- A. All MSJ students in a degree program must register for Music 120A as part of the academic schedule for one credit or audit.
- B. All non-degree members must pay the membership fee as outlined by the Band Council at the beginning of the first semester.

Section II.

- A. Membership fees and course tuition must be paid before the musician's name may appear on a program.
- B. Membership fee and course tuition must be paid before the musician may vote on band matters.
- C. Membership fee and course tuition must be paid before the musician may check out music folders or other music department equipment, including instruments.
- D. When the financial obligations described in this article constitute a burden for an individual member, that musician is encouraged to request a partial or complete waiver of such payment. This request should be made in writing to the band council. Any such waiver request shall be held in complete confidentiality.

ARTICLE IV. BAND COUNCIL & STAFF

The leadership of the MCCB shall be comprised of two bodies: an elected band council and an appointed staff. The band director shall be college appointed. The band director will only vote to break ties on band council and also recommends persons to fill band staff positions.

Section I.

- A. The band council shall consist of six members. All council members must have current fees and/or tuition current in order to be eligible for the office. The six positions are as follows:

1. *President*

- Leads all band council meetings
 - Member of all committees
 - Works closely with band director
 - Appoints all committees (social, nominations, and others as needed)
2. *Vice- President*
 - Acts in absence of the president
 - Leads fund-raising project
 - Editor for annual program book
 - PR for recruiting & performances
 3. *Secretary*
 - Keeps minutes of all band council and band meetings
 - Sends necessary correspondences to all band members
 - Distributes meeting agendas
 - Communicates meeting date/time and place to appropriate council and band members
 - Organizes telephone chain
 4. *Treasurer*
 - Collects and deposits membership fees and donations
 - Prepares financial reports
 - Works with director to prepare and monitor the band's annual budget
 5. *Member at Large*
 - Assists other officers
 - Prepares and distributes band handbook
 - Organizes receptions for concerts
 6. *MSJ Student Representative or 2nd Member at Large*
 - Campus PR for performances & recruiting
 - Organizes student telephone chain
 - Prepares exhibits for such events as the campus activities fair
 - Assists with student recruitment
- B. There shall be three council members elected each year (serving a two year term), according to alternation. The MSJ student members shall elect the MSJ student representative each year (when applicable).
 - C. When a band council member resigns or becomes ineligible, the band council will appoint someone to finish the vacant term.
 - D. The new band council will decide who will fill the various offices as well as discuss the business for the coming year.
 - E. The band director will be the seventh member of the band council and vote only to break a tie.

- F. Band council members may be recalled by two-thirds majority vote of MCCB membership.
- G. Any MCCB member may attend any band council meeting.

Section II.

- A. The staff members will be appointed by the band director and sometimes in cooperation with the Music Department chairperson. Staff positions may include librarian, stage manager, equipment manager, assistant director, section leaders and others as needs arise. Staff positions may or may not involve compensation.

ARTICLE V. RATIFICATION

Section I. This constitution shall be ratified by majority vote at a band meeting where a quorum is present.

- 1. The vote will be taken during a regular rehearsal of the MCCB with a one week notice given to the membership
- 2. The constitution becomes effective immediately.
- 3. When necessary, a special Constitution Committee will be appointed to study this document and present ideas for amendments or revisions.

Section II. The constitution may be amended by two-thirds vote of the MCCB membership.

- 1. The Constitution Committee shall listen to, present, research and compose all amendment ideas.
- 2. A two-thirds vote is needed for any amendments or revisions within this committee before proposals are presented to the band membership for ratification.

ARTICLE VI. BYLAWS

Section I. Bylaws of the MCCB shall be established as necessary and become effective immediately upon ratification by simple majority vote.

- 1. Bylaws may not contradict ant provision of the constitution.
- 2. The constitution and bylaws shall be the Governing Rules of the MCCB and the band council shall be charged with this interpretation.