

Fargo-Moorhead Golden Notes New Horizons Band Handbook

Amended May, 2017

Our Philosophy

“Your best is good enough.”

Our Mission Statement

Our mission is to provide an entry-level musical experience for older adults (with a minimum of age 50 as a guideline) including both beginners and those who have not participated in a band for many years.

Our Yearly Schedule

1. We rehearse weekly September through December and February through May. February will be a rebuilding month for repertoire.
2. We perform two public concerts annually, one in the fall and one in the spring. We perform one or two times per month (Sept.-Dec. and Feb.-May) often at locations where residents may not be able to travel to musical experiences.
3. We rehearse and perform one week in June, July, and August.
4. We have no band activities in January.

F-M Golden Notes New Horizons Band

Our Belief Statements

1. We strive to provide a positive, active role model for older and retired adults in our community.
2. We are lifelong learners with varying abilities and age limits. We accept each other's limitations.
3. We are a musical group who enjoy making music and laughing together.
4. We will recruit and welcome new members.
5. We strive to provide public concerts with an emphasis on locations where residents may not be able to travel to musical experiences.
6. We believe we have the right to discuss and vote on band matters.
7. We support the mission of the North Dakota State University Challey School of Music by providing a student scholarship. The scholarship amount must be voted upon yearly by a majority of Band Members present.

Band Members

1. Band Members will purchase and maintain their chosen instruments, stand, tuner, and pencil.
2. Band Members will pay dues to the Treasurer at the first rehearsal of each month. The dues are \$25.00 per month for September through December and February through May, and \$5.00 per month for June, July, and August. If Band Members attend one rehearsal or concert in any month, they pay dues for the entire month. If personal financial issues arise, they should be discussed with the President and Treasurer.
3. New Band Members pay a one-time fee of \$20.00 to start a new music folder.
4. Band Members arrive early enough before rehearsals and concerts so their equipment is set up and their instrument warmed up and tuned.
5. Band Members listen respectfully and follow the directions of the Music Director to the best of their abilities.
6. Band Members graciously accept the varying musical abilities of their fellow band members.
7. Band Members wear white tops and black bottoms for concerts unless otherwise announced. They bring a stand, clothes pins (for wind), and music lighting to gigs.
8. Band Members use only a pencil for notes on music and not cut music. They return band music to the Librarian as requested and in a timely fashion. When membership is discontinued, all music (with pencil markings erased) must be returned immediately to the Librarian. The Treasurer must be notified.
9. Band Members help set up and take down chairs and stands, and assist band officers as needed.
10. Band Members communicate any issues to either the Music Director or President.
11. Band Members practice the current play list prior to rehearsals and concerts.

Board of Directors

1. The Board of Directors (BOC) consists of the President (presider), Vice President, Secretary, Treasurer, Librarian, At-Large Member, Past President, and the Music Director (advisor only).
2. The BOD meets in November to prepare a budget for the next fiscal year to be presented to the membership in December for approval, and will meet other times as necessary.
3. The BOD recommends by-law amendments to the Band Members.
4. The BOD leads formal recruitment activities.
5. The BOD leads fund raising activities.
6. The BOD assists the President when problems arise.
7. The BOD is responsible for a new slate of officers each year and also to fill vacant officer positions.
8. The BOD leads the search for a Music Director, when necessary.

President

1. The President presides over the Band Member and Board of Directors meetings.
2. The President organizes and publishes the time and place of rehearsals and concerts.
3. The President confirms concerts before the scheduled event.
4. The President sets up seating before gigs and concerts.
5. The President works with the Webmaster on concert fliers and programs.
6. The President maintains a Band Member contact list for e-mail notifications and reminders to Band Members. Members not having e-mail accounts will be provided a phone message.
7. The President appoints and fills committees, as needed.
8. The President, Vice President, and Treasurer prepare a preliminary budget to be presented to the Board of Directors in November and to the Band Members in December.
9. The President is the sounding board for Band Member issues and attempts resolutions, if necessary. Unresolved issues can be referred to the Board of Directors.
10. The President is responsible for public relation communications including advertising on Spingo.com.
11. The President is responsible for accepting or not accepting donations and provides the donor with tax forms. Donations will be announced to the Band Members. Monetary donations will be submitted to the Treasurer for deposit and applied to operating expenses unless otherwise designated.
12. The President completes all required contracts and government forms in a timely manner (i.e liability insurance, NDSU contract, W-9s, invoices, "Unclaimed Property," 990-N [e-postcard], "Domestic and Foreign Nonprofit Corporation Annual Report," and receipts for donations).
13. The President stores band-owned instruments and keeps a record of those checked out.
14. The President monitors bank account information electronically.

Vice President

1. The Vice President presides at Band Member and Board of Director meetings in the absence of the President.
2. The Vice President becomes the President if the President cannot complete his/her term.
3. The Vice President succeeds the President following their term of office.
4. The Vice President establishes contact with various local groups to schedule concerts for the next year. The Vice President is in charge of rehearsal set up, which could be accomplished by committee.
5. The Vice President picks up concert fliers from the printer and gives them to the membership for distribution. He/she picks up the programs from the printer and locates an usher to hand out concert programs.
6. The Vice President assists the President and Treasurer in preparing a budget.
7. The Vice President assists the President in carrying out all duties and responsibilities.

Secretary

1. The Secretary records the minutes of all Band Member meetings and Board of Director meetings.
2. The Secretary distributes minutes of Band Member meetings and Board of Director meetings to members via e-mail.
3. The Secretary maintains a current list of Band Members and distributes it via e-mail and/or in print to members.
4. The Secretary maintains a record of any printed information pertaining to band activities including: programs, news articles, news releases, scrapbooks, etc.

Treasurer

1. The Treasurer collects monthly dues, makes timely deposits, and keeps accurate records.
2. The Treasurer reconciles the band checking account monthly.
3. The Treasurer, upon presentation of proof of purchase for authorized expenditures, promptly pays bills.
4. The Treasurer provides a monthly Treasurer's Report to the band.
5. The Treasurer works with the President and Vice President to prepare a preliminary budget for the next year and assists in presenting it to the Board of Directors and Band Members.
6. The Treasurer provides an annual year-end financial report to the Band Members during the following February.

Librarian

1. The Librarian is a volunteer who works closely with the Music Director.
2. The Librarian maintains a file of all band music in the format dictated by the Music Director.
3. The Librarian makes printed music available to Band Members as necessary.
4. The Librarian makes copies of music on an emergency basis as directed by the Music Director and copyright law. Then a replacement copy must be ordered immediately.
5. The Librarian stamps all band-owned music with the band stamp.

Music Director

1. The Music Director is an experienced instrumental music teacher who demonstrates an understanding and appreciation for the New Horizons philosophy and mission.
2. The Music Director understands and accepts the widely varying abilities and limitations of the Band Members.
3. The Music Director selects the music the band plays based on the available instrumentation and musical skills.
4. The Music Director conducts the band at rehearsals and concerts.
5. If necessary, the Music Director provides a suitable substitute for himself/herself.
6. The Music Director arrives sufficiently early before rehearsals and concerts to ensure that the room is appropriately arranged and provides a welcoming atmosphere.
7. The Music Director provides a play list via e-mail 24 hours before rehearsals and concerts.
8. The Music Director provides ample practice time during rehearsals to ensure Band Members a measure of confidence prior to public performance.
9. The Music Director works closely with the President, Librarian, and Board of Directors.
10. The Music Director assists in recruiting new Band Members.
11. The Music Director maintains a sense of humor.
12. The Music Director remembers that our philosophy is “Your best is good enough.”

Social Committee

1. The Social Committee sends get well and sympathy cards as needed.
2. The Social Committee “Passes the hat” for memorials.
3. The Social Committee chairs one or two potlucks per year.
4. The Social Committee gives receipts for cards, postage, and paper products to the Treasurer for reimbursement.

Web Master/Publicity Manager

1. The Web Master designs and maintains the band’s web page.
2. The Web Master designs materials as needed, i.e. business cards, programs, fliers, etc.
3. The Web Master receives an annual stipend of \$75.00 annually and pay dues.

Band-Owned Instruments

1. Band Members may borrow a band instrument at no charge, but must pay for all instrument maintenance and repair.
2. When the Band Member discontinues playing the band instrument, it must be returned to the President in the same or better condition than it was loaned.
3. Donated band instruments will be accepted based upon need and condition. The owner must determine the instrument value for tax purposes.

“Your Best Is Good Enough.”