



THE SPRING VALLEY CONCERT BAND

Policies and Procedures

The Spring Valley Concert Band, Inc. (SVCB) is an Illinois not-for-profit corporation with an IRS 501(c)(3) status which allows tax-deductible contributions, and is dedicated to providing area musicians with opportunities to develop and maintain their talents through regularly scheduled rehearsals and public performances, and to prepare a musical repertoire to be enjoyed by its members and its audiences.

ACCEPTANCE

SVCB will admit all community members 18 years and older (those under 18 require parental or guardian consent). SVCB does not require members to complete a formal audition, but expect members to demonstrate a respectable level of proficiency with their selected instrument.

BEHAVIOR & DEMEANOR

Members are expected to respect persons and property at all times.

SMOKING, FOOD & BEVERAGES

These are not allowed in rehearsal or performance areas.

ATTENDANCE & PUNCTUALITY

Members are expected to make a conscientious effort to regularly attend rehearsals, to prepare music for concerts and to participate in all performances. Members should arrive at least 15 minutes in advance of rehearsals to assist with chair and stand set-up, and to allow time for instrument warm up and tuning. Members should also stay after rehearsal to help put chairs and stands away.

The Spring Valley Concert Band rehearses 11 months out of the year and the quality of the band is dependent upon your attendance. A key purpose of rehearsal is to learn everyone else's part. If you aren't there, you aren't learning the other parts or contributing your part for others to learn. In order for the band to continue to strive for musical excellence while recognizing that we are a volunteer organization whose members have demanding personal schedules, the following guidelines have been established and will be enforced on a case by case basis:

- a.) Excused absences - Absences reported to the attendance document are considered excused. Our band utilizes a Google form to report absences. In case of a legitimate and unavoidable conflict with a rehearsal, members should post the absence using the form. All absences should be reported to the Google form a minimum of 24 hours in advance. Our conductor(s) cannot plan a productive rehearsal without knowing who will be present. We strongly urge you to have no more than 8 to 10 excused absences per year, if possible.
- b.) Unexcused absences - Failure to report an absence will result in it being considered unexcused. Excessive (3 or more) unexcused absences may result in a review of your absences with the personnel committee to discuss your participation. A non-emergency absence reported 4 hours or less before rehearsal starts will be counted as unexcused.
- c.) When extenuating circumstances or emergencies do arise at the last minute, members must notify their section and conductor(s) as soon as possible.

Members must attend all dress rehearsals or the member may be removed from the performance at the discretion of the conductor(s). Conflicts with concerts must be reported to the appropriate concert commitment form at least a month in advance. An absence from a performance without proper notification may result in termination of membership by the board.

If you are aware of circumstances that will cause extended absences (2 or more consecutive rehearsals) to occur, your section and the conductor(s) must be notified as soon as possible.

MUSIC & EQUIPMENT

Music stands and chairs will be provided for rehearsals, but they may not be removed from the rehearsal hall. Music stands will be provided for specified concerts. Members are expected to provide their own music stands, wind clips, or music shields.

A numbered folder will be assigned to each member. Members are responsible for their folder and its contents, maintaining the music within the folder, and returning music when it is requested. If a member needs a specific piece of music, they should contact the music librarian. Members should not remove music from other folders at any time.

Music should only be marked with a pencil. If a folder is lost or misplaced, a replacement fee of \$25 will be charged.

SEATING & ROTATION

Seating will be decided by the Conductor with input from the Section leader. Rotation within the section will be decided in collaboration with the Section Leader

REHEARSAL & CONCERT DRESS

Members are expected to wear appropriate casual clothes to rehearsals. Concert dress will be determined and posted on the website prior to the concert date.

CONTACT INFORMATION

SVCB collects contact information on all members and makes this information available to other band members. This information can be viewed by logging into the Members Only portion of the SVCB website. Please report any change in name, address, phone number(s) or e-mail address to memberupdate@svcb.net.

If you would prefer to not be listed on the contact list, please notify the webmaster.

DUES

The Spring Valley Concert Band Board of Directors is responsible for setting and enforcing the membership rates, timelines for dues, and non-payment of dues procedures.

Membership Types and Rates

Membership Type	Price
Standard Membership	\$60
Summer Membership	\$30

At the discretion of the Board of Directors, dues may be waived for individual members.

Dues Timeline

For existing members, dues are paid annually, and must be paid by the end of February. If requested, payment of dues can be split in half. The first payment is due by the end of February, with the second payment due by the end of July.

For new members starting after July 1st, dues shall be half the annual membership.

Non-payment of dues

If dues are not received by the end of February (or one month of joining the band for new members), the following steps will be taken.

1. The board member in charge of membership will personally talk to and email the member saying payment of dues is required within one week.
2. If dues are still not received, the President or Vice President will personally talk to and email the member saying payment of dues is required within one week. The email will detail consequences of not paying dues.
3. If dues are still not received, then the person will be dropped from the membership roster.
 - a. The person's name will be dropped from all programs.
 - b. The person will lose voting privileges.
 - c. The person will be asked to not return to rehearsals.

Each member contributes to the overall success of this group, and is encouraged to share their time and talents whenever possible. We are always looking for feedback in order to improve and grow as an organization, so please share your thoughts with us on ways we can improve and make this a better experience for our members and our audiences.

Thank you!