

***Sharon Bands***  
***Membership Handbook***  
*Approved Feb. 2020*

Sharon Bands  
P.O. Box 176  
Sharon, MA. 02067  
Web site: [www.sharonbands.org](http://www.sharonbands.org)  
Member's web page: [www.sharonbands.org/members.html](http://www.sharonbands.org/members.html)  
General email: [info@sharonbands.org](mailto:info@sharonbands.org)

## **Purpose**

The Sharon Bands was organized in 1988 by Roy Scott and Recreation Director Dave Clifton. The original intent was to provide an outlet for area residents who wanted to play musical instruments in an organized but informal setting. Since its founding, making music in a congenial community setting has always been and still remains the SCB's primary goal.

The Sharon Bands strives to provide an enjoyable yet disciplined environment in which musicians of all ages and backgrounds can come together to share the joy of music. It is comprised of two ensembles: the Sharon Concert Band (SCB) and the Roy Scott Big Band (RSBB).

## **Goals and Objectives**

- Make the best possible music for ourselves and our audience, being regarded as a quality music organization through performance, repertoire, and reputation
- Provide an opportunity for musicians to grow musically, and enjoy the experience and uniqueness of performing diverse and challenging music within a high quality community band
- To be challenged musically by the Music Director, who will present a diverse repertoire targeted at the appropriate level of difficulty
- Support our local communities through concerts, scholarships, music programs, and development of student musicians

## **Membership Criteria**

Membership is open to all with sufficient musical training who would like to play and improve their skills. All members are considered equal regardless of age, occupation or ability, so long as they meet the following criteria

The RSBB, due to its nature as an improvisational swing, dance and jazz band, has a limited membership. In the interest of quality of performance, the number of members participating in the RSBB concerts may be limited to one per part at the discretion of the Music Director. Participation in the SCB by members of the RSBB is highly encouraged. When determining membership of the RSBB, preference will be given to SCB members.

Formal membership is granted upon approval by the Board of Directors following receipt of a completed membership application

## **Member Responsibilities**

- Make a positive contribution to the quality of performance through timely attendance at rehearsals and practicing music
- Make a positive contribution to the SCB community by respecting other members and the Music Director and being attentive and receptive to instruction
- Assist in the logistical demands of the bands by volunteering whenever possible.
- Failure of any member to abide by the Band's policies is grounds for termination of membership

## **Personnel Managers**

The Personnel Managers maintain the active membership list, and also function as the point of contact for rehearsal and concert attendance issues. Attendance is expected at all rehearsals and concerts and it is imperative to know when a member will not be able to attend. Each member should ensure the Personnel Manager has their current contact information (address, telephone, email). Primary communication of band-related news will be via email.

For the 2019-20 season, the Personnel Managers are

SCB: Amy & Kathy - Personnel@sharonbands.org

RSBB: Tom Lucci 508-667-3347, thlucci@gmail.com

## **Rehearsals**

Rehearsals are held every Thursday evening, beginning in early September and ending in late June. Rehearsals are typically held at Sharon Middle School, but may occasionally be moved to another location due to a school activity conflict. The bands follow the Sharon Public Schools decisions for weather emergencies. The bands do not rehearse during the summer months.

On evenings when both bands meet, the rehearsal times are 7:15-8:45pm (SCB) and 9:00-10:30pm (RSBB). On evenings when just one band meets, rehearsals will run from 7:15 – 10:30pm. It is the responsibility of each member to follow the published rehearsal schedule for each band.

Since we use “borrowed” facilities, members are asked to help ensure the room is left clean and orderly at the conclusion of rehearsal.

If conditions require the cancellation of a rehearsal or other event, members will be notified by email. The rehearsal schedule and concert information is also posted on the band web site at [www.sharonbands.org/members.html](http://www.sharonbands.org/members.html).

## **Dues**

The annual cost per member to operate the Sharon Bands is over \$300. The majority of our income is derived from paid performances, and the support of our members in this area (selling concert tickets and attendance at summer concerts) is critical. Given performance income does not fully cover the operating budget, and to ensure the financial strength of the Sharon Bands, we ask each member to pay a modest \$75 (\$40 for students) dues assessment.

Dues are to be paid by October 1<sup>st</sup> for returning members or upon application for membership for new members. To encourage the widest possible membership, dues will be waived at the discretion of the Board of Directors for any member for whom they would be a financial hardship. Inability to pay dues will not prohibit any member from participating in the band.

## **Other Financial Support**

Members are encouraged to help ensure the financial health of the SCB by participating in and/or finding advertisers for our sponsor program. The SCB is registered with the IRS as a tax-exempt charitable organization per Section 501(c) (3) of the Internal Revenue Code and is listed in IRS Publication 78 as "Sharon Community Band Inc." Contributions to the Sharon Bands are tax-deductible to the extent allowable by law. Band members are encouraged to participate in the "Chart Donation Program," where band members offset the cost of purchasing sheet music.

## **Concerts and Performances**

Both the SCB and RSBB will play a number of concerts throughout the year. An indoor concert series is scheduled from November through June, and 4-6 outdoor concerts per band from June through early August. In addition, other events may be scheduled from time to time during the year. All bookings and fees must be arranged through the appropriate booking representative(s) as designated by the Board of Directors.

The indoor concert and rehearsal schedule will be published and distributed to all members at the start of the season. It is also available on the band web site. Each member is responsible for advising the appropriate Personnel Manager of any conflicts.

The Sharon Bands encourages all musicians to participate in its rehearsals and concerts. In fairness to all members, and to deliver the best quality performance possible, prompt attendance is expected in order to perform in a concert. It is the member's responsibility to notify the Personnel Manager when they will be absent from a rehearsal or arriving later than the scheduled start time. If a member has missed an inordinate amount of rehearsals, the member may be told not to perform, at the discretion of the Music Director.

## **Volunteering**

The Sharon Bands relies on the volunteer efforts of its members to conduct its operations and produce its concert performances. Every member is expected to help out and volunteer. There are plenty of jobs, both large and small, available so everyone can participate. Please respond to the call for volunteers, or see any board member to find out how you can help.

## **Equipment and Sheet Music**

It is the obligation of each member to maintain in good condition all equipment and sheet music issued by the Sharon Bands. Each member is issued a folder of music for which he/she is responsible as distributed by the Music Librarian. Music should be marked in pencil only.

Sheet music represents a significant expense to the Sharon Bands, and also at times music will be “on loan” from other organizations. Each member must ensure all music and folders are returned to the librarian when called upon.

Each member is also issued a music stand, which for conformity of appearance must be brought to every performance. The stand remains the property of the Sharon Bands, and must be returned upon termination of membership. Beginning in September, 2017, all new members will put down a stand deposit of \$60 as part of their first year dues. This deposit will be returned in full if a member chooses to leave the band and return their music stand.

## **Concert Dress**

The Music Director will determine the attire for each performance. All members are expected to conform to the dress code. SCB members will be issued a band uniform shirt. Members of the SCB are also responsible for having a white dress shirt and black pants. RSBB members will be issued a summer shirt and a red tie for formal performances. RSBB members are responsible for having a black dress shirt and black pants.

## **Music Director**

The Music Director is selected and hired by the Board of Directors. His/her responsibilities include:

- Selecting the bands' musical repertoire
- Conducting and managing the content, activities, and structure of rehearsals and concerts, and acting as the authority "in charge" during all rehearsals and concerts
- Assigning parts to players within each section
- Arranging for a substitute Conductor when he/she will be absent from a rehearsal or concert

The Music Director has the authority to determine an individual member's ability to effectively participate in the SCB and/or RSBB, and the final authority over music selection, repertoire, and concert programming.

## **Substitute Musicians**

In the case of planned absences for concerts, the personnel managers and Music Director will strive to find coverage from the active membership. The personnel managers maintain a list of substitutes for each instrument for occasions when sections cannot be filled from the band membership. Substitutes are not considered members of the band. In the event of a planned extended absence of a band member, a substitute musician may be offered temporary membership.

## **Board of Directors**

The Board of Directors is the governing body of the Sharon Bands and is comprised of ten members serving alternating 2 year terms. Directors are elected at the Annual Band Meeting in June. Any active member can run for a position on the Board; there are no requirements other than that you care about the Sharon Bands, its direction, and goals.

Responsibilities of the Board of Directors include:

- Establishing policy and direction of the Sharon Bands
- Granting and termination of membership
- Scheduling and planning of concerts
- Fund raising and other financing activities
- Planning special events
- Publicity and public relations
- Conflict resolution: final authority in settling all conflicts or grievances which arise within the Sharon Bands

Meetings of the Board of Directors are generally held on the second Monday of each month beginning at 7:15pm. They are open to all members who choose to come and participate. Meetings are usually held at Sharon Middle School. Please contact a board member to verify the current schedule and location before attending a board meeting.

## **Concerns, Conflicts, and Issue Resolution**

Any member who has a constructive criticism or concern regarding Sharon Bands issues is encouraged to approach a board member. Since rehearsal time is valuable, it is preferred this be done in person, by phone, or by email outside the normal rehearsal time. Contact information can be found on the band website.

Board members and Music Director for 2018-19 Season:

Steve Bell (Artistic and Music Director), Matt Leftin (President), Charlie Piper (President) Tom Lucci (Treasurer), Angela Woodward (Clerk), George Mellman, Kathy Brink, Al True, Cathy Hichens, Glenn McGibbon & Derek Day.

Member web page: [www.sharonbands.org/members.html](http://www.sharonbands.org/members.html)



## **Policy Against Harassment**

Sharon Bands has a policy against all types of harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation and related medical conditions, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, members of the Bands is strictly prohibited and will not be tolerated.

## **Reporting Discrimination and Harassment**

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, you must immediately notify the Band president, Music Director, or personnel manager. The Band will promptly investigate any claim and take appropriate action where it is found that a claim has merit. In all cases the Band will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.