

Handbook for Members of the Bay Concert Band

About the Bay Concert Band

1. Bay Concert Band began when Peg Rowley, Dr. James Fenton, James A. Griffiths and Walter Cramer placed two articles in the Bay City Times requesting former band students who had graduated from high school to come to the Bay City Central band room to organize a community band. Seventy-seven musicians attended the first rehearsal in September 1977, under the direction of Walter “Wally” Cramer. The Bay Concert Band in 2017 celebrated its 40th season of providing a place for recreational musicians to continue playing after they graduate from an organized school program. The band includes members from 18 to 80+ years of age and from all walks of life.
2. Bay Concert Band performs 4 concerts a year in the Bay City Central High School Auditorium, as well as a summer concert as part of the Summer Music Series at the World Friendship Shell in Bay City’s Wenonah Park.

Band Management

1. The Bay Concert Band is managed by its members on a volunteer basis. There are many opportunities for band members to get involved in the management of the Band’s operation, concerts and other events. We encourage everyone to share their enthusiasm, expertise and skills. Those interested in volunteering for the Board should talk to the Board President. The Band has an all-volunteer Board of Directors. Responsibilities of the Board of Directors are listed in the Band’s by-laws. Briefly, the Board is comprised of 4 officers, 3 Directors and 2 or 3 ex officio members. Elections are held annually in May. Members are elected to 1-year terms
2. Current Board members are:
 - President Jim Griffiths (griffpod@gmail.com)
 - Vice President Donna Stuart (donnastuart8@msn.com)
 - Secretary Gale Mielens (Gale.Mielens@chemicalbank.com)
 - Treasurer John Kostoff (jskostoff@gmail.com)
 - Director of Education and Scholarships Lynn Franko (lfranko635@yahoo.com)
 - Director of Public Relations *vacant*
 - Historian Jenny Schwab (jennyoboe@yahoo.com)
 - Librarian Barb Hunt (boomermusic@msn.com)
 - Production Manager *vacant*
 - Music and Artistic Director Peter Makar (petemakar@yahoo.com) 989-684-0194

Principal/Assistant Principal Players

1. The Music Director appoints Principal Players and Assistants.
2. Principal Players are responsible for all solo work unless otherwise assigned by the Music Director. They may suggest to the Music Director that other players perform solos in special situations.
3. Principal and Assistant Principal Player Responsibilities:
 - a. Organize a section roster with addresses, phone numbers and e-mail addresses (especially with new members) to be made available to the Vice-President of the Board.
 - b. To assure each part is capably covered during the concert, decide on part distribution and individual seating assignments within the section in consultation with the Music Director, as appropriate. The Music Director will ultimately resolve any disagreements, after consulting with the parties involved.
 - c. Principals and Assistants should be available to all members of the section to address any questions concerning playing technics, intonation and part interpretation.
 - d. Make certain all members (especially new members) have a copy of the BCB handbook and are aware of any changes in schedule and understand the protocols for concert dress, attendance, paying dues and music folder responsibility.
 - e. Report to the Music Director any projected absences within the section for required rehearsals and concerts.
4. The Music Director will provide the names of the Principal Players and Assistants at the first rehearsal of a concert cycle.

Membership and Dues

1. The Band shall provide performing opportunities for interested adult musicians and high school students who are invited by the Music Director. Students playing with the Band shall be advised that their participation is not intended as a substitute for musical participation in their school, but as a facet of continuing musical education. Students will be expected to abide by the provisions of these bylaws, but not have voting privileges and are not required to pay dues. Scholarship recipients may participate in the final concert of the season in which the scholarship was awarded.
2. Annual dues are \$20. Checks are payable to: Bay Concert Band. Please plan on paying your dues before the first concert you play with the Band.
 - a. Payment of dues gives membership privileges, including full participation in rehearsals and concerts, listing of the member's name in concert programs, voting eligibility and access to any other activities or services sponsored by the Band.

Attendance Policy

1. While members should attend all rehearsals, BCB understands that some rehearsals may need to be missed. Members are encouraged not to miss more than 1 rehearsal per concert cycle.
 - a. If members do not plan on playing a concert, please don't attend the final 4 rehearsals prior to the concert. The Music Director will then be able to plan for the instrumentation and sound that will be available for the concert performance.
 - b. Conversely, we ask that new or existing members not join the group for a specific concert after the 4th rehearsal without permission from the Music Director.
2. All absences, planned or not, should be discussed with the Music Director.
3. **Code of Conduct:** It is expected that the Bay Concert Band members will treat each other with dignity and respect. This respect, of course, extends at all times to our Conductor. Please try to refrain from unnecessary talking and playing of your instruments when the Music Director stops the band during rehearsal to make a point about the performance. The Music Director should NOT ever have to shout to be heard.
4. If Bay City Schools are closed there will be no rehearsal. If that closure happens to be on a concert date the concert will be held if at all possible.
5. In consideration of other musicians, please refrain from wearing cologne or other highly scented products to practices or concerts.

Concert Attire

1. For concerts, we have specific concert attire with some adjustments for winter Holiday or summer concert.
 - a. Women: Black dress slacks or long skirt, $\frac{3}{4}$ length or longer sleeved black blouse, black stockings and shoes, minimal jewelry.
 - b. Men: Black or dark sports coat and trousers, dark long tie, white shirt, black socks and shoes.
 - c. Refrain from using cologne and other strong-smelling products as the stage gets very warm during performances and these odors have the tendency to mix together and make breathing difficult for other musicians.

Rehearsal Schedule

1. Rehearsals are held on Tuesday evenings from 7:15 to 9:30 in the Bay City Central High School Band Room. Any change from this will be announced and messages sent via e-mail or phone, posted on the BCB's Facebook page, and/or announced on the WNEM (Channel 5) community cancellation page and Channel 25.
2. If you must miss a rehearsal, please inform the Music Director either by e-mail or phone.
3. It is the responsibility of each section to make sure the chairs and stands are arranged according to the Music Director's instructions.
4. All musicians are asked to be in their seat with instrument, music and any needed equipment warmed up and prepared to play by 7:15 p.m. or the designated rehearsal time.
5. The Music Director will provide a schedule for the upcoming practices, including the music to be rehearsed each week. Prior to the start of each practice, the members are asked to

arrange the music in the order presented on the practice schedule. This will save time and make more efficient use of the available rehearsal time.

6. Announcements will be made from the podium by the Band President just prior to the break. Any Band member with an announcement for the good of the order should speak to the Band President prior to the start of rehearsal.
7. All Band members are asked to help stack the chairs and stands at the end of the rehearsal. Many hands make light the work!

Folders

1. Each member will be given his/her own music folder.
2. Each member is responsible for the proper handling of the music and folder, and for its return at the end of each concert.
3. The Band Librarian is responsible for the distribution and collection of the music.
4. No member will be issued a folder/music prior to completing a Band Member information card.

Electronic Devices

1. This is the 21st century and we are all “wired” but discretion in using devices is expected from adults.
2. Please have your phone either turned off or on vibrate if messages of an important nature are expected. On-call or medical personnel are exempt from this guideline.
3. At no time should anyone be using their electronic device to play games or text during the rehearsal.

Final Comments

1. The Bay Concert Band is Our Band! We enjoy playing music with great people and sharing this music with members of the community who come to hear our concerts.

August 17, 2017

