

Livingston County Concert Band Standing Rules

1. Fees and Assessments: Membership fee shall be as follows:

- a. Individual adult \$35 payable in the Fall of each concert season
- b. Students participate free of charge

Adopted 9/2019

AMENDED

- c. Individual adult membership fee will be increased to \$50 beginning in the Fall of 2023. Fee is payable in the Fall of each concert season.
- d. Students will still participate free of charge

Adopted 5/9/23

2. The Music Director is appointed by the Board of Directors following the procedure below:

- a. In the event of an actual or anticipated vacancy of the Music Director, the LCCB President shall appoint a committee to search for a new Music Director.
- b. The Search Committee shall review all applications received by the deadline, and select no more than four finalists.
- c. Each finalist shall select repertoire and conduct the band in rehearsals and a portion of or all of a performance. After the last finalist's concert the LCCB President shall, in compliance with the Bylaws, call a Special Meeting of the Membership (if the Annual Meeting is not timely) to select a new Music Director.
- d. Approval by majority vote of the members present at the meeting shall determine which finalist will be appointed by the Board of Directors as the new Music Director.

Adopted 5/9/23

3. Sharing of non-musical events

- a. If the event is another local concert or other music related event, the member may make a brief announcement in rehearsal and have flyers available to anyone who is interested.

Adopted 5/9/23

4. The Board of Directors shall have the following duties and obligations:

- a. To hire and retain a Conductor for the LCCB who shall be accountable to the Board of Directors as a whole. The Conductor will be invited to attend open meetings of the Board of Directors. The duties of the Conductor shall be contained in the Board of Directors approved Board Member Handbook.
- b. To designate the financial procedures in which the funds and assets of the organization shall be deposited or kept, to determine the manner in which investments and payment of funds shall be executed.
- c. To set the calendar of performance for the LCCB, schedule its rehearsals and do all those things necessary to facilitate the LCCB's performances, rehearsals and achievements of its stated Objectives and Purposes.

Adopted 5/9/23

- 5. All non-budgeted expenditures shall be approved by the Board.

Adopted 5/9/23

- 6. Musicians must attend at least four (4) rehearsals leading up to any concert in which the member intends to participate (unless an exception is made by the Conductor and/or the President).

Adopted 5/9/23

- 7. Financial Review Guidelines

- a. The purpose of the financial review is to validate the accuracy of the financial functions performed by the Treasurer. This review is not an audit per Generally Accepted Accounting Principles (GAAP), but a review of the financial activities to ensure that those activities conform to the organization's procedures and that all funds are properly accounted for.
- b. The Financial Review Committee shall consist of the Treasurer and 2-3 volunteers from the general membership.
- c. The Financial Review should be performed every three (3) years.
- d. The financial review should consist of the following:
 - i. Reconciliation of the bank account, including all deposit and disbursement activity, and ensure it is accurately accounted for in Excel and any other statements presented to the membership.
 - ii. Review a sample of transactions to ensure proper documentation.
 - iii. Review of the written policies and procedures associated with the Treasurer position.
 - iv. Review that the financial information published conforms to standing rules and documentation.

- e. The result of the financial review should be a form signed by all parties involved with the review which includes:
 - i. Summary of the findings.
 - ii. Listing of any transactions or issues with procedure.
 - iii. Any recommendations for changing procedure in the future to improve the function of the Treasurer position.
- f. Documents must be maintained for seven years, and include the report of financial review.

Adopted 5/9/23

8. Minimum Balance

- The board shall agree to a minimum balance for the band bank account. Once this is determined, any excess earned in a full year shall be discussed. The excess shall be used for something to benefit the band or the community, such as, but not limited to; more scholarships, donations to area band programs, a reduction in band dues, music purchases over the budgeted amount, or a reduction to concert admission fees.

Adopted