

## **Board Policies**

### **Camarillo Community Band (CCB)**

Being the draft dated 1/31/19 with the approvals of 10.28.18, 02.03.19, 03.24.19, and 11.06.19

Edited by Mark F. Fischer

- 1. Communications** [As approved (except section e) on February 3, 2019]
  - a. Approval. CCB President or Vice President shall approval all communications involving Camarillo Community Band.
  - b. Email. CCB shall maintain an email address through Google for all official communications and correspondence. [camarillocommunityband@gmail.com](mailto:camarillocommunityband@gmail.com)
  - c. P.O. Box. CCB shall maintain a Post Office Box as the official address at the U.S. Post Office, 2150 Pickwick Drive, Camarillo CA 93010. The CCB address is P.O. Box 231, Camarillo CA 93011. The CCB Treasurer shall make sure that the annual fee for the P.O. Box is paid. The \$96.00 fee is due in September. The Treasurer and one other Officer shall retain a key to the P.O. Box.
  - d. Phone Number. CCB shall maintain an official phone number (805) 530-6370 using MagicJack. Voicemail is setup to go to [camarillocommunityband@gmail.com](mailto:camarillocommunityband@gmail.com). CCB Vice President shall monitor CCB telephone number via Smartphone app for rehearsals and performances. The CCB Treasurer shall make sure that the annual fee for the MagicJack device (due in September) is paid. Website: [my.magicjack.com](http://my.magicjack.com).
  - e. Website. CCB shall maintain a website, [www.camarillocommunityband.com](http://www.camarillocommunityband.com) to disseminate information about CCB.
  - f. Calendar. CCB shall maintain an online calendar that will be included on the website. It will include all rehearsals, meetings, events and concerts associated with CCB.
  - g. Social Media. CCB shall use social media to publish information, photos, audio and video about CCB. CCB may use Facebook, Twitter, Instagram or other social media platforms. The email associated with all social media platforms shall be [camarillocommunityband@gmail.com](mailto:camarillocommunityband@gmail.com).
  - h. Publicity. CCB shall publicize CCB activities and events through local media outlets (such as print, radio, television, magazines) CCB activities and events. And, publicize through direct mail to patrons, business, schools, churches, etc.
- 2. Fundraising** [As approved on February 3, 2019 and March 24, 2019]
  - a. All fundraising activities must be approved at scheduled meetings in which a quorum is present.
  - b. All funds raised by CCB (except restricted funds) shall be placed in a general fund and used to support the CCB organization operations.
- 3. Committees & Staff Positions** [Approved 11/6/19]
  - a. The CCB Board will create committees and appoint Staff Positions to work on tasks, events or fundraisers that further the CCB mission.
  - b. All committees will have a CCB Board Member on the committee.
  - c. Chairpersons shall be appointed by the Board.
  - d. All committee activities and decisions will need to be reported at the next scheduled Board of Directors meeting.
  - e. Staff positions appointed by the Board are:

- i. **Band Manager** – Coordinates the logistics of the band and oversees the activities of the other functions.
- ii. **Librarian** – Organizes and provides music for all of the CCB rehearsals and concerts.
- iii. **Facilities** – Reserves and coordinates rehearsal space and concert venues for the CCB.
- iv. **Equipment** – Makes sure that all the necessary equipment is available for CCB rehearsals and concerts.
- v. **Publicist** – Provides press releases, flyers and other information about CCB events to newspapers, radio and TV outlets. Distributes press releases and flyers about CCB events to CCB mailing lists and donors.
- vi. **Electronic Communications** – Maintains the website, email, calendar, telephone and social media platforms.
- vii. **Roster and Attendance** – Maintains the band roster. Records rehearsal and concert attendance. Processes RSVPs from members.
- viii. **Band Communications** – handles internal emails and announcements to the band.

**4. CCB Meetings** [Not yet approved.]

- a. **Meeting Dates.** CCB Board Meetings shall be held quarterly.
- b. **Meeting Schedule.** The CCB Board Meeting Schedule for the next fiscal year shall be approved and posted at the fourth quarter meeting.
- c. **Meeting Changes.** If the date of a CCB Board Meeting needs to be changed or added, a notice shall be posted a minimum of one week prior to the regularly scheduled meeting, or in the case of a change, one week prior to the added meeting.
- d. **Meeting Location.** CCB Board Meetings shall be held at various locations and shall be approved and posted at the fourth quarter meeting. If a meeting location needs to be changed, a notice shall be posted a minimum of one week prior to the meeting.
- e. **Agenda.** The agenda for the CCB Board Meeting shall be distributed one week prior to meeting. The Agenda for the meeting may be amended if necessary and approved at the beginning of the CCB Board Meeting.
- f. **Minutes.** Minutes of the CCB Board Meeting shall be distributed to the attendees one week prior to the next meeting. The minutes shall be amended and approved at the subsequent meeting.
- g. **Open/Closed Meetings.** CCB Board Meetings are open to all except for closed sessions to discuss personnel issues.
- h. **Votes.** Agenda items are open to discussion by all those in attendance. Only elected CCB Board Members can vote to approve agenda items.

**5. Board** [Not yet approved.]

- a. **Election.** An election shall be held at the Annual CCB Board Meeting to elect CCB Board Members and CCB Board Officers for the next fiscal year.
- b. **Board Roster.** The CCB Secretary shall maintain a roster of CCB Board Members which shall include name, title, and contact information. This roster shall be distributed to all CCB Board Members.

- c. **Registration of Officers.** CCB Officers (President, Secretary and Treasurer) shall be registered by the CCB Treasurer with the State of California using the Statement of Information Form (SI-100) at the end of the fiscal year (Dec 31st). SI-100 needs to be filed every two years at a cost of \$20. Changes may be made during the two years without an additional fee unless a certified copy is requested via postal mail.
  - d. **Conflict of Interest.** Each CCB Board Member shall file annually with the CCB Secretary a Conflict of Interest Statement. CCB Board Members who have a conflict of interest pertaining to a specific matter on the agenda shall recuse themselves from the discussion and vote.
  - e. **Electronic Meetings/Communications.** Each CCB Board Member shall file annually with the CCB Secretary a written Consent to Communicate Electronically (telephone, voice message, facsimile, telegraph, text message or email.)
  - f. **Personal Donations.** Each CCB Board Member is encouraged to donate annually to CCB in an amount that they find meaningful.
  - g. **Fundraising Duty.** CCB Board Members have the responsibility to actively participate in fundraising efforts necessary to fund the mission of the organization.
  - h. **Fiduciary Responsibility.** CCB Board Members have a fiduciary responsibility to ensure that the fundraising activities of the organization are sufficient to meet the needs of the organization. CCB Board Members shall review the financial statements of the organization on an annual basis.
- 6. Finance** [As approved on October 28, 2018, with exceptions in italics.]
- a. **CCB Fiscal Year.** The fiscal year for Camarillo Community Band (CCB) is January 1st to December 31st.
  - b. **CCB Incorporation.** Incorporation Date: 07-03-2018. Corporation Number: C4171407
  - c. **CCB Registry of Charitable Trusts.** CA State Registry of Charitable Trusts approved: 11-05-2018, Charity Number: CT0260949.
  - d. **CCB Federal Tax ID Number (EIN).** EIN assigned 07-25-2018, EIN: 83-1342999. Letter of Determination: 09-25-2018
  - e. **CCB Budget.** A budget for the subsequent fiscal year shall be prepared by the CCB Treasurer and presented to the CCB Board prior to the fourth quarter meeting. The CCB Board must approve the CCB Budget at the fourth quarter meeting. All budgeted items not expended during the previous fiscal year revert to the General Fund except for the Unfunded Liabilities List.
  - f. **Unfunded Liabilities.** The CCB Treasurer shall maintain a list of Unfunded Liabilities, items which were approved outside of the approved budget but which have yet to be funded or items that require multiple years of funding. The CCB Board shall vote at the fourth quarterly meeting which Unfunded Liability items, if any, should carry over into the next fiscal year.
  - g. **QuickBooks Online.** The CCB Treasurer is responsible for maintaining the CCB financial transactions in QuickBooks Online (QBO). The CCB Treasurer shall provide access to QBO for the CCB Officers. The CCB Treasurer will assure that the annual fee, due in October, for QuickBooks Online is paid.
  - h. **Financial Accounts.** The CCB Treasurer shall maintain access to all financial accounts. The CCB Treasurer shall maintain access to the accounts online.

- i. **Reconciliation.** A non-signatory shall reconcile the bank statements by the end of the subsequent month for the CCB financial accounts. The statements shall be signed and dated by the reconciler. The reconciler shall be approved by the Board.
- j. **Deposits.** All deposits should be submitted to the CCB Treasurer with a CCB Deposit Form. Submitter shall fill out the top of the form. The last name and check number from the check should be entered in the Check column along with the amount. The CCB Treasurer will accept and verify the deposit, signing the bottom of the CCB Deposit Form. The funds should be deposited into the CCB Checking Account in a timely manner.
- k. **Counting Cash.** Two people, other than the CCB Treasurer, are required to count simultaneously any cash donations or transactions within 48 hours of the event. A CCB Deposit Form should be completed for the deposit. Both should sign the top of the CCB Deposit Form. The CCB Treasurer accepts and verifies the deposit, signing the bottom of the CCB Deposit Form.
- l. **Check Requests/Reimbursements.** Requests for CCB funds should be made with a CCB Check Request Form. Items in a pre-approved CCB Budget or pre-approved at a CCB Board Meeting are payable as long as the amount for the approved items is within the budgeted amount and if there are sufficient funds in CCB accounts to satisfy the request. Items not approved, must be presented at the next CCB Board Meeting for approval before the funds are disbursed.
- m. **Expenditures Less Than \$100.** CCB Officers can authorize expenditures less than \$100 that are not in the budget. This is limited to two times in a calendar year.
- n. **Check Signatures.** Two of the four authorized CCB Officers must sign all checks issued by CCB. After Officers are elected at the fourth quarter meeting, a signed copy of the minutes should be submitted to the financial institutions for new signature authority on the accounts.
- o. **Financial Statements – Quarterly.** The CCB Treasurer shall present the following financial statements for the current fiscal year at the quarterly CCB Board Meeting:
  - i. Balance Sheet
  - ii. Profit and Loss Statement
  - iii. Budget vs Actuals
  - iv. Quarterly Transactions
  - v. Unfunded Liability List
- p. **Final Financial Statements – Annual.** The CCB Treasurer shall present the final financial statements for the previous fiscal year at the second quarterly CCB Board meeting. The financial statements should reflect reconciled bank statements through the end of the fiscal year.
  - i. Balance Sheet
  - ii. Profit and Loss Statement
  - iii. Detailed Transaction Report by Category
- q. **Audit.** The CCB Treasurer should convene a committee to audit the CCB finances in February. Members of the committee may not be signers on the CCB financial accounts. A report of the audit should be presented to the CCB Board in second quarterly meeting.
- r. **Liability Insurance.** CCB Liability Insurance is maintained with ???Company. The policy covers operations for the CCB fiscal year. The CCB Treasurer is responsible for

making sure the CCB liability insurance is maintained and paid for in ????. [This item was tabled on October 28 because the band has yet to purchase liability insurance.]

- s. **Taxes and Government Reporting.** The CCB Treasurer is responsible for making sure the Federal IRS Tax Return (990), and the CA State Tax Return (199), and the Registry of Charitable Trusts (RRF-1) are filed with the appropriate agencies by May 15th which is four months + 15 days past the end of the fiscal year. The Statement of Information (SI-100) needs to be filed every two years by the end of the fiscal year. See 5c above.
- t. **Asset Inventory.** The CCB Treasurer is responsible for maintaining an inventory of CCB music and equipment.
- u. **Donor Database.** The CCB Treasurer is responsible for maintaining a list of CCB Donors. The entry should include date of donation, first name, last name, address, phone, email, amount donated, how donated, donation category. In-kind donations should also be listed.
- v. **Financial Records.** The CCB Treasurer shall maintain paper financial records for CCB including bank statements, check requests and documentation, deposits and documentation, Federal Tax Returns, State Tax Returns, Registry of Charitable Trusts, and Statement of Information Forms.

#### 7. **Music Conductors for the Camarillo Community Band** [Approved 11/6/19]

- a. The CCB does not have a permanent Music Conductor.
- b. A list of approved Music Conductors shall be maintained by the Band Manager and approved by the Board. This list may include past Guest Conductors, but that is not a prerequisite.
  - i. Additions and deletions to the list shall be presented to the Board.
  - ii. All additions and deletions to the list must be approved by the Board.
  - iii. The list will be reviewed annually by the Board at the first regular meeting following the summer concert season.
  - iv. In an emergency, the Band Manager has the authority to select a Guest Conductor who is not on the list, but should submit said Conductor through the normal approval process at the next Board meeting.
- c. Guest Music Conductor for all concerts are selected and invited by the Band Manager.
- d. There is no compensation for the Guest Music Conductor, however a nominal gift may be presented as approved and budgeted by the Board.
- e. The confirmed Guest Music Conductor chooses musical selections for the concert with input from the Band Manager.

#### 8. **Musicians of Camarillo Community Band** [Approved 11/7/19]

- a. **Adult Musician.**
  - i. Any adult who plays a band instrument is welcome to join the CCB.
  - ii. Adult Musicians are not required to participate in every concert. See below for rehearsal requirements.
- b. **High School Musician.**
  - i. High school students are required to audition annually to join the CCB. The high school student audition consists of
    - Scales up to 4b and 4#

- Chromatic scale
- Prepared piece
- Sight-reading
- ii. High school students brought in by Guest Music Conductors are not exempted from the audition requirements.
- iii. The Band Manager will coordinate and delegate band members to conduct auditions of high school students.

**c. Rehearsals.**

- i. All Musicians are requested to attend the pre-season rehearsals.
- ii. Adult Musicians should attend rehearsals prior to any concerts in which they plan to perform.
- iii. High School Musicians must attend rehearsals prior to any concerts in which they plan to perform.
- iv. All Musicians should NOT attend the weekly rehearsals for concerts in which they do not plan to perform

**d. Instrument Sections.**

- i. Section Leaders are appointed by the Band Manager.
- ii. Section leaders' appointment is to be based on seniority, skill level and leadership interest.
- iii. Chair placement is based on seniority with appropriate consideration of skill level.
- iv. Chair placement and part assignment in a section may vary from concert to concert and is at the discretion of the Section Leader and Band Manager based on the needs of the music.

**e. Musician's Conduct.**

- i. Musicians shall conduct themselves in a courteous and respectful manner at all times during their participation in CCB activities and during their contact with the public. Lack of respect for the Music Conductor, Band Manager, Musicians or the public may result in dismissal from the CCB.