

Auburn Winds
Policies and Procedures

Adopted March 9, 2019

AUBURN WINDS

POLICIES AND OPERATING PROCEDURES

Auburn Winds is governed by its Articles of Incorporation, Bylaws, California corporation code as well as other Federal and State laws. These Policies and Procedures are not a legal document and are subservient to those previously noted documents. The Board of Directors shall decide any issues not directly addressed in this document, and a record of the decision shall be placed in the official Board Minutes.

ARTICLE I. PURPOSE, OVERVIEW, AND VISION

Section 1 Legal Purpose restated from Articles of Incorporation.

The purpose of the Auburn Winds is to provide musical services to the public, promote music education and provide enjoyment to its participating musicians.

Section 2 The Auburn Winds corporation is organized under the Nonprofit Public Benefit Corporation Law for Charitable purposes and qualifies as an exempt organization under the Internal Revenue Code section 501(c)(3). Auburn Winds EIN: 47-5083037

Section 3 Addresses

Mailing address:

Auburn Winds
PO Box 12
Auburn, CA 95604

Principal Office
8265 Mt Vernon Rd.
Auburn, California 95603

The fiscal year for Auburn Winds is August 1 through July 31.

Section 4 The vision of this band is to:

- Provide civic, charitable, and community services by offering regularly scheduled musical performances to the public at formal venues, community events, and other venues
- Support local public school music programs through educational presentations and concerts
- Provide a musical organization wherein persons with musical skills and interests can achieve the personal satisfaction gained through their life-long development of artistic musical skills in the area of musical instrument performance

ARTICLE II. BAND MEMBERSHIP

Section 1 The band is open to all musicians who are able to perform their instrument at a skill level matching that of a majority of the current members. Skill level shall be evaluated by the Conductor, Board of Directors, or through confidential consultation between any of the following: Conductor, Board of Directors, Section Leader, and/or other musicians performing in the same instrument section.

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Section 2 Recommendations for acceptance of new members may also be made to the President or Conductor by current members of the band, especially the Section Leaders. Prospective members will undergo a trial period of several (2–4) band rehearsals at which time their performance skills and rehearsal deportment will be noted and evaluated by the Conductor and Section Leader. It is typical to have the prospective member audition for the Conductor. By the end of the trial period, the player will be notified as to his/her acceptance or non-acceptance as a member of the band.

If, at the end of the trail period, a player is not asked to leave he/she is automatically accepted as a member of the band. If it is immediately apparent to the Conductor and Section Leader that the new player is acceptable, he/she may be notified by the President or Conductor of acceptance and asked to become a member of the Auburn Winds band before the end of the trial period. Upon acceptance as a member, the new member will then be required to pay the current dues fee.

Section 3 As needed for performance, the Conductor and/or Section Leader may enlist the assistance of a non-member(s). These musicians are not to be considered “members” of the band and are not required to pay membership dues (fees).

Section 4 Any voting by the participating Band members is for advisory purposes only, as a way of communicating their desires to the Board of Directors. Voting members will be only those who have paid the required dues.

ARTICLE III. BAND MEMBER DUTIES

Individual Members of the Band are expected to:

Section 1 Be current in paying dues.

Section 2 Have a commitment to the quality and well-being of the band. Be prompt in attending rehearsals and performances, and notify his/her Section Leader and Conductor, in a timely manner, if he/she must miss a rehearsal or performance. (The Auburn Winds Band is not a ‘Drop in for fun’ organization). Missing a rehearsal could affect the rehearsal agenda; missing a performance without advance notification puts the performance at risk and could result in dismissal from the band.

Section 3 Any player who has a planned absence from a performance should relinquish their part as far in advance of the performance as possible in order to allow another player the greatest opportunity to prepare.

Section 4 The Band has the goal of a “fill the chair” policy where a musician, working with his/her section leader, finds a replacement in case of absence for a concert or rehearsal.

Section 5 It is expected that a musician will not be absent from the two rehearsals preceding a major concert.

Section 6 Play his/her music correctly to the best of his/her ability and make reasonable attempts to improve his/her skills regarding intonation, tone quality, rhythmic accuracy, blend, balance, dynamics, etc.

Section 7 Participate in band committees and assist in setting up for rehearsals and performances, recruiting new members, welcoming and assisting new members, finding new performance venues, developing new programs and ideas, and promoting performances.

Section 8 Care for printed music.

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Section 9 The members are encouraged to have a mix of parts so that everyone gets a chance to be challenged and given the opportunity to learn the solos, first and second parts. The physical location of a member's seat or time in the band doesn't determine who will play a particular part. The Conductor settles any questions on who plays the various parts and solos.

Section 10 Standard concert dress is black on black. Black: dress shoes and socks, slacks, shirt, dress, or blouse and skirt (modest) with minimal jewelry. No jeans.

ARTICLE IV. SECTION LEADERS

Section 1 There shall be Section Leaders as needed to represent all sections. Multiple sections may be grouped under a single Section Leader.

1. Sections Leaders are chosen by any method, but must be approved by the Conductor.
2. The Conductor will maintain a list of Section Leaders. This list will be recorded in the board meeting minutes when changes occur.

Section 2 Section Leaders shall:

1. Assist in welcoming new members to the Band and the section. Make sure new members are given sheet music and are provided a schedule of rehearsals and performances.
2. Obtain the personal contact information of all players in his/her section, and collect this information at the beginning of the 'trial period' for new prospective musicians. Give the completed information to the Conductor and/or other appropriate officer who maintains the database of personnel information.
3. Consult with the Conductor, President and Board in matters regarding the retention of prospective players or the dismissal of a current member.
4. Assist in the collection of membership dues.
5. Consult with the Conductor in matters regarding part assignments.
6. Be responsible for reporting to the Conductor information relating to absences of members for any given rehearsal or performance. (Individual players are responsible to report an up-coming absence to their Section Leader and the Conductor.)
7. Consult with the Conductor and President in regard to vacant positions within the section and the use and obtainment of substitute players.
8. Encourage improved skills of the members of the section.
9. Assist with communication to section members as needed.

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Section 3 Section Leaders as of January 9, 2016:

1. Flute, double reeds-Andrea
2. Clarinet, all-Doug
3. Saxophone, all-Lori
4. Trumpet-Roy
5. Low brass-Gary
6. Percussion-Bill
7. Horns -Steve

ARTICLE V. DUES

Section 1 Fees, known as Dues, are levied upon the members of the band. The Dues are used to pay for Auburn Winds expenses including, but not limited to insurance, ASCAP and BMI fees, Conductor fees, venue rental, printed music and promotion. The Conductor and full-time students are exempt from Dues.

Section 2 Dues for the Auburn Winds band are \$100 per year, due in August. As an option, dues may be paid in two (2) installments in August and January. Checks are payable to "Auburn Winds." Auburn Winds offers a family rate at 80%.

Section 3 Included in the dues amount is the associate membership fee for SVSBA. Membership runs from Sept. 1 to August 31 each year.

Section 4 If the acceptance date of a new member is near the end of the current half season (August-December or January-July) the new member may, at the discretion of the Board, have the payment of dues reduced or waived until the next half season begins.

Section 5 No fees are paid to the participating musicians at this time. In the future, if the band is able to generate enough income, and the band's performance area expands to a degree that warrants reimbursing the musicians for travel expenses, the Board may wish to do so. The Board of Directors also desires to eventually eliminate the dues requirement for all members.

Section 6 Dues are not considered a donation for the purpose of establishing donation levels by Auburn Winds. The determination of the tax deductibility of dues is the responsibility of the member paying the dues. Any additional monies donated by band members beyond dues paid can be acknowledged for donation level recognition.

ARTICLE VI. BOARD OF DIRECTORS AND OFFICERS

Section 1 A Board of Directors consisting of five members, manages Auburn Winds.¹ The current Directors and Officers of Auburn Winds are selected by the Board of Directors and are as follows; (include primary phone and email address)

- Director and President – Craig Thomas, 530-305-589, crt56@hughes.net
- Director and Vice President – Patrick Bueb, 530-305-6572, pat.bueb@gmail.com
- Director and Treasurer – Mary Rose Preston, 530-888-1801, maryrose20@earthlink.net

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- Director and Secretary – Vincent Warm, 916-652-1126, vwarm@zetabb.com
- Director at Large-Meredith Killinger, merskillinger@gmail.com

All Directors/Officers have consented to notification of meetings via email.

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Section 2 The Conductor is hired by the Board of Directors as an independent contractor. The conductor's contract is reviewed annually as part of the first meeting of each year's new Board. The Board of Directors may consult with the general membership in regards to release or retaining of a Conductor. Conductor duties:

1. Select music for rehearsal and performance.
2. Prepare for and conduct rehearsals and performances.
3. Act as spokesperson for the band.
4. Participate in the choice of concert dates and venues.
5. Contribute feedback and information to those handling publicity, venue arrangements, administrative functions, finances, etc.
6. Have the final decision in part assignment.
7. With the President or other board member, represent the band to other organizations and institutions.
8. Approve music selection for all performances done in the name of Auburn Winds.
9. Arrange guest performers and announcer.

Section 3 Directors are elected at each annual meeting of the Board, held in May, for two year terms. Terms begin on August 1st following their election in May.

Section 4 Board Members and any titles used are recorded in the board meeting minutes and communicated to the Band members as changes occur at a minimum of once per year. Any changes will also cause the need for a filing of a Statement of Information with the Secretary of State.

Board members must be current in the payment of dues.

ARTICLE VII. NON-BOARD POSITIONS AND ADVISORY COMMITTEES

Section 1 Positions and advisory committees may be formed and disbanded as needed to address specific needs. All are subordinate to the Board of Directors and all work shall be authorized by the Board of Directors before undertaken. Standing committees need to have a succession plan.

Section 2 All regular Band members may be, and are encouraged to be, members or the chairperson of a committee. The Board shall approve committee members and chairperson.¹ The chairperson reports committee activity directly to a specific Board member. A Committee may have as many members as necessary to accomplish the task.

Section 3 Webmaster

1. Manage the Auburn Winds website
 - (i) Ensure that that web content is up to date.
 - (ii) Will notify Board to ensure that fees associated with the website are kept current.
 - (iii) Protect member's personal information.
 - (iv) Obtain the Board's approval for all non-maintenance changes to the website.
 - (v) Provide a separate member's area on the website.

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Section 4 Librarian

1. Manages and maintains the Auburn Winds music library.

Section 5 Concert Coordinator and Committee – responsible for managing all the necessary tasks at a performance.

- (i) Advertising, programs, donor sign, email/web announcement.
- (ii) Secure venue and coordinate venue use.
- (iii) Communicate timetable to performers and guests.
- (iv) Coordinate intermission activities such as fund raising.
- (v) Maintain Concert Coordinator Committee list of duties.

Section 6 Equipment Committee

- (i) Secure equipment such as percussion, chairs, stands, etc. necessary for performances and rehearsals.
- (ii) Venue set-up.
- (iii) Post-concert teardown.
- (iv) Return equipment.

Section 7 Nominating Committee – The board will appoint a nominating committee before the March meeting. The committee will:

- (i) Compile a list of candidates to fill openings on the board.
- (ii) Deliver the list to the board in time for the March Meeting.

Section 8 Fundraising Committee

Section 9 Publicity Committee

ARTICLE VIII. CALENDAR

1. The rehearsal and performance calendar for the formal performance year will be available to the Band members on August 1st.
2. Notification of any changes to the calendar will be communicated to the Band as soon as reasonable possible.
3. From time to time, the Band will have opportunities for additional performances. The Band will be notified as soon as possible.

ARTICLE IX. FINANCIAL

Section 1 Purpose: The purpose of this Article is to establish policies and procedures for the accurate and transparent handling of funds entrusted to Auburn Winds. The Board of Directors have a fiduciary responsibility to ensure that funds are handled in such a manner as to establish the highest level of integrity.

1. All donations of cash or checks shall be witnessed by at least one board member and one band member in all cases.

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2. In order to meet expenses of the Auburn Winds, the Board of Directors may accept donations, gifts, grants, contributions, sponsorships, underwriting and other such financial assistance as approved by the Board of Directors.

Section 2 Handling of Donations:

1. Concert Venues:

- (i) All monies to include cash and checks will be collected at the end of the intermission period and placed into an official bank bag to be held by the President in plain view of other members until the end of the event.
- (ii) At the conclusion of the event, all remaining monies will be collected and added to the previously collected monies. The combined monies will be counted by a board member and a band member.
- (iii) Amounts of cash and checks will be noted in the Auburn Winds ledger book, which is signed by both people who counted the donations.
- (iv) The President will assume possession of donations to record images of all checks.
- (v) Checks will be stamped on the endorsement line for deposit only.
- (vi) The President shall then deliver such cash and check donations to the Treasurer for deposit into the 1st Northern Bank Auburn Winds account within 5 business days.

2. Rehearsal Donations and Dues:

- (i) All monies collected at rehearsals shall be collected at the end of the rehearsal by a Board member and counted with the assistance of another band member.
- (ii) The amounts of cash and checks will be noted in the Auburn Winds ledger book and signed by both people who counted the donations.
- (iii) Those who counted the donations will:
 - 1) place the cash donations into a bank bag and deliver them to the Treasurer (President if the Treasurer is not available).
 - 2) deliver the check donations to the President for image recording and stamping for "deposit only" prior to delivery to the Treasurer for deposit.
- (iv) The Treasurer will deposit all donations within 5 business days of receipt.
- (v) Monies other than dues collected at rehearsals are specifically designated to pay for rental of the rehearsal facility and are to be deposited into the secondary Auburn Winds account and held for that specific purpose.

3. PayPal Donations:

- (i) The Auburn Winds PayPal account is linked to the Auburn Winds website.
- (ii) Upon notification of a PayPal donation, the Vice President shall transfer the donation amount (minus PayPal fees) to the Auburn Winds 1st Northern Bank account.
- (iii) The Vice President will notify the President and Treasurer of the transfer date, amount of transfer and other pertinent information for acknowledgement of the donation to the donor.

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4. Donations Received via US Mail:

- (i) The President will receive donations mailed to the Auburn Winds P.O. Box.
- (ii) The President will document the receipt of funds into the ledger book, make an image of the check donation and stamp checks for deposit only prior to the delivery of said check/s to the Treasurer for deposit.
- (iii) The Treasurer will also verify the amount by signing the ledger book entry for the donation.
- (iv) The Treasurer shall also record and keep all check images in file.

5. Amazon Smile Donations:

- (i) Amazon Smile donations are received 90 days after the close of Amazon's quarter accounting period.
- (ii) Such donations are wired directly to the Auburn Winds 1st Northern Bank account and are reflected as a deposit on the monthly statement.
- (iii) The Treasurer shall note such deposits in the monthly report

Section 3 Letter of Acknowledgement of Donation:

1. The President in all cases of check donations will cause to be sent to each donor, a Letter of Acknowledgment of Donation. Such letter will include:
 - (i) date of donation received,
 - (ii) name and address of donor,
 - (iii) amount of donation, and
 - (iv) Auburn Winds EIN number.
2. The President will send the Letter of Acknowledgment to the donor via USPS. If no mailing address is available, email is acceptable.

Section 4 Ledger Book:

1. A ledger book will be maintained to record all cash and check donations received by Auburn Winds.
2. Ledger book entries will be made in ink and include date, event, whether the donation is cash or check, amounts received and the signatures of at least one board member and one band member who completed the count.
3. The ledger book will be held with the President or Vice President.

Section 5 Bank Deposits:

1. Bank deposits shall be made in person by the Treasurer at the Auburn Branch of 1st Northern Bank.
2. A receipt of deposit will be received by the Treasurer from the bank teller and held in the Treasurer's file.
3. Deposits shall be made within 5 business days upon the receipt of funds by the Treasurer.
4. All monies received must pass through the bank account before being disbursed.

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Section 6 Disbursement of Funds:

1. All expenditures from the Auburn Winds financial accounts must be approved by the Board of Directors.
2. Checks, and other evidence of indebtedness of the Corporation shall be prepared or reviewed by the Treasurer and signed by the President. If the President is not available then the Vice President will sign the document.
3. Records of all disbursements of funds will include an invoice with a distinct number and will include
 - Date of invoice.
 - Name of person or company to be paid.
 - The reason for the invoice, i.e. dates of services, description of services, description of equipment or purchase, etc. and the reason for the expenditure.
 - Instructions as needed for delivery of payment.
4. The Treasurer must make note in the financial records that the funds were delivered to the final recipient.
5. All expenditures must be recorded in the Board minutes and Financial Reports.

Section 7 Financial Reports.

1. The Treasurer is responsible for the completion of the annual financial reports as prescribed by the Bylaws and the California Corporation Code.
2. All financial transactions will be documented in the band's Quicken accounting software, which will be the source of all financial reports.
3. Annual Budget
 - (i) The Treasurer will create an Annual Budget prior to the beginning of each fiscal year.
 - (ii) A draft Annual Budget will be presented to the Board of Directors in June each year.
 - (iii) A final Annual Budget will be presented to the Board of Directors in July each year.
 - (iv) The Board must vote to accept the Annual Budget prior to August first each year.
4. Monthly Revenue and Expenditure Report (a.k.a Monthly Profit and Loss Statement)
 - (i) The Treasurer will create a monthly report to document all monthly banking activity.
 - (ii) Such report shall be delivered to the President for reconciling of the monthly bank statement prior to each monthly Board of Directors meeting.
5. Annual Revenue and Expenditure Report (a.k.a. Annual Profit and Loss Statement)
 - (i) The Treasurer will create an annual summary of all financial transactions at the end of each fiscal year
 - (ii) This report will be presented to the Board of Directors prior to September 1 each year for the previous fiscal year.

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Section 8 Cloud Storage of Treasurer's Records:

1. The Treasurer will create and maintain a cloud account for recording Auburn Winds fiscal activity.
2. The cloud account will be comprised of a public section, that is visible to the public, and a private section, not visible to the public.
3. The public section will not include private information such as addresses and account information.
4. The public section of the cloud account will be accessible through the Auburn Winds website.

ARTICLE X. ANNUAL MEETING

The annual meeting of the Auburn Winds will occur in the month of May of each year with specific date and place to be determined by the Board of Directors and announced to Band members at least 30 days prior to said meeting. The Treasurer will prepare a year-to-date report of all financial activity for the current fiscal year for presentation to the Board of Directors at the annual meeting.

The Auburn Winds Board of Directors approves these policies and operating procedures effective April 23, 2017.

Vincent Warm
Secretary