

Policy and Procedures Manual For the OCOA

This Policy and Procedures manual is intended to explain the policies and procedures that the Olathe Community Orchestra Association shall be operated by. The manual may be changed and amended at anytime by the Board of Directors or the Association. In case of a discrepancy between this manual and the by-laws of the Association, the by-laws shall govern.

1. **Registered Office.** The association, by resolution of its Board of Directors, may change the location of its registered principal office as designated in the Articles of Incorporation to any other place in Kansas. By like resolution the resident agent at such registered office may be changed to any other person or association, including itself. Upon adoption of such a resolution, a certificate certifying the change shall be executed, acknowledged and filed with the Secretary of State, and a certified copy thereof shall be recorded in the office of the Register of Deeds for the county in which the new registered office is located (and in the old county, if such registered office is moved from one county to another).
2. **Application for Membership**
 - a) Individual annual membership shall be by dues and/or by a contribution of a minimum level of "Sustainer" as defined in this manual, unless otherwise deemed by vote of the general membership.
 - b) Family annual membership shall be by dues and/or by a contribution of a minimum level of "Patron" as defined in this manual, unless otherwise deemed by vote of the general membership.
 - c) Corporate annual membership shall only be by a contribution of a minimum level of "Major Benefactor" as defined in this manual, unless otherwise deemed by vote of the general membership.
 - d) Musician membership shall be by membership of the orchestra and attendance of at least 60% of the rehearsals, in addition no more than one regularly scheduled concert shall be missed.
3. **Dues**
 - a) Individual annual membership shall be by dues of \$35.00.
 - b) Family annual membership shall be by dues of \$60.00.
 - c) Corporate annual membership shall be by dues of \$500.00.
 - d) Musicians membership dues are waived, providing the minimum requirements are met per this manual.
4. **Voting.** In the event of a statistical tie in the election of officers, the music director shall cast the tie-breaking vote.
5. **General Duties of Officers**
 - a) **President**
 - i. It shall be the duty of the President to enforce all provisions of the OCOA bylaws.
 - ii. The president shall be the chief executive officer of the association and shall, subject to the control of the board of directors, have general supervision, direction and control of the conduct and officers of the association.
 - iii. The President shall preside over all OCOA general membership and Board of Directors meetings.
 - iv. The President shall, at his/her discretion, appoint a Parliamentarian for any OCOA meeting.
 - v. The President shall be a member ex-officio of all standing committees, including the executive committee and shall have the general powers and duties of management usually vested in the office of president of an association.

- vi. The President shall exercise and perform such other powers and duties as may be prescribed for him/her by the Board of Directors or this manual.
- b) Vice-President
- i. In the absence or disability of the president, the vice-president, if there be such an officer, shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the president.
 - ii. It shall be the duty of the Vice President to assist the president.
 - iii. If the president dies, resigns, or is otherwise permanently unable to continue in his/her office, the Vice President shall assume the presidency
 - iv. It shall be the duty of the Vice President to schedule the agenda for each general meeting.
 - v. It shall be the duty of the Vice President to provide thank you correspondence for services or donations; and to perform any duty not assigned, anticipated or fulfilled by another elected office
 - vi. The Vice President shall exercise and perform such other powers and duties as may be prescribed for him/her by the Board of Directors or this manual.
- c) Secretary
- i. It shall be the duty of the Secretary to record and maintain minutes of all general membership and Board of Director meetings.
 - ii. It shall be the duty of the Secretary to make 2 extra copies of the minutes of all meetings. One copy shall be given to the president at the ensuing meeting and one copy shall be available for inspection by any member at the ensuing meeting.
 - iii. The secretary shall keep, or cause to be kept, a book of minutes at the principal office or such other place as the Board of Directors may order, of all meetings of directors and members, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given the names of those present at directors' meetings, the members present or represented at members' meetings and the proceedings thereof.
 - iv. It shall be the duty of the Secretary to maintain an up-to-date record of the OCOA members in conjunction with the Membership Chairperson.
 - v. The secretary shall keep, or cause to be kept, at the principal office a membership roster, showing the names of the members and their addresses, and the number and date of membership certificates issued; and the date of suspension, termination or resignation of every membership certificate surrendered for cancellation and coordinate with the publicist.
 - vi. It shall be the duty of the Secretary to prepare notices of dues payable and to make up the OCOA roster of members in conjunction with the Membership Chairperson.
 - vii. The Secretary shall be responsible for maintaining and distributing a new membership packet. Said packet shall include but not be limited to by-laws, current membership roster and information pertaining to association activities
 - viii. The Secretary shall notify all members of the association, of all the associations upcoming general meetings via telephone, Internet or by mail.
 - ix. The Secretary shall notify Board of Directors of upcoming board meetings via telephone, Internet or by mail.
 - x. The Secretary shall file with the State of Kansas all appropriate documents required by the state.
 - xi. File, annually, by June, after the annual board meeting the Corporate Annual Report, Form NP.
 - xii. File, as required when an Amendment to the Articles of Incorporation is made, a Form AN
 - xiii. File, as required when a new Registered Agent or Office change is made, a Form RO.
 - xiv. The Secretary shall exercise and perform such other powers and duties as may be prescribed for him/her by the Board of Directors or this manual.
- d) Treasurer
- i. It shall be the duty of the Treasurer to have custody of all funds and securities of the Olathe Community Orchestra Association, and to receive and distribute moneys under the direction of the Board of Directors.

- ii. The Treasurer shall record and deposit all monies and other valuables in the name and to the credit of the association in a reputable banking establishment approved by the Board of Directors.
 - iii. The Treasurer shall cause a summary report to be given or posted at all regular and general meetings and shall present statements for audit.
 - iv. The treasurer shall keep and maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the association, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, surplus and shares and shall render to the president and directors, whenever they request it, an account of all of his transactions as treasurer and of the financial condition of the association.
 - v. The Treasurer shall be empowered to sign and endorse checks and make payments in behalf of the OCOA as may be ordered by the Board of Directors.
 - vi. The Treasurer shall insure that the bank-signing card contains the signatures of the incumbent President, Vice President and Treasurer.
 - vii. The books of account shall at all reasonable times be open to inspection by any director. The Treasurer shall, at the mid-season meeting, cause all society financial records to be available for inspection.
 - viii. The Treasurer shall on an annual basis file with the Federal and State authorities all tax related returns.
 - ix. The Treasurer shall be bonded, if required by the board of directors.
 - x. The Treasurer shall exercise and perform such other powers and duties as may be prescribed for him/her by the Board of Directors or this manual.
- e) Social Director
- i. It shall be the duty of the Social Director to have charge of the OCOA social activities, including arrangements for performances, parties, fund-raisers, and for refreshments served at all OCOA programs
 - ii. The Social Director shall arrange, coordinate and otherwise prepare the refreshments, decorations and displays as necessary for all events, performances and fundraisers
 - iii. The Social Director shall issue invitations to patrons and friends for special performances, and VIP events
 - iv. The Social Director shall exercise and perform such other powers and duties as may be prescribed for him/her by the Board of Directors or this manual.
- f) Publicist
- i. It shall be the duty of the Publicist to be responsible for promoting and representing the performances, events, functions and fund-raisers to the general public and membership list.
 - ii. The Publicist shall prepare and circulate press releases in advance of each OCOA concert or public event to local publications.
 - iii. The Publicist shall prepare all promotional material prior to each OCOA concert or event to include but not limited to; printed notice cards, posters, or program schedules and subsequently, distribute promotional material via mail, in person, or via the internet.
 - iv. The Publicist shall compile, typeset and produce the show program for each OCOA concert.
 - v. The Publicist shall produce promotional material as required for the purpose of soliciting fundraising as needed or requested by fundraising committee.
 - vi. The Publicist shall coordinate efforts with outside promotional organizations in any and all marketing partnering programs.
 - vii. The Publicist shall deliver concert tickets to the music director at or before the dress rehearsal, until the time of the concert.
 - viii. The Publicist shall exercise and perform such other powers and duties as may be prescribed for him/her by the Board of Directors or this manual.
- g) Financial Development Director (FD Director)
- i. It shall be the duty of the FD Director to be responsible for efforts to solicit funding for the OCOA.
 - ii. The FD Director shall coordinate efforts

6. General Duties of Staff

a) Music Director/Conductor

- i. The music director shall perform all duties as stated in the by-laws and all duties as specified in this manual.
- ii. It shall be the duty of the Music Director to have charge of musician staffing responsibilities.
- iii. The Music Director shall maintain contact and status records for volunteer members, section leaders and temporary musicians.
- iv. The Music Director shall solicit and contact volunteers as players for OCOA performances and rehearsals.
- v. The Music Director shall coordinate auditions with applicant, and either Concertmaster or section leaders as necessary.
- vi. The Music Director shall prepare a personnel budget on announcement of repertoire.
- vii. The Music Director shall produce and distribute concert and rehearsal schedules to all playing members.
- viii. The Music Director shall locate, contract and coordinate compensation for temporary musicians as required for each performance by Music Director or section leaders.
- ix. The Music Director shall exercise and perform such other powers and duties as may be prescribed for him/her by the Board of Directors or this manual.

- b) Subordinate Officers, Etc. The Board of Directors may appoint such other officers as the conduct of the Association may require, each of whom shall have authority and perform such duties as are provided in this manual or as the Board of Directors may from time to time specify, and shall hold office until they shall resign or shall be removed or otherwise disqualified to serve.

c) Production Manager (When required)

- i. It shall be the duty of the Production Manager to have charge of the production responsibilities for OCOA performances
- ii. The Production Manager shall be responsible for coordinating and booking of concert hall space. He/she shall make advance arrangements prior to each season to secure scheduled rehearsals, concert dates and meeting dates from hall owners
- iii. The Production Manager shall coordinate stage, lighting and sound equipment, its operation, setup and arrangement. He/she shall organize placement and movement of large instruments prior to, and during concerts
- iv. The Production Manager shall arrange for piano tuning prior to performances requiring use of piano.
- v. The Production Manager shall exercise and perform such other powers and duties as may be prescribed for him/her by the Board of Directors or this manual.

d) Principle Chairs

- i. The following is a list of paid principal chairs.

Concertmaster
 Principal 2nd Violin
 Principal Viola
 Principal Cello
 Principal Bass
 Principle Horn
 Principal Trombone
 Principal Trumpet
 Principal Oboe
 Principal Flute
 Principal Clarinet
 Principal Bassoon

Principal Tuba

- ii. The requirements and duties for paid principal chairs are:
 - 1. Audition Required. All musicians wishing to be considered for paid principal chairs must audition.
 - 2. Annual Auditions. Auditions for paid principal chairs will be held annually, prior to the beginning of the concert season. Additional auditions may be held throughout the year as needed.
 - 3. Attendance at Rehearsals Required. Paid principals will be expected to attend in their entirety all rehearsals for each concert in which their part is required. Any absence from a rehearsal must be excused by the music director.
 - 4. Substitution/Replacement due to Absence. If a paid principal player is absent from rehearsal more than once during a concert cycle, the music director may assign another player to the chair for that concert. Should a paid principal miss more than one concert in a season, the music director may replace the paid principal for the remainder of the season.
 - 5. Preparation. Paid principals are expected to prepare all music to the best of their ability.
 - 6. Stipend. Paid principals will receive a stipend of up to \$50.00 upon successful completion of each concert cycle in which they are required.
 - 7. Income Tax Liability. Paid principals are responsible for reporting stipend earnings for tax purposes. Stipend amounts are below the level required for the OCO to issue 1099 forms.
 - 8. Music Director Discretion. The music director retains discretion in all personnel matters.
- f) Temporary Musicians
 - i. At the discretion of the Music Director, with input from the principal chairs, temporary musicians may be hired for a concert.
 - ii. Temporary musicians shall attend at least one rehearsal before a concert to be eligible for compensation.
- g) Duties of the Music Librarian.
 - i. The Librarian shall locate, order, ship and hold all sheet music purchased or rented for the Olathe Community Orchestra Association.
 - ii. The Librarian shall work together with the Music Director and Personnel Director to determine the quantity of various parts of each piece of music to acquire prior to each performance.
 - iii. The Librarian shall inspect music and prepare it as needed for musicians in any way as is needed to include but not limited to: erasures, bowings, replacement copies, cleaning or corrections as deemed necessary by section leaders.
 - iv. The Librarian shall distribute all sheet music to each musician and to make record of receipt for release and return of music distributed.
 - v. The Librarian shall coordinate with the Music Director to maintain and house all music purchased or owned by the OCOA for the duration of his/her term; as well as to maintain records of location and inventory of music held by the Olathe Community Orchestra Association.
 - vi. All music owned or purchased by the OCOA shall be housed and maintained at the home of the Music Director.

7. Compensation for Directors, Officers and Staff

- a) The Board of Directors and Officers shall receive no compensation.
- b) The Music Director/Conductor shall receive \$400.00 per concert for a maximum of four (4) concerts per fiscal year, if requirements are met.
- c) Paid Principal Chairs shall receive a maximum of \$50.00 per concert if requirements are met.
- d) Temporary Musicians shall receive a maximum of \$50.00 per concert if requirements are met.