



## **Lowcountry Blues Club Operating Guidelines Manual**

December 20, 2016

“When all the original blues guys are gone, you start to realize that someone has to tend to the tradition. I recognize that I have some responsibility to keep the music alive, and it’s a pretty honorable position to be in.” Eric Clapton

### **MEMBERSHIP**

The Blues Club membership year is from January 1st to December 31st . Dues & Fees Membership dues are determined annually by the Board for first-time and renewing members. Members who have not submitted a renewal before the first day of the new membership year will receive Blues Club communication and member benefits for a one month grace period. After February 1st, only members who have submitted renewals will remain on the active Blues Club roster and be able to take advantage of Blues Club member benefits. Returned checks are subject to the current fee as determined by the Club Board.

Scholarships and/or honorary memberships may be awarded by the Board. Scholarships may be given in the event of financial need, a written explanation of need should be provided to the Board for approval. Honorary memberships should rarely be given, and should be reserved only for persons who have distinguished themselves through meritorious service and furtherance of The Club.

## **Volunteering**

Because The Club is a volunteer organization, its effectiveness is dependent upon each member volunteering in some way, no matter how small. It is hoped that each member will participate in, volunteer, and support Club events as often as possible. It takes all of us working together to make The Club function properly, so we encourage everyone to serve in some way. Please ask Board members or be aware of opportunities advertised on Club forums to determine in what way you may be able to serve within The Club.

## **Visitors**

Visitors are welcome to participate in two (2) Club meetings or activities including Jams before joining. When the activity requires an advance reservation, the coordinator would need to be contacted for approval and payment (if applicable). Participation in any additional events will not be allowed until membership has been confirmed.

## **Attending Board Meetings**

Club members are welcome to attend open sessions of any of the regularly scheduled Board meetings. If you wish to speak to the Board concerning a matter, you must submit it in writing to the President at least three days prior to the meeting so that it can be included in the agenda.

## **Blues Club Website and Social Media**

The Blues Club website and Facebook page were created to provide a communications resource for Club members and advertisement for Club activities. If you are coordinating an event, you may submit the event information Public Relations Officer, and it will be added once administrative approval is given.

## **Blues Club Roster**

The Blues Club Roster includes personal information for all active Blues Club members. The roster is solely for Club use and should never be used for commercial or non-Blues Club purposes.

## **Blues Club Activities and Blues Club Events**

Club activities and events are coordinated by individual members and may be attended by Blues Club members and visitors (see visitors above) only.

Exception to the Attendance Rule On a space-available basis (at the discretion of the Club member(s) in charge of the activity or event) members may invite

guests. Specific activities and events may encourage inviting outside guests to attend; please only invite an outside non-Club guest if this is allowed for the specific activity or event, which should be outlined in the initial activity/event announcement. Some events may be coordinated with non-Blues Club groups, in which case, others may attend.

Members who are disruptive, aggressive, overtly impaired by alcohol and/or drugs, or whose behavior is not conducive to the friendly atmosphere at the Blues Club, may, at the discretion of the Blues Club leadership, be refused the ability to participate in the Jams or other events.

## **Blues Jams**

The Blues Jams were created to, as our mission statement states, “bring together people interested in music; to give support and encouragement to our music community; to promote the music genre known as Blues, it’s history, heritage and future; and also to encourage varied musical pursuits throughout the greater Lowcountry community; to educate musicians and those interested in music; and to create opportunities for musicians to share their music and to network with other musicians.” In order to fulfill this duty, and to ensure the fair and equal treatment of everyone at the jams. We shall:

- ! Preference will be given to those who sign up first, at the discretion of the Jam leader.
- ! “Noodling” on stage while others are preparing to play is strongly discouraged; some musicians may be distracted by it.
- ! Playing time will be limited to 15 to 25 minutes at the discretion of the Jam leader and according to the number of musicians waiting to jam.
- ! Jam groups shall be informed ahead of time who they will be playing with so they can get together, decide on leadership, songs, keys, etc. while the previous group plays. This will keep us from wasting stage time on discussion instead of music.
- ! There will be a “Member” check box on sign up sheet, members will be given preference for playing time over non-members.
- ! Bands or groups of people wanting to play together will not be given preference over others who are waiting to jam (membership priority applies here), at the discretion of the Jam leader.
- ! Any non-member will be allowed to participate in two (2) events (including jams) before joining. After that they will be encouraged to join in order to participate.
- ! Anyone who does not want to play when called, will need to sign up again to be called again.

- ! The Blues Jam is a function of the Blues Club so all business must be approved by the Board; Financial transactions must go through Board channels to assure proper accounting is done.
- ! Anyone performing in the name of the Blues Club must be a member of the Blues Club, outside talent will be given temporary membership benefits when they have been called on to perform or teach or otherwise act on behalf of the club. Advance permission shall be obtained from the Board and this is at the discretion of the Jam leader.
- ! Musicians must sign up in order to be called
- ! To insure fairness to all members, no musician shall be called to play a second set, with the same instrument, until all of the musicians previously signed up have had the opportunity to play, at the discretion of the Jam leader.
- ! Musicians wishing to play a second time need to sign up on the list again to be called again.
- ! Leadership will endeavor to provide as much playing time as possible for each Blues Club member who desires to jam.
- ! Members who are disruptive, aggressive, overtly impaired by alcohol and/or drugs, or whose behavior is not conducive to the friendly atmosphere at the Blues Club, may, at the discretion of the Blues Club leadership, be refused the ability to participate in the Jams or other events.
- ! We shall respect the authority of the leadership in charge of the jam.
- ! Grumbling is inappropriate, any Club member who wants to discuss any issues with the jam, or any other part of the Club, should get in touch with the Blues Club President and/or Vice President, who will address your issues with discretion.

### **Responsibilities of Activity/Event Coordinator**

- ! Communicate the general and specific guidelines of the activity/event participants on the appropriate Blues Club forum.
- ! Provide the appropriate details about the activity/event in advance to the Club's Public Relations Officer.
- ! If changes need to be made after your initial submission or if special sign-up questions are needed seek the assistance of the Public Relations Officer.
- ! Collect applicable fees prior to the scheduled event by setting a registration deadline. Be clear about payment and registration details. If fees are nonrefundable, state such information in the initial activity/event announcement.
- ! Should extenuating circumstances occur (inclement weather, etc.), the activity/event Coordinator has the final authority to cancel the

activity/event. In such cases, any nonrefundable fees may be forfeited at the Coordinator's discretion.

### **For All Blues Club Sponsored Events:**

- ! Maintain and complete an event finance report as instructed by the Club Board and act as the point of contact for the Club Treasurer for all income and expenses related to the event.
- ! Respect all decisions made by the Activity/Event Coordinator, who has the final authority. Do NOT contact the host of the activity/event unless instructed to do so by the Coordinator (i.e. directly calling the venue with a question). Please direct specific questions to the coordinator or leader of the activity/event, who will be the liaison with the host.
- ! Be responsive and respectful to the leadership.

## **DUTIES OF OFFICERS**

### **President**

duties include, but are not limited to:

- ! Adhere to and support Blues Club Bylaws
- ! Fulfill responsibilities called for in the Bylaws
- ! Set agenda for Club Board meetings
- ! Call and chair Blues Club Board meetings
- ! Appoint recording secretary for Blues Club Board Meetings
- ! File and maintain Board Meeting minutes and Treasurer's reports (copies for Board)
- ! Sign checks if Treasurer is unable
- ! Oversee Officers
- ! Oversee operations of Blues Club membership and website, etc.
- ! Maintain copies of Blues Club records (Bylaws, Operating Guidelines, Orientation Handouts, etc.)
- ! Oversee all Blues Club-sponsored activities and special committees and/or appoint a Board liaison
- ! Oversee Blues Jams

### **Vice-President**

duties include, but are not limited to:

- ! Adhere to and support Blues Club Bylaws
- ! Fulfill responsibilities called for in the Bylaws
- ! Attend and assist during Blues Club Board meetings

- ! Sign checks if Treasurer is unable
- ! Assist President in other areas, as necessary
- ! Oversee Blues Jams

President, Vice President and Membership Secretary shall coordinate and keep current mailing address for Club.

### **Chief Creative Officer**

duties include, but are not limited to:

- ! Oversee Blues Club music events (Not the weekly Blues Jams) planning and organization, advertising (in conjunction with Public Relations Officer) and all workers of such events
- ! Keep President/Vice President up to date on all music events
- ! Events may be music performances, guest speakers/artists, concerts, competitions, etc.
- ! Get approval from President/Vice President/Board for all music events
- ! Oversee Annual Best Blues Band Competition and work with the Club Board to appoint a Coordinator
- ! Coordinate a team of Club members to execute an event

### **Music Education Coordinator**

duties include, but are not limited to:

- ! Adhere to and support Blues Club Bylaws
- ! Fulfill responsibilities called for in the Bylaws
- ! Support Blues Club Board-sponsored events
- ! Create and oversee educational opportunities for Club
- ! Oversee Blues Club music educational events planning and organization, advertising (in conjunction with Public Relations Officer) and all workers of such events
- ! Get approval from President/Vice President/Board for all music education events
- ! Coordinate Blues Clinics

### **Membership Secretary**

duties include, but are not limited to:

- ! Adhere to and support Blues Club Bylaws

- ! Fulfill responsibilities called for in the Bylaws
- ! Support Blues Club Board-sponsored events
- ! Receive and process all applications for membership no later than 10 days upon receipt.
- ! Post names and any special information to the Board loop no later than 10 days upon receipt and approval of application.
- ! Submit form to Treasurer with new members and submit deposits of monies received from applications to the Club Treasurer no later than 20 days upon receipt of same so the treasurer can appropriate funds.
- ! Provide updated rosters for the Club Board members as stipulated by the Board
- ! Assist President with revisions to the Membership Application as determined by the Board
- ! Assist President with Board Meeting Minutes, as needed
- ! Attend Board Meetings and provide Membership and Scholarship reports for the Board

### **Treasurer**

duties include, but are not limited to:

- ! Adhere to and support Club Bylaws
- ! Fulfill responsibilities called for in the Bylaws
- ! Support Club Board-sponsored events
- ! File all necessary federal and state tax forms for The Club
- ! Maintain account of the income of The Club
- ! Maintain record books making note of all receipt transactions
- ! Receive and deposit checks and monies payable to The Club into The Club's bank account
- ! Receive monthly statements for The Clubs bank account
- ! Balance The Club's bank account monthly
- ! Maintain account of the expenses of The Club
- ! Write checks for The Club expenses reimbursing the appropriate member, business or organization
- ! Maintain record books making note of all expense transactions
- ! Attend Board Meetings and prepare treasurer and financial report for LCHEA Board (makes and distributes copies for each board member)

### **Legal Committee:**

- ! Not officially a Board position.
- ! This committee will serve the Club with legal advice, and may be asked to serve as Parliamentarian.
- ! Legal committee will also update and keep current registered agent for corporation.

### **Annual Best Blues Band Challenge Coordinator Duties:**

- ! Give reports to the Club President/Vice President regarding coordination meetings, decisions, planning, and activities.
- ! Determine location and dates of the Best Blues Band Challenge meetings, in coordination with the Club President/Vice President.
- ! Determine Best Blues Band Challenge location, date, and time with Club President/Vice President.
- ! Make final selection of any Speaker(s), in coordination with Club President/Vice President and Board.
- ! Make selections for judges and any other positions needed with Club President/Vice President.
- ! Create detailed Order of Event calendar and receive approval from President/Vice President.
- ! Coordinate advertisement with the Public Relations Officer.
- ! Provide budget reports to the Treasurer throughout the project.