



Hutchinson Municipal Band Guidelines and Musician Handbook

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Purpose of Handbook

The Hutchinson Municipal Band Guidelines are provided as a supplement to the Bylaws of the Hutchinson Municipal Band. If the Bylaws of the Hutchinson Municipal Band conflict with this manual, the Bylaws of the Hutchinson Municipal Band have precedence.

The material in this manual has been adopted as policy by the Board of Directors, and the Board may vote to change the policy at any time. Further, the Board of Directors may make exceptions to policy, based on circumstances.

Organization Basics

Vital Statistics

Name: The Hutchinson Municipal Band

Address: 400 E 12th Street, Hutchinson, Kansas 67501

Contacts: Randy Johnston, President 620-474-9527

Charles Johnston, Vice President of Personnel 620-960-5784

Mission, Vision, and Values

Mission

The mission of the Hutchinson Municipal Band is to give the gift of music to audiences, musicians, and the community, enriching cultural life through quality musical performance and education.

Vision

A future where Hutchinson and Reno County thrive as cultural hubs of Kansas, offering abundant opportunities for instrumental performance in concert bands, jazz bands, and small brass and woodwind ensembles.

Values

The Hutchinson Municipal Band upholds the following values:

- **Musical Excellence:** We are committed to high-quality performance and artistic integrity.
- **Service to the Community:** We share the gift of music to uplift, educate, and inspire

Hutchinson and Reno County.

- **Collaboration:** We cultivate a respectful, supportive, and professional environment that encourages creativity and collaboration within the Organization and with community partners.
- **Accessibility & Inclusion:** We welcome participants and audiences of all backgrounds.
- **Education & Growth:** We encourage lifelong learning and musical development.
- **Grounded in history, inspired by the future:** We honor Hutchinson's cultural heritage and preserve the legacy of early 20th-century military and instrumental music while embracing the diverse musical traditions of today and tomorrow.

History of the Hutchinson Municipal Band

The Hutchinson Municipal Band was founded in 1875.

In 1915, the Band became an official entity of the city of Hutchinson through a mill levy established by public vote to support the maintenance of a military-style concert band.

Funding for the Band continues today as the Cultural Activities Fund, which serves as the near-exclusive funding mechanism for the Band. The Hutchinson Municipal Band receives the large majority of the Cultural Activities Fund from the city of Hutchinson. The Municipal Band deliberately limits funding to allow other local organizations to seek donor support, since we receive the bulk of available municipal funds.

As has been the tradition since its founding, all musicians are local, most of them non-professionals with varied backgrounds, representing a true cross-section of Reno County and the Hutchinson community. Since its inception, the Band has provided summer concerts every year, in recent times on Tuesdays, presenting a combination of concert and jazz band performances. The current summer season begins on Memorial Day, launches Tuesday concerts on the first Tuesday in June, and continues for a total of eight performances. Traditionally, the final two concerts of the season are reserved for the Salt City Jazz Band.

The Concert Band presents band classics, marches, show tunes, movie soundtracks, and patriotic music, while the Salt City Jazz Band presents big Band and jazz music. In addition, the Hutchinson Municipal Band also offers its service throughout the year, with the Hutchinson Brass Quintet playing a variety of music, including a well-regarded Christmas set list. The Band has historically participated in the Patriots' Parade and the Christmas parade. However, with recent parade changes, including the relaunch of the Sky Ryders Drum Core and the shift of the Christmas parade to the evening, participation in the parades is on hiatus.

Purpose of the Hutchinson Municipal Band

The purposes of the Organization include, but are not limited to:

1. Operating a **Concert Band** for regular public performances. The Hutchinson Municipal Band typically performs on Memorial Day and continues through Tuesdays in June and July.
2. Operating the **Salt City Jazz Band** for regular public performances. The Salt City Jazz Band typically performs in the final two performances of the summer season in July.
3. Operating the **Hutchinson Municipal Band Brass Quintet** for regular public performances by request.
4. Forming and supporting **additional small ensembles** upon request from the community.

5. Providing musical outreach and educational opportunities to residents of Hutchinson and Reno County.
6. Promoting the understanding and appreciation of instrumental, concert band, jazz, and traditional American ensemble music.

Desired Ensembles and Instrumentation

The Hutchinson Municipal Band maintains the following units annually: the Hutchinson Municipal Band Concert Band, the Hutchinson Municipal Band's Salt City Jazz Band, and the Hutchinson Municipal Band Brass Quintet. Additional ensembles (such as woodwind quintet, instrument quintets, quartets, trios, or duos) are created on an as-needed basis. These lists contain the expectations for compensated individuals. Individuals who wish to participate without compensation are excluded from these field lists.

Concert Band

The Concert Band is meant to be a "large net band," meaning that if someone is interested, meets the minimum qualifications, and has adequate sightreading skills, membership will be unrestricted up to the limits of personnel/funding. The Concert Band is also the primary ensemble. Other groups being funded and regularly organized will always cede their existence to the Concert Band.

At regular funding, the Band is intended to field the following 49 personnel:

1 Conductor, 2 Piccolo/Flutes, 4 Flutes, 1 Oboe, 1 Bassoon, 9 Clarinets, 1 Bass Clarinet, 2 Alto Saxophones, 2 Tenor Saxophones, 1 Baritone Saxophone, 9 Trumpets, 4 French Horns, 3 Trombones, 2 Euphonium/Baritones, 2 Tubas, 5 percussion (covering Mallet/Auxiliary, Timpani, Snare Drum, Bass Drum and Cymbals)

For budget savings or low membership, the Band may choose to field the following minimum of 39 personnel:

1 Conductor, 2 Piccolo/Flutes, 4 Flutes, 7 Clarinets, 1 Bass Clarinet, 2 Alto Saxophones, 2 Tenor Saxophones, 1 Baritone Saxophone, 6 Trumpets, 4 French Horns, 3 Trombones, 1 Euphonium/Baritone, 1 Tuba, 4 Percussion (covering a combination of Mallet/Auxiliary, Timpani, Snare Drum, Bass Drum, and Cymbals)

In the rare event of additional funds available, a larger band may field the following 73 personnel:

1 Conductor, 2 Piccolo/Flutes, 4 Flutes, 2 Oboes, 2 Bassoon, 12 Clarinets, 2 Bass Clarinet, 4 Alto Saxophones, 2 Tenor Saxophones, 2 Baritone Saxophones, 12 Trumpets, 8 French Horns, 6 Trombones, 4 Euphonium/Baritones, 3 Tubas, 7 Percussion (covering at minimum Auxiliary, Mallet, Timpani, Snare Drum, Bass Drum and Cymbals)

The Conductor may add Players/Instruments (such as piano) as music requires, with approval by the President of the Board, Vice President of Personnel, and Treasurer.

Salt City Jazz Band

Due to the nature of jazz music, the Salt City Jazz Band is a select ensemble curated by the Conductor of the ensemble. Requiring advanced musicianship and limited Personnel, the Salt City Jazz Band goes through a more formal selection process. Members of the Salt City Jazz Band are expected to be members of the Concert Band and residents of Reno County, with residency in Hutchinson preferred.

Due to the nature of the ensemble, exceptions to these requirements may be made at the discretion of

the ensemble director in consultation with the President of the Board, Vice President of Personnel, and Treasurer.

At regular funding, the Band is intended to field the following 19 personnel:

1 Conductor, 2 Alto Saxophones, 2 Tenor Saxophones, 1 Baritone Saxophone, 5 Trumpets, 4 Trombones, Guitar, Piano, Bass, and Drum set

For budget savings or low membership, the Band may choose to field the following minimum of 16 personnel:

1 Conductor, 2 Alto Saxophones, 2 Tenor Saxophones, 1 Baritone Saxophone, 4 Trumpets, 2 Trombones, Guitar, Piano, Bass, and Drum set

In the rare event of additional funds available, a larger band may field the following 25 personnel:

1 Conductor, 4 Alto Saxophones, 2 Tenor Saxophones, 2 Baritone Saxophones, 8 Trumpets, 4 Trombones, Guitar, Piano, Bass, and Drum set

The Conductor may add Players/Instruments (such as piano) as music requires, with approval by the President of the Board, Vice President of Personnel, and Treasurer.

Membership and Voting Rights

Eligibility for Participation

Membership in the Organization is open to all residents of **Reno County**, with special emphasis on residents of the **City of Hutchinson**.

Eligibility for Ensemble Participation

Musicians must demonstrate an acceptable level of musical ability, reliability, and professionalism as required by the ensemble(s) in which they participate. In addition, all musicians are considered members of the Organization.

Admission to Ensembles

The Vice President of Personnel may admit musicians in consultation with the ensemble director. Admission may also be based on formal auditions, recommendations from private instructors or former directors, or review by ensemble members or section leaders, as determined by ensemble needs.

Rights of Members

Members have the right to:

- Participate in ensemble activities for which they qualify
- Receive notices of meetings
- Vote in the election of the Board of Directors
- Serve on committees
- Propose amendments to the Bylaws

Responsibilities of Members

Members are expected to:

- Attend annual meetings and performances regularly
- Uphold the mission and reputation of the Organization
- Respect directors, fellow musicians, and volunteers

In addition, musicians are expected to:

- Respond to all communication requesting availability via email
- Attend rehearsals and performances that you are scheduled for. You **MUST** attend a rehearsal for the concert you are participating in. The Vice President of Personnel may make exceptions with the ensemble conductor's approval.
- Communicate new conflicts that result in absences promptly to allow for replacement if necessary.
- For illness, anticipated absence must be communicated as soon as possible by text, email, and telephone until confirmation of absence notification is received. While illness is unpredictable, we prefer notification no later than 11 am on the day of the concert so we may endeavor to replace you.
- Consistent call-ins for illness or new conflicts may result in the discontinuation of concert scheduling.
- Fill out any required paperwork or tax forms
- Meet the musical needs of the ensembles

Additional Eligibility Considerations for Musicians

1. Any musician who is interested in playing in the Hutchinson Municipal Band may be considered for membership, provided that:
 - a. Participated in an ensemble in high school and has adequate capabilities to sightread.
 - b. A vacancy exists, as defined by policies concerning size and instrumentation of the Band, which are published above.
 - c. The potential Member possesses a level of musicianship that will contribute to the quality of the Hutchinson Municipal Band, as determined by the Conductor.
 - d. If under the age of 18, have a recommendation from a recognized instructor or educator, or a member of the Band with sufficient credentials that verify the player's ability to participate. The participant's legal guardian must also provide approval for participation.
2. The potential Member provides their name and address for contact purposes in the event of an emergency or as needed for notification of changes. Phone numbers and email addresses are requested but not required. This information is for internal use only and will not be shared outside the Band.
3. Once accepted, each person shall remain a member as long as they display musical competence, participate in the scheduled rehearsals and performances of the Hutchinson Municipal Band, and are not removed from membership.
4. Musicians must complete W-9s annually for compensation to be distributed. The lack of a W-9 form after multiple requests will imply a player's intent to play for the Band without compensation.

Removal and Dismissal

Removal of a Member

- A member may be dismissed for cause, including chronic absenteeism, disruptive behavior, or actions harmful to the Organization. Removal requires approval by a majority vote of the Board of Directors.

Dismissal of a Musician

Each season, musicians may be removed from an ensemble for cause, including chronic absenteeism, disruptive behavior, insubordination towards the Vice President of Personnel, a section leader, or a conductor, or for any actions harmful to the Organization or the ensemble.

If a member is not maintaining musical competence, they will be notified by the Vice President of Personnel, with the ensemble Conductor's approval, and given a set goal for improvement through individual practice on their own time. This status is called probation.

- a. The Conductor may request that a Member on probation not attend a concert if s/he believes they will not contribute positively to the performance.
- b. If additional practice time does not yield sufficient improvement, the Vice President of Personnel may consider dismissal with the approval of the ensemble conductor.

Appeal Procedure for Musicians

- Musicians may appeal their removal in the following order: to the Conductor (if removed by a section leader), to the Vice President of Personnel (if removed by a section leader or Conductor), and to the President of the Board (if removed by, or denied appeal by, the Vice President of Personnel).
- The final level of appeal for any one season shall be to the full Board of Directors, with a two-thirds majority vote required to reverse the removal.

Procedure for Reinstatement to an Ensemble

- A musician who was removed from an ensemble in the prior season may be reconsidered for participation in the following season. All standard procedures for ensemble admission and removal will apply.

Rehearsal and Concert Expectations

Rehearsal Etiquette

- a. Members must be in their seats, warmed up, tuned, and ready to play by the appointed time.
- b. If music is missing, politely inform the Conductor or a Librarian as soon as possible upon arrival to avoid disrupting the rehearsal.
- c. No late arrivals and early departures from concerts are acceptable.
- d. Late arrivals or early departures from rehearsals should be avoided at all times.
- e. However, if a Member will be late, they must notify the Vice President of Personnel and the Conductor of the situation as soon as possible. If another obligation arises that will not conflict with a concert, the Member must contact the Vice President of Personnel and the Conductor to seek approval at least 24 hours in advance.
- f. Members arriving late or departing early (with approval) must also enter and exit as quietly as possible.
- g. Members must not be disruptive or speak loudly at any time during rehearsal.
- h. Members must not speak while the Conductor is speaking, the Band is playing, or any announcements are being made.
- i. Members must not make negative remarks regarding any Member or leader of the Hutchinson Municipal Band at any time.
- j. No gum or food is allowed in the rehearsal room or concert space. Water bottles and water containers with lids are allowed.

Concert Etiquette

- k. The "Call Time" for a concert is 15 minutes before the start of the program, unless otherwise notified. Members will be in their seats, ready to play, by Call Time.
- l. Members should help set up chairs and stands if the task is not completed upon their arrival. Members will put away their chairs and stands after the performance. Members are exempt from setup/cleanup if these activities are physically difficult for them.
- m. Conversations between call time and concert start should be at a level that audience members cannot hear.
- n. Members must pay close attention to the Conductor.
- o. Members must attend the previous rehearsal to play in a concert unless they have received prior permission from the Conductor.
- p. Unless otherwise specified, concert attire consists of an official Hutchinson Municipal Band shirt, black pants or skirt, and professional-looking close-toed black shoes or sandals.
- q. If a concert is occurring outside of a climate-controlled space, exceptions to the uniform will be made on a case-by-case basis. Generally, outdoor performances with forecast temperatures exceeding 95 degrees at the time of the concert allow black shorts to be worn.
- r. Each Member will be provided an official Hutchinson Municipal Band shirt. It is the Member's responsibility to launder and maintain the shirt properly. If damage occurs, replacements will be offered on a case-by-case basis. Damage caused by mismanagement may require the Member to reimburse the Band for the official band shirt.
- s. The current band shirt must be worn unless a shirt is unavailable. Suitable alternative uniforms will be communicated.

Board of Directors

Board Responsibilities and Composition

The Board of Directors shall oversee and manage the property, business, and affairs of the Hutchinson Municipal Band. Elections shall be held at the Annual Meeting of the membership. A simple majority of eligible members present is required for the election.

Members of the Board shall consist of the following elected officers:

1. **President**
2. **Vice President of Personnel**
3. **Vice President of Marketing**
4. **Vice President of Equipment**
5. **Treasurer**
6. **Secretary**
7. **At-Large Musician**

In addition, the following **ex-officio (non-voting) positions** shall serve on the Board:

- **Coordinator of the Salt City Jazz Band**
- **Coordinator of the Brass Quintet**
- **Conductors of the Concert Band**

Terms

Board members serve two-year terms, staggered when possible, and may stand for reelection without

formal term limits. To support healthy leadership rotation, Board members are encouraged not to serve indefinitely. The recommended maximum length of service in any single position is eight years (four terms). After reaching this recommended limit, a one-year leave from that position is encouraged before returning to service.

Duties of the Members of the Board

A. President

- Provides overall leadership and strategic direction
- Presides over Board and membership meetings
- Represents the Organization in official matters
- Ensures compliance with federal, state, and local regulations
- Oversees committees and delegates responsibilities as needed
- Applies for grant funding from the City of Hutchinson's Cultural Activity Fund and cultivates or designates necessary relationships to maintain funding

B. Vice President of Personnel

- Oversees musician processes, recruitment, or auditions, and onboarding
- Collaborates with conductors and the Board treasurer to fill ensembles and maintain personnel records for payroll processing
- Appoints personnel managers or assistants for each ensemble if conductors are unable or unwilling to perform this duty
- Maintains musician rosters and attendance records
- Coordinates volunteer staffing needs and service roles
- Serves as liaison between musicians and the Board, including announcing and organizing the annual meeting in coordination with the President, Treasurer, and Secretary

C. Vice President of Marketing

- Develops and oversees marketing and public relations strategies
- Requests and manages the budget appropriately to the needs of the Organization
- Manages branding, communications, and social media
- Coordinates advertising for concerts, fundraisers, and community events
- Builds partnerships with local organizations, schools, and media

D. Vice President of Equipment

- Maintains inventory of musical equipment, uniforms, music library, and other property
- Oversees transportation and setup of equipment for rehearsals and performances
- Ensures proper storage, maintenance, and repair of instruments and assets
- Recommends equipment purchases to the Board
- Assists in grant writing or fundraising for equipment purchases

E. Treasurer

- Manages the Organization's finances and financial accounts
- Prepares annual budgets, financial statements, and required tax filings
- Ensures compliance with 501(c)(3) financial regulations
- Receives and disburses funds with Board authorization
- Maintains transparent, accurate financial records
- In collaboration with the President, applies for the Cultural Activities Fund from the City of Hutchinson and supplies the city with any necessary reports to maintain compliance

- Issue appropriate donation documentation to donors
- Negotiate the Organization's appropriate insurance needs. This negotiation includes the procurement of Directors' and Officers' Insurance, appropriate liability coverage for performances, and other insurance issues as identified by the Board of Directors

F. Secretary

- Records minutes of Board and membership meetings
- Maintains official records, bylaws, and organizational documents
- Issues meeting notices and correspondence, in coordination with the Vice President for Personnel
- Maintains archives, founding documents, and other legal documentation as requested by the President and Treasurer of the Board

G. At-Large Representative

- Represent the interests of the musicians and community members in the day-to-day operations of the Hutchinson Municipal Band
- Act as the primary liaison for the concerns of musicians and audience members
- Support the stewardship of the Organization's grant funders and donors as requested by the President. Examples might include thank-you notes to funders and donors.

Duties of Ex-Officio Members of the Board

A. Coordinator of the Salt City Jazz Band

- Schedules for rehearsals and performances
- Manage Personnel and/or assist with musician recruitment
- Oversees musical preparation and ensemble administration
- Recommend new or substitute musicians

B. Coordinator of the Brass Quintet

1. Coordinates rehearsal schedules, performances, and Personnel
2. Advises the Board on ensemble needs and activities
3. Recommend new or substitute musicians

C. Conductors of the Concert Band

- Select repertoire, perform music librarian duties, and conduct rehearsals and performances
- Collaborate with the Board regarding programming and artistic direction
- Recommend new or substitute musicians

Compensation

Musicians

Compensation is set by the members of the Hutchinson Municipal Band at the annual meeting, based on the Board of Directors' advice.

Currently, members receive \$10 per rehearsal and \$20 per concert.

Additional compensation may be made to percussionists and appointed section leaders for additional duties assigned. Additional compensation amounts will be communicated via email at the beginning of the season.

Conducting Compensation

Compensation is set by the members of the Hutchinson Municipal Band at the annual meeting, based on the Board of Directors' advice.

Currently, conductors receive \$20 per rehearsal and \$40 per concert, plus a \$ 15-per-hour librarian fee.

Board Compensation

Compensation is set by the members of the Hutchinson Municipal Band at the annual meeting, based on the Board of Directors' advice.

Currently, the only officers receiving compensation for their duties are the President, Treasurer, and Vice President of Personnel. They are only compensated at \$75 per month during the active season for their duties. Generally, the President and Treasurer are active every month. The Vice President of Personnel is active during the month of the annual meeting and during the summer season.

If a board member holds dual positions, they will only be compensated for one position.

Payments

Compensation is on a contract basis. Therefore, all participants receiving compensation are considered contractors and must provide the Organization with a W9 to be paid for their work.

Payment is generally made after the summer season. Payment for other services performed outside of the summer season is made on an as-needed basis, but generally within a month of the service being performed.

Handbook and Bylaws Copies

Every Member shall receive a current copy of the Hutchinson Municipal Band Handbook and the Bylaws of the Hutchinson Municipal Band. When an update to either document is properly approved, it will be distributed to all active Members. These may be delivered electronically.

Music Library

Basics

The Hutchinson Municipal Band maintains a music library. It is currently stored at Network Management Inc. This information is intended to clarify the proper use of the music library and the procedure for accessing and using music owned by the Hutchinson Municipal Band.

Access

Conductors of the ensembles of the Hutchinson Municipal Band have free access to the music library.

Non-conductor access to the music library will be granted by the President of the Board, Vice President of Personnel, and/or Vice President of Equipment on a case-by-case basis.

Access Procedures

1. Permission must be requested or an intent to visit notification sent to the President of the Board, Vice President of Personnel, and/or Vice President of Equipment 7 days before the intended access date.
2. Priority is given to conductors of the ensembles of the Hutchinson Municipal Band based on the

concert date assignment.

3. After approval is granted or notification of intent to visit is acknowledged, an email must be sent to music@nmgi.com requesting access to the files between Monday and Friday from 9 am to 3 pm. Access during holidays will not be allowed. The President of the Board, Vice President of Personnel, and the Vice President of Equipment must be cc'd on the email.
4. Once an appointment is scheduled, you must notify the President of the Board, Vice President of Personnel, and the Vice President of Equipment.

Use of the Music Library

1. Primary use of music from the music library should be by the ensembles of the Hutchinson Municipal Band. Exceptions may be granted to primary, secondary, and collegiate ensembles, as well as to qualified non-profit organizations. In rare circumstances, music access may be granted to for-profit organizations with a suggested donation required. This amount will be at least 25% of the cost of replacing the music.
2. The Conductor or their appointed librarian must sign out music used by ensembles. This sign-out occurs through email notifications to the President of the Board, the Vice President of Personnel, and the Vice President of Equipment regarding the removal of the music. Include as much information about the music being taken as possible (title, composer, arrangement, version, year of publication, condition of music, missing parts, etc.).
3. Music loaned to any outside entity shall follow a similar sign-out procedure. However, the concert date on which the music is being used and the anticipated date of return must be included. Regardless of organization status, music must be returned in the condition in which it left the music library or be subject to replacement. Replacement costs for individual parts, full scores, or a full set of music will be the responsibility of the party loaning the music.
4. Conductors of ensembles for the Hutchinson Municipal Band must return all music to the library within 2 weeks of the summer season or within one week of concerts outside of the normal season. This return must follow the previously outlined access procedure.
5. Confirmation of the return of music must be emailed to the President of the Board, Vice President of Personnel, and the Vice President of Equipment.