

**WELCOME**

to the

**EAST BAY**



**BANJO CLUB**

**MEMBER HANDBOOK**



# EBBC MEMBER HANDBOOK



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# EBBC MEMBER HANDBOOK



(Non-Voting)

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# EBBC MEMBER HANDBOOK



## WELCOME

WE ARE HAPPY TO HAVE YOU AS A MEMBER OF OUR BANJO CLUB. THE PURPOSE OF THIS HANDBOOK IS TO FAMILIARIZE YOU WITH OUR CLUB. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO ASK ANY MEMBER AND HAVE FUN!

## WEBSITE

The club website: [www.eastbaybanjo.org](http://www.eastbaybanjo.org) has club events, photos, newsletters, history, meeting logistics and basic contact information. It is your real time source of information relating to the club.

## CLUB HISTORY

The East Bay Banjo Club was founded in 1963 and was dedicated to the spirit of playing “Happy” banjo music. Currently we meet from 7:00PM to 8:30PM the second through fifth Tuesdays of the month. Always check our website as location and time may change.

In the past, the club had a famous float, “The River Queen” which was used in parades, and various community functions. The float was retired in 1997.

The club now plays at many different civic events, private parties, and club functions, mainly in Contra Costa County and occasionally a neighboring county or two. We have even performed in the former Czech Republic in past years.

The club always welcomes new members, from outright beginners to seasoned professionals. The banjo playing experience of club members ranges from “wanting to learn how to play a banjo” to professional banjo players.

## TYPES OF BANJOS

The following is a list of some of the types of banjos:

1. Banjo Ukulele – is a 4 string instrument about the size of a ukulele and tuned the same as a ukulele, with a body shaped like a small banjo.
2. Banjo Mandolin – is a hybrid instrument that adds the banjo’s volume to the mandolin; with the same scale length as a mandolin. It is tuned and played the same as the mandolin, and has four equally tuned pairs of strings.
3. Five String Banjo – used to play bluegrass or country music. It is not strummed with a flat pick, but picked with the fingers of the right hand using picks attached to the fingers.



## **EBBC MEMBER HANDBOOK**



4. Plectrum Banjo – is a 22 fret, long neck banjo that has 4 strings and is played with a flat pick. Very similar to the tenor banjo, however tuned differently (C,G,B,D) it can also be tuned similar to a guitar.
5. Tenor Banjo – is a 4 string banjo that has 19 frets, is played with a flat pick and is tuned in 5ths (C,G,D,A), low to high.

Predominantly, the club promotes Plectrum and Tenor Banjos.

Club members can learn to play 4 string chords, single string lead, harmony and full chord melody. The Tenor and Plectrum banjos are very similar and associated with “Standards,” “Tin/Pan Alley” and “Traditional/Dixieland Jazz” music. It takes a trained ear to hear the difference between the tenor and plectrum banjo styles of playing.

Since banjos are available in an extremely wide range of quality and cost, be sure to talk to as many players as possible to ascertain the most desirable qualities, before making a purchase.

### **OTHER INSTRUMENTS**

Other instruments may be allowed to play at practices but must blend in or add to the club.

### **MEMBERSHIP INFORMATION**

Club dues for members 18 years of age or older is \$20.00 annually. There are no dues for members under the age of 18.

### **MONTHLY BUSINESS MEETING AND PRACTICE**

The EBBC Board meets monthly and we practice weekly with some exceptions.

Always check the Club Website for location and time of our practices, playouts, and other events.

### **CUSTOMS AND COURTESIES**

The Music Director is the conductor of our “orchestra.” Pay attention to the conductor before and during each song.

DO NOT play or “noodle” between songs!

Keep time with the Bass or Tuba, even if your neighbor doesn't. Listen to the way your instrument contributes to the total sound. Try to “blend in” with the group.



## **EBBC MEMBER HANDBOOK**



During play outs, rhythm players should play straight rhythm and avoid fancy strumming, syncopation and tremolos. Melody players are reminded that they should ALWAYS listen carefully to the lead player and not compete with the melody.

Occasionally an instrumental soloist from within the group or a guest will be invited to perform. DO NOT accompany them unless requested to do so. If accompaniment is requested, play rhythm chords very softly to avoid overpowering the soloist.

Vocalists are also accompanied by playing rhythm chords very softly to avoid overpowering them.

### **PLAY OUTS**

The club frequently has an opportunity to perform in front of an audience, including fairs, retirement communities, parties, charity functions and other events. All members are urged to participate in the play outs regardless of playing skill.

The Booking Agent handles all negotiations for play outs; please refer interested parties to the Booking Agent.

The Music Director will provide a list of songs to be played for each play out. This list will be given to those involved in the play out at least two weeks before the event so that they will have time to practice and bring the appropriate music to the event. The Music Director must include any members that wish to perform if appropriate to the event.

### **SOCIAL ACTIVITIES**

A Holiday Party is held in December in conjunction with the Annual Meeting. All members and guests are encouraged to attend. Time and place to be announced.

The Annual Picnic is held in August at Lander's Landing. All members and guests are encouraged to attend.

### **BANJO ACTIVITIES OUTSIDE THE CLUB**

There are several banjo shows/conventions and fun gatherings on the West Coast each year, and also many across the country. Events are usually two or three days long and usually include a half day or evening show by various banjo bands and individual artists from around the country. There are often workshops, jam sessions, banquets, vendor booths and other enjoyable activities orientated to banjo players. The East Bay Banjo Club often performs at these events and all members are encouraged to attend and meet others who share interest in this uniquely American instrument.



# **EBBC MEMBER HANDBOOK**



## **UNIFORM**

Playouts require participating members to wear specific clothing based on the type of play out. Each member is responsible for ordering uniform apparel. See Appendix I for details.

Formal Performance (winter uniform) – gold vest, white shirt, black pants, black socks, black shoes, black bow tie with optional boater hat.

Informal Performance (summer uniform) – khaki (tan) pants (shorts may be worn on very hot days), matching shoes or sandals, and a blue polo shirt bearing the club emblem, and a sun protective hat or optional boater hat.

## **PLAY OUT SHEET**

Updated information for play outs and events are emailed to members. This includes dates, times, the location of the play out or event, uniforms and song/music list. Members are encouraged to create a “Set List” on their iPad or Tablet for ease during the playout.

## **MUSIC BOOK**

The club music is distributed to paid members at no charge. Players will need an IPAD or Android tablet to download the music. You will need to download one of two free programs to organize and use the music. IPAD uses “ForScore” and the Android tablet uses “Mobile Sheets.” The club’s Digital Librarian will coordinate the initial setup.

## **INSTRUMENT PROGRAM**

The club has instruments available to purchase with a “buy back option.” Prices vary with the type and quality of the instrument. The club can buy back an instrument for the original purchase price less any costs for repairs beyond normal wear and usage.

## **NEWSLETTER**

Newsletters are published every month. The newsletter will be posted to the club website with an email copy sent to members.

## **MUSIC INSTRUCTION**

Members are a good source for sharing basic chords, technique, and song information. The club does not endorse any specific music teacher, nor does the club teach banjo playing, per se, however some members take private lessons and can recommend teachers. Occasionally the club will host a group lesson conducted by a competent banjoist. If you have questions about banjo playing, feel free to ask any club member.



# **EBBC MEMBER HANDBOOK**



## **YOUTH PROGRAM**

This provides interested youth (under 18) with an appreciation of four stringed instruments, beginning with the Ukulele and progressing to the Banjo (Plectrum or Tenor). Some youths have joined us playing other instruments. Check with the Music Director and Board of Directors about acceptable instruments.

## **YOUTH GUIDELINES**

The youth program is developed for individuals up to the age of 18.

The following will be provided:

1. A Handbook so they, and their parent, can review it and learn more about the club and how it operates.
2. A loaner instrument if the parents agree to take responsibility for the instrument.

## **YOUTH UNIFORMS**

Youth uniforms are the same as the adult uniforms. The club will provide vests and blue polo shirts to youth members. Loaned Polo Shirts and Vests must be returned to the club when outgrown or the youth no longer participates in the club. An interim uniform is:

Formal Winter – white shirt, black pants

Informal Summer – Blue tee-shirt (no wording or markings), tan pants

## **ELECTED BOARD OF DIRECTORS**

There are six elected Board of Directors: President, Vice President, Secretary, Treasurer, Music Director and Booking Agent. The Immediate Past President serves as the seventh member of the Board of Directors.

## **APPOINTED BOARD OF DIRECTORS (non-voting)**

The Assistant Music Director(s), Membership Chair

## **COMMITTEE CHAIRS**

Hospitality, Librarian, Membership, Newsletter, Telephone Tree, and Web Master.





# **EBBC MEMBER HANDBOOK**



## **BUSINESS CARDS**

The club has business cards available for members to pass out to prospective members and to those who might be interested in having the club play for them. Contact any Board of Director if you are interested.

## **MUSIC CD**

A CD with songs performed by the EBBC are available at events from Bob Malucelli for \$10 each.



# **EBBC MEMBER HANDBOOK**



## **APPENDIX I**

### **Uniform Purchase Instructions**



## EBBC MEMBER HANDBOOK



### Instructions for ordering the summer blue polo shirt with logo:



Men's Embroidered Logo Short  
Sleeve Mesh Polo Shirt

\$19.95

The blue polo shirt worn for informal playouts is available from Lands End Business on the East Bay Banjo store front as follows:

1. On your computer or phone, enter <https://business.landsend.com/store/eastbaybanjoclub>.
2. On the Welcome screen, select either "Men" or "Woman" to start your order.
3. The Club color is True Blue as indicated on the page. Enter a quantity under your desired size, then select "add to bag".
4. The Club logo will appear on the next screen, then proceed to "Checkout".
5. Then select "Start Secure Checkout".
6. Complete the appropriate sections and place your order.

The Club will reimburse you for the cost of the EBBC Logo. Please present a copy of the order to the Club Treasurer to process and receive your \$8.95.

If you have any questions, please contact Lands End at [businessoutfitters@landsend.com](mailto:businessoutfitters@landsend.com) or 1-800-990-5426. Their team is available Monday – Friday, 7:00 am – 6:00 pm CST.



# EBBC MEMBER HANDBOOK



**Instructions for ordering the Gold Vest and Black Bow Tie used as the winter uniform and for more formal events:**



[+33 colors/patterns](#)

Sponsored ⓘ

**HISDERN**

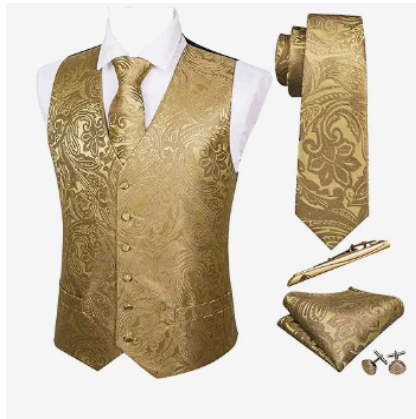
Mens Vest Tie Set 3PC Formal  
Waistcoat Paisley Floral...

★★★★★ (12,162)

\$26<sup>09</sup> List Price: \$28.99

10% off coupon applied (some sizes/colors)

✓prime One-Day



[+34 colors/patterns](#)

Sponsored ⓘ

**Barry.Wang**

Formal Men Vest Paisley  
Jacquard Silk Tie Suit Waistco...

★★★★★ (3,712)

\$38<sup>99</sup>

✓prime One-Day  
FREE delivery **Tomorrow, Aug 19**

Add to cart



**Brybelly**

Formal Black Casino and Poker  
Dealer Clip On Bow Tie

★★★★★ (727)

50+ bought in past month

\$8<sup>49</sup>

✓prime One-Day

FREE delivery **Tomorrow, Jan 9**

Small Business ▾

The full formal or winter playout uniform includes black slacks, white long sleeved shirt, black bow tie, gold vest and an optional boater hat (see separate order instruction sheet for the hat).

The slacks and shirt are your choice, no particular standard. The gold vest has a paisley pattern and the black bow tie is a clip-on western style tie that can be ordered from Amazon.

Unfortunately, there is not a women's tailored vest, only men's tailored.

1. On the browser of your computer or phone, enter:
  - a. For the Barry-Wong vest [follow link here](#)
  - b. For the HISDERN vest [follow link here](#)
  - c. For the Brybelly bow tie [Amazon.com: Brybelly Formal Black Casino and Poker Dealer Clip On Bow Tie](#)
2. Select your size and color and place in the cart.
3. Go to the cart when the order is complete and finish the order transaction

If you have any questions, please contact another club member for assistance.



## EBBC MEMBER HANDBOOK



### Instructions for ordering the classic Boater Hat:



The classic Boater Hat is an optional part of our uniform for playouts. These are available on-line searching “Boater Hats” from Amazon and other outlets. Prices start at about \$30 and go up from there.

There is no exact standard for the Club, rather find a hat in the style shown above that suits your budget and your taste.



# **EBBC MEMBER HANDBOOK**



## **APPENDIX II EAST BAY BANJO CLUB BYLAWS**



# EBBC MEMBER HANDBOOK



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# EBBC MEMBER HANDBOOK



## BYLAWS OF THE EAST BAY BANJO CLUB

### ARTICLE I

#### NAME PRINCIPLE OFFICE

The name of this organization Incorporated on April 1, 1971 is the EAST BAY BANJO CLUB. The corporation is organized and operated exclusively for social purposes within the meaning of 501(C)(4) of the Internal Revenue Code.

The principal office of the club is fixed and located at P. O. Box 5414 in Concord, Contra Costa County, California 94521. The Board of Directors is granted full power and authority to change the principal office from one location to another in the county. Any change shall be noted by the Secretary opposite this article, but shall not be considered an amendment to these Bylaws.

### ARTICLE II

#### PURPOSE

The specific purpose of this corporation is to create interest in the Banjo.

### ARTICLE III

#### Section I Members

**Regular membership** is available to any person 18 years of age or older who elects to avail themselves of all privileges of the club upon payment of dues, including the right to vote and hold office.

**Honorary membership** may be awarded by unanimous vote of the Board of Directors to a person who has made an outstanding service contribution to the club. The title shall be conferred for life. An honorary member shall be exempt from payment of dues and shall not have the right to vote or hold office. Honorary members may become a Regular member without jeopardy of his/her status as an honorary member.





# EBBC MEMBER HANDBOOK



**Life membership** may be awarded by unanimous vote of the Board of Directors to a member of, not less than, 5 years continuous membership to the club, and who has performed special meritorious service to the club.

**Junior membership** shall be available to persons under the age of 18 years. Parents of junior members will be responsible for the junior member at all club activities. Junior members shall be exempt from payment of dues and do not have the right to vote or hold office.

## **Section II Dues**

Every person becoming a regular member of this club shall pay annual dues in the amount set by resolution of the Board of Directors. Annual dues shall be due the first day of January and delinquent on the first day of March of each year. Any other indebtedness due the club is delinquent on the last day of the month in which it is due. Non-payment of dues will result in the loss of privileges of membership.

## **Section III Procedure for Admission to Regular Membership**

Admission is open to all persons interested in membership.

## **Section IV Expulsion of Members**

Upon at least two (2) weeks written notice, any member of the club may be expelled by the affirmative vote of the majority of the Board of Directors for any indebtedness to the club. Should the conduct of any member be such as to be detrimental to the welfare of the club, such member may be expelled by a two-thirds (2/3) majority vote of the Board of Directors. Before such action is taken, written notification shall be given to the accused member inviting him/her to appear before the Board of Directors at a time and place designated, to show cause why such action should not be taken in his/her case. Membership of any such person and all rights will be terminated immediately on expulsion.



# **EBBC MEMBER HANDBOOK**



## **Section V Reinstatement**

Any member who has been dropped from the membership rolls for non-payment of dues for a period of one month (1) or longer may be reinstated as a member by the same procedure as prescribed for a new member. Members expelled for conduct may request reinstatement by writing to the Board of Directors. The person will be invited to a regular Board of Directors meeting to state their case. Reinstatement may be granted by a majority vote of the Board of Directors.

## **Section VI Meetings**

- A. Regular meetings are held weekly.
- B. Board meetings are held monthly.
- C. Annual meetings are held in December.
- D. Special meetings of regular and life members of the club may be called and held as may be directed by the Board of Directors or by any fifteen (15) regular and life members. Notice to all regular and life members is required.

## **Section VII Voting**

All regular and life members shall have equal voting rights and shall be entitled to cast one (1) vote except in the election of Directors of the club. In election of Directors to the club each member shall have one (1) vote for each vacancy on the Board of Directors. Members must be present to vote.

## **Section VIII Quorum**

The presence of ten (10) regular and life members of the club shall constitute a quorum at any regular or annual meeting of members.



# **EBBC MEMBER HANDBOOK**



## **ARTICLE IV DIRECTORS**

### **Section I Members and Qualifications**

The authorized number of directors shall be seven (7), six (6) of whom shall be elected and the immediate past president as described in 'Article V' until changed by amendment to the 'Articles of Incorporation' or by an amendment to these bylaws adopted by the club members. One of the directors shall be the Immediate Past President. Resulting in positions of the President, Vice President, Secretary, Treasurer, Booking Agent, Music Director, and Immediate Past President. Each Director of the club shall all be a regular or life member of the club and if a person ceases to be a regular or life member of the club he/she shall also cease to be a Director of the club.

### **Section II Election and Term of Office**

Directors shall be elected for a term of one (1) year at the annual meeting or at any special meeting held in lieu of or in addition to the annual meeting.

### **Section III Vacancy**

A vacancy in the Board of Directors caused by death, resignation, disability or removal of a Director shall be filled by a vote of the Directors or by the sole remaining Director.

### **Section IV Meetings of the Board of Directors**

A majority of the authorized number of Directors shall constitute a quorum for the transaction of business. Regular meetings of the Board of Directors shall be held monthly. Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the president, or if the president is unable or refuses to act by three (3) Directors. Notice of time and place for all special meetings of the Board of Directors shall be given to each Director no less than three (3) days prior to said meeting.

### **Section V Powers of the Board of Directors**

The Board of Directors shall have all powers as allowed by these Bylaws. The Board of Directors may appoint such committees as necessary.



# **EBBC MEMBER HANDBOOK**



## **Section VI Removal**

A director may be removed by the affirmative vote of a majority of the Board of Directors. A Director may be removed with cause by a majority vote of the regular members in a meeting called for that purpose. Any Director who fails to attend three (3) consecutive unexcused board meetings will, upon the affirmative vote of the majority of the Board of Directors, be removed.

## **Section VII Parliamentary Authority**

All meetings shall be conducted according to Roberts' Rules of Order, with the interpretation to be determined by the Chair, Board of Directors or appointed Parliamentarian.

### **ARTICLE V OFFICERS**

The Board members (officers of the club) shall be the President, Vice President, Secretary, Treasurer, Booking Agent, Music Director and Immediate Past President. The club may also have committee members, who need not be Directors, as appointed by the Board of Directors. A person may hold two (2) or more offices, except that of President and Secretary.

### **ARTICLE VI AMENDMENT TO THE BYLAWS**

The Bylaws Committee, appointed by the Board of Directors, shall provide written notice to regular and life members of Bylaw amendment(s) at least thirty (30) days prior to voting at a regular meeting. There must be a majority vote of the members in attendance to pass any amendment(s).



# **EBBC MEMBER HANDBOOK**



## **APPENDIX III**

### **Policies and Procedures**



# **EBBC MEMBER HANDBOOK**



## **EAST BAY BANJO CLUB**

### **POLICIES AND PROCEDURES**

These Policies and Procedures will be included in the Membership Handbook given to every member of the East Bay Banjo Club.

These Policies and Procedures will be updated in January of each year.

#### **I. DUES:**

- A. Annual Dues: \$20.00 (as determined by the Board of Directors and general membership vote).
- B. Duration: January through December

#### **II. MEETINGS**

- A. General Meetings: Time set aside for East Bay Banjo Club Business and announcements.
- B. Practice Meetings:
  - 1. Weekly – 2<sup>nd</sup> through 5<sup>th</sup> Tuesday of each month
  - 2. Time: 7:00 to 8:30pm
  - 3. Location: As specified on the website
  - 4. Meeting Format: Announcements 7 – 7:10pm  
Practice 7:10 – 8:30pm
  - 5. Other instruments will be allowed to play with the club but they must add to and/or blend in with the club's music.
  - 6. All guest musicians must play along with the club – the club will not play for the guest.
- C. Board of Directors Meetings:
  - 1. Monthly on the second Tuesday of the month
  - 2. 6:00 pm
  - 3. Place to be announced.
    - a. Board of Directors must notify any attending Director of any expected absence.
    - b. Members wishing to attend a Board of Directors meeting should notify the Immediate Past President.



## EBBC MEMBER HANDBOOK



- D. Annual Meeting: (Established Custom)
1. Reserved for election of Board of Directors (President, Vice President, Secretary, Treasurer, Music Director and Booking Agent).
  2. Held in December of every year in conjunction with the Holiday Party.
  3. Time and place to be announced.

*Times and places are subject to change at the discretion of the East Bay Banjo Club Board of Directors.*

- E. Special Events: (Established Custom)
1. Club Picnic:
    - a. For East Bay Banjo Club Members, their families and invited Guests.
    - b. Club provides: location, activities, and main meal course.
    - c. Members provide: side dishes (appetizers, salads, and desserts).

*Usually held in August of each year at Lander's Landing, Specific dates, times and directions will be issued via email invitation.*

2. Holiday Party: (Established Custom)
  - a. December of every year (in conjunction with the Annual Meeting).
  - b. Club provides:
    - i. Members main course and dessert
    - ii. No host drinks
    - iii. Decorations
3. Outside club sponsored events
  - a. Club sends in early bird admission payment
  - b. Members that sign up and do not attend must reimburse the club for club paid admission payment.



# EBBC MEMBER HANDBOOK



## III. PROTOCOLS BOARD OF DIRECTORS:

### A. President:

1. Presiding Officer
  - a. Votes, directs discussions and accepts and processes motions (any Board member may make a motion).
  - b. Notify members of meeting
  - c. Prepare and provide an agenda for stated meetings
  - d. Provide monthly President's article to the Newsletter Editor
  - e. Conduct weekly information meetings before Banjo Practice
  - f. Support, encourage and maintain a friendly and comfortable environment for the members and the guests at all times.

### B. Vice President:

1. Conducts meetings in the President's absence
2. In charge of the 4<sup>th</sup> of July Parade, working closely with the Music Director and Booking Agent
3. In charge of selling EBBC items and maintaining Inventory

### C. Secretary:

1. Prior to a vote, read back any motion made
2. Maintain an impartial record of the Board of Directors meetings, Special meetings and the Annual meeting
3. Maintain the East Bay Banjo Club records
4. Provide a "draft" of the Board of Directors minutes to the Board members





## **EBBC MEMBER HANDBOOK**



5. Have minutes available to all East Bay Banjo Club members
6. Provide board meeting highlights monthly to the Newsletter Editor

### **D. Treasurer:**

1. Make deposits, pay bills, and provide monthly financial statements at the Board of Directors meetings.
2. Submit an annual report in January that summarizes the year's financial transactions.
3. Present financial documents for annual audit in December to the Board of Directors' President.
4. Allow for East Bay Banjo Club member inspection of documents
5. Submit required forms to California State and Federal government.

### **E. Music Director:**

1. Lead Practice sessions
2. Provide music arrangements and guidance
3. Leads club at performances
4. Provides play out lists two weeks before scheduled play outs to all participants
5. Encourage all members to participate at practices and events
6. Be open to changes and suggestions and demonstrate a pleasant personality (this position is representative of the entire club)

### **F. Booking Agent:**

1. Contacted for all booking arrangements
2. First contact with client, fills out all necessary forms



## **EBBC MEMBER HANDBOOK**



3. Confirms availability of lead musician (Music Director or Assistant Music Director)
4. Sends confirmation letter and invoice to client
5. Provides play out sign-up sheet at weekly practices
6. Announces events at weekly practice meetings (during business meeting)
7. Notifies the webmaster of any addition or changes to the Upcoming Events web page
8. Collects all money owed for performances
9. Processes and submits monies to the Treasurer

### G. Immediate Past President:

1. This position provides a seamless continuity for the past and incoming officers.
2. When requested, assists the President or the Board of Directors in answering questions about policy and standing rules.

### H. Assistant Music Director (non-Board of Directors Position)

1. Assumes Music Director's role in the absence of the Music Director
2. See Music Director

## IV. STANDING COMMITTEES

### A. Hospitality

1. Corresponds with shut-in and ill members
2. Makes weekly status updates on members during meetings
3. Insures that Get Well and Sympathy cards are sent in a timely manner

### B. Librarian



## **EBBC MEMBER HANDBOOK**



1. Maintains the East Bay Banjo Club DropBox master music book
2. Provides DropBox access and instructions to all paid members
3. Notify members of music and content additions to the DropBox that need to be downloaded to individual i-Pads or Notebooks

### **C. Membership**

1. Sends dues reminders to members in December
2. Collects membership application and dues payments
3. Turns monies over to the Treasurer
4. Provides supporting information to new members (Membership Book)
5. Provides current membership roster to new members
6. Distributes membership rosters to members yearly
7. Maintains membership data
8. Distributes membership cards to members
9. Dues are payable in January and are late after the last day of March.

### **D. Newsletter**

1. Custodian of EBBC camera
2. Schedules reporters and photographers for events
3. Accepts items for the newsletter
4. Has full editorial rights to newsletter content (with president's approval)
5. Distribute email of the newsletter to all members
6. Provides newsletter email file to the webmaster or posts to web yourself
7. Published monthly

### **E. Telephone Tree**

1. Recruits volunteers to assist with telephoning



## EBBC MEMBER HANDBOOK



2. Develops phone tree structure
3. Implements phone tree as directed by the President or Board of Directors

### F. Uniforms

1. Ordering club uniform items and merchandise is the responsibility of each club member (see Appendix II)
  - a. Gold vests are part of the formal winter club uniform
  - b. Vest orders are from a specified source
  - c. Blue polo shirts are part of the summer uniform
  - d. Blue polos are ordered from Land's End Business
    1. Other logo merchandise may be ordered

### G. Webmaster

1.
  - a. Maintains the EBBC web site
  - b. Posts all newsletters, performances, and song lists
  - c. Responsible for making certain that web site maintenance fees are paid
  - d. Coordinates our Facebook Page with our Website

## IV. GOOD OF THE ORDER

### A. Minutes:

1. An impartial account of the EBBC business

### B. Web Site:

1. The domain is **[www.eastbaybanjo.org](http://www.eastbaybanjo.org)**
2. Serves as the main communication for all EBBC related business

### C. Email:

1. Assigned email address for, but not limited to, all Board of Directors, Webmaster, Newsletter Editor, Membership Chair and Hospitality



# EBBC MEMBER HANDBOOK



## D. Nominating Committee:

1. Is an uneven number (must NOT include current President)
2. October - Solicits membership for election to the Board of Directors positions
3. November – Presents slate of nominated officers to the Board of Directors and the General Membership

## E. Committee Chairs

1. Appointed by the President with Board of Directors approval
2. Current appointee is usually asked to remain in their position

## F. Youth Members:

1. EBBC provides at no cost:
  - a. Blue polo shirts and gold vests. Outgrown items will be returned to the Club for re-use
  - b. EBBC Music e-book

## G. Newsletter:

1. EBBC published monthly
2. Commercial advertisements will not be solicited or accepted
3. Members may advertise banjos and other music related goods
  - a. EBBC will NOT be held responsible for any financial or legal complications

## I. Mailbox:

1. The President and Treasurer will have keys
2. The President and Treasurer will be registered with the main post office for official EBBC transactions
3. The key holders will routinely monitor and distribute EBBC mail

## J. Bank Account

1. All EBBC accounts will have three signatures on file: President, Treasurer, and Secretary



## **EBBC MEMBER HANDBOOK**



2. Only one signature is required on checks

### **K. Audit**

1. December of each year: The Treasurer's books go to the auditor
2. The auditor(s) or a panel of three (3) Trustees will be determined by the Board of Directors

### **L. Voting**

1. Only paying and lifetime members have the right to vote.



# **EBBC MEMBER HANDBOOK**



## **Appendix IV Terminology**



# EBBC MEMBER HANDBOOK



## TERMINOLOGY

### INTRO'S AND LEAD-INS:

Introductions and lead-ins are usually four or eight measures long.

When someone else is doing the intro, count and listen carefully in order to know when to begin.

If you are doing the intro you have a choice:

- You can play a chord pattern or improvise in the 5th tone chord of the key with which you will finish (usually the key chord of the tune).

or

- You can play the chord pattern of the last four or eight measure of the tune. This will lead you right to the beginning of the tune.

### TAG ENDINGS:

Go back to the 6th tone chord and pay the circle of fifths to the finish. Play four beats for each note.

- Tag ending for key of C: A7,D7,G7,C
- Tag ending for Key of F: D7,G7,C7,F

### TURNAROUND ENDINGS:

The chord played at the end of the song is going to be played again. It is usually the 7th inversion of the fifth tone of the key chord of the song.

### FIRST AND SECOND ENDINGS:

The sequence in which the barrio song section are played. Instead of writing out an entire selection twice, you are given instructions to repeat certain sections but use two different endings.

- Repeat Signs: Two dots at the end of a measure tells you that section is to be played again.
- It will usually be accompanied by a "1" indicating it is the first ending. You are being told to return to the beginning of the sections and play it through again. The beginning of the sections is indicated by a repeat sign facing the opposite direction. When play the second time through, skip the measures under number "1" and play the measures under the "2" for the second ending.





## EBBC MEMBER HANDBOOK



### STOP TIME:

Stop time is used as an accompaniment while a soloist is featured.

Stop time usually means that the back-up section plays **ONLY** the first bar of each measure. The length of the stop time section is up to the bandleader. It can be a few bars of a full chorus or verse.

### DOUBLE ENDINGS:

A double ending means that you will play the last chord for double the number of measures.

### TRIPLE ENDINGS:

A triple ending means that *you* will play the last chord for triple the number of measures.



# EBBC MEMBER HANDBOOK



## Summary of changes to the East Bay Banjo club Member Handbook

Date: 11/17/24

### Table of Contents (pages 1 & 2)

- The order and descriptions of content were adjusted to improve flow. Appendix I was changed to eliminate CHORD CHARTS and to introduce UNIFORM PURCHASE INSTRUCTIONS.

### Welcome Section (pgs 4 - 9)

- Generally small word changes to reflect current practices or to clarify meaning.
- Purposely removed all reference to location of Club Practices, referring instead to consult the website for current location (this is to create only one place that needs to ever be revised when practice location changes).
- The MUSIC BOOK section was updated to remove reference to paper copy and instead reflect the digital library. Use of personal iPads and Tablets, along with needed apps for each, is also emphasized.

### Appendix I Uniform Ordering (pgs 10 - 13)

- In the Club's effort to get out of the uniform management business and to transfer the responsibility to individual members, instructions are now included for ordering uniform articles from various websites.

### Appendix II Bylaws (pgs 14 - 20)

#### ***Changes to this section requires Board of Director approval***

- Only corrections or descriptive word additions made - no changes to the actual content.

### Appendix III Policies & Procedures (pgs 21 - 30)

- The section on Club Practice was updated to reflect current practices. Otherwise, only small word changes and clarifications were incorporated.

### Appendix IV Terminology (pgs 31 - 33)

- Minor corrections only