



# Operating Procedures

## 1. OVERVIEW

The Philadelphia Wind Symphony (PWS) is a volunteer, non-profit organization for high quality musicians who share a common goal of engaging the community by bringing the best literature and performances of the band and wind ensemble tradition to Center City Philadelphia.

Established in September 2011, the ensemble:

- consists of woodwind, brass, and percussion players who are professional or semi-professional musicians, music teachers, arts administrators, college music students, and music aficionados;
- collaborates with other performing arts resources, including instrumentalists, vocalists, dancers, actors, and other multimedia talent; and
- is incorporated as a non-profit organization with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

## 2. VISION STATEMENT

The Philadelphia Wind Symphony is a performance ensemble dedicated to

- promoting quality wind band music in the Greater Philadelphia regional area.
- promoting performance and educational opportunities to student and adult musicians.
- providing high-quality wind band concert performances to the general public.
- providing opportunities to qualified adult musicians, professional or non-professional, to perform quality wind ensemble repertoire in an environment of professionalism and fellowship.

## 3. REHEARSALS & PERFORMANCES

The Philadelphia Wind Symphony performs at least five concerts each season and rehearses three to four times in a two week period to prepare for the performance. Each season's rehearsals and concerts will be announced by July 1 prior to the beginning of the season in fall. The location and time of rehearsals, dress rehearsals, performances, and other events are subject to change based on availability at the discretion of the Board of Directors.

## **4. MEMBERSHIP**

### **4.1. Membership Requirements**

Musicians who meet the following qualifications will be considered for membership in the Philadelphia Wind Symphony:

- An adult professional or semi-professional musician, or
- An adult recipient of a collegiate degree in musical studies, or
- An amateur musician of at least eighteen years of age with considerable performance experience. Exceptions will be made at the discretion of the Music Director.

### **4.2. Auditions**

All prospective members will be required to take a formal audition with the Music Director and possible members of the ensemble in attendance. Current members may audition for other positions in the ensemble. Auditions will consist of material chosen at the sole discretion of the Music Director. The decision for inclusion in the ensemble will be made by the Music Director.

### **4.3. Seating**

Seating within sections will be determined at the discretion of the Music Director, and is not subject to dispute or negotiation by any member.

### **4.4. Member Responsibilities**

Members of the Philadelphia Wind Symphony are required to abide by all policies outlined within the Operating Procedures, including the following:

- Maintain a high level of musical performance as determined by the Music Director.
- Exhibit professionalism at all times as outlined by the Bylaws and the Operating Procedures.
- Maintain a satisfactory level of attendance as outlined by in Section 8, Attendance.

### **4.5 Section Leader/Principal Player Role and Responsibilities**

- Assignment of parts for the section on each concert cycle
- Work with the General Manager on approved sub list
- Work with the General Manager & Music Director on subs for concerts where members are unavailable
- Work with Music Director on quality control of the section
- Assist with input on auditions for the section

### **4.6. Dismissal**

Members of the Philadelphia Wind Symphony who are held in violation of the policies notated in the Bylaws and the Operating Procedures may be dismissed from the ensemble with or without prior warning. The decision to dismiss a member from the ensemble will rest solely with the Board of Directors. Any decision by the Board regarding member dismissal is final and may not be disputed.

## **5. CONCERT ATTIRE**

Concert attire consists of black pants and black long-sleeved open collar button down shirts for men, and long black dresses or black long-sleeved dress shirt and black slacks for women. All attire, including shoes, must be flat, not shiny, black. The concert attire may be changed at the discretion of the Music Director or Guest Conductor.

## **6. NON-DISCRIMINATION/HARASSMENT POLICY**

The Philadelphia Wind Symphony is dedicated to achieving its goals and shall operate without regard to race, gender, national origin, marital status, age, political views or affiliation, religious views or affiliation, sexual orientation, disability, or any other factor unrelated to the support of the vision statement. The Philadelphia Wind Symphony will therefore not tolerate or encourage any form of harassment regarding the subjects formally mentioned in this paragraph, and will immediately dismiss any member held in violation of this policy.

## **7. ATTENDANCE**

### 7.1. Attendance Philosophy

One of the primary goals of the Philadelphia Wind Symphony is to provide an exceptionally high-quality musical experience for its members and audiences. A critical element in achieving this goal is dependable attendance from each member of the wind symphony who is expected to make rehearsals, dress rehearsals, and concert dates a top priority in his or her schedule.

A majority of the wind symphony's music-making occurs in rehearsals. In addition to performance preparation, rehearsals also provide a time for members to enjoy quality musical experiences. Consistent and punctual attendance by all members will help the wind symphony achieve its artistic goals in a professional and enriching environment. The Board recognizes that members lead very busy lives filled with substantial responsibilities to work and family which occasionally conflict with rehearsals. The wind symphony has established the following attendance policies to ensure that all members are informed of and meet individual obligations to support our artistic goals.

### 7.2. Attendance Policy

Members are expected to attend all rehearsals, dress rehearsals, and concerts throughout the season.

- Members should not have more than one absences per concert cycle unless approved prior to cycle by the Music Director and/or General Manager. In the event of excessive absences, the procedures described in Section 7.3 will be followed.
- Members must notify the General Manager of a conflict with a rehearsal, dress rehearsal, or concert at least two weeks prior to the start of a concert cycle so that they have ample time to arrange for a sub.

- In the case of an emergency or an unforeseen, but legitimate and unavoidable, conflict with a rehearsal, members should contact the General Manager as soon as practically possible and include the reason for the absence. In an emergency situation when pre-notification is difficult, members should contact the General Manager as soon as possible after the absence to provide a reason for the absence.
- Members should not arrange for their own sub without first consulting the General Manager.
- Members may not participate in a concert cycle if they cannot attend the dress rehearsal except in the following cases: an illness, a death in the family, or a once-in-a-lifetime event that is evaluated by the General Manager and Music Director on a case-by case basis. An absence from a dress rehearsal or performance without proper notification may result in termination of membership.
- Members should arrive in advance of rehearsals so they are warmed-up and ready to begin promptly at the start of rehearsal. Repeated tardiness will be addressed by the General Manager and may require action by the Board of Directors.

### 7.3. Excessive Absences

The following actions will be taken in the event of a member exhibiting excessive absences from rehearsals, or any absence from a dress rehearsal, concert, or other scheduled performance.

- Step 1\*: The General Manager and the appropriate Section Leader will identify issues related to excessive absences and will have an informal discussion with the member in question regarding those absences. An effort will be made to inform the member of possible impending action should excessive absences continue. This meeting will not include formal documentation.
- Step 2\*: The General Manager and Section Leader will inform the member in question when they take action to recommend a formal conference with the Music Director regarding dismissal from the ensemble. This conference will include formal documentation.
- Step 3: A formal conference between the member in question, the Music Director, the General Manager, and the Section Leader will be held to ascertain if the member's dismissal from the ensemble will be brought to the Board of Directors for a vote. This conference will include formal documentation.
- Step 4: When an action is forwarded to the Board of Directors, they will hold a formal vote for dismissal. The member will not be present for the vote, and the decision is final and may not be appealed. This action will be formally documented by the Board.

*\*The Music Director has the authority to bypass Steps 1-2.*

### 7.4. Leave of Absence

If a member anticipates more than two absences in a concert cycle, he or she may request a leave of absence.

- Leave requests must be submitted in writing to the General Manager and must include the specific reason for the leave and the start and end dates of the leave. Except in

emergency situations, the request should come at least one month prior to the requested start date of the leave.

- Leaves will be considered by the Board on a case-by-case basis and only for those members in good attendance standing. The Board will weigh all factors before taking action on the request. Every effort will be made to ensure that a member's specific chair placement is available upon return from a leave.
- Upon review of a leave request, the Board will respond in one of the following ways:
  - a. Short term, with guaranteed chair (1-2 concert cycles; specific chair is guaranteed upon return)
  - b. Short term, no guaranteed chair (1-2 concert cycles; specific chair not guaranteed upon return)
  - c. Long term, with guaranteed return (3+ concert cycles; specific chair not guaranteed upon return)
  - d. Long term, no guaranteed return (3+ concert cycles; member must re-audition when a vacancy opens in his or her section)
  - e. Denied (member has the option to voluntarily resign)
- Any leave request exceeding 12 months will be considered a voluntary resignation, and action will be taken to fill that vacancy with a permanent member. The Board will consider that a member who fails to return to active status after the conclusion of an approved long-term leave has voluntarily resigned.

## **8. BOARD OF DIRECTORS**

### **8.1. Overview**

The Board of Directors manages the business and affairs of the Philadelphia Wind Symphony and is comprised of ensemble members. The Board consists of a minimum of seven Directors and includes elected officers who are members of the ensemble and serve as the President, the Vice President, the Secretary, the Treasurer, and a Member-at-Large. The Music Director and General Manager are appointed by the Board and are ex officio Directors. For more information about elections, terms, and responsibilities of the Board, consult the Bylaws of the Philadelphia Wind Symphony.

### **8.2. Officers of the Board**

#### **President**

- Serve as the Chief Executive Officer of the Philadelphia Wind Symphony with general supervision over the business and operations of the ensemble, subject to the control of the Board.
- Chair all meetings of the Board and the Executive Committee.
- Execute in the name of the Philadelphia Wind Symphony, deeds, mortgages, bonds, contracts, and other instruments authorized by the Board, except in cases where one of these actions is expressly delegated by the Board to some other Officer or agent of the PWS.

- Perform all duties incident to the office of President and other duties which may be assigned by the Board.
- Keep all members of the ensemble informed of policies, procedures, and actions pertaining to the organization.
- In cooperation with the Board, appoint additional Officers within the organization who are not part of the Board of Directors.

#### Vice President

- Perform all of the duties of the President in the absence or disability of the President.
- Perform additional duties as assigned by the President or the Board.

#### Secretary

- Attend all meetings of the Board.
- Record the minutes of all Board and general meetings.
- Record and properly file all votes of the Board.
- Possess and maintain the Corporate Seal of the Philadelphia Wind Symphony.
- Perform additional duties as assigned by the President or the Board.

#### Treasurer

- Be responsible for all corporate funds and securities.
- Keep full and accurate records of receipts and disbursements in financial reports belonging to the ensemble.
- Receive and give receipts for all money due and payable to the ensemble.
- Endorse checks, drafts, and warrants on behalf of PWS.
- Deposit all funds of the Corporation, except such as may be required for current use, in banks or other places of deposit as the Board may designate.
- Prepare the annual financial report in conjunction with the Board for the Annual Meeting.
- Prepare annual budget for Board approval.
- Perform additional duties as assigned by the President or the Board.

#### Music Director

- Exercise final authority in all musical and performance matters.
- Serve as the principal conductor of the ensemble and designate an Assistant Conductor to assist with these conducting duties.
- Determine the musical qualifications of applicants for membership in the ensemble.
- Make all decisions regarding acceptance of applicants, instrumentation, and seating within the ensemble.
- Select all performance repertoire with approval of the Board.
- Review the rehearsal and concert schedule and locations in conjunction with the Board.
- Have final approval on the choice of guest artists and collaborators.
- Assist with the rehearsal and performance schedule.

#### General Manager

- Coordinate any Officer roles and committees not part of the Board of Directors.
- Inform ensemble members of any announcements or timely communications.
- Coordinate auditions with the Music Director.
- Assist the Music Director in all responsibilities as necessary.
- Assist in all conflict resolution that is not brought before the Board for consideration.
- Open, close, and secure rehearsal site.

#### Member-at-Large

- Attend all Board meetings, assist in all voting procedures, and fulfill any other responsibilities assigned by the President.

## 9. APPOINTED OFFICERS

### 9.1. Appointed Officers.

The following Officers are not part of the Board of Directors, though any of these positions may be filled by a member of the Board. Multiple positions may be held by one person simultaneously. The Music Director designates the Assistant Conductor and Guest Conductors from within or outside the ensemble. The Board appoints a member from the ensemble to serve as General Manager.

#### Assistant Conductor

Designated by the Music Director and responsible for conducting the ensemble in the Music Director's absence and/or as assigned.

### 9.2. Additional Officer Appointments.

Any additional officers may be appointed by the Board at any time.

## 10. COMMITTEES

Any committees may be formed, maintained, or dissolved at any time at the discretion of the Board.

## 11. USE OF ORGANIZATIONAL NAME AND LOGO

The Philadelphia Wind Symphony name and logo are the property of the Philadelphia Wind Symphony and can be used only as designated and approved by the Board.

## 12. AMENDMENTS

The Operating Procedures of the Philadelphia Wind Symphony may be amended by a quorum (two-thirds majority) vote of the Board at any meeting after notice of such purpose has been given.