

## BYLAWS, RULES, & REGULATIONS FOR THE NAPERVILLE WINDS

### MEMBERSHIP QUALIFICATIONS

Applicants for The Naperville Winds (“TNW”) must be a minimum age of 18 years by the first rehearsal. The performance level of the TNW demands that applicants play at a high level of proficiency on their instruments (i.e. college to professional level), and should be able to accurately sight-read Grade 5 music (1-6 scale).

### REHEARSALS AND CONCERTS

Thursday night rehearsals start promptly at 6:00 p.m. and end at 9:00 p.m. Performers are expected to arrive roughly 15 minutes prior to the beginning of rehearsal to complete any personal setup duties, warm up, and arrange their music in rehearsal order. Concert start times and call times vary, and exact report time will be published/communicated a minimum of 1 month (30 days) prior to the event. Some or all percussion members may be asked to arrive prior to call time to set up instruments. For rehearsals in FAC 114, cases should be placed under chairs or in the hallway. For rehearsals in Wentz Concert Hall, cases should be left in the house seating area, but not on top of the arm rests, as this might damage the finish.

### ATTENDANCE

Members are expected to attend all weekly rehearsals, recording sessions, and concerts. If a member is absent from more than two events in a single concert cycle, regardless of the reason, they **WILL** be removed for that cycle (no exceptions). If a member is chronically absent (more than two absences per cycle, twice or more per season), said member will be removed from the ensemble. A member’s attendance record will be weighed when the Director/Advisory Board considers future-year auditions/applications to the ensemble.

Members are expected to communicate known/planned conflicts **PRIOR** to the start of the season (i.e., parent-teacher conferences, school concerts, work trips, vacations, etc.) so the audition committee and/or Section Manager can accurately determine applicant qualification and ensemble instrumentation. Last-minute absences for known/planned absences are unacceptable and may result in removal from the ensemble for a cycle (or more) or an entire season.

If a member is available for either the recording session or concert but not both, they must inform the Section Manager immediately so that solos and part assignments can be distributed with these factors in mind. In these events, the Section Manager or music director may decide it is best for this member to not participate in that cycle if the parts are too soloistic or complex to be adequately covered by subs or another player.

### MEMBERSHIP STATUS

Selection into TNW for the full duration of the season earns a player “Regular Member” status. Regular Members must maintain satisfactory attendance at rehearsals and concerts and come to each rehearsal prepared (parts learned to a professional level). “Substitute Members” may be called upon to fill an absence of a regular member or to augment the normal instrumentation due to the orchestration of specific compositions. All members (Regular or Substitute) must attend each Thursday evening rehearsals of the concert cycle. Missed rehearsals for unexpected emergencies, work commitments, or

illness must be communicated to their assigned Section Manager via email at least 2 hours prior to rehearsal. Of course, earlier communication is expected when possible. **Absences should be rare and unavoidable.**

Late arrivals due to work conflicts are excusable (in cases where late arrivals are temporary and are communicated effectively) but may result in the decision to remove a player from a piece, pieces, or a concert cycle. In some cases, it is not possible to rotate rehearsal times from week to week. If a member is able to attend the majority of rehearsals but still misses rehearsing a particular piece or pieces, their part will be reassigned. Chronic tardiness (more than one cycle per season), whether work-related or not, would be considered cause for the Section Manager and/or music director to reconsider the ability of that member to commit to the mission of the ensemble and would be grounds for removal for the season.

#### AUDITION AND SEATING PROCEDURES

All candidates (including former members) must audition each year through the 2023-2024 season. Seating is determined by the Section Manager and will be reviewed/approved by the music director. The Section Manager and/or music director reserves the right to re-audition members or change the seating as necessary for the success of the ensemble. Applicants not selected as Regular Members *may* be considered as Substitute Members. Substitute Members may be called on to perform during the season on an as-needed basis each concert cycle. If openings remain after the spring audition period, the Section Manager may individually evaluate potential members on an individual basis in order to fill out the required instrumentation.

At the conclusion of the 2023-2024 season, the ensemble will revert to perpetual/permanent membership and will advertise vacancies/audition invitations on an as-needed basis. Invitations will be given to 2023-2024 members to form the permanent ensemble core. Attendance requirements, rules, and expectations still apply to all members when the ensemble converts to perpetual/permanent membership.

#### AUDITION RESULTS

For the 2023-2024 season, audition results will be posted no later than June 15th and are final. Posted results will only indicate acceptance into the ensemble--not scores. The Section Manager is responsible for assigning parts to members accepted into the ensemble. Placement/part assignment within a section should not be considered a reflection of audition ranking, as professional-level music often requires top players on each part.

Members may not barter, coerce, or otherwise ask or pressure others for shared principal status, solos, etc. These are earned and/or assigned by the Section Manager, Principle Player, or Music Director.

#### DISCIPLINE & DECORUM

Discipline and decorum in any large musical group is essential. Please exercise courtesy, common sense, and good judgment when dealing with the music director, advisory board, board of officers, and fellow musicians. The music director has the right to remove a member of the organization for any reason. Any behavior (poor rehearsal etiquette, lack of preparation, excessive talking, unprofessional use of smartphone or other distractions, etc.) detrimental to the effectiveness of the ensemble or its reputation will be grounds for dismissal. Additionally, a lack of musical preparedness or a refusal to accept interpretive decisions may result in dismissal from the organization.

## LEAVING THE ORGANIZATION

Members (Regular or Substitute) who wish to resign from the band are asked to do so in a professional manner – at least one concert cycle notice to the music director. As previously stated, TNW may also remove a member for professional reasons, and timely notice will be given when possible (save egregious events requiring immediate removal). Each performer's file can be used (if necessary) to determine any future participation or placement in the TNW.

## FEES

Members may be asked to remit an annual fee to ensure that the organization can meet its most essential missions (rehearsing, performing, recording, meeting financial, legal, and contractual obligations, etc.). Fees will be limited in scope to mission-critical needs and, should a surplus exist of greater than \$50 per fee-paying member at the end of the season, fee-paying members will be provided with a mechanism to refund any overage charged (the individual member's refund will be formulated by dividing the total overage by the number of fee-paying members). Members may also opt to allow the organization to keep any overage for future use.

## INABILITY TO PAY ANNUAL FEES

Any member unable to pay the annual fee, in part or in total, should contact the treasurer upon acceptance into the group so that the advisory board, officers, and/or music director can determine a financial sponsor for that member. Inability to pay a fee should never be considered a barrier to membership.

## SPONSORSHIPS

Any member of the organization may donate an amount to be used to sponsor members unable to pay their fees. This amount will be tax-deductible once all approval is received from the State of Illinois and the IRS.

## TAX DEDUCTIONS

The Naperville Winds is a registered Non-Profit organization with the State of Illinois and is a 501c3 federally registered charitable organization. Tax deductions for any fees or other expenses paid to The Naperville Winds may be claimed on a member's income tax filing.

## PART DISTRIBUTION

Parts will be assigned by the Section Manager and will be distributed months prior to each cycle for adequate preparation time on the part of the playing members.

Parts will be collected after the performance at each concert. Members will keep their folders (if applicable) until the conclusion of the final concert of the season, at which point, members will turn them in after the concert performance.

## SEASON SCHEDULE

The music director, with input from the Advisory Council and Section Managers, determines the season calendar. This includes regular Thursday evening rehearsals, approximately four recording sessions, and approximately four concerts per season.

## UNIFORMS

Concert uniforms consist of all-black attire. Appropriate combinations include:

1. Solid black dress pants, solid black dress shoes, black dress socks (no logos or patterns in different colors), black shirt, black tie, black blazer or suit jacket
2. Solid black dress (below the knee to floor-length)
3. Solid black skirt/top combination with black hose and black dress shoes (skirt being below the knee to floor length)

No accent colors, white or otherwise, are acceptable. Black sequins affixed to black clothing is acceptable, provided it does not cover more than 50% of the garment.

No sleeveless, strapless, or strapped tops without a covering layer

## SMART PHONES & DIGITAL DEVICES

Phones and tablets must be turned off during rehearsals and concerts. Exceptions include: 1) the use of tuner apps; 2) the use of tablets to display digital copies of the musical parts. The use of these devices for any other means during rehearsal is not permitted. They may be used during breaks and intermissions.

## RESTROOMS

The FAC (Fine Arts Center) has numerous restroom facilities, including directly across the hall from FAC 114 (the rehearsal hall), in the lower level lobby of the Wentz Concert Hall lobby, and in the upper level of the Wentz Concert Hall lobby. Private restrooms are located on the lowest level of the building.

## REHEARSAL & STAGE DECORUM

No food or smoking is allowed in the rehearsal space or concert hall. Smoking is not allowed anywhere on North Central property. Food may be consumed in the hallways or concert hall lobby only. Water is permitted in rehearsals and on stage but must be in a closable container to avoid spills.

## INSTRUMENTS

TNW does not own instruments, but might be able to procure one for a fee determined by the rental cost.

## ADVISORY BOARD & BOARD OF OFFICERS

The Naperville Winds Advisory Board is selected by the music director and serves until their resignation. The Advisory Board will comprise members experienced in wind band operations, pedagogy, and logistics. Membership in the ensemble is not required in order to provide an outside perspective. The advisory board must comprise between 3 and 5 members. Non-regular-members may not cast a vote for elected positions. Playing members of the organization (both Regular and Non-Regular/Substitute Members) are prohibited from serving on the Advisory Board until 10 years from their last affiliation with the ensemble.

Elected Board of Officers includes: Public Relations Director, Secretary, Treasurer, Logistics Officer, Fundraising Officer, and Band Representative (3 Members). The Public Relations Director, Secretary, Fundraising Officer, and Treasurer are elected each year. The Logistics Officer and Band Representatives serve a two-year term. The Fundraising Officer is responsible for assembling a committee charged with

securing enough funds to ensure we meet our mission and financial obligations. Logistics Officer is responsible for assembling a setup crew to set up and tear down before and after each rehearsal and concert. Board of Officers members must be available for meetings throughout the year. The music director chairs meetings of the Band Officers and staff, and are open to the membership of the band. The board may declare itself in Executive Session for the purpose of discussing personnel matters. Election of the band officers is held at a regularly scheduled rehearsal in March, and will be announced at least one week in advance to the Regular Members of the band. Vote will be by secret ballot, unless the entire slate of candidates is unopposed. Votes for Band Officers are only open to Regular Members (not Substitutes).

#### PROFESSIONAL STAFF

Professional Staff Members for the TNW comprises only the music director/conductor. In the event of the resignation of the music director, the Public Relations Officer will post job openings, organize interviews, and present the Board of Officers and Advisory Board with a candidate. The Board of Officers and Advisory Board will select the hired candidate with input from Regular Members.

#### SUPPORT STAFF

Support staff such as members of a setup crew, personnel manager, librarian, or other position deemed necessary by the Advisory Board may be created as needed.