

By-Laws of Bay Winds Band, Inc.

A. Membership

1. Regular attendance at the Band's rehearsals and concerts must be maintained. Attendance shall be taken at every rehearsal and concert. If a member fails to attend a minimum number of rehearsals and concerts set by the Board for the fiscal year, then the Board may remove the member from the rolls unless there are extenuating circumstances.
2. Rehearsals shall be held weekly (except for days designated by the Director) at a time and place to be determined by the Board.
3. Concert dress shall be determined by the Board and adhered to by the entire membership.
4. No fees or dues are required for membership. Members, however, provide their own transportation to rehearsal and concert sites and purchase their own uniform shirts.
5. Fund raising projects (other than concerts) involving extensive member participation shall be approved by a majority vote of the Band membership.
6. Concerts outside of the Anne Arundel County area shall be approved by a majority vote of the Band membership present at a regularly scheduled rehearsal.
7. Musical competence must be maintained as determined by the Director/Conductor. Removal of a member for musical incompetence requires the concurrence of the Board. In view of the Band's purpose to provide an opportunity for individual musical expression and the Band's non-profit charter, alternatives to removal will be fully explored before this option is taken.
8. Acceptable behavior must be maintained. Removal from the Band requires action by the Board. The member will be given the opportunity for a hearing with the Board before such action.
9. A member may resign from the band at any time. To be removed from membership roles, it is a member's responsibility to notify the band that the member will not be playing any longer. However the Board may also remove a member who is no longer active.
10. The band lists names of active members on its web page. Members who do not want their name to appear on the web page should provide written notification to a band officer or director. Otherwise, their name will be listed on the band's web page as an active member.
11. Email is the preferred method of communication to members. Email communication includes sending general information or announcements and emergency rehearsal cancellations. Phone or text communication will be used in cases where email is insufficient. Personal information will not be released without the permission of the member, except that a) the name and instrument of members playing a concert will be listed on that concert program and b) the member is listed on the website as indicated in Section A.10.

B. Board

1. Duties and Responsibilities of all Board Members

- a. Attend all viable meetings of the Board, participate and contribute to same.
 - b. Perform the duties and responsibilities of the position accepted as described herein.
2. Duties and Responsibilities of Individual Members
- a. President, Presiding Officer
 1. Provide overall responsibility for the non-musical operation of the Band.
 2. Prepare grants and file reports required by granting authority.
 3. Complete documents to maintain the non-profit corporation status with government authorities.
 4. Represent the Band in dealings with other organizations and the public.
 5. Sign contracts on behalf of the Band for concerts with concurrence of the Board.
 - b. Vice-President
 1. Perform duties as mutually agreed with the President.
 2. Act as the designated Accessibility Point of Contact to ensure compliance, receive accommodation requests, and document grievances.
 - c. Treasurer
 1. Collect and disburse all monies as approved by the Board.
 2. Maintain accurate, balanced checkbooks.
 3. Account funds which require reporting to grant awarding authorities.
 4. Provide additional accounting as determined by the Board.
 - d. Director/Conductor (ex-officio member of board)
 1. Formulate the musical direction of the Band
 2. Plan repertoire for Band performance commitments
 3. Together with the librarian, manage the library of music.
 - e. Assistant Director/Conductor (ex-officio member of Board)
 1. Assist the Director/Conductor in performing the duties herein.
3. The Board may also appoint members of the Band to positions it deems necessary for proper functioning of the band. Position must still adhere to the guidelines set forth for presiding officers. Examples of these may be but are not limited to:
- a. Librarian
 - b. Webmaster

c. Membership Coordinator

C. Accessibility

1. Bay Winds Band is dedicated to providing musicians the opportunity to participate with the organization within the requirements and guidelines as laid out in the applicable section of our Constitution and By-Laws. The Band is committed to providing equal access to its programming for all persons, subject to any specific venue limitations.
2. Members who require additional accessibility accommodations or services should contact the designated Accessibility Point of Contact, who will coordinate with the member and any applicable board member(s) to determine an appropriate accommodation.
3. Any member who experiences an alleged practice or procedure which causes an event or program to be inaccessible should submit a formal grievance to the designated Accessibility Point of Contact in order to allow the Board to address the situation. Grievances should be in writing and include the name and contact information of the grievant(s), a full description of the member's concern(s), a summary of any effort(s) already taken to resolve the problem including names of person(s) involved, and a statement of the requested resolution for corrective action.
4. Accessibility of band performances are handled by the specific venue and requests for accommodation should be submitted directly to that venue. The organization Point of Contact may help facilitate communications by supplying venue contact information.