

PRAIRIE WIND ENSEMBLE

BYLAWS AND MEMBER HANDBOOK

OVERVIEW

The Prairie Wind Ensemble is a 70-member adult symphonic band with membership drawn from Central Illinois and the greater Peoria area. The ensemble is in residence at Illinois Central College, East Peoria, IL and gratefully acknowledges the support of ICC, the Chairman of the Fine Arts Department, and the music staff that help make the union possible. The band has a rich history owed to its founder, Conductor Emeritus Dr. Donald Lewellen, who created the ensemble in 1977. Dr. Lewellen led the band until his retirement in 2003. From 2003 until 2011, the Prairie Wind Ensemble was conducted by Robert Sheldon. Dr. Joseph Manfredo served as conductor from 2011 until 2015. The current Music Director of the Prairie Wind Ensemble is Jim Tallman.

STATEMENT OF ORGANIZATION AND PURPOSE

This organization shall be known as the Prairie Wind Ensemble

The Prairie Wind Ensemble is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

MISSION

Through our rehearsals and public performances, the Prairie Wind Ensemble will strive to:

1. Contribute positively to the musical environment it serves whether local, state, national or international;
2. continue a dedication to educational outreach in local school districts and communities;
3. provide an opportunity for individual musical expression and growth among the membership;
4. provide an opportunity for contact between and among musicians of advanced proficiency and
5. reaffirm the community concert band position in American music.

PHILOSOPHY

One of the Prairie Wind Ensemble's primary goals is to provide an exceptionally high-quality musical experience for its members and audiences. Dependable attendance from all members is one of the key factors determining what is achieved and experienced musically. Although our members lead very busy lives with substantial responsibilities to work and family, the band asks all members to ensure that when possible, Thursday evening rehearsals and all PWE concert dates receive top priority in your schedule.

All personnel-related decisions will be made in the context of what is best for the ensemble. The PWE's personnel policies fundamentally support the band's efforts to realize its musical potential and provide our listeners with a high-quality presentation.

Approximately 80% of the band's music-making takes place in rehearsals. Rehearsals have a two-fold purpose: (1) to enjoy quality musical experiences, (2) to prepare for concert performances. Through faithful, punctual attendance by all members, the group can achieve its artistic potential in a professional and enjoyable environment. To that end, the band has established the following policies to ensure that all

members are informed of and are meeting the individual obligations necessary for the ensemble to achieve its goals.

MEMBERS

The ensemble membership represents many professional backgrounds. Approximately 70% of members are current or retired professional music educators. The remaining 30% represent a diverse set of occupations including recording technician, nurse, educator, anesthesiologist, accountant, information technologist, electronics technician, engineer, attorney, homemaker, electrician, retail manager, and project manager. Members range in age from 25 to 70+ and average tenure is about 17 years, with over 1/3 having tenures of 20 years or more.

Yearly membership dues are collected by the Prairie Wind Ensemble to help cover the costs of the ensemble, including the payment of tuition to Illinois Central College for each member of the ensemble. Upon paying their dues, each member is entitled to one complimentary ticket for each of the regular season concerts. The current dues fee is \$35 per semester.

JOINING THE ENSEMBLE

Persons interested in joining the PWE can contact the Music Director through the ensemble's website, www.prairiewindensemble.com. Full-time position openings will be advertised and appropriately auditioned.

QUALIFICATIONS/RESPONSIBILITIES OF MEMBERSHIP

- shall have attained the age of 18 years
- be required to demonstrate satisfactory/continuing musical competence as determined by the Music Director
- maintain satisfactory punctuality/attendance at rehearsals/concerts
- conduct themselves with a collegial and respectful demeanor towards the band, its members, conductors and guests

AUDITION PROCESS

New members will be accepted into the PWE once an opening is created by the departure of a current member or if it is determined by the Music Director and the Board that another position is needed to balance current instrumentation.

1. Candidates will be invited to audition via media publications, website announcements, announcements to the band, or word of mouth. Interested musicians will use advertised means to contact the Music Director or Board members.
2. An audition date and time will be set.
3. Audition material will consist of two contrasting excerpts, selected by the applicant, for a total time of 4-8 minutes. There will additionally be a sight-reading component.
4. The audition will be observed by the Music Director, one Board member and a member of the applicant's section.
5. Following the auditions the judges will select the winning candidate and they will be invited to perform with the group. If no qualified candidate is selected, then the chair will be filled by substitute players for the remainder of the semester, and another announcement of the vacant chair will be made.

Former members who left the ensemble in good standing may return to membership without an audition, provided that an appropriate opening exists and approval is granted by the Music Director, the applicable Section Leader, and the Board of Directors.

Substitute members who have performed with the ensemble for at least two concerts may be invited to full membership without an audition, provided that an appropriate opening exists and approval is granted by the Music Director, the applicable Section Leader, and the Board of Directors.

NON-DISCRIMINATION

In the course of fulfilling its mission, the PWE shall operate without regard to sex, race, national origin, marital status, age, political views or affiliation, sexual orientation, disability, or other factors unrelated to the support of the mission.

REHEARSALS

The PWE season runs September through early December and breaks for the holidays. The season resumes in February after the state music conference and concludes in early May. Rehearsals are held on Thursday evenings from 7:00 – 9:30 pm in the ICC band room, located in room 127A.

ATTENDANCE

1. Attendance policies generally apply to both full-time and substitute members of the ensemble
2. Members are expected to attend weekly rehearsals and all performances throughout the season.
 - a. Any member who is intending to miss or arrive late to a rehearsal should notify the Vice President via email at pweattendance@gmail.com with as much advance notice as possible. Notification to the applicable section leader and Music Director is encouraged as a professional courtesy. In emergency situations, where pre-notification is difficult, members should make contact as soon as possible after the instance.
3. Members should strive for no absences per concert cycle but up to two full absences are acceptable.
4. After exceeding two full absences during a concert cycle, the member in question will be asked to not play the next consecutive concert. Multiple infractions will be reviewed by the Music Director and Board of Directors and may result in the member being placed on the Prairie Wind Ensemble Substitute Member list.
5. Full-time members will be allowed to take a leave of absence for the length of one concert per season while still having their seat held within the organization.
 - a. Full-time members seeking to take a leave of absence need to notify the President and Music Director by submitting the leave of absence form at least 30 days in advance of the first rehearsal for that cycle.
 - b. A full-time member who is unable to play two or more concerts in a single season will be placed on the Prairie Wind Ensemble Substitute Member list.
6. Members should arrive in advance of rehearsals so they are warmed-up and ready by 7:00pm.
 - a. Members arriving 30 minutes after the start of rehearsal will be charged with one-half of an absence.
 - b. Members arriving 1 hour and 15 minutes after the start of rehearsal or after start of the second half of rehearsal (after break), whichever is later, will be charged with a full absence.
7. Excessive absences or tardiness will be reported to the Music Director and the Board of Directors by the Vice President at the Board of Directors meetings.

8. Exceptions may be granted for special extenuating circumstances related to health issues or overriding situations. These situations will be reviewed as necessary by the Music Director and the Board of Directors.

INDIVIDUAL PRACTICE

All members are expected to spend time practicing and preparing their parts outside of weekly rehearsals. The amount of practice time needed by a band member should be determined by the time needed to appropriately prepare his/her individual part.

PARKING

For rehearsals, ensemble members may park in Lot A or Lot B which are adjacent to the main academic building. Members may also park in Lot E which is located behind the academic building. Parking for performances at the Performing Arts Center is available in Lot C. In the event that the C lot is full, members may park in Lot F next to the Ag-Tech building.

ACCESSIBILITY

The entire ICC campus, including the Arts Center, is handicapped accessible. Handicapped parking is available with proper permit in Lot F near the band room and at the Performing Arts Center both in Lot C and along the circle drive directly in front of the facility.

PERFORMANCE

The Prairie Wind Ensemble performs 4 concerts per year at the beautiful ICC Performing Arts Center. Performances typically fall in the months of October, December, March and May. PWE has performed at such venues as area schools, churches, benefits, dedications, and the Illinois Music Educator's Association All-State Music Conference. The ensemble has performed with the Peoria Ballet, the Dallas Brass, has traveled to perform in Virginia and toured Europe. Concerts have been broadcast on WCBU, Peoria's National Public Radio affiliate.

CONCERT DRESS

Black concert dress is required for all members.

- **MEN:** black tuxedo, white shirt, black bow tie, black socks, black dress shoes.
- **WOMEN:** black dress blouse and long black dress pants or long black dress, black hose or socks, black dress shoes. Sleeves on blouses and dresses should be $\frac{3}{4}$ length or full length.

Questions regarding dress can be directed to a board member or the music director.

PERFORMING ARTS CENTER

Entrance through the back loading dock of the Center is limited to members with large instrument cases. After unloading instruments through the loading area, members should move their vehicles to the parking lot. All other members should use the main entrance for entry. Parking at the PAC loading area is limited to PAC staff and the Music Director.

Members may use the shop room nearest the stage, Conference Room 213, and downstairs dressing rooms to place cases and personal belongings. It is recommended that members not bring valuable items into the building as rooms are not secured.

Illinois Central College is a smoke-free campus. All smoking must be outdoors.

CONCERT RECORDINGS

Each PWE concert is recorded and a performer's copy is typically available at the next rehearsal following a concert. Orders for these CDs are taken in advance via the Treasurer.

GUEST ARTISTS

The ensemble is proud of the strong individual musical talents of its members and occasionally features guest soloists and conductors from within the group. Interested members should contact the Music Director. Those members interested in soloing or guest conducting must be in good standing and have their membership dues paid up accordingly. The ensemble also occasionally features guest soloists and conductors from outside the group based on the programming decisions of the Music Director.

EDUCATIONAL OUTREACH

For over 25 years, the PWE has been a proud sponsor of the Earl Barnes Student Soloist Competition, providing winners an opportunity to perform with the ensemble as a guest soloist. The competition is named in honor of charter member and trombonist Earl "Barney" Barnes who continued to inspire others and play his trombone at age 100. The competition is open to any high school student residing in Central Illinois who plays a wind or percussion instrument and is a member of a school instrumental program. Auditions are held in February. Winners receive a studio quality recording of their performance and cash prize to further their musical studies.

BOARD OF DIRECTORS

Board members are nominated from the general membership of the Ensemble. Any full-time member in good standing can serve on the board, regardless of seniority in the Ensemble. Each spring the ensemble nominates and elects members to positions being vacated for the following season. Elections are held during a rehearsal for the May concert cycle and all full-time members in good standing are eligible to vote. Board members meet at least five times per year – once prior to the start of each concert cycle and once at the end of the concert season. The President will plan the time, date and location of each meeting with consideration of input from the Board. Additional board meetings are scheduled if needed.

Board members are elected to a two-year term and can serve up to two consecutive terms in a single position. After two consecutive terms, should no suitable candidate be presented from the ensemble, a current board member is permitted to continue to serve until an interested party is identified. New board members begin their term at the board meeting that follows the May concert. When unelected board positions become vacant, the ensemble will be notified and full-time members interested in serving in those positions may inform the Board President. The Board of Directors will appoint a full-time member in good standing to the unelected board position. The Board may appoint an elected board member to fulfill the duties of an unelected position.

Actions of the board of directors are determined by a majority vote of the voting members present at the board meeting. A quorum of at least five out of the seven voting board members should be present at each board meeting.

Elected Board Positions: President, Vice President, Secretary, Treasurer, Members-at-Large (3)

Elected Non-Voting Board Positions: Assistant Treasurer

Unelected Non-voting Board Positions: Librarian, Publicity Chair, Website Administrator, Substitute Personnel Manager

Certain decisions or actions impacting the entire ensemble should be presented to the membership for a vote. All full-time members in good standing are eligible to vote. These decisions and actions include:

- 1) Election of the Music Director and members of the Board of Directors
- 2) Changes to the member handbook, with the exception of clerical updates
 - a. Includes changes to the attendance policy and amount of membership dues
- 3) Any non-routine expenditure of the ensemble exceeding \$1,000. This includes a single expenditure or group of expenditures that are related to the same decision or action.
- 4) Other significant decisions as determined by the Music Director and/or the Board of Directors

A general outline of board duties is as follows:

President - The duties of the President deal with the administration and operation of the organization. This office, along with the music director, plans the path and future activities to be undertaken by the Prairie Wind Ensemble. These duties include:

- Calls and presides over meetings of the Board of Directors
- Composes the board meeting agenda
- Breaks tie votes
- Communicates actions of the Board of Directors to the ensemble
- Guides and assists Board members with their duties and assigns occasional tasks to the Members at Large
- Acts as official representative of the ensemble in lieu of and/or in conjunction with the music director
- The President will assist with the administrative duties of the PWE as needed by the music director. This may also include providing advice and guidance as to the path of ensemble activities.
- Communicates important information to the ensemble members, such as the dates, times, and details of ensemble activities
- Coordinates with the Illinois Central College coordinator in scheduling on-campus rehearsal and performance dates, as well as maintaining the overall relationship and in-residence arrangement with ICC
- Personnel - Works with Music Director and Substitute Personnel Manager to secure needed musicians as subs or as potential new members. Leave of absence forms are turned into the President who will notify the Substitute Personnel Manager for action. This also includes organizing new member auditions as needed.
- The President will assist the music director with getting ushers for concerts, getting a member to serve as the concert announcer and find soloists, if desired
- The President will work with the Board and Music Director to find appropriate outreach activities for the organization. These activities could include joint concerts with another adult band, side by side concerts with school groups, performances away from the ICC campus, or educational convention performances that may involve travel.
- The President, with the assistance of members, will organize an annual social gathering for PWE members and their families
- Sends out general student soloist communication in November, a follow-up communication with audition times in February, sends critique sheets to competitors after auditions, organize judges for the event, and is present during the auditions

Vice President

- Acts as administrative assistant to the President
- Becomes President if the elected President is indisposed
- Handles attendance records and the email inbox pweattendance@gmail.com
- Notifies the Board of Directors when a member is not in compliance of attendance guidelines
- Supplies new ensemble members with PWE Membership Handbook

Treasurer

- Handles financial matters of the ensemble
- Holds the bank account
- Prepares a financial report to be reviewed and approved at each board meeting
- Signs all checks, along with the signature of another member of the board of directors, for expenditures of the ensemble that have been approved by the Board of Directors through the annual budget or on an ad-hoc basis.
- Collects membership fees from each member at the beginning of each semester
- Collects and deposits money from advance ticket and ICC box office sales
- Oversees the pre-ordering and money collection for CD's prior to each concert as well as disbursement of these funds to the CD manufacturer
- Registers ensemble members for official ICC course sections and disburses tuition to ICC each semester
- Procures soloist plaques for each concert and student soloist
- Prepares an annual financial report for the previous full fiscal year and an annual budget for review and approval at the January board meeting
- Each year before May 15, submits to the IRS Form 990-N, Electronic Notice (e-Post-card) for Tax-Exempt Organizations Not Required to File Form 990 or 990-EZ
- The treasurer may be assisted by other members of the board in carrying out these duties

Secretary

- Records minutes of all Board of Directors meetings
- Distributes draft board meeting minutes from the previous board meeting to all board members and the Music Director at least one week in advance of the next board meeting
- Distributes approved board meeting minutes to the full ensemble as soon as practicable following the board meeting at which they are approved
- Handles matters of written and electronic correspondence
- Handles additional paperwork which may arise

Members at Large

- Three members at large will be elected from the band personnel
- Attend regular meetings, bringing input from fellow band members to the committee, and assisting on any special projects that the board might assign
- One Member at Large will be responsible for distributing, collecting, and storing the fake flowers used for conductors and soloists.

Assistant Treasurer (Non-voting Position)

- Elected as necessary to serve in a one-year training period with the current Treasurer
- Assists and observes the actions of the Treasurer in preparation for assuming full responsibilities
- Holding this position does not count toward term limit periods as outlined above

Publicity Chair (Unelected Position)

- Responsible for maintaining the public relations of the ensemble, including:
 - Writing press releases and sending to local media, ICC, and posting to PWE social media accounts at least two weeks in advance of each concert
 - Maintaining a contact list of local media personnel, email addresses and websites

- Promote the activities of the organization as determined by the Music Director and Board
- Maintaining contact with ICC PAC personnel responsible for publicity, tickets, programs and marketing. Currently this is Loyd Kirby.
- Maintaining contact with ICC regarding ticketing, including administration of member and complimentary tickets
- Supporting the distribution of posters when printed or postcards when sent by the ICC PAC
- Preparing the concert program and sending to Loyd Kirby at ICC at least three weeks before a performance
- Coordinating all of the aforementioned activities for off-site performances. Note that ICC will not print tickets, programs, posters or postcards for off-site performances.
- The publicity chair may be assisted by other members of the board in carrying out these duties

Librarian (Unelected Position)

- Responsible for handling music needs for the ensemble

Website Administrator (Unelected Position)

- Responsible for maintaining the website of the ensemble

Substitute Personnel Manager (Unelected Position)

- Responsible for maintaining the PWE substitute member list
- Assists the Music Director and Board President in identifying qualified substitute members to fill temporarily vacant seats in the ensemble
- It is recommended that the member serving in this board position have adequate contacts throughout the Peoria-area music community

WELCOME TO THE ENSEMBLE

During the season, ensemble members enjoy getting together socially at area restaurants and private homes. All are welcome and new members are especially encouraged to attend. We look forward to getting to know you! The Greater Peoria area offers other opportunities for instrumentalists to enjoy their craft, such as the Peoria Municipal Band which performs throughout the summer months. Many of our ensemble members perform with this group. If interested in finding out more about the Municipal Band, contact Dr. David Vroman at dvroman@bradley.edu.

The Board welcomes your input concerning the ensemble. Please feel free to contact them at any time with comments, questions or suggestions; a list of current board members is available on the Prairie Winds website. Welcome to Prairie Wind Ensemble!

MUSIC DIRECTOR SELECTION PROCESS

When it becomes necessary to replace the music director of the Prairie Wind Ensemble the following process should be followed:

- Position opening should be announced.
 - Local interested and qualified candidates should be invited to apply by members of the ensemble. Additionally, the opening should be published in local media and on the PWE website.
- Interested candidates complete and submit an application that includes:
 - Application as supplied by the PWE
 - Education and experience information
 - Programs and recordings from recent performances

- Following the application deadline, the Board of Directors examines the submitted applications, determines which are worthy of consideration and invites selected qualified candidates to an interview and to have an opportunity to conduct the group as part of a concert.
 - The interview will be held at ICC which questions will be generated by the members as well as the Board of Directors. The Board President will run the interview with the rest of the Board present and supplement as appropriate.
- Candidates asked to conduct will select an appropriate program of literature with guidance and assistance from the Board. Literature is encouraged to be selected from the ICC Band Library or borrowed from local sources. Limited options to purchase new materials will be available as approved by the Board.
- Selected candidates will ideally prepare the ensemble for an entire concert cycle. If the number of candidates and deadline for selection requires it, the candidates will split a concert.
- Selected candidates should be expected and prepared to deal with the necessary administrative details that accompany the preparing of a concert. These are included, but not limited to: program preparation, providing necessary PR information, rehearsal planning, and equipment needs.
- Selected candidates will need to comply with the employment procedures as set forth by Illinois Central College. If selected for the conductor position, they become an adjunct faculty member of ICC.
- An open period for questions and discussion with the entire membership should be scheduled during the rehearsal cycle.
- Final selection process
 - Members of the ensemble should be encouraged to keep notes on each candidate during the process.
 - Following the final concert of the selection cycle, the membership will vote for their preferred candidate in a method and means as agreed upon by the Board of Directors. All full-time members in good standing are eligible to vote.
- The Board President will be responsible for contacting the Fine Arts Chair at ICC to verify their approval of the candidate. If approved by ICC, the Board President will contact the selected candidate and invite them to accept the position. The remaining candidates will then be contacted and informed of the group's decision.
 - Should the applicant decline, the Board of Directors will determine if a remaining candidate should be offered the position or if a new search should be conducted.
 - In the event of a tie in the final vote with more than two candidates considered, members will be asked to re-vote for only the two candidates who tied.
 - In the event of a tie in the final vote where only two candidates are in contention, the Board will meet to select a winner by re-examining each candidate's materials, conducting and rehearsal practices, and answers to interview questions.

LIMITS ON ORGANIZATIONAL ACTIVITIES

No part of the net earnings of the Prairie Wind Ensemble shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

DISSOLUTION

Upon the dissolution of the Prairie Wind Ensemble, the Board of Directors shall pay all outstanding liabilities of the organization and distribute all remaining assets for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Remaining assets may also be distributed to the federal government, or to a state or local government, for a public purpose.

DOCUMENT HISTORY

The Prairie Wind Ensemble was established in 1977. The bylaws and membership handbook have existed in many different forms over the years. In 2016, the Prairie Wind Ensemble sought recognition as a separate and distinct organization from Illinois Central College for tax purposes. This document was modified in January 2016 to include language intended to comply with IRS requirements for a necessary organizing document, signed by at least two members, that specifically defines and limits the purpose of the Prairie Wind Ensemble to those purposes eligible for tax-exempt status under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. This document was last revised in March 2018.

ADOPTION

This statement of organization, bylaws, and member handbook was approved by the full membership of the Prairie Wind Ensemble in March 2018 is formally adopted by the signatures of the officers of the Board of Directors on March 22, 2018:

Katrina Fitzpatrick, President

Genaro Cantu, Vice President

Barbara Hutchins, Secretary

Kylie Hankosky, Treasurer