

Handbook

Volume 2 Issue 1



**TAMPA BAY PRIDE BAND AND
TAMPA BAY SYMPHONIC WINDS**

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MINORS

A minor is considered anyone that is under the age of 18. In order to participate in Tampa Bay Pride Band or Tampa Bay Symphonic Winds the minor and parent/guardian must complete and sign the Minor Participation Form. Once the form is complete and signed, minors will abide by the same standards, policies and procedures outlined in the Tampa Bay Pride Band/Tampa Bay Symphonic Winds Handbook under General Membership. Minors will not be charged membership dues.

TAMPA BAY PRIDE BAND SCHEDULE: PRIDE MUSIC AND ARTS FESTIVAL-CONCERT

8 Rehearsal Days

Monday Jan. 7 7pm-9pm
Monday Jan. 14 7pm-9pm
Monday Jan. 21 7pm-9pm
Monday Jan. 28 7pm-9pm
Monday Feb. 4 7pm-9pm
Monday Feb. 11 7pm-9pm
Monday Feb. 18 7pm-9pm
Monday Feb. 25 7pm-9pm
Friday March 3rd Pride Music and Arts Festival at HCC Ybor
4:00 pm Call time 7:30 pm Concert

PRIDE PARADE (2 Rehearsals)

Monday Mar. 25 Parade Rehearsal 7-9
Thursday Mar. 28 Parade Rehearsal 7-9
Saturday Tampa Pride Parade March 30th

SPRING OUTDOOR CONCERT “Concerto de Fuego”

5 Rehearsal Days – 2 Concerts

Monday April. 1 7pm-9pm
Monday April 8 7pm-9pm
Monday April 15 7pm-9pm
Monday April 22 7pm-9pm
Monday April 29 7pm-9pm
Sat. May 4th Riverfest Outdoor Concert at Waterworks Park
4:00pm Call Time 7:00pm Concert
Sun. May 5th “Concerto de Fuego” Middleton HS with Una Voce
5:00 Call time 7:30 Concert

Tampa Bay Pride Band and Tampa Bay Symphonic Winds
TampaBayPrideBand.com

OVERVIEW

We are a community-based marching Tampa Bay Pride Band and concert Tampa Bay Symphonic Winds ensemble that is aligned with the LGBTQIA community. We are proud to welcome players of ALL background and ability levels.

FOUNDER'S NOTE

The Tampa Bay Pride Band was born from the desire to have an outstanding musical ensemble, meant to be a point of pride for ALL members of the Tampa Bay community and affiliated with the LGBTQIA community of Tampa Bay. We intend to have an outstanding concert program, putting on concerts of the highest quality and partnering with other ensembles of quality in the state of Florida. We also want to represent the LGBTQIA community in the Bay Area Pride Parade in Tampa, with hopes of contributing to St. Petersburg and Orlando events. We hope you will join us to make great music and become a symbol of pride for community bands in the Bay area.

MISSION STATEMENT

The mission of the Tampa Bay Pride Band and Tampa Bay Symphonic Winds is to support the LGBTQIA and straight communities in the Tampa Bay area through the arts with a comprehensive band program to include a marching band, concert band, and color guard.

DIVERSITY STATEMENT

The Tampa Bay Pride Band and Tampa Bay Symphonic Winds ensembles are committed to maintaining a community, which recognizes and values the inherent worth and dignity of every person. We embrace tolerance, sensitivity, understanding, and mutual respect among our members. We encourage each individual band member to strive to reach his or her own potential.

The Tampa Bay Pride Band and Tampa Bay Symphonic Winds prohibits discrimination against any member of the band community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

The Board of Directors is fully committed to these ideals and regulations, and expects every participant and volunteers in our program to embrace them as well.

TENTATIVE SCHEDULE

Our rehearsals are held at Middleton High School, located at 4801 N 22nd St, Tampa, FL 33610. Rehearsals take place in the band room, which is located in the back left side of the school nearest the baseball field. Rehearsals are on Monday evenings between 7:00 and 9:00 pm. Concert times and location vary by event.

FALL CONCERT SCHEDULE: “The Piano Wo/Man”

7 Rehearsal Days

AUG. 6 7pm-9pm

AUG. 13 7pm-9pm

AUG. 20 7pm-9pm

AUG. 27 7pm-9pm

SEPT. 3rd-8thNAGAA Tampa Bay Gay Softball World Series Performance (Exact date TBA)

FALL CONCERT SCHEDULE CONTINUES:

SEPT. 10 7pm-9pm

SEPT. 17 7pm-9pm

SEPT. 24 7pm-9pm

SEPT. 30th(SUNDAY) CONCERT at HCC Ybor 5:00 pm Call time
7:30 pm Concert

Florida Orchestra TBSW Chamber Performance:

Oct. 5th : Evening Performance

Oct. 6th: Matinee and Evening Performance

WINTER CONCERT SCHEDULE: “Under the Mistletoe”

8 Rehearsal Days

OCT. 8 7pm-9pm

OCT. 15 7pm-9pm

OCT. 22 7pm-9pm

OCT. 29 7pm-9pm

NOV. 5th7pm-9pm

NOV. 12th7pm-9pm

NOV. 19th7pm-9pm

DEC. 3rd 7pm-9pm

DEC. 9th (SUNDAY) CONCERT at HCC Ybor 5:00 pm Call time
7:30 pm Concert

DUTIES OF THE SECTION LEADER (CONTINUED)

They shall maintain a positive working relationship with all section members, communicate with section members weekly via text/email/social media/etc. to encourage attendance, and reinforce preparation for rehearsals. Section Leaders shall communicate musical and attendance issues within their section to the Artistic Director(s). Section Leaders will work with the Artistic Director to maintain the number of participants within each section to maintain the quality of instrumentation with the overall band. In the event the Section Leader fails to meet these expectations and/or can no longer work productively with the Artistic Director(s), she/he shall resign from the position effective immediately. They shall attend all rehearsals and performances as able and communicate absences and availability to the appropriate Board member.

AWARDS

TRIPLETT-ROSA & DAVIS MEMBER OF THE YEAR

Every year the Board shall nominate general members to receive the Triplett-Rosa & Davis Member of the Year Award. This award was created in honor of David Triplett-Rosa and John Davis, who are both founding members and Artistic Directors of the Tampa Bay Pride Band and Tampa Bay Symphonic Winds. After a final, majority vote by the Board of Directors, the award is given each year to the general member who has exhibited outstanding service to the Organization.

SECTION OF THE YEAR

Each year the Board of Directors also awards a Section of the Year award to an outstanding section that has exemplified the highest level of musicianship.

BOARD OF DIRECTORS

Artistic Director



David Triplett-Rosa

President



Daniel L Stevens Jr

Vice President



Leigh A Simonton

Treasurer



Ruben Montijo, Jr

Secretary



Shirley Stallings

Social Media Director



Branigan Lawrence

Webmaster



Joshua Triplett-Rosa Jr

Librarian



Ellen C Fenner

BAND POLICIES

GENERAL

1. Membership in the Tampa Bay Pride Band and Tampa Bay Symphonic Winds is open to individuals 18 years of age or older. Participation is open to interested members of the community who meet this requirement, as established by the Board of Directors. ***Minors see page 25**
2. We are a non-audition group, and are open to all backgrounds and ability levels.
3. Community members electing to participate in the Tampa Bay Pride Band and Tampa Bay Symphonic Winds must adhere to the policies set forth in the Tampa Bay Pride Band and Tampa Bay Symphonic Winds Band Member Handbook.
4. All applicable federal and state laws shall be followed.
5. Band members are responsible for paying the appropriate membership dues by the deadline as communicated by the Executive Board – hardship situations shall be brought directly to the attention of the Artistic Director(s) and/or the Board of Directors (see: Fees).

PERFORMING ORGANIZATIONS

1. The Tampa Bay Symphonic Winds is a concert band composed of community musicians of all ability levels. The ensemble annually presents a series of formal concerts following weekly rehearsals. The concert band repertoire includes a wide variety of original wind band compositions, orchestra transcriptions/arrangements, and light, thematic, popular tunes.
2. The Tampa Bay Pride Band is a marching band composed of community musicians of all ability levels. Membership includes wind players, a drumline, and color guard. The band is showcased during the Tampa Pride Parade, and members of the organization may choose to represent the Tampa Bay Pride Band at St. Petersburg and Orlando Pride events. In addition to this, members may be asked to perform at sponsorship and fundraising events.

WEBMASTER (CONTINUED)

In the event the Member at Large fails to meet these expectations and/or can no longer work productively with the Board and Artistic Director(s), she/he shall resign from the board effective immediately. The Member at Large shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

SECTION LEADERS

Flute – Daniel L Stevens Jr - Temporarily

Clarinet – Alicia Barrett

Double Reed – Allison Brandt

Saxophone – Robert Mosier

French Horn – Casey Clowers

Trumpet – Ellen C Fenner - Temporarily

Trombone – Clifford Rivera (CJ)

Baritone – Matthew Russell

Tuba – Shawn Flaherty

Percussion – Daniel Melendez

DUTIES OF THE SECTION LEADER

Section leaders work directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band and its subsidiaries. Section Leaders will have monthly meetings coordinated by the Vice President. Section Leaders will be responsible for communication. Section Leaders will be responsible for assigning parts to their section members. The librarian will provide the music folders to the Section Leaders and the Leaders will distribute the parts to the section members in collaboration with the Artistic Director. Section leaders should maintain a record of contact information for all section members, including current and former members.

GRANT COORDINATOR (CONTINUED)

In the event the Grant Coordinator fails to meet these expectations and/or can no longer work productively with the Board and Artistic Director(s), she/he shall resign from the board effective immediately. The Grant Coordinator shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

RECRUITMENT COORDINATOR

The Recruitment Coordinator works directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Recruitment Coordinator shall operate under the general direction of the Band Director and President and shall be responsible for recruiting new members. The Recruitment Coordinator will work closely with the Artistic Director to fill any vacancies in sections as needed. In the event the Recruitment Coordinator fails to meet these expectations and/or can no longer work productively with the Board and Artistic Director(s), she/he shall resign from the board effective immediately. The Recruitment Coordinator shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

WEBMASTER

Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Member at Large shall operate under the general direction of the Band Director and President and shall serve as a representative of the membership as a whole. The Member at Large shall voice the membership's questions and concerns to the board at board meetings, via email, or other forms of communication as needed.

PERFORMING ORGANIZATIONS (CONTINUED)

3. The Small Ensembles, to include a Brass Quintet, a Woodwind Quintet, and a Woodwind Trio, perform at some concerts with the Tampa Bay Symphonic Winds. They may also perform at some sponsorship and fundraising events.

ETIQUETTE

1. The general member works directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band, the Tampa Bay Symphonic Winds and its subsidiaries.
2. Band members shall prepare music ahead of time (outside of the regular ensemble rehearsal) and attend rehearsals with their assigned music and a pencil.
3. Music stands are frequently provided but some circumstances will require the member to have his or her own music stand. Music lyres must be purchased by each member as needed for marching band.
4. Members are responsible for the music folder and the contents assigned to the member. Music folders must be returned to the music librarian at the end of each concert. If the music folder is lost, the member who lost the music and folder will pay full replacement cost.
5. Band members shall make every effort to assist with set-up and tear down of rehearsals and performances by setting up and putting away their own chair and stand (at the very least).
6. Band members shall behave in a professional manner at all rehearsals and events by using respectful language, maintaining a positive attitude, and treating the Artistic Directors, Board of Directors, and other members with respect and courtesy at all times. This includes representing the band responsibly on social media and intra-band communications.

ETIQUETTE (CONTINUED)

7. Members shall attend all rehearsals and performances as able and communicate absences and availability to the appropriate Section Leader.
8. There shall be zero tolerance of sexual harassment, intimidation or other negative behaviors.
9. A member in good standing can ask for a leave of absence by reporting to their section leader. The section leader will then let the Board of Directors know about the length of the leave and the reason.
10. By participating in any Tampa Bay Pride Band and Tampa Bay Symphonic Winds performance or rehearsal, a member or guest performer consents to the release of audio/video media, which may contain his or her likeness and performance.
11. It is acceptable for a General Member to help fellow section members by pointing out missed accidentals, key signatures, missed entrances or missed rests. However, any concerns this member has about the skills or quality of play of other band members should be reported to Section Leader or the Artistic Director and not the individual in question.
12. Any changes to a member's legal name, email address, physical address and telephone number should be communicated by that member to the Secretary as soon as possible.
13. New members are required to fill out an initial membership form to be submitted to the Secretary.

ATTENDANCE

1. Band members are expected to attend all rehearsals and performances.
2. Band members are expected to report promptly at least 15 minutes prior to the start of rehearsal and with their instruments in good playing condition.
3. Regular rehearsals start promptly at 7:00 p.m. and end at approximately 9:00 p.m.

SOCIAL MEDIA DIRECTOR

The Social Media Director operates under the general direction of the Band Director and President. The Social Media Director is responsible for creating, maintaining, and updating mass communication and relevant information relating to the Organization via social media. The Social Media Director shall aid the Secretary in distributing information to the association via social media as needed or requested. In the event the Social Media Director fails to meet these expectations and/or can no longer work productively with the Artistic Director(s), she/he shall resign from the board effective immediately. The Social Media Director shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

GRANT COORDINATOR

The Grant Coordinator works directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Grant Coordinator shall operate under the general direction of the Band Director and President. The Grant Coordinator is responsible for searching for, applying for, and motioning for grant opportunities. The Grant Coordinator is permitted to form a committee which provides direct assistance to searching and applying for grants. In the event that they do so, the Grant Coordinator shall act as Chair of such committee. In addition, the Grant Coordinator shall be responsible for the safekeeping of detailed grant records. The Grant Coordinator is responsible for maintaining Maintain all records required for verifying grant compliance with all required agencies and organizations. The Grant Coordinator will aid the Treasurer in the upkeep of the organization's 501c3 status.

SECRETARY (CONTINUED)

The Secretary is responsible for all mass communication relating to the Organization such as but not limited to: weekly post cards, newsletters, and concert bulletins. The Secretary aids the Webmaster. The Secretary shall establish communication links and contacts for communicating information and event specifics to the general community, news outlets, social media, etc. The Secretary will be responsible for sending out thank you letters and other correspondences when necessary. The Secretary shall take attendance at Board Meetings. In the event the Secretary fails to meet these expectations and/or can no longer work productively with the founding artistic director(s), she/he shall resign from the board effective immediately. The Secretary must attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

LIBRARIAN

The Librarian works directly and in a positive manner with the Artistic Directors in supporting and implementing all components of the Artistic Directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Librarian shall operate under the general direction of the Band Director and President and shall be responsible for distributing music and collecting music from the band members. The Librarian will preserve the original score and original parts for all instruments. The Librarian will organize the storage of all music and maintain an accurate catalogue of all music in the library. In the event the Librarian fails to meet these expectations and/or can no longer work productively with the Board and Artistic Director(s), she/he shall resign from the board effective immediately. The Librarian shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

ATTENDANCE (CONTINUED)

4. Members will sign an attendance sheet at each rehearsal.
5. Weather, emergency cancellations, or any change in venues, times, or dates will be communicated prior to 3:00 p.m. that day through email. If the school district or other venue for the location of a rehearsal is closed, the rehearsal will be canceled.
6. Band members expecting to be absent from a rehearsal, tardy to a rehearsal, or who plan to leave a rehearsal early are expected to notify their section leader in advance. Attendance is important and shows respect for other members of the band. Notification of absence can be done through an in-person conversation, text message, phone call, or email.
7. Band members should make every effort to attend band rehearsals and performances, however, as a community band we understand that things can happen that are out of our control. The Board of Directors make every effort to be flexible and understanding about external conflicts, but they reserve the right to remove a band member from a performance due to low attendance. As a bench mark, low attendance is anything less than 2/3 of the rehearsals.
8. A band member missing any dress rehearsal will not be allowed to play at the concert unless approved by the Artistic Director. Missing a concert or dress rehearsal without cause approved by the Artistic Director and/or Board of Directors is grounds for expulsion.

ATTIRE

Attire for performances of the Tampa Bay Pride Band and Tampa Bay Symphonic Winds is as follows:

1. The Tampa Bay Pride Band attire consists of solid black bottoms, black shoes, and a t-shirt provided by the organization (See: Fees).

ATTIRE (CONTINUED)

2. The Tampa Bay Symphonic Winds attire consists of “concert black”. Band members may wear solid black pieces including collared shirts, ties, vests, suit jackets, pants, blouses, skirts, and dresses.
3. There are special performance events where attire will be different or embellished as directed by the Artistic Director.
4. Examples of approved attire available at request. Please see a Board member if you have any questions.

FEES

1. A membership fee of \$30.00 per season (Fall and Spring) is collected from every band member that participates in the Tampa Bay Pride Band and Tampa Bay Symphonic Winds by the Treasurer. This fee entitles the band member to check out music for concerts and/or parades. Fees also cover rental space and other operational expenses. Band members are entitled to a receipt of this transaction upon request. Membership fees are due on or before the 3rd rehearsal.
2. In addition to the membership fee, all Tampa Bay Pride Band members are required to pay an additional t-shirt fee. The amount of the t-shirt is dependent on external factors and will be announced prior to the date of purchase. Paying this fee covers one parade t-shirt for the band member. Band members who own a Pride parade t-shirt from a previous year that matches the current version will be exempt from paying this fee, contingent on wearing shirt to the parade. Players without a shirt must purchase one on the day of the parade.

SECRETARY

The Secretary shall keep and publish minutes of the Board of Directors and meetings of the members of the corporation, including the Annual Meeting. The Secretary works directly and in a positive manner with the founding artistic directors in supporting and implementing all components of the founding artistic directors’ visions for the Tampa Bay Pride Band and its subsidiaries. The Secretary shall operate under the general direction of the founding artistic director and President and keeps the minutes of all Organization and Executive Board meetings. They shall work directly with the board and membership to ensure that communication is timely, clear, and consistent. The Secretary shall serve as Chair of at least one committee/event. The Secretary shall print and publish programs and concert tickets one week prior to performances. The Secretary shall organize communications and correspondence and keeps a complete record of all initiations. The Secretary shall maintain personnel and membership records to include, but not limited to, names, instrument, home address, phone number, and email address. They shall promptly send the minutes of the previous Board meeting to all board members. Once approved, the minutes shall be available to general members upon request. The Secretary changes and records membership votes on the subject at hand. They shall send communications as requested by the Board and/or the founding artistic director(s).

The Secretary shall also: send notices as required by these Bylaws;

- keep a roster of the members
- maintain and update calendar
- keep a roster of the Board of Directors and officers,
- keep records of the dates upon which each member of the Board of Directors and each officer was elected, the dates upon which the term of each member of the Board of Directors and each officer expires
- execute the functions of the office as determined by the Board of Directors.

TREASURER (CONTINUED)

The Treasurer records daily business transactions in the accounting cycle. The Treasurer shall ensure that accurate documentation of records is kept and available for review and/or audit always. The Treasurer prepares an annual budget, periodic reports and report to the board meetings the financial status of the Organization to ensure checks and balances. The Treasurer is also responsible for distributing four quarterly statements to the Board, making payment on outstanding bills, organizing the upkeep of PAYPAL, and providing debt list records to the Board. The Treasurer's quarterly statement should be listed on the website calendar and provided during Board meetings. Prior to Board meetings, the Treasurer will provide the treasurer report in email form to the board. The Treasurer shall maintain accurate financial records and presents a financial disclosure at all Executive Board meetings, which, when approved, are available for viewing by the general membership. The Treasurer shall collect membership dues and funds at all events, ensure that deposits are made within 48 business hours of receipt, and file all necessary financial reporting documents with the State of Florida and the IRS in compliance with federal regulations regarding 501(c)-3 Not-for-Profit Corporation Status on an annual basis. The Treasurer is responsible for preparing an annual budget. In the event the Treasurer fails to meet these expectations and/or can no longer work productively with the Board and founding artistic director(s), she/he shall resign from the board effective immediately. The Treasurer shall attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member.

LOSS OF MEMBERSHIP

1. In the event a general member fails to meet expectations as set forth in this handbook and/or can no longer work productively with the Artistic Director(s), Executive Board of Directors, and or other general members, she/he shall be asked to leave the group or be expelled at the discretion of the Board of Directors.
2. Any member who defames or demeans Tampa Bay Pride Band and Tampa Bay Symphonic Winds while in uniform or while otherwise representing Tampa Bay Pride Band and Tampa Bay Symphonic Winds, or behaves in a manner deemed by the Membership Committee or the Board of Directors to be harmful to Tampa Bay Pride Band and Tampa Bay Symphonic Winds or its members, may be permanently expelled by the Board of Directors.
3. Automatic loss of membership occurs under the following circumstances:
 - If a member has been absent for more than 1/3 of the rehearsals without prior approval of the Artistic Director.
 - If a member misses a dress rehearsal or performance without extenuating circumstances approved by the Artistic Director
 - Failure to pay dues within two weeks of being given notice of failure to pay unless the Artistic Director and/or Board of Directors finds extenuating circumstances excusing payment
 - If an individual engages in sexual harassment, intimidation or other negative behaviors
4. Upon resignation or leave of absence, all Tampa Bay Pride Band and Tampa Bay Symphonic Winds-owned materials, music, and equipment must be returned.
5. Dues will not be refunded in whole or in part to any member dropped from active status for any of the above reasons.

SEXUAL HARASSMENT AND BULLYING

Tampa Bay Pride Band and Tampa Bay Symphonic Winds is committed to providing a space where its members can have a safe and enjoyable time as we gather for musical and social purposes. Because Tampa Bay Pride Band and Tampa Bay Symphonic Winds is, in part, a social organization, we recognize the right of members to associate and form relationships freely. To protect the personal dignity of our members, sexual harassment of other members at Tampa Bay Pride Band and Tampa Bay Symphonic Winds functions is strictly prohibited.

Definitions:

Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors that either create a hostile environment or are made a condition for participation in Tampa Bay Pride Band and Tampa Bay Symphonic Winds, either implicitly or explicitly.

Behaviors that may constitute sexual harassment include, but are not limited to:

- Intentional touching, patting, or hugging
- Propositions or pressure to engage in sexual activity
- Gratuitous comments of a sexual nature
- Persistent, unwanted sexual or romantic attention
- Obscene gestures
- Inappropriate sexual graffiti, pictures, or other visual media

“Unwelcome” and “inappropriate” are defined by the receiving party. If the initiator of a comment or action is unsure whether it is unwelcome or inappropriate, it is incumbent upon that individual to ask the other party before making the comment or taking the action.

VICE PRESIDENT (CONTINUED)

The Vice President assists the President in performance of prescribed duties and carries out miscellaneous functions as directed by the President. The Vice President advises the President on matters requiring consultation. The Vice President serves as liaison to committee chairs as assigned by President and serve as Chair of at least one committee/event. The Vice President maintains position descriptions of Executive Board. The Vice President develops and implements programs to recruit new members. The Vice President attends and, in the absence of the President, assumes presidential responsibilities and act as presiding officer over all Executive Board meetings, rehearsals, and performances of the Tampa Bay Pride Band and its subsidiaries. The Vice President acts as liaison between membership and the executive board for matters including suggestions and grievances. The Vice President must attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member. In the event the Vice President fails to meet these expectations and/or can no longer work productively with the founding artistic director(s), she/he shall resign from the board effective immediately.

TREASURER

The Treasurer shall ensure that appropriate financial books and records are kept, shall present accountings when requested by the Board of Directors, and execute the functions of the office as determined by the Board of Directors. The Treasurer works directly and in a positive manner with the Board founding artistic directors in supporting and implementing all components of the founding artistic directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Treasurer operates under the general direction of the founding artistic director and President and in accordance to the Organization's cash management policies and procedures. The Treasurer shall ensure transactions are properly recorded and that supporting documents are present and correct. The Treasurer carries out routine calculations, reconciliations and bank transactions.

PRESIDENT (CONTINUED)

on matters of materials, communication protocol, and meeting responsibilities. The President shall correspond with and report to the Board dates and events of up-coming music functions. The President shall correspond with and report to the Board dates and events of up-coming music functions. The President provides leadership and direction to all activities of the Organization, the Board, and all committees. The President serves as an ex-officio member of all committees. The President will provide oversight, guidance, and support to the Board and all committee chairs in the performance of their duties. The President determines organizational goals and priorities. The President, where appropriate, shall represent the Organization to the public and other Organizations or ensure that such representation occurs. The President shall preside alongside the founding artistic director at all Executive Board and general meetings. The President must attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member. In the event the President fails to meet these expectations and/or can no longer work productively with the founding artistic director(s), she/he shall resign from the board effective immediately.

VICE PRESIDENT

The Vice President shall exercise the functions of the President in the absence of or at the request of the President and execute the functions of the office as determined by the Board of Directors. The Vice President also shall become President in the event the office of President becomes vacant. The Vice President works directly and in a positive manner with the founding artistic directors in supporting and implementing all components of the founding artistic directors' visions for the Tampa Bay Pride Band and its subsidiaries. The Vice President operates under the general direction of the founding artistic director and President and works with the President on any Organization project. The Vice President advises the President on the status of programs planned and in process.

Bullying is repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators. It is abusive conduct that is:

- Threatening, humiliating, or intimidating, or
- Work interference — sabotage — which prevents work from getting done, or
- Verbal abuse

Tampa Bay Pride Band and Tampa Bay Symphonic Winds functions include, but are not limited to rehearsals, sectionals, performances, fund-raisers, retreats, social events, and transportation to and from any of the above.

In addition, actions or comments made while using any Tampa Bay Pride Band and Tampa Bay Symphonic Winds resource, such as the website or mailing lists, fall under the scope of this policy.

Procedure:

If an individual feels that he or she has been harassed, then he or she should speak to a Board member as soon as possible. (A list of all Board members is included on page 4 of this Handbook). The individual should provide a written, dated, and signed account of the incident that includes the names of any witnesses. It is then the Board's responsibility to arrange an interview with the member accused of harassment within 30 days of receipt of the report.

Disciplinary actions in order of severity are:

- Verbal warning
- Written Warning
- Suspension for a rehearsal season
- Expulsion from the bands

If, in the opinion of the Board, a first-time offense is particularly egregious, lesser disciplinary actions may be waived and suspension or expulsion initiated.

Remember:

- If you wouldn't do it or say it in front of your spouse, don't do it or say it.
- If you would object to someone doing it or saying it to your child, don't do it or say it.
- If you wouldn't want to read about it in the local newspaper, don't do it or say it.
- If you witness conduct that falls into these categories, stop it and report it.
- If you're the victim of conduct that falls into these categories, report it.
- There is no such thing as a minor complaint.

BAND LEADERSHIP

GENERAL

The Tampa Bay Pride Band and Tampa Bay Symphonic Winds is managed by its members on a volunteer basis through the Artistic Director, an elected Board of Directors, and appointed Section Leaders.

There are many opportunities for band members to get involved in the management of the band's operations, concerts, and other events. We encourage everyone to share their enthusiasm, expertise, and skills. Those interested in volunteering for the Board should talk to the band President.

TERMS OF OFFICE

Each board member shall hold office for a two-year term, or until a successor has been elected and qualified to hold office. Terms of office shall start at the beginning of each fiscal year. Elections of board members and officers shall be held 4 months prior to the end of each term.

DUTIES OF THE BOARD OF DIRECTORS:

In addition to general membership duties, each member of the Board of Directors is responsible for certain areas of related band activities. Band members desiring assistance or wishing

to help are encouraged to contact the leadership member directly concerned. The following paragraphs describe the areas of responsibility that each board member has as related to the band.

ARTISTIC DIRECTOR

The founding artistic director(s) shall correspond with each other (as applicable) to create and design programs and select music for all aspects of the Tampa Bay Pride Band and Tampa Bay Symphony Winds. The founding artistic shall correspond with the Board of Directors, and report to the Board dates and events of upcoming music functions. The founding artistic director(s) shall submit a wish list of items to the Board as necessary. The founding artistic director(s) shall preside alongside the President at all Board and general meetings. The founding artistic director(s) is a board member(s) by virtue of his/her position. In addition to this, the founding artistic director(s) retain veto power over initiatives, retain the right to ask for removal of members and board members who are not fulfilling their responsibilities as a member or board officer, appoint section leaders, and appoint replacement directors upon resignation. The founding artistic director(s) must attend all rehearsals and performances as able and communicate their absences and availability to the appropriate Board member. The founding artistic director shall recuse themselves only from voting on the line item pertaining to their stipend.

PRESIDENT

The President shall chair the Board of Directors and meetings of the members and execute the functions of the office as determined by the Board of Directors. The President works directly and in a positive manner with the founding artistic director(s) in supporting and implementing all components of the founding artistic directors' visions for the Organization. The President serves as the chief executive officer of the Organization and has general supervision, direction and control over the affairs of the Organization and over its officers. The President will develop procedures for the board