



MEMBER HANDBOOK

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1. About MetWinds

The Metropolitan Wind Symphony was founded by Jerry Gardner in 1971, and was awarded the prestigious 2015 Sudler Silver Scroll Award for Community Concert Bands by the John Philip Sousa Foundation. Currently celebrating its 47th anniversary, MetWinds comprises over 60 talented woodwind, brass, and percussion instrumentalists who audition for membership and seating. It makes a significant contribution to the cultural life of the Greater Boston community by providing its audiences with high quality concerts and its members with opportunities for musical growth.

MetWinds presents formal performances of traditional and contemporary wind band literature, as well as more informal pops concerts throughout the metropolitan Boston area. Members rehearse Wednesdays from September through June, traveling from more than 30 communities in Massachusetts and neighboring states. All volunteers, they also pursue careers as varied as education, engineering, computer science, medicine, law, music, and public health.

The MetWinds Commissioning Fund, begun through an anonymous endowment, allows MetWinds to actively contribute to the wind band literature by annually commissioning new works. Our commissioning program has included four categories of composers. These include internationally-known composers James Curnow, Johan de Meij, Elliot Del Borgo, Peter Schickele, Guy Woolfenden, Chen Yi, Lewis J. Buckley, and Frank Ticheli. Massachusetts composers include Allen Feinstein, Peter Hazzard, Marjorie Merryman, and Greg Tucker. Emerging composers include David Dzubay, John Heins, and Greg Sanders. The first student composers commissioned by MetWinds were Hayato Hirose, Noah Taylor, and Jesse Brault, whose pieces premiered in 2005 and 2007, followed by Matthew LaRocca and Joseph Kaz in 2013. In 2010 and 2011, MetWinds premiered fanfares by John Heins, Kevin Wilt, Joseph Eidson, and Alexandra Conza, winners of our 40th Season Fanfare Competition. Many of these works have been published and have been performed in the United States and abroad by other wind ensembles.

The Boston Festival of Bands, founded by MetWinds in 1989, includes bands from New England, the Atlantic states, and Canada. The Festival is celebrated annually at historic Faneuil Hall in Boston on the second Saturday in June. The Continuum series, also founded by MetWinds, involves middle and high school bands, and New England university bands in educational interaction and outreach. The latest Continuum was hosted by MIT at Kresge Auditorium in Cambridge in March, 2016. Besides Metropolitan Wind Symphony, the concert featured the MIT Wind Ensemble and Foxboro High School Wind Ensemble.

In April 2005, MetWinds, at the invitation of the New England College Band Association, performed at their Gordon College conference. MetWinds is a member of the Association of Concert Bands (ACB), the national organization for concert bands, and has been selected twice to perform at the ACB National Convention: April 1994 in Burlington, VT and April 2012 in Poughkeepsie, NY. MetWinds has been heard on WGBH, WBUR and WCRB.

1.1. Mission

The mission of the Metropolitan Wind Symphony (MetWinds) is to contribute positively to the musical education and enrichment of the community through public performance of traditional

and contemporary wind music, serve as a channel for the commission and presentation of new musical works, and provide an enjoyable, challenging, inclusive, and educational musical experience for the members.

1.2. Vision/Goals

The Metropolitan Wind Symphony (MetWinds) is dedicated to maintaining a high standard of musical excellence and serves to:

- Provide its members opportunities for musical growth, education, expression, enjoyment, and fellowship.
- Enhance the aesthetic development and increase the artistic and cultural insight of our members and our audience.
- Provide to the community musical education and enrichment through diverse programs of traditional and contemporary wind music.
- Present a diverse repertoire of music at an appropriate difficulty level, led by the artistic expertise of the Music Director.
- Actively commission and perform new musical works for symphonic band.
- Provide opportunities to educate and mold young area musicians that provide and contribute to their artistic growth.
- Serve as a source of cultural pride for the citizens of the Lexington community, our performance home, and the Greater Boston area.
- Attract diverse audiences of steadily increasing size and more reflective of the Greater Boston community through outreach efforts, reputation, and collaboration with other cultural organizations.
- Represent the best in community ensembles by performing for and with other ensembles in the New England area.
- Continue the tradition of the community concert band as an important part of America's musical heritage

1.3. Values

The values of the Metropolitan Wind Symphony (MetWinds) are:

- To provide an inclusive, supportive, educational, and enjoyable environment for members of varying skill levels. (Community Building)
- To care for each other and for the well-being of our community and respect the rights, dignity, and expression of all. (Inclusivity)
- To provide high-quality performances of diverse programs of traditional and contemporary wind music to diverse audiences for entertainment and educational purposes. (Outreach)
- To strive for continued musical growth and sustained musical excellence. (Musicianship)
- To maintain transparent, democratic leadership. (Transparency)
- To utilize available funds prudently and in the best interest of the organization. (Fiscal Responsibility)

1.4. Diversity and Inclusion

We believe that participation in the arts deepens cultural awareness and empathy, develops openness, and enhances personal growth. We are committed to creating and contributing to a community in which every member's voice is valued and respected. We recognize that diversity and inclusion are connected to our mission and are critical in our creating and sustaining welcoming and open artistic spaces for our leadership, musicians, patrons, volunteers, and community members.

We work with the understanding that the definition of diversity is constantly evolving. Our current definition of diversity includes race, color, nationality, ethnicity, class, religion, disability, age, sex, gender identity, gender expression, and sexual orientation

1.5. Member Code of Conduct

The Metropolitan Wind Symphony is a volunteer-led group of amateur musicians who are devoted to creating artistic pursuits together. This should be our guiding principle in how we conduct ourselves during any MetWinds related activity (rehearsals, concerts, communication on social media or email, etc.). In adherence to our mission statement and values, we aim to provide a safe and respectful environment that encourages players to take risks musically, support one another, and enjoy their time together.

If there is a situation where a member of the organization does not follow this code of conduct, the Board will review the incident and make a decision about taking any further action. Such actions may range from counseling to termination of membership as deemed appropriate.

2. Contact Information

2.1. General Contacts

MetWinds

62 Mossdale Road
Jamaica Plain, MA 02130-3040
MetWinds Concertline (978) 419-1697

Public Website	http://www.metwinds.org
Members Website	http://members.metwinds.org
General Information (for non-MWS members)	info@metwinds.org
Board of Directors	board2@metwinds.org
Staff (Board and artistic staff)	staff@metwinds.org
Members Newsletter Contributions	noteworthy@metwinds.org

2.2. Group Operations

Betsy Rowland
Personnel Manager mwspersonnel@gmail.com
(413) 575-5772

Mark Thornton auditions@metwinds.org,

Auditions Coordinator

mobile (401) 556-1322

Nick Bradley
Music Librarian

nbradley33@gmail.com
(401) 932-3668

2.3. Artistic Staff

Rick Wyman, Music Director
rewyman@sbcglobal.net

3. Board of Directors

The Board of Directors and the Music Director together manage the operations of MetWinds. MetWinds membership elects the Board in June. Board members serve two-year terms which begin in July. These two-year terms are staggered, with half the Board elected each year. The Music Director and Personnel Manager hold non-elected board positions. One need not be a playing member of MetWinds to serve on the Board.

3.1. Responsibilities of the Board of Directors

- Establishing the policies and goals of the group
- Scheduling and planning for concerts
- Fundraising
- Applying for financial grants
- Managing publicity and public relations
- Planning for the future of our group

3.2. Current Board of Directors

The most up-to-date list of MetWinds Board of Directors is on our group website. Please see <http://www.metwinds.org> for a list of board members.

4. Membership

First year members are offered provisional membership in MetWinds. This allows the music director to evaluate how the new members will play within the larger ensemble. Members will be considered for permanent membership at the beginning of the season following their provisional year. In most cases, permanent membership will be granted.

Only members who have successfully completed their provisional membership year may be considered for a principal chair.

4.1. Regular Members

MetWinds members are expected to:

- Audition annually for chair placement. If someone chooses not to audition in any given year, we will assume that the member has resigned their position.
- Pay membership dues
- Attend rehearsals and concerts according to the attendance policies detailed in this handbook (see attendance)
- Contribute to achieving the goals of MetWinds by musical proficiency and discipline. MetWinds membership is permanent until a member resigns or is unable to adhere to the policies outlined in this handbook.

4.2. Call Players

Non-members who are part of the MetWinds call list are expected to:

- Audition once to be placed on the call list, and re-audition every three years once becoming a call player
- Adhere to the attendance policy for call players detailed in this handbook

4.3. Openings

MetWinds requires candidates to audition for openings and chair placement. Open positions are announced on MetWinds public web site (<http://www.metwinds.org>), in The Boston Globe Calendar, other local media, mailings to target groups, and by word of mouth. If you know of musicians who want to audition, please have them contact MetWinds Auditions Coordinator, Mark Thornton , or pass on any contact information to the Personnel Manager.

4.4. Dues

MetWinds requires membership dues from all of its regular members. The dues are \$60 per year and must be paid in full by the last rehearsal in September. Please make your check payable to the Metropolitan Wind Symphony, and give it to MetWinds Treasurer Rachel Pinsky (B-flat clarinet, h (978) 866-0785, rpinsky@gmail.com, at a rehearsal or mail it to MetWinds, (62 Mossdale Road, Jamaica Plain MA 02130-3040).

4.5. Membership Roster and Call List

Lists of members and call players names, addresses, telephone numbers, and e-mail addresses are available on MetWinds members web site (<http://members.metwinds.org>) Since our personnel list changes frequently, we no longer distribute it to all members in printed form.

This information is for MetWinds purposes only — it is not to be redistributed beyond MetWinds or used for any other purpose. You should use the call list to locate someone who can cover your part when you miss a rehearsal. (See the attendance policy for details.)

If your address, phone number, or e-mail address change, be sure to update your contact information from MetWinds members' website as soon as possible.

4.6. Music

Most of the music for each concert is distributed electronically and is only available to MetWinds members. Distribution of electronic copies of parts to parties outside of MetWinds regular members or call players is strictly prohibited.

Parts are available from the main members' website at <https://members.metwinds.org>. Select [login] from the top of the page and a link will become available for you to access your parts.

Occasionally it is necessary to distribute an original and/or paper copy of a piece of music. Please use pencil only to mark any original music parts. When this music is returned, it must be the original copy that was distributed. You are responsible for the cost of replacing lost music.

If your part will be covered by a call player for a given rehearsal, please make sure to get the music to that player either directly or by leaving it with your section leader, another player, or the librarian at the previous rehearsal.

4.7. Leaves of Absence

In special cases, a player may be awarded a leave of absence at the discretion of the Music Director. Each request will be evaluated privately and independently to ensure that the best interest of both MetWinds and the member are understood, appreciated, and fully considered.

4.8. Resigning Membership

A member who must leave MetWinds before the end of the season must notify the Personnel Manager as soon as possible. Additionally, the member is responsible for returning a complete music folder to the Music Librarian in person at their last rehearsal or by mail immediately following departure.

5. Events

MetWinds rehearsal and performance schedule is posted on the Members Website at <http://members.metwinds.org>. Any changes to the rehearsal and performance schedule will be announced as soon as possible.

5.1. Rehearsals

MetWinds regularly rehearses on Wednesday evenings from 7:30 PM to 9:45 PM at St. John of Damascus Church unless otherwise specified in the rehearsal and performance schedule. Rehearsals begin in September and continue through the end of June.

Dress rehearsals for indoor concerts are usually held at the Scottish Rite Museum, Lexington on the Wednesday evening before the concert. Sometimes an additional dress rehearsal is scheduled, usually on the Friday evening before the performance.

Please arrive at rehearsals early enough to set up, warm up, and be ready to play at the scheduled rehearsal start time (7:30 PM for regular rehearsals).

Each rehearsal includes a ten minute break for announcements and refreshments. Member volunteers provide refreshments and help set up and clean up the refreshment area. Members voluntary donations pay for refreshments and supplies.

5.2. Concerts

MetWinds performs several indoor concerts during its ten month season. Additional outdoor concerts are scheduled in the area during the summer. Members are given as much notice as possible for all concerts.

5.2.1. Concert Dress Code

Members are required to dress as follows for MetWinds performances. These specifications can be changed for a given concert by announcement.

Formal dress for indoor concerts:

Tops: Black tux or suit jacket with white dress shirt and black bowtie or solid black, dressy shirt.

Bottoms: Solid black pants or floor length skirt.

Black dress shoes with black hosiery. (No sandals or sneakers)

Fragrances: Please avoid the use of cologne/perfume in rehearsal and in concert.

Dress for outdoor concerts:

Tops: white button-down shirt or blouse

Bottoms: black pants or skirt

Black shoes with black hosiery or sandals

Fragrances: Please avoid the use of cologne/perfume in rehearsal and in concert.

6. Attendance Policies

- Please make every effort to arrive on time for rehearsals. Although an occasional lateness for a rehearsal may be unavoidable, habitual lateness will cause the Music Director and Personnel Manager to review a player's membership status for that season
- Members will be allowed up to two excused absences (illness, job related, or family emergency) per concert cycle (all rehearsals prior to, and including a given concert). Members need to call or e-mail the Personnel Manager prior to the rehearsal in order to be excused.
- Any member absent for any reason from a rehearsal must make every effort to find a substitute player from the call list to fill their chair for that night (unless it is less than 72 hours notice) and also make sure that the music is either left for the call player or given directly to them.
- It is *not* the Personnel Manager's responsibility to find a substitute player for a single rehearsal. When a member is out for an entire concert cycle, the personnel manager, section leader, and music director will decide what is best for that section and the seating of the players. If it can be done in a way that maintains the sound quality of the ensemble, members will be given the opportunity to shift up in the section for that concert. Please advise the Personnel Manager in a timely fashion that you will not be attending a certain concert cycle. An appropriate substitute will be brought in for that series only. You will

reclaim your seat upon your return. If a member knows well in advance that they will be out for more than two rehearsals during any concert cycle she should consult with the Music Director to decide if it is best to sit the cycle out. Similarly, if more than two absences happen, but were not planned by the member, it is up to the Music Director and Personnel Manager to decide if that member should continue for that particular concert cycle. Once again, an appropriate substitute may be brought up from the call list to cover for that period of time.

- Any member who has more than one unexcused absence in a concert cycle may be put on temporary leave of absence and the seat will be filled with a call player until after the performance.
- Anyone who misses one of the last two rehearsals prior to a concert without prior approval of the Music Director may be asked to sit out that concert.
- Members not able to commit themselves to regular attendance are encouraged to become call players.

6.1. Attendance Policy for Call Players

The call list serves several functions. If there is no seat available for a qualified player, that player can be put on the call list. Call players are encouraged to play whenever the opportunity arises. This will help a call player become familiar with MetWinds, the players and its repertoire. Call players should indicate to the Personnel Manager whether they have regular or occasional availability for rehearsals and concerts, and whether they are interested in full membership should the opportunity arise.

- Call players will follow the rules for members when performing with the ensemble.
- If a regular member needs to miss a rehearsal or concert, a substitute will be called up from the call list. The permanent player's seat will be reclaimed for the next rehearsal or concert.
- The call list is a very valuable resource to the players and the Music Director. If your address, phone number, or e-mail address change, be sure to inform the Personnel Manager as soon as possible.
- If you are no longer interested in being a call player, please let the Personnel Manager know so that we can take you off of the call list.
- Call players need to re-audition every three years to continue to remain on the call list, and may audition every year if they are seeking permanent/full membership for the current year and there is an opening for your instrument.
- All active call players will receive free admission to MetWinds concerts for that season (except for the Holiday Pops concert, if applicable).

6.2. Attendance Policy Summary

If you know you cannot play at a concert:

- Contact the Personnel Manager as soon as possible. **The Personnel Manager** will arrange for a call player to substitute for that concert cycle only.
- Note: Members are expected to know when their regular attendance will resume as per the season schedule.

If you know more than 72 hours in advance that you cannot come to a rehearsal:

- Make all reasonable efforts to have a call player substitute for you for that rehearsal only.

- Make suitable arrangements for the call player to get a copy of your music.
- Notify the Personnel Manager of your future absence and of the arrangements made to fill the seat for the night.

If you have an emergency and find out less than 72 hours prior that you cannot come to a rehearsal:

- Contact the Personnel Manager, as soon as possible (within reason) before or after the rehearsal. *Note:* Failure to inform the Personnel Manager of an absence at any point will result in the absence being marked as unexcused
- If you know that you need to take a leave of absence, contact the Personnel Manager as soon as possible.

7. Communication

7.1. Rehearsal Announcements

There is a brief announcement period at each weekly rehearsal, usually just before the rehearsal break. Please be courteous and attentive during these announcements so they can be done as quickly as possible. Critical announcements will usually also be sent by e-mail.

7.2. Member Newsletter

MetWinds publishes its newsletter, Noteworthy, on a weekly basis via e-mail to the members. The purpose of the e-mail newsletter is to minimize the amount of e-mails sent to the members mailing list during the week. The newsletter will summarize announcements from MetWinds board, the Music Director, and other members of the group.

If you wish to make a contribution to the weekly MetWinds newsletter, send an e-mail to noteworthy@metwinds.org

7.3. Web Sites

MetWinds public web site is located at <http://www.metwinds.org>. This site is used to publicize our concerts, to provide general information about the group and our programs, and any other public relations information.

A second site, at <http://members.metwinds.org>, holds information primarily intended for MetWinds members. You can also reach this site via a link on the public web site.

Some content on the members web site, such as the roster of MetWinds members, is only available to current MetWinds members. When you access this protected content, you will be prompted for a username and password. If you have never logged in to the members site before or have forgotten your username or password, follow the instructions on the login page to set up your username and password.

8. Additional Involvement

8.1. Volunteering for Additional Service to MetWinds

MetWinds is run entirely by volunteers and can always use additional help from both members and non-members. Here are some example areas in which you might help the group's operations:

- Fundraising
- Audience development
- Concert planning and implementation
- Setup of the rehearsal and performance halls
- Distribution of posters, fliers and other publicity
- Transportation of percussion equipment
- Data processing

These aren't the only areas in which you can assist MetWinds— you may have a special skill or idea that is new and useful to the group. If you are interested in helping in the areas listed above or wish to become involved in another way, please talk to any board member.

8.2. Contributions

MetWinds is a non-profit organization, relying heavily on money contributed by our members and patrons. Members are strongly urged to contribute beyond their annual dues. Tax deductible contributions are welcome at any time. Make checks payable to Metropolitan Wind Symphony, and give them to MWS Treasurer Rachel Pinsky (B-flat clarinet, h (978) 866-0785 rpinsky@gmail.com) in person or mail them to Metropolitan Wind Symphony 62 Mosssdale Road, Jamaica Plain MA 02130-3040.

Some companies match members' contributions to cultural organizations like MetWinds. To find out if your employer has a matching gift program, and to obtain a matching contribution, contact your company's personnel department.

8.3. MetWinds Friends Group

The Friends Group comprises members' friends and relatives willing to assist at concerts by collecting tickets, distributing programs, setting up refreshments, and more. It is not necessary to commit to working every concert to become involved. Concert admission is free to Friends Group members who work at a given concert. Contact Leslie Hansen (lahansen@verizon.net) for further information.

9. Regular Rehearsal and Concert Locations

Primary Rehearsal Location

St. John of Damascus Church
300 West Street
Dedham, MA 02026

Primary Concert Location

Scottish Rite Heritage Museum
33 Marrett Road

10. Harassment Policy

Sexual Harassment Policy of Metropolitan Wind Symphony, Inc

Definitions

***Workplace** includes any officially sanctioned MetWinds activity including rehearsals, performances, board or committee meetings.

10.1. Introduction

It is the goal of MetWinds to promote a workplace that is free of sexual harassment. Sexual Harassment of employees or MetWinds personnel occurring in the workplace* is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees or MetWinds personnel.

Because MetWinds takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

10.2. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or membership or as a basis for employment or membership decisions; or,
2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised benefits such as favorable seating or continued employment (for ringers) constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into one's sexual experiences, and
- Discussion of one's sexual activities

All employees and personnel should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

10.3. Other Forms of Harassment

Harassment based on race, color, religious creed, national origin, sex, sexual orientation, military service, veteran status, age, ancestry, genetic information, or disability may include conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating.

10.4. Complaints and Investigation of Harassment

All employees /MetWinds personnel should take special note that retaliation against an individual who has complained about harassment and retaliation against individuals for cooperating with an investigation of a harassment complaint will not be tolerated by MetWinds.

If you believe you have been subjected to sexual harassment you have the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting any MetWinds Board member including the President and Vice President, in writing or verbally. They are available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

10.5. Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee or MetWinds member we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or termination of membership, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

10.6. Federal and State Remedies

If you believe you have been subjected to sexual harassment or other harassment prohibited by this policy, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies.

10.6.1. State:

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place, Room 601
Boston, MA 02108
(617) 994-6000
www.mass.gov/mcad

10.6.2. Federal:

U.S. Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
800-669-4000
<http://www.eeoc.gov/>

The Metropolitan Wind Symphony (MetWinds) requires the Board of Directors, Music Director, and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the MetWinds, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

11. Whistleblower Protection Policy

This Whistleblower Policy is intended to encourage and enable members and other interested parties to raise serious concerns internally so that MetWinds can address and correct inappropriate conduct and actions. It is the responsibility of all board members, staff, playing members, and volunteers to report concerns about violations of MetWinds' code of ethics or suspected violations of law or regulations that govern MetWinds' operations.

11.1.No Retaliation

It is contrary to the values of MetWinds for anyone to retaliate against any board member, staff, playing member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of MetWinds. Any person who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership and affiliation with MetWinds.

11.2.Reporting Procedure

The MetWinds has an open door policy and suggests that members/staff/volunteers share their questions, concerns, suggestions or complaints with the President. If you are not comfortable speaking with the President you are encouraged to speak with any member of the Board of Directors. The Music Director and all board members are required to report complaints or concerns about suspected ethical and legal violations in writing to the MetWinds' President, who has the responsibility to investigate all reported complaints. Members or other interested parties with concerns or complaints may also submit their concerns in writing directly to another member of the board.

11.3. Compliance Officer

The President of the Board shall serve as the compliance officer for the purposes of this policy.

The MetWinds' Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved as soon as practicable. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Board of Directors on compliance activity relating to ethical, legal, accounting or alleged financial improprieties.

11.4.Accounting and Auditing Matters

The MetWinds' Compliance Officer shall immediately notify the Board of Directors of any concerns or complaint regarding corporate accounting practices, internal controls or auditing, and work with a committee, if appropriate, until the matter is resolved.

11.5.Acting in Good Faith

Anyone filing a written complaint concerning unethical, illegal or improper practices should be acting in good faith and have reasonable grounds for believing the information disclosed is accurate. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and could result in termination of the reporter's affiliation, if any, with MetWinds.

11.6.Confidentiality

Written complaints may be submitted on a confidential basis. Reports of unethical, illegal or improper practices or suspected unethical, illegal or improper practices, will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

11.7.Handling of Reported Violations

The MetWinds' Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the complaint. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation. Neither the Compliance Officer nor MetWinds personnel are required to inform the person who submits a complaint, or any third party, as to the result of the investigation or any disciplinary action taken.

Metropolitan Wind Symphony

Policy approved by the Board of Directors on 7/11/23.