

GRACENOTES SYMPHONIC COMMUNITY ORCHESTRA

MEMBER HANDBOOK



Website:

Gracenotesorchestra.com

Facebook:

<https://www.facebook.com/GracenotesCommunityOrchestra>

YouTube Channel:

<https://www.youtube.com/channel/UCc3lmzU6z1Vn41GHtO3woZA>

GSCO Member Handbook

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Revisions

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SECTION I

ABOUT THE ORCHESTRA

Gracenotes Symphonic Community Orchestra, hereafter referred to as GSCO, is a non-profit, volunteer 501c3 organization. First established in 2008 as a brass ensemble out of a local church, it has since grown to a full-size symphonic orchestra of 70+ members. Members are from the surrounding southeastern Wisconsin area and the GSCO is home-based in Mukwonago. The orchestra performs at least two, free, major concerts per year at our home venue, the Greenwald Performing Arts Center at Mukwonago High School, in addition to various other venues, per invitation.

SECTION II

STATEMENT OF PURPOSE

Gracenotes Symphonic Community Orchestra is committed to providing the communities of southeastern Wisconsin with quality music in a wide variety of styles. Our goal is to entertain our audiences while providing a challenging and rewarding experience for our musicians.

SECTION III

MEMBERSHIP

There are no auditions for membership in GSCO, however, due to the difficulty of the music, Gracenotes will not receive any members younger than 16. Exception to this rule is possible by audition with the director(s) and section leader. GSCO is intended to be a positive and encouraging experience for the musician, not one of frustration due to inexperience. Because of the need for balance in a symphonic orchestra, there may be a set limit to the number of a particular instrument within the ensemble. If there is expressed interest to join the orchestra in a section that is already full, your name can be placed on a waiting list and when an opening becomes available, you will be contacted. It is the responsibility of each member to be capable of learning and performing their own part. Additional help can be received from the section leaders and directors as well as during sectionals.

SECTION IV

FEES & DUES

There are no fees and no dues assessed to the members of GSCO for participation or the issue of music. However, in the event that a folder is lost, destroyed, or not returned at the end of the semester (before the date of filing), a \$25 fee will be incurred. That member will not be allowed to participate until the fee has been satisfied.

SECTION V

REHEARSALS

Rehearsals are held once a week on Tuesday evenings at the Mukwonago High School band room from 7:00 – 9:00 pm. In the event of a conflict with the use of the high school, rehearsal will be held at Parkview Jr. High band room. In the event of cancellation or last minute changes, all members will sign up to be on the “REMIND” App, and you will be notified through that system. Normal communication will be primarily sent through email. During the winter months

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from time to time it becomes necessary to cancel rehearsal at the last minute due to inclement weather. If rehearsal is to be canceled, a decision will be made by 5:00 pm Tuesday, and a cancellation notice will be posted on the website, on REMIND, and in an email.

SECTION VI

ATTENDANCE

We all know that rehearsal is not the place to learn your part, but rather, the place to see how your “learned part” fits into the whole. Therefore, attendance at rehearsal is of the utmost importance! As a member of GSCO, you are making both a personal commitment, as well as a commitment to the entire group that is dependent upon you to not only know your part, but be able to work together with a section to achieve the best possible results. Absences should be few and far between. If you must miss a rehearsal, you should notify both your section leader AND the director of music as soon as possible. In the event of excessive absences, you will be unable to perform in the concert and if the situation is unable to be corrected and resolved, your seat in the orchestra will be surrendered to someone on the waiting list. Special circumstances that prevent you from attending regularly should be discussed with the director(s) and section leader. Each circumstance will be taken into consideration.

SECTION VII

PERFORMANCE DRESS

Unless otherwise specified, concert dress is considered to be formal dress black. Please keep as little flesh showing as possible. From the audience perspective, flesh tone makes you look washed out and in general, it looks unprofessional.

Men: Black suit or tux with white shirt and black bow tie, black socks and black shoes. If you do not own a black suit jacket THEN you must wear a black long sleeve button up dress shirt, black dress slacks and black bow tie with black socks and black dress shoes.

Women: Black skirts or dresses knee length or longer; OR dress pants and black tops. If your legs are showing, wear black nylons with black shoes. Women may wear jewelry or the shiny black formal tops.

SECTION VIII ORCHESTRA POSITIONS & ELECTIONS

Gracenotes Symphonic Community Orchestra is *your* orchestra and should be governed by a body representative of the orchestra. There will be elected, appointed and volunteer positions. These are as follows:

ELECTED

President
Vice President
Secretary
Member at large (3)
Director of Fine Arts

APPOINTED

Director of Music
Treasurer
Conductor
Jazz Band Director

VOLUNTEER

Librarian(s)
Orchestra Manager(s)
Technology Specialist
Section Leaders

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ELECTED POSITIONS (the voting board)

The seven elected positions will be considered the “official” voting board, and will meet quarterly at a mutually decided time and location. Additional in person or virtual meetings may be called by the President if need arises.

Board meetings will be conducted under the protocol of Roberts Rules of Order, with the President presiding over the meeting. Voting will be considered official only when a quorum of 5 voting members is present, and a vote passes by a majority.

Board voting process

- A term year begins on September 1st
- Prior to the first rehearsal of the fall season all vacant board positions will be open to orchestra members who wish to run for an open position
- All orchestra members will be able to participate in a voting process to fill the vacant position from a list of candidates
- The top vote getters will fill the equivalent amount of vacant positions.
- In the first board meeting of every fall season, typically in September, the board as a group will decide who will fill which board position
- In the initial year of board existence the secretary, and 1 member at large position will serve a 1 year term. The director of fine arts and 1 member at large position will serve a 2 year term. The president, vice president, and 1 member at large will serve a 3 year term. By staggering the terms this will guarantee a percentage of continuity in board members.
- Board members have the right to resign from their position at any time
- If a mid-term vacancy arises, nominations will be taken and a formal vote will be taken
- The candidate with the majority of the votes will fulfill the remaining length of the term of that board position which was vacated

Duties of the elected board member roles are as follows:

President

- Facilitates board meetings
- Facilitates creation of board meeting agendas
- Primary contact of the board for internal and external parties
- Public relations liaison
- Appoints sub committees
- Sets goals and objectives of the board
- Leads search for the director of music in the event he/she are no longer associated with GSCO
- Holds board members accountable for meeting attendance and completion of tasks
- Remediate board disagreements and removes roadblocks

Vice President

- Assumes President’s role if he/she are unable to perform their duties
- Assists the President in execution of their duties

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- Partners with the Director of Fine Arts in promoting of the organization and its events
- Leads fundraising efforts, as needed

Secretary

- Schedules board meetings
- Prior to meetings, follows up with board members on the status of any outstanding tasks
- Distributes agenda and relevant documents prior to board meetings
- Serves as the scribe at board meetings recording minutes
- Distributes approved board minutes after each meeting

Director of Fine Arts

- Recruits new members, as needed
- Proposes performance opportunities and costs for board approval
- Collaborates with the director of music and the conductor on music selection
- Develops the creative program for the orchestra and ensemble performances
- Coordinates performance partnerships with 3rd parties
- Partners with the vice president in the promoting of the organization and its events

(3) At-large Orchestra Members

- Liaison between the board and orchestra members
- Voice of the orchestra members, bringing forward any concerns or issues
- Assists in coordinating events
- Participates in sub committees as needed by the board

APPOINTED POSITIONS (non-voting)

Appointed positions will be appointed by the board of directors. Once appointed, these individuals will hold that position until they no longer wish, or for whatever reason, the board deems it necessary to replace them. If the board wishes to make a change, it must be done by a majority vote of the full board.

Duties of the appointed position roles are as follows:

Treasurer

- Records and deposits incoming money
- Pays invoices for services, facility use, equipment, reimbursements, etc.
- Reconciles monthly bank statements and produces annual financial statements
- Facilitates development of annual budget and communicates it to the board for approval
- Maintains records of receipts, donations, and other pertinent financial information
- Ensures tax documents are done accurately, approved by the board and filed on time

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Director of Music

- Recruits new members, as needed
- Proposes appointed conductor(s) and jazz band director for board approval
- Develops rehearsal plans
- Directs rehearsals and performances
- Collaborates with the director of fine arts and the conductor on music selection
- Consults and advises the conductor, guest music director(s) and jazz band director
- Consults with and advises volunteer section leaders

Conductor

- Recruits new members, as needed
- Develops rehearsal plans
- Directs rehearsals and performances
- Collaborates with the director of creative arts and the director of music on music selection

Jazz Band Director

- Recruits new members, as needed
- Selects music for jazz band performances
- Develops rehearsal plans
- Directs rehearsals and performances
- In partnership with the creative director, proposes performance opportunities and associated costs for board approval
- Develops the creative program for performances

VOLUNTEER POSITIONS (non-voting)

Volunteer positions will serve for one year with the opportunity to renew annually. A volunteer can resign at any point in time by notifying a member of the board.

Duties of the volunteer roles are as follows:

Librarian

- Organizes the orchestra and ensemble music library
- Distributes music to orchestra and ensemble members
- Coordinates events to manage use of music inventory
- Maintains an electronic inventory of the orchestra's music

Technology Specialist

- Technically maintains our website, social media accounts, YouTube, Remind member notification system, Google Drive and other technology platforms
- Partners with the board members to post content on the GSCO website, social media accounts, YouTube and other recruiting and marketing technology channels

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Orchestra Manager(s)

- Coordinates equipment setup and breakdown for rehearsals and performances
- Coordinates transportation of equipment for performances
- Maintains an electronic inventory of stored equipment

Section Leader(s)

- The section leader position will be decided by general consensus among the members of that respective section.
- May be called upon to attend auditions of potential members under the minimum age requirement, and makes those membership decisions along with the director of music.
- Holds sectional as deemed necessary
- Assists members with difficult passages, as needed
- Assists the director of music with assignment of parts to section members
- Monitors rehearsal attendance for their section
- Sections will be divided as follows:
 - Flute, oboe, English horn
 - Clarinet, bass clarinet, bassoon
 - Horns
 - Trumpets
 - Low brass (trombone, baritone, tuba)
 - Violin I
 - Violin II
 - Viola
 - Cello, string bass
 - Percussion, keyboard

Guest Conductors

- Until further determined by the director of music, we will no longer use guest conductors for performances.

Compensated Events

- If the GSCO member or group is performing under the name of GSCO, any compensation will go to the general GSCO operating fund
- If the opportunity to perform was obtained and/or coordinated by GSCO, any compensation will go to the general GSCO operating fund

Donations of Music

- Donations of music will not be accepted.