

MEMBER HANDBOOK



Gracenotes *Jazz Band*

Website: Gracenotesorchestra.com

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

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GSCO Member Handbook

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SECTION I

ABOUT GRACENOTES

Gracenotes Symphonic Community Orchestra Inc, hereafter referred to as GSCO, was first established in 2008 as a brass ensemble by our founders Gary and Nancy Groubert in Mukwonago, WI. It has since grown to a full symphonic orchestra and ensembles including a brass choir and jazz band. Our 100+ musicians and directors are 100% volunteers who come from throughout southeastern Wisconsin. The orchestra performs at least two concerts per year at our home venue, the Greenwald Performing Arts Center in Mukwonago. The orchestra and ensembles also perform at various local venues throughout the year.

GSCO was incorporated as a 501(c)3 non-profit charitable organization on March 10, 2023.

SECTION II

VISION STATEMENT

Gracenotes Symphonic Community Orchestra is committed to creating a musical bond with our communities while inspiring the many talents within.

SECTION III

MEMBERSHIP

Must be at least 16 years of age to play in any of the groups, exceptions may apply if approved by the director of the orchestra or ensembles. The necessity for an audition is at the discretion of the group's director. 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 instrument musical balance, there will be a set limit to the number of musicians within a section. If there is expressed interest in joining the groups but the section is full, your name can be placed on a waiting list. The first person on the list will be contacted if a position becomes available.

There are no fees or dues assessed to the members for participation in the orchestra or ensembles. However, if an orchestra folder is lost, destroyed, or not returned, a \$25 fee will be incurred. That member will not be allowed to participate until the fee has been satisfied.

SECTION IV

REHEARSALS

Orchestra rehearsals are held once a week on Tuesday evenings in the Mukwonago High School band room from 7-9 pm. In the event of a room conflict, the 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. If an orchestra rehearsal is to be canceled, a decision will be made by 5:00 pm Tuesday, and a cancellation notice will be sent through email and REMIND.

Ensemble members, see your director for their respective rehearsal schedule.

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SECTION V

OUR VALUES

Have Fun! First and foremost, the goal of our organization is to make this experience a safe, fun, and rewarding experience for all.

Attendance: See section VI for the attendance policy.

Know your part: Rehearsal is not the place to learn your part, but rather, the place to see how your “learned part” fits into the whole. Practice at home and be ready for rehearsals. See your section leader for guidance if you are unable to play your part. Switching parts, holding sectionals, or modifications to the parts to make it playable are options.

Attentiveness: Unless you have a question or comment, listen quietly to the directors and others who hold the floor when they are speaking. This not only shows that you are attentive, but it also omits distractions for your peers. While the directors are responsible for maintaining order and respectful behaviors, it is up to each of us to make sure we are showing due respect to our fellow members.

Conflict Resolution: Conflicts and differences of opinion do occur on occasion. If possible, it should be addressed at the lowest level possible (i.e., with individual(s) directly) or with the assistance of the section leader. If it is a situation which cannot be addressed directly with the other individual, the member should notify the director of music who will then assist in seeking a resolution. Section leaders should escalate any known serious conflicts or issues within their section to the director of music.

Mutual Respect: Treat your fellow members with the respect, professionalism, and dignity which we all deserve.

Facilities and Equipment: GSCO utilizes public facilities for all rehearsals and performances, typically with access to school district percussion gear and other instruments. As such, care must be taken to ensure facilities and equipment being used are left in, at a minimum, the same condition in which they were prior to use. Setup/Breakdown: It is appreciated that members who are physically and willingly able assist with the setup and breakdown of rehearsals and concerts.

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SECTION VI

ATTENDANCE

Our goal is to be a rewarding experience for all involved, while performing at the highest level possible. Attendance is expected and of the utmost importance to be our best. As a member of GSCO, you are making a personal commitment, as well as a commitment to your fellow members.

Orchestra Attendance Policy:

- If you are unable to attend a rehearsal, email, or text your section leader and the director of fine arts. Absences require a minimum of 24 hours' notice if your situation allows it.
- Section leaders will document attendance at each rehearsal and share results with the director of fine arts upon request.
- Circumstances that prevent you from attending at least 75% of the scheduled rehearsals or any of the concerts in a season should be discussed as soon as they are known with the director of music and your section leader.
- Each circumstance will be taken into consideration, but a lack of attendance or habitual late notice of absences may result in you being unable to perform in the concert and/or your seat in the orchestra being surrendered to someone on the waiting list. Final decisions are at the discretion of the director of music.
- Our performance season consists of two semesters, fall then spring. If something prevents you from participating in a semester, your situation must be discussed with the director of music in advance of that semester. Upon mutual agreement, you may elect to be placed at the top of the waiting list for your section and again participate in the orchestra if or when a position becomes available.

Ensemble members, see your director for their respective policy.

SECTION VII

PERFORMANCE DRESS

Unless otherwise specified, orchestra concert dress is considered formal dress black. Jazz band dress may vary by venue, see your director for guidance. To present a professional appearance to our audience members, keep as little skin showing as possible.

Men: Black suit or tuxedo 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-sleeved button-up dress shirt, black slacks, bow tie, socks, and dress shoes. Bow tie is optional for brass choir.

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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.

Ensemble members, see your director for their respective policy.

SECTION VIII

POSITIONS & ELECTIONS

GSCO is *your organization* and will be governed and led by a body representative of the members. Elected, appointed and volunteer positions are as follows:

ELECTED

President
Vice President
Secretary
Treasurer
Member at large (1-3)

APPOINTED

Director of Music
Director of Fine Arts
Conductor, Orchestra
Conductor, Brass Choir
Director, Jazz Band

VOLUNTEER

Librarians
Orchestra Managers
Section Leaders
Technology Specialist

Elected Positions (voting board members)

The 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 voting process

- € Board terms begin on September 1st.
- € Prior to the first rehearsal of the fall semester all vacant board positions will be open to any member who wishes to run for an open position.
- € All members will be able to participate in a voting process to fill the vacant position from a list of candidates. If there is only one candidate, no vote will be necessary.
- € The top vote getters will fill the equivalent number of vacant positions.
- € In the first board meeting of every fall season, the board as a group will decide who will fill which board position.
- € All board positions are 3-year terms from the point they are elected in.
- € Board members have the right to resign from their position at any time.
- € If a mid-term vacancy arises, nominations will be taken, and an election will be held.

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Duties of the elected board member roles are as follows:

President (Officer)

- Facilitates creation of board meeting agendas and leads the board meetings.
- Primary contact of the board for external parties.
- Appoints sub committees.
- Sets the goals and objectives of the board.
- Facilitates the search for the director of music if necessary.
- Holds board members accountable for meeting attendance and completion of tasks.
- Remediates board disagreements and removes roadblocks.
- Ensures financial, legal, and ethical compliance.

Vice President (Officer)

- Assumes President's role if he/she are unable to perform their duties.
- Assists the President in execution of their duties.
- Partners with the director of fine arts in promoting the organization and its events as well as strategizing and facilitating fundraising.

Secretary (Officer)

- Schedules the board 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.

Treasurer (Officer)

- € Works closely with the Manger of Finance.
- € 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 and other legal documents are done accurately, approved by the board, and filed on time.

Member at Large (1-3)

- 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.

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Appointed Positions (non-voting board members)

Appointed board 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 through a simple majority vote. Duties include:

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

Director of Music

- ∄ Recruits new members.
- ∄ Plans and directs rehearsals and performances.
- ∄ Addresses attendance or other member issues and concerns.
- ∄ Proposes appointed conductor and director candidates for board approval.
- ∄ Collaborates with the director of fine arts and the Orchestra Conductor on music selection.
- ∄ Consults and advises other GSCO conductors and directors.
- ∄ Advises and supports volunteer section leaders.

Orchestra Conductor

- ∄ Collaborates with the director of music and the director of fine arts on music selection.
- ∄ Plans and directs rehearsals and performances.

Brass Choir Conductor, Jazz Band Director

- ∄ Recruits new members, as needed.
- ∄ Selects music for performances.
- ∄ Plans and directs rehearsals and performances.
- ∄ Addresses attendance and other member issues or concerns.
- ∄ Develops the creative program for performances.

VOLUNTEER POSITIONS

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.

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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 inventory of the orchestra's music.

Technology Specialist

- Maintains our website, social media accounts, Remind notification system, Google email/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

Orchestra Manager(s)

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

Section Leader(s)

- This role is decided by consensus among the members of that respective section.
- May be called upon to attend auditions and make recommendations.
- Holds sectionals as deemed necessary.
- Assists members with difficult passages, as needed.
- Assists the director of music with assignment of parts to section members.
- Monitors and documents 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

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SECTION IX MEMBER COMPENSATION

- GSCO is a 100% volunteer non-profit, no members of GSCO will be compensated for any reason.
- 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.

SECTION X DONATIONS and SPONSORSHIPS

- GSCO has 501c3 non-profit status, donations are tax deductible.
- Individual donations which meet the “Friends of Gracenotes” tiers will be noted in concert programs and the website for one year from the time of donation.
- Businesses who provide a \$500 sponsorship will be noted in the concert programs and website for one year from the time of donation.
- Music donations are not accepted.