



## *MEMBER HANDBOOK*

Website:

[Gracenotesorchestra.com](http://Gracenotesorchestra.com)

Facebook:

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

YouTube Channel:

<https://www.youtube.com/@gracenotescommunityorchest5625/videos>

# GSCO Member Handbook

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## SECTION I

## ABOUT THE ORCHESTRA

Gracenotes Symphonic Community Orchestra, hereafter referred to as GSCO is an all-volunteer 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 90+ 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

GSCO is a gathering of musicians enjoying the challenge of a high-quality repertoire. The wide range of age and skill level supports our value of inclusion and fosters our mission of pursuing music for lifelong learning, while promoting joy in our community through live performances.

## SECTION III

## MEMBERSHIP

There are no auditions for membership in GSCO, however, due to the difficulty of the music, we 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.

## 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, if 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 from time to time it becomes necessary to cancel rehearsal at the last minute due to inclement

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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

## 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:** Attendance at rehearsals is expected and of the utmost importance! As a member of GSCO, you are making a personal commitment, as well as a commitment to the entire orchestra. If you must miss a rehearsal, notify both your section leader and the director of music as soon as possible. In the event of excessive absences, you may be unable to perform in the concert(s) and/or your seat in the orchestra may be surrendered to someone on the waiting list. Special circumstances that prevent you from attending regularly should be discussed with your section leader and the director of music.

**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 come 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 ultimately 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 of which we all deserve.

**Facilities and Equipment:** GSCO utilizes public facilities for nearly 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. Many hands make light work.

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## SECTION VII

## PERFORMANCE DRESS

Unless otherwise specified, concert dress is 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)  
Treasurer  
Director of Fine Arts

### **APPOINTED**

Director of Music  
Finance Manager  
Conductor  
Jazz Band Director  
Brass Choir Director

### **VOLUNTEER**

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

### **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 1<sup>st</sup> of each year
- 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 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 number of vacant positions.

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- A board member may hold multiple board positions but have only 1 vote
- In the first board meeting of every fall season, typically in September, the board will decide who fills each 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.
- Following the initial board existence term lengths, all subsequent term lengths for all board positions will be 3 years.
- 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 held
- The candidate with the most 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
- Remediates 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
- 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

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## **Treasurer**

- Ensure 501c3 requirements are maintained
- Ensures tax documents are done accurately, approved by the board, and filed on time
- Partners with the Finance Manager on quarterly and annual financial reporting
- Governs overall expense spend
- Facilitates development of annual budget and communicates it to the board for approval

## **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 simple majority vote of the full board.

Duties of the appointed position roles are as follows:

## **Finance Manager**

- Records and deposits incoming money
- Pays invoices for services, facility use, equipment, reimbursements, etc.
- Reconciles monthly bank statements and produces quarterly and annual financial statements
- Maintains records of receipts, donations, and other pertinent financial information

## **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

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- Collaborates with the director of fine arts and the conductor on music selection
- Advises the conductor, guest music director(s), jazz band director and brass choir director
- Advises volunteer section leaders

## **Conductor**

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

## **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 director of fine arts, proposes performance opportunities and associated costs for board approval
- Develops the creative program for performances

## **Brass Choir Director**

- Recruits new members, as needed
- Selects music for brass choir performances
- Develops rehearsal plans
- Directs rehearsals and performances
- In partnership with the director of fine arts, 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



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## **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

## **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.

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## SECTION IX PERFORMANCE COMPENSATION

### **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

## SECTION X DONATIONS and SPONSORSHIPS

- GSCO is financially fully dependent on individual donations and business sponsorships
- Individual donations which meet the “Friends of Gracenotes” tiers will be noted in concert programs and the website for 1 year
- Businesses who provide sponsorship will be noted in the concert programs and website for 1 year
- Until GSCO has 501c3 non-profit status, donations are not tax deductible
- Donations of music are not accepted