

# *The Littleton Symphony Orchestra*

## *Members' Handbook*

Revised September 2019 – revisions marked in red

### **I Introduction**

#### **History**

The Littleton Symphony Orchestra (LSO) was first organized in 1984 as the Littleton Chamber Orchestra to bring live performances of classical and popular music to the residents of Littleton, the south suburban and metropolitan Denver areas. In addition, the LSO strives to include qualified amateur and professional musicians and performers in our area to work and perform as a Member of a symphony orchestra.

Reorganized in 1995 as The Littleton Symphony, LSO is a non-profit organization (501[c][3]) operated by its Members and volunteers. The Board of Directors is chosen by the Membership to handle the business, public relations, promotions and various contracts for the LSO. The Board also works with the orchestra Members as well as the Littleton business community to plan and stage performances throughout the year. With only a few exceptions, all of the symphony's Members volunteer their time and efforts for rehearsals, performances and other LSO activities.

The Members of the Board of Directors and Executive Director welcome you to our family. The Board hopes that your membership with the LSO will be enjoyable and rewarding.

#### **Vision**

Performances that elevate the human spirit

#### **Core Values**

- Create exceptional performances that engage and educate audiences and musicians.
- Inspire dedicated and talented musicians.
- Build a tradition of excellence through love and commitment to orchestral music.

### **II Governance**

#### **Board of Directors**

A Board of Directors, established under the LSO Bylaws, governs the LSO. The Board of Directors (Board) is responsible for the fiscal management and ongoing health of the LSO and is responsible for establishing the policies and procedures that govern the Membership. The Board also acts as the representatives of the Membership to the business community. The Members of the Board are elected by the Membership. Orchestra Members and other volunteers are encouraged to become a Member of the Board of Directors. The members of the Board will select the Board's officers. A copy of the current Bylaws will be made available

to all Members during the Annual Meeting or may be requested at any time by contacting the Board Secretary or Executive Director.

### **Committees**

Committees are formed by the Board of Directors to assist the board in meeting its responsibilities. A committee may be formed at the discretion of the president of the board or by consensus of the board. All Committees are granted authority by the Board to fulfill their objectives.

A committee provides updates to the Board during regularly scheduled meetings. The structure, reporting mechanism, personnel and purpose of a committee is determined by mutual agreement between the board and committee members.

Persons serving on committees may be selected from the orchestra and broader community whether members of the Board or not. Anyone wishing to volunteer in any capacity is asked to contact any board member.

### **The Personnel Committee**

**Purpose:** The Personnel Committee manages membership issues, tracks personnel information and communicates standards and expectations to the orchestra membership and will consist of 3-7 people. **The chairperson of this committee is the Personnel Manager.**

**Responsibilities:** The Personnel Committee and/or Personnel Manager are responsible for the following:

- Maintain accurate member information in the orchestra roster.
- Maintain and enhance the Member's Handbook.
- Provide copies of the Member's Handbook to all members at the beginning of each concert season.
- Take weekly rehearsal attendance
- Provide points of contact for members when they cannot attend rehearsal or will be late or cannot play a concert; follow-up calls to members absent without prior notification
- Coordinate payment of contract (paid) subs with Treasurer and contract player.

NOTE: Acquisition of contract (paid) subs requires prior coordination with the Personnel Manager.

- Recommend solutions to conflicts or grievances.
- Consider exceptions to the provisions outlined in the Member's Handbook, including but not limited to auditions, attendance, and standards of performance and conduct.
- **Meet monthly, or as needed.**

### **Music Director**

The Music Director:

- Conducts concerts
- Programs concerts
- Advises regarding personnel decisions (musicians)
- Answers to the Board
- Plans rehearsals, performances, and soloists

- Heads audition panels
- Collaborates with the music librarian

NOTE: *A specific job description is approved and maintained by the Board.*

### **Elections and Annual Meeting**

An Annual Meeting of all Members is held in the spring. The Board determines the exact time and date of this meeting and each Member is notified. Members are encouraged to attend this meeting and participate in discussions and the annual election. Each Member is also encouraged to become a Member of the Board of Directors or hold any other volunteer position that may become available.

Elections are held during the Annual Meeting for Members of the Board. Other issues concerning the LSO are sometimes discussed and voted on if necessary. The President of the Board may establish a roll call, show of hands, ballot, or other method of voting. Election and meeting procedures are more completely set forth in the Bylaws.

The President of the Board may need to call for vote of all Members during the course of the year. Notification of these proceedings will be sent by mail or email at least two weeks prior to the election to allow the Members to discuss and vote on any resolution.

## **III Membership Policies and Responsibilities**

### ***A. Terms of Membership***

Musicians wishing to join LSO must audition before an audition committee consisting of the Music Director, section principal, and other Members at the discretion of the Music Director. After acceptance as a Member of the Orchestra, a one-year probationary period begins. **After one concert season the new member shall be informed in writing of their status and they become a permanent Member of the Orchestra.** If a musician is not accepted as a permanent member of the Orchestra, he/she will receive written notification to that effect. The individual may reapply for Orchestra Membership at any time and will still be subject to this provision. Once accepted as a Member, membership is granted until that Member voluntarily resigns the membership, or it is revoked by actions of the Board.

At this time, members of the orchestra are not required to pay dues. However, an annual donation of at least \$100 is suggested. The Board reserves the right to institute membership dues in order to pay for such budget items deemed as necessary. The LSO is a non-profit 501(c)(3) organization.

### ***B. Auditions and Seating***

#### **Auditions**

A musician auditions for an open seat within the Orchestra. If a seat becomes open, all musicians are given the opportunity to audition for the vacancy.

Upon the vacancy of a section Principal or other titled position (Section Principal, Assistant Principal), the Personnel Manager, at the discretion of the music director, will call for auditions through advertising and

invitation. Conditions of the audition will be sent to all candidates prior to the date of the audition.

### **Sabbaticals**

Sabbatical leave requests must be submitted in writing to the Personnel Manager for approval by the Board and Music Director. **A sabbatical can be no longer than 12 months.** Members wishing to return after a period of more than one year may have to audition for the Music Director, or may be reinstated without an audition, at the discretion of the Music Director and section Principal. A Member returning for a Titled Position (section Principal, Assistant Principal) may be required to re-audition for that position.

### **Rotation of Seats**

Rotation of seats in the string sections is at the discretion of the Music Director or Section Principal. Rotations are only within the respective section (i.e. 2nd violins remain in the 2nd section). Other sections may rotate parts at the discretion of the Music Director and Section Principals.

## ***C. Paid Positions***

Due to the nature and responsibilities of certain positions, the Board has approved remuneration for persons holding these positions. These positions include, but are not limited to:

- Music Director
- **Executive Director**
- Concert Master
- Soloists and Performers
- Librarian
- Personnel Manager

Job descriptions and contracts are specific for some positions and are not covered by this document.

## **D. Concerts & Rehearsals: Attendance and Participation**

### **Member Participation Expectations**

Members are asked to commit to their level of participation for the upcoming season. Seasons run from September through May. Members may opt out of no more than two concerts during the season to remain in good standing and are expected to perform in all concerts to which they have committed unless explicitly excused by their Section Principal and the Music Director. If a Member misses more than one concert series per season to which they have committed, their membership status may be reviewed by the Board and Music Director. If deemed necessary and appropriate, the Member may be removed from the Orchestra by a vote of the Board.

### **Pay the Rent (PTR)**

**“Pay-the-Rent” concerts are additional concerts performed by LSO members with and for Littleton United Methodist church in lieu of paying rent for use of our rehearsal space. The LSO’s Pay-the-Rent concerts are**

scheduled between September and June of each year and usually take place on a Sunday morning.

- Participation in at least one Pay-the-Rent concert is mandatory. Pay-The-Rent services are required for the success of the LSO. These services act as “payment” for our rehearsal venue. In this spirit it is important that each member participates in at least one Pay-The-Rent concert per season.
- If circumstances prohibit participation in Pay-the-Rent concerts, a donation of \$75 per missed PTR is suggested to defray sub player costs if incurred.
- Section leaders work with their sections to ensure parts are covered for both the rehearsal(s) and services.
- The personnel manager coordinates rehearsal times, performance times, and personnel requirements with the host conductor.
- The Personnel Committee addresses Pay-The-Rent conflicts on a case-by-case basis.

In addition, the LSO may perform one or more summer Pops concerts. Participation in summer Pops concerts is optional.

### **Recording and Video Taping of Concerts**

Concerts may be recorded for educational, archival, and publicity purposes. Each member, by signing the Member Commitment Form, indicates understanding that they will receive no remuneration for the recordings.

### **Rehearsals**

The Board recognizes that the LSO is a volunteer organization whose Members have careers and paid performance opportunities during our season. However, the Board also recognizes the importance of rehearsals and consistent participation by all Members.

- Attendance is expected at all rehearsals and sectionals. No more than one rehearsal per concert may be missed during the season. Wednesday Dress Rehearsals are mandatory. If Dress Rehearsals conflict with a player’s work schedule, the player should notify the Personnel Manager and the Music Director as soon as possible. Other exceptions will be considered on a case-by-case basis.
- Absences must be reported to the personnel manager and, if possible, the section principal.
- The Music Director establishes all rehearsal and concert schedules, including rehearsal times. **Schedules are subject to change.** If a rehearsal or performance must be changed or canceled, the Music Director and/or Executive Director will contact the Personnel Manager as soon as possible. The Personnel Manager will immediately notify the Members of the change by email or other electronic means. Members without email will receive a phone call. The Personnel Manager shall also contact all string section substitutes. Section Principals shall contact all respective section substitutes. The Music Director shall contact any soloist regarding rehearsal or concert changes.
- Rehearsals during the concert season are held Monday with a 7:15pm start time and last approximately two hours 30 minutes, with one 10-minute scheduled break. Usually there is not a rehearsal on the

Monday following a concert.

- The Personnel Manager records Member attendance at rehearsals.
- Each Member is expected to assist in the set-up and breakdown of the chairs and music stands.
- Dress rehearsals are held during the week of each scheduled concert, usually on Wednesday at 7:15pm, as specified by the Music Director.
- **Section rehearsals are scheduled by the section Principal, as needed.**

### **Concert Staffing, Section Leaders, and Substitute Players**

The Music Director, in conjunction with the Personnel Manager and Librarian, sets staffing requirements for each concert.

#### **Section Principal Expectations**

- Arrange section augmentation as required to perform a specific piece, and/or arrange the short-term replacement of a Member who cannot play a specific performance. Either the Section Principal or the collective section, as agreed between the Section Principal and the Members of the Section, may arrange the augmentation or replacement. The Section Principal shall proactively seek out this information.
- The Section Principal shall provide (or have provided by a Section Member) the Personnel Manager with information identifying substitutes/extra players. If a qualified player cannot be located, the Section Principal shall contact the Music Director to determine the appropriate next step. **Section leaders work with their sections to ensure parts are covered for both the rehearsal(s) and services.**

**The Personnel Manager** shall consolidate all information concerning the section staffing of the orchestra in consultation with the Music Director and Section Principals. The Personnel Manager shall provide the consolidated information to the Music Director, the Board, or other designated persons (such as church Music Director for Pay-the-Rent concerts) upon request.

**Substitutes** may be paid. However, no substitute may be paid for more than three consecutive performances unless reviewed by the Board and given special consideration. After three unpaid substitute performances, a player may audition to become a permanent member of the LSO if there is an identified open position. Substitute players hold no privileges as Members of the orchestra.

### **Dress for Concerts**

Unless otherwise announced, dress for all concerts is concert black.

#### **Women**

- Dressy/semi-formal mid-calf to ankle length black dress, with covered shoulders and  $\frac{3}{4}$  to long sleeves, or

- mid-calf to ankle length black skirt, or long black slacks (no jeans), accompanied by
- a ¾ or long-sleeved black blouse/top with covered shoulders and ¾ to long sleeves, and long enough to cover the waistband area when the performer is seated/performing.
- Black dress shoes,
- Appropriate jewelry and accessories.

### **Men**

- Black tuxedo or suit,
- white shirt,
- black tie,
- black dress shoes with dark socks.

**Fragrance of any kind should be avoided by both men and women.**

### **Principal Players' Responsibilities**

#### **String Principals:**

- Determine seat Rotation
- Establish bowings and distribute to the section members (See also “Music” below)
- Arrange for substitute and extra players.
- Consult with Music Director on and notify Personnel Manager of section staffing
- Participate in Audition panels
- Arrange section rehearsals, as needed
- Notify the Music Director and Personnel Manager of Principal's absence

#### **Winds & Brass Principals:**

- Provide copies of first chair parts for section when absent
- Participate in Audition panels
- Arrange for substitute and extra players.
- Consult with Music Director on and notify Personnel Manager of section staffing
- Consults with and acquires approval from Music Director for seat rotation
- Notify the Music Director and Personnel Manager of Principal's absence
- Notify substitutes of any rehearsal cancellations

## **E. Volunteering**

The LSO is a volunteer organization that encourages its Members to volunteer for positions to assist in the day-to-day operations of the LSO. The Board requests that each Member volunteer for at least one position during the regular concert season. Volunteer positions vary during the year and Members are encouraged to discuss volunteer opportunities with any Board Member. (See *Concert Staffing, Section Leaders, and Substitute Players* located in section D.)

### **Music**

Each Member must obtain and return the music to the librarian for each concert. Music will be handed out during the first rehearsal; however, the Member may obtain the music earlier if available. If music is lost or not returned by the due date, the Member shall reimburse the LSO for the music and any additional fees that may occur.

Every attempt is made prior to the first rehearsal for a given concert to have bowings and markings for the string section completed by the section Principal with input from the Music Director. Principal string players should provide bowed copies of their parts, paper or electronic version, to their section members by the first rehearsal. All other players are required to mark their own parts in order to ensure that a bowed part is always available for each stand at all rehearsals and concerts.

Non-string principal players should provide copies of their parts to the rest of their section by the first rehearsal to ensure that all parts are covered in the case of unexpected absences or emergencies.

### **Performance/Conduct Standards**

If the Music Director deems the Member's performance unsatisfactory, the Board will review the status of the Member. The Member will be given three months to improve their standard of performance. A Member may be reassigned or removed from the Orchestra. If a Member is reassigned within the Orchestra, this position will be temporary until an open audition is held. An open audition determines the status of the Member.

If the Music Director, the Board of Directors and/or the LSO Personnel committee deem a Members' conduct unsatisfactory, the Member may be removed from the Orchestra. Reasons for removal include but are not limited to

- offensive language
- negative attitude
- excessive absences/missing performance
- sexual harassment
- any other conduct detrimental to the Orchestra

The Member shall be given written notice of the unacceptable conduct. If the Member is removed from the Orchestra, the Member shall receive written notification from the Board of Directors as to the reason for their removal from the Orchestra.

### **Grievance Process**

It is the intent of the Personnel Committee to provide a process for resolving conflicts in an informal and non-confrontational manner as quickly and smoothly as possible. The following steps should be



followed:

- Any player can initiate a grievance or complaint in writing.
- The complaint is presented to the section leader to resolve, if possible.
- If there is no conciliation, the Personnel Committee will consider the matter. The Committee will meet with all parties to come to a resolution to the satisfaction of all members involved.
- The Music Director may be asked to assist in a resolution, especially if the conflict is related to musical performance.
- The Music Director and/or Board of Directors may be informed of the conflict and may be asked to assist in the resolution.
- Resolutions may range from a warning letter to dismissal from the Orchestra.

### **Additional Responsibilities of Members**

To ensure the smooth operation of the Orchestra, members are asked to perform the following activities:

- Set-up and removal of their own chair and stand at rehearsals and concerts
- Assist in set-up and removal of necessary stage, percussion, and other equipment
- Clean up around their area any debris that may be present in the rehearsal or concert halls
- Assist in teardown and resetting of the stage area following concerts

These activities may be performed for the Members, but this shall not be deemed as either ongoing or relieving the Members of their obligations.

### **Instrument and Player Safety**

The Littleton Symphony Orchestra is not responsible for claims of loss, theft, or damage to instruments, cases, or other valuables or personal property.

**Members assume all risk of any and all such losses or damages. In order to prevent damage and/or injury to personnel and instruments, the rehearsal hall floor and concert stage shall be kept clear of instruments and cases.**

Cases should be closed and latched, and stored on the tables, stage, or perimeter floor of the rehearsal hall during rehearsal, or stored in the downstairs rooms during concerts. When not being played, instruments should be placed

in a latched case and stored in a safe or secured location.

### **Non-discrimination Policy**

The Littleton Symphony Orchestra does not discriminate against any employee, volunteer or program participant on the basis of age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation or disability.

Complaints about possible discrimination should be brought to the attention of the Personnel Manager, any member of the Board, or any officer of the LSO, for consideration by the full Board of Directors. The Board may discipline, suspend, or dismiss anyone who has engaged in discrimination of any kind. Retaliation against anyone who has complained about discrimination is also prohibited.

Members or applicants in need of a reasonable accommodation of a disability should contact the personnel manager or an officer of the LSO.

### **Sexual Harassment**

Sexual harassment is a form of discrimination and is a violation of the LSO's policy of equal opportunity. Sexual harassment includes requiring a person to submit to unwelcome sexual conduct as a condition of association with the orchestra, and sexually oriented statements, comments, jokes, innuendoes, or pictures that create an intimidating, hostile or offensive environment.

Anyone who believes that she or he has been the subject or victim of sexual harassment should promptly report the incident to the Personnel Manager, any member of the Board or any officer of the LSO, so that the Board can investigate the incident.

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## **LSO Member Handbook**

### **Signature of Agreement**

Unless noted below I acknowledge, understand, and agree to the LSO Policies and my obligations.

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Print your name

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Signature

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Date

Online commitment will act as acceptance of this document.