

# *The Littleton Symphony Orchestra*

## *Introduction*

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, the 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 Members volunteer their time and efforts for rehearsals, performances and other LSO activities.

The Members of the Board of Directors welcomes you to our family. The Board hopes that your membership with the Littleton Symphony will be enjoyable and rewarding.

## *Vision Statement*

- To share with the community of Littleton, and the surrounding area, the celebration music brings to the soul of every individual, transcending all societal boundaries; to enrich the spirit and pride of the citizens and musicians of the Littleton area through the performance of great classical music; and to add to the quality of life by making accessible and affordable performances appealing to all ages.

## *Recognition:*

The MEMBERS of our orchestra are our most valuable asset. They not only represent the quality of our performances, but represent the LSO to their neighborhoods, work place, and community. Their contribution to the daily operation of the LSO is both appreciated and highly valued.

Our PATRONS are our most valuable resource. Their financial and moral support is essential to our continued operation and our future growth.

The city of Littleton, the south metropolitan area and its businesses are our foundation. Without their continued support and recognition, the Littleton Symphony would not exist today.

To this end the LSO will provide an avenue for the citizens of this community to enjoy our performances and, when deemed qualified by our Music Director, become Members of the orchestra without regard to race, religion, creed, color, gender, age, disability or national origin.

Further, the Board wishes to develop a continued atmosphere of:

- Recognition of the individual Members, treating each other with dignity, respect and consideration.
- Team spirit and cooperation among all Members and volunteers, offering each other guidance and growth.
- Promoting the LSO and seeking new Members to participate in our Symphony.
- Maintaining the highest quality of performance and seeking this recognition from those outside our immediate community.
- Encouraging free and open communications between the Membership, community, the Director of Music and the Board of Directors.
- Embracing the continued development and growth of the Littleton Symphony Orchestra, including musicians of all ages.

## ***GENERAL INFORMATION***

### ***Membership -***

#### **Terms of Membership**

Musicians wishing to join the LSO must audition before an audition committee consisting of the Director of Music, section principal, and/or other Members at the discretion of the Director of Music. Once accepted as a Member, membership is granted until that Member voluntarily resigns the membership or the membership is revoked by actions of the Board.

#### **Auditions for Principal Seats**

Upon the vacancy of a section Principal, the Personnel Manager will call for auditions through advertising and invitation, at the discretion of the Director of Music.

#### **Board of Directors**

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.

#### **Elections -**

Elections will be held during the Annual Meeting for the election of Members of the Board and other issues concerning the LSO. The President of the Board may establish a roll call, show of hands or ballot method of voting for each election. Election and meeting procedures are more completely set forth in the Bylaws.

From time to time, 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 at least two weeks prior to the election meeting to allow the Members to discuss and vote on any resolution.

An Annual Meeting of all Members will be held in the Spring. The Board will determine the exact time and date of this meeting and notification will be made to each Member. Members are encouraged to attend this meeting and participate in discussions and the annual elections.

#### **Rehearsals -**

The Board recognizes that the LSO is a volunteer organization and that our Members have careers and paid performance opportunities during our season. The Board also

recognizes the importance of rehearsals and the participation of all Members during these sessions.

The Director of Music establishes all rehearsal and concert schedules, including rehearsal times. **Schedules are subject to change.** If there is an emergency and the rehearsal or performance is canceled, the Director of Music will contact the Personnel Manager as soon as practical, who will in turn contact the section principals, who will in turn contact Members of their section. The Director of Music will contact any soloist of rehearsal changes.

### **Concert Season -**

The LSO's season consists of a number of concerts to be scheduled between September and June of each year, including required Pay-the-Rent concerts. In addition, the LSO may perform a summer Pops concert.

Members are expected to perform in all concerts unless otherwise excused.

The Pay the Rent concerts are extremely important to the continuation of the LSO. Pay the rent concerts save the LSO thousands of dollars, and each member is strongly encouraged to make themselves available for pay the rent concerts.

### **Paid Positions -**

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

- Director of Music
- Concert Master
- Soloists and Performers
- Occasional Substitute Musicians

### **Health and Safety -**

The health and safety of our Membership and patrons is paramount. The Board believes that accidents are preventable. All Members are asked to take due care during rehearsals, pre-performance setup, performances and post-performance breakdown.

If a Member is ill, the Member is to contact the Personnel Manager as soon as possible if illness will prevent the Member from attending.

## ***POLICIES AND BENEFITS***

### **Equal Opportunity**

The LSO maintains a policy of equal opportunity for membership, volunteerism and employment without regard to race, religion, color, national origin, age, gender, disability or sexual orientation.

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 incident can be investigated by the Board.

### **Privileges of Membership**

Each Member of the LSO has a direct impact upon the management and performance of the organization. This is accomplished through two mediums: Membership elections, and seating of the Board of Directors.

Each Member is urged to become a Member of the Board of Directors or hold any other volunteer position that may become available.

### **Dress for Concerts**

Unless otherwise noted, dress for all concerts will be:

Women: Mid-calf to ankle length black dress, or mid calf to ankle length skirt, or long black slacks accompanied by a sleeved black blouse, black shoes, appropriate jewelry

and accessories.

Men: Black Tuxedo or Suit, white shirt, black bow tie, dark socks and black shoes.

## ***RESPONSIBILITIES OF PLAYING MEMBERS AND NON-MEMBERS***

The provisions identified below are intended as guidelines. Because of the wide variety of situations that inevitably arise in a symphony orchestra, the Board, the Director of Music and section leaders may exercise discretion in the circumstances of any additional case. In addition to those responsibilities discussed above, the Board has established the following responsibilities for its orchestra Members.

### **Rehearsals**

- In general, rehearsals will be held every Monday night during the concert season. Rehearsals will begin at 7:15 pm and will last approximately two hours 30 minutes, with a break scheduled during the session.
- Each Member is encouraged to bring a music stand and is expected to assist in the set-up and break-down of the chairs and LSO stands.
- A dress rehearsal will be held prior to the scheduled concert as specified by the Director of Music. This rehearsal will begin at 7:15 pm.
- Section rehearsals will be scheduled by the section Principal when required and may begin as early as 6:30 pm prior to the regularly scheduled rehearsal.
- Every attempt will be made prior to the first rehearsal to have bowings and markings for the string section completed by the Director of Music with input from the section Principal. All other players are required to mark their own parts.
- The Director of Music and the Board will establish location of all rehearsals.
- Attendance is expected for all rehearsals and sectionals. No more than two rehearsals per concert may be missed for any reason during the concert season. After two missed rehearsals, the Board will review the status of the membership of the musician. If a rehearsal must be missed, the Member or substitute musician is asked to contact the Personnel Manager as soon as practical.
- For string players, if the Member expects to miss a rehearsal, the outside folder will be given to the inside player.

### **Music**

It is the responsibility of each Member to 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, the Member is responsible to reimburse the LSO for the music and any additional fees that may occur.

### **Pay the Rent Concerts**

Members are required to perform "Pay-the-Rent" concerts during the year. The Member's attendance is mandatory and the importance of such concerts can not be overstressed.

- Each Pay-the-Rent concert will require two rehearsals.

- The Host Conductor will be responsible to notify the Personnel Manager at least four months in advance as to the date of each rehearsal, place, time, and composition of musicians required.
- The playing Members will adhere to the LSO dress and conduct norms unless directed differently by the Host Conductor.
- If a Member refuses to play a “Pay-The-Rent” concert, the Board will review their membership.

### **Auditions**

A musician auditions for an open seat within the Orchestra. Challenges for seats will not be considered. If a seat becomes open, all musicians will be given the opportunity to audition for the vacant seat. If a previous member of the Orchestra wishes to return, the returning member may have to audition for the Director of Music, or may be reinstated without an audition, at the discretion of the Director of Music and section principal.

After being accepted through audition as a member of the Orchestra, a one-year probationary period will be established. After one concert season, if new member is not informed in writing of their status, the member shall become a permanent member of the Orchestra. If the musician receives written notification of non-acceptance to the Orchestra, the member shall not be a permanent member of the Orchestra. The individual may reapply for Orchestra membership at any time and will still be subject to this provision.

### **Performance/Conduct Standards**

If the Director of Music 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 the member’s conduct is deemed unsatisfactory by the Director of Music or the Board of Directors, the member may be removed from the Orchestra for any number of reasons, including but not limited to offensive language, negative attitude, excessive absences, missing performances, sexual harassment, or any other conduct detrimental to the Orchestra in general. The member will be given notice, in writing, as to what conduct is unacceptable and of their termination with the Orchestra.

If a Member is reassigned within the Orchestra, this position will be temporary until an open audition is held. An open audition will be the determining factor of the status of the member. If the member is removed from the Orchestra, the member will receive written notification from the Board of Directors as to the reason for their removal from the Orchestra.

### **Rotation within String Section**

Rotation of the string section can be utilized at the discretion of the Director of Music or Principal. Rotations are only within the respective section (i.e. 2nd violins remain in the 2nd section).

### **Rotation within other Sections**

From time to time, other sections may rotate parts at the discretion of the Director of Music and Section Principals. This may include sections within the Winds of the Orchestra, especially within the French Horn Section.

### **Bylaws**

A copy of the current Bylaws will be made available to all Members during the Annual Meeting or upon request to the Board's Secretary.

### **Substitutes**

From time to time the Director of Music may allow an individual to perform with the LSO who is not a Member. The Substitute will hold no privileges as a Member. This person will formally audition and apply for membership after their third performance with the LSO.

At times, substitutes may be paid. No substitute may be paid more than three times in a row for performances, unless reviewed by the Board and given special dispensation.

### **Volunteering and Dues**

The LSO is a volunteer organization and encourages its Members to volunteer for positions to assist in the day to day operations of the LSO. The Board asks that each Member volunteer for at least one position during the regular concert season. Volunteer positions will vary during the year and Members are encouraged to discuss volunteer options with any Board Member.

Membership will not be required to pay dues during their tenure. However, the Board does encourage donations from its Members and patrons.

## Signature of Agreement

I hereby agree to the terms of this Membership Packet

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Member