

# *The Littleton Symphony Orchestra*

## *Members' Handbook*

### **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, 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's Members volunteer their time and efforts for rehearsals, performances and other LSO activities.

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

#### *Mission 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.

#### *Vision*

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, its people and its businesses are our foundation. Without their continued support and recognition, the Littleton Symphony would not exist today.

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 communication between the Membership, community, the Music Director and the Board of Directors
- Embracing the continued development and growth of the Littleton Symphony Orchestra, including musicians of all ages

## **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.

### ***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 for 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 Littleton Symphony 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.

For this committee the chairperson is commonly referred to as the "Personnel Manager".

##### **Responsibilities:**

The Personnel Committee and/or Personnel Manager is responsible for the following:

- Maintaining accurate member information in the orchestra roster.
- Maintaining and enhancing the Member's Handbook.
- Providing copies of the Member's Handbook to all members at the beginning of each concert season.
- Taking weekly rehearsal attendance
- Providing 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
- Gathering contact information of substitute players (aka subs) to provide to Section leaders
  - a) Maintaining a substitute musician list with contact information and qualifications/history.
  - b) Coordinating the acquisition of subs either via direct contact or by the section leader or player securing his/her own subs.

NOTE: Acquisition of contract (paid) subs requires prior approval by the Personnel Manager.

- On occasion, the Personnel Committee may recommend solutions to conflicts or grievances.

- To consider exceptions to the provisions outlined in the Member’s Handbook, including but not limited to auditions, attendance, and standards of performance and conduct.

### ***Music Director***

In general the Music Director:

- Conducts concerts
- Is responsible for concert programming
- Has authority regarding personnel decisions (musicians)
- Is hired by the Board of Directors on a contract basis
- Is answerable to the Board
- Plans and schedules rehearsals, performances and soloists
- Heads auditions
- Collaborates with the music librarian to ensure availability of scores

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 and other issues concerning the LSO. 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.

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 or email at least two weeks prior to the election to allow the Members to discuss and vote on any resolution.

## **III General Information & Policies**

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

Musicians wishing to join the 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 being accepted as a Member of the Orchestra, a one-year probationary period will be established. After one concert season, if the new member is not informed in writing of their status, 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, 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, and the Board encourages donations from its Members and patrons.

### ***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 Member 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
- 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***

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 one or more summer Pops concerts. Participation in summer Pops concerts is optional; participation in Pay-the-Rent concerts is mandatory unless excused by the Section Principal.

Prior to each season, members are asked to commit to their level of participation for the upcoming year. Members may opt out of no more than two concerts during the season to remain in good standing. They 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.

Concerts may be recorded for the purpose of producing recordings. These recordings are for educational, archival and publicity purposes. Each member, by signing this document, indicates understanding that they will receive no remuneration.

### **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 for all rehearsals and sectionals. No more than two rehearsals per concert

may be missed for any reason during the concert season. If a rehearsal must be missed, the Member must contact the Personnel Manager and Section Principal as soon as practical prior to that rehearsal. For string players, if the outside player expects to miss a rehearsal, their folder will be given to the inside player.

- 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 Board President will contact the Orchestra Manager as soon as possible, who will contact the Orchestra members by email or other electronic means. Those members without email will receive a phone call. The Personnel Manager will contact any string section substitutes; the Section Principal will contact all others. The Music Director has the responsibility to contact any soloist regarding rehearsal or concert changes.
- In general, rehearsals are held every Monday night during the concert season. Rehearsals begin at 7:15 P.M. and last approximately two hours 30 minutes, with a scheduled break during the session. Generally, there is not a rehearsal the Monday following a concert.
- It is the responsibility of the Personnel Manager to record Member attendance at rehearsals. After more than two missed rehearsals, the Music Director may review the status of the Member with respect to participation in the concert. The Member may be asked to play the parts for the Music Director who will determine the player's participation in the concert. The Member may not be permitted to play the corresponding concert, at the discretion of the Music Director.
- Each Member is expected to assist in the set-up and breakdown of the chairs and music stands.
- A dress rehearsal will be held during the week of each scheduled concert as specified by the Music Director. This rehearsal will begin at 7:15 P.M.
- Section rehearsals will be scheduled by the section Principal as needed and may begin as early as 6:30 P.M. (prior to the regularly scheduled rehearsal).

### **Concert Staffing and Substitute Players**

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

It is the responsibility of the Section Principal (for the First Violins, the Concertmaster is the designated Principal) to arrange Section augmentation as required to perform a specific piece and/or to arrange the short-term replacement of a Member who cannot play a specific performance. This can be accomplished either by the Section Principal or as the collective responsibility of the entire section, as agreed between the Section Principal and the other Members of the Section. It is the responsibility of the Section Principal to be proactive and seek out this information, rather than waiting to be informed of a need by the Personnel Manager. It is the responsibility of the Section Principal to provide (or have provided by a Section Member) the Personnel Manager with weekly information regarding identification of substitutes/augmenting players once we have entered into the rehearsal schedule for a given concert, until the identified need is satisfied. If a qualified player cannot be located, it is the responsibility of the Section Principal to contact the Music Director to determine the appropriate next step.

It is the responsibility of the Personnel Manager to consolidate all information concerning the Section staffing of the orchestra in consultation with the Music Director and Section Principals on an ongoing basis. The Personnel Manager will 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.

At times, substitutes may be paid. 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 apply 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.

### **“Pay-the Rent” Concerts**

- Pay-The-Rent services are an inherent part of the success of the LSO. These services act as “payment” for our rehearsal and performance venue. In this spirit it is important that each member take part in providing support.
- Section leaders will work with their sections to ensure parts are covered for both the rehearsal(s) and services.
- The personnel manager will coordinate rehearsal times, performance times, and personnel requirements with the host conductor.
- The Personnel Committee will address Pay-The-Rent conflicts on a case-by-case basis.

### **Dress for Concerts**

Unless otherwise announced, dress for all concerts will be:

Women: Dressy (semiformal) mid-calf to ankle length black dress, or mid-calf to ankle length skirt, or long black slacks (no jeans) accompanied by a  $\frac{3}{4}$  or long sleeved black blouse, black shoes, appropriate jewelry and accessories. The blouse should be long enough to cover the performer’s waistband area when she is seated/performing.

Men: Black tuxedo or suit, white shirt, black bow tie, dark socks and black shoes.

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

## **IV Member Responsibilities**

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 opportunities with any Board Member.

### **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 or not returned by the due date, the Member is responsible to reimburse the LSO for the music and any additional fees that may occur.

Every attempt will be 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. 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.

### **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 will be the determining factor of the status of the Member.

If the Music Director, the Board of Directors and/or the LSO Personnel committee deem a Member’s 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 performances, sexual harassment, or any other conduct detrimental to the Orchestra. The Member

will be given written notice of the unacceptable conduct.

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.

### **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 if necessary 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
- Assist in set-up and removal of necessary stage, percussion, and other equipment
- Clean up around their area any debris that may be present
- Following concerts, assist in teardown and resetting of the stage area.

From time to time these activities may be performed for the Members, but this shall not be deemed as either on-going or relieving the Members of their obligations.

### **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.

## **Signature of Agreement**

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

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Date

Online commitment will act as acceptance of this document.

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