

MEMBER HANDBOOK



Website: [Gracenotesorchestra.com](https://www.gracenotesorchestra.com)

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GSCO Member Handbook

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Revisions

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SECTION I

ABOUT GRACENOTES

Gracenotes Symphonic Community Orchestra Inc. (GSCO) was founded in 2005 as a brass choir by Gary and Nancy Groubert in Mukwonago, WI. Since then, it has grown into a full symphonic orchestra, along with additional ensembles, including a brass choir and a jazz band. Our 100+ musicians and directors are dedicated volunteers from across southeastern Wisconsin.

The orchestra performs at least two concerts each season—one in the spring and one in the winter held at the Greenwald Performing Arts Center in Mukwonago and Oakwood Church in Hartland. Additionally, the brass choir and jazz band 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

To participate in any of the groups, individuals must be at least 16 years of age. Exceptions may be made if approved by the directors of the orchestra or brass and jazz ensembles. The requirement for an audition is at the discretion of the music director. GSCO aims to provide a positive and encouraging experience for musicians, avoiding frustration caused by inexperience. Due to the need for balanced instrumentation, there will be a limit to the number of musicians in each section. If there is interest in joining a group but a section is already full, your name can be added to a waiting list. The first person on the list will be contacted if a position becomes available.

There are no fees or dues for participating in the orchestra or ensembles. However, if an orchestra folder is lost, damaged, or not returned, a \$25 fee will be charged. The member will not be allowed to participate until the fee is paid.

SECTION IV

REHEARSALS

Orchestra rehearsals are held once a week on Tuesday evenings from 7:00 to 9:00 p.m. in the Mukwonago High School band room. In the event of a room conflict, rehearsals may be relocated to an alternate site. If there are cancellations or last-minute changes, all members will sign up for the REMIND app and receive text notifications through that system. All other routine communication will primarily be sent via email. If an orchestra rehearsal is canceled, a decision will be made by 5:00 p.m. on Tuesday, and a cancellation notice will be sent through both email and REMIND. Dress rehearsal locations will be the PAC on the high school grounds, and Oakwood Church. Brass choir and jazz band members consult their respective directors for their rehearsal schedules.

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SECTION V

OUR VALUES

Have Fun! First and foremost, the goal of our organization is to ensure that this experience is safe, fun, and rewarding for everyone.

Attendance: Good attendance is expected. Refer to Section VI for the attendance policy.

Know Your Part: Rehearsal is not the time to learn your part but to see how your “learned part” fits into the whole. Practice at home and come to rehearsals prepared. If you are unable to play your part, consult your section leader for guidance. Options such as switching parts, holding sectionals, or modifying parts to make them playable are available.

Attentiveness: Unless you have a question or comment, listen quietly to the directors and others when they are speaking. This not only shows attentiveness but also helps minimize distractions for your peers. While the directors are responsible for maintaining order and respectful behavior, it is up to each of us to show respect to our fellow members.

Conflict Resolution: Conflicts and differences of opinion may arise from time to time. If possible, address the issue directly with the individuals involved or with the assistance of the section leader. If the situation cannot be resolved directly, the member should notify the music director, who will assist in finding a solution. Section leaders should escalate any serious conflicts or issues within their section as soon as possible to the music director.

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

Facilities and Equipment: GSCO uses public facilities for all rehearsals and performances, typically with access to school district percussion equipment and other instruments. Care must be taken to ensure that the facilities and equipment are left in at least the same condition as they were prior to use. Members who are physically able and willing to assist with the setup and breakdown of rehearsals and concerts efforts are appreciated.

SECTION VI

ATTENDANCE

Our goal is to provide a rewarding experience for everyone involved while performing at the highest level possible. Attendance is expected and essential for us 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, please email or text both your section leader and Nancy Groubert. Absences should be communicated with a minimum 24 hours' notice, if possible.

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- Section leaders will document attendance at each rehearsal and share the results with the director of fine arts upon request.
- If circumstances prevent you from attending at least 75% of the scheduled rehearsals or any of the concerts in a season, you should inform the director of music and your section leader as soon as possible.
- Each situation will be considered individually, but consistent absenteeism or habitual late notice may result in being unable to perform in the concert or your seat in the orchestra being given to someone on the waiting list. Final decisions will be made at the discretion of the director of music.
- Our performance season consists of two seasons: fall and spring. If something prevents you from participating in a season, you must discuss your situation with the director of music prior to the start of a season. With mutual agreement, you may opt to be placed at the top of the sections waiting list and return to the orchestra when a position becomes available.

Jazz band and brass choir members should consult their directors for the respective policy.

SECTION VII

PERFORMANCE DRESS

Gracenotes aims to present ourselves as professionally as possible. Unless otherwise specified, orchestra concert dress is formal black attire. To maintain a professional appearance for our audience, minimize the amount of skin showing.

Men: A black suit or tuxedo with a white shirt and black bow tie, black socks, and black shoes. If you do not own a black suit jacket, you must wear a black long-sleeved button-up dress shirt, black slacks, a bow tie, black socks, and dress shoes.

Women: Black skirts or dresses, knee-length or longer, or dress pants with black tops. If your legs are exposed, please wear black nylons and black shoes. Women may wear jewelry or shiny black formal tops.

Jazz band and brass choir members should consult their directors for their respective dress policies.

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
Finance Manager
Conductor, Brass Choir
Director, Jazz Band

VOLUNTEER

Librarians
Orchestra Managers
Section Leaders
Technology Specialist

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Elected Positions (Voting Board Members): The elected positions will constitute the “official” voting board, which will meet three times annually at a mutually agreed-upon time and location. Additional in-person or virtual meetings may be called by the President if needed.

Board Voting Process

- ⊄ Board terms begin on September 1st.
- ⊄ Before the first rehearsal of the fall semester, all vacant board positions will be open to any member wishing to run.
- ⊄ All members will have the opportunity to participate in a voting process to fill the vacant positions from a list of candidates. If there is only one candidate, no vote will be necessary.
- ⊄ The top vote-getters will fill the vacant positions accordingly.
- ⊄ During the first board meeting of each fall season, the board will decide collectively who will fill each specific board position.
- ⊄ All board positions are for 3-year terms, starting from the date of election.
- ⊄ Board members have the right to resign from their position at any time.
- ⊄ If a mid-term vacancy arises, nominations will be accepted, and an election will be held to fill the vacancy.

Duties of the elected board member roles are as follows:

President (Officer)

- Facilitates the creation of board meeting agendas and leads the board meetings.
- Serves as the primary contact for the board with external parties.
- Appoints subcommittees.
- Sets the goals and objectives of the board.
- Facilitates the search for the director of music if needed.
- Holds board members accountable for meeting attendance and task completion.
- Mediates board disagreements and removes roadblocks.
- Ensures financial, legal, and ethical compliance.

Vice President (Officer)

- Assumes the President’s role if they are unable to perform their duties.
- Assists the President in carrying out their responsibilities.
- Partners with the director of fine arts to promote the organization and its events, as well as strategize and facilitate fundraising efforts.

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.

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- Serves as the scribe at board meetings recording minutes.
- Distributes approved board minutes after each meeting.

Treasurer (Officer)

- ✧ Oversees and audits reporting, bank, and credit card statements for accuracy.
- ✧ Provides financial transparency and recommendations to the board.
- ✧ Ensures tax and other legal documents are completed 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.

Appointed Positions (Non-Voting Board Members): Appointed board positions will be filled by the board of directors. Once appointed, individuals will hold their position until they choose to step down or, for any reason, the board decides to replace them through a simple majority vote. Their duties include:

Director of Fine Arts/Choir Director

- Recruits new members.
- Proposes performance opportunities and associated costs for board approval.
- Collaborates with the director of music and the conductor on music selection.
- Develops the creative program for orchestra and ensemble performances.
- Coordinates performance partnerships with third parties.
- Partners with the vice president in promoting the organization and its events.

Director of Music

- Recruits new members.
- Plans and directs rehearsals and performances.
- Addresses attendance issues and other member concerns.
- Proposes candidates for appointed conductor and director positions 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.

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Finance Manager

- Works closely with the treasurer.
- Reconciles monthly bank statements and produces annual financial statements.
- Facilitates the development of the annual budget and acquires board approval.
- Maintains records of receipts, donations, and other relevant financial information.
- Ensures that tax and other legal documents are completed and filed on time.

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 concerns.
- Develops the creative program for performances.

VOLUNTEER POSITIONS

Volunteers are essential to our success. Each volunteer will continue in their role until they choose to step down. Thank you to all who volunteer—your dedication is truly appreciated!

Duties of Volunteer Roles:

Librarian

- Organizes the orchestra and ensemble music library.
- Distributes music to orchestra and ensemble members.
- Coordinates events to manage the use of the music inventory.
- Maintains an inventory of the orchestra's music.

Technology Specialist

- Maintains the website, social media accounts, Remind notification system, Google email/Drive, and other technology platforms.
- Partners with board members to post content on the GSCO website, social media accounts, YouTube, and other recruiting and marketing channels.

Orchestra Manager(s)

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

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Section Leader(s)

- The role is decided by consensus among the members of the respective section.
- May be called upon to attend auditions and make recommendations.
- Holds sectionals as needed.
- Assists members with difficult passages, as needed.
- Assists the director of music with assigning 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

SECTION IX MEMBER COMPENSATION

- GSCO is a 100% volunteer-based nonprofit, and no members will receive compensation.
- If a GSCO member or group is performing under the GSCO name, any compensation will be directed to the general GSCO operating fund.
- If the opportunity to perform was obtained or coordinated by GSCO, any compensation will also go to the general GSCO operating fund.

SECTION X DONATIONS and SPONSORSHIPS

- GSCO has 501(c)(3) nonprofit status, and donations are tax-deductible.
- Individual donations that meet the "Friends of Gracenotes" tiers will be acknowledged in concert programs and on the website for one year from the date of donation.
- Businesses that provide a \$500 sponsorship will be recognized in the concert programs and on the website for one year from the date of donation.
- Music donations are not accepted.