



# Gracenotes

Symphonic Community Orchestra



## MEMBER HANDBOOK



*Gracenotes Symphonic Community Orchestra  
is committed to creating meaningful musical connections  
within our communities while inspiring  
the talents of those we serve.*



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# GSCO MEMBER HANDBOOK

Website: [GSCOOrchestra.com](http://GSCOOrchestra.com) | Facebook: [GSCO Facebook](https://www.facebook.com/GSCO Facebook) | YouTube: [youtube.com/GSCO videos](https://www.youtube.com/GSCO videos)

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## Section I - About Gracenotes

GSCO Symphonic Community Orchestra, Inc. (GSCO) was founded in 2005 by Gary and Nancy Groubert as a brass choir in Mukwonago, Wisconsin. Since then, it has grown into a full symphonic community orchestra with additional ensembles, including a brass, jazz band, string ensemble, woodwind ensemble, and a vocal choir (Voices of Grace).

Our 140+ musicians and directors are dedicated volunteers from across southeastern Wisconsin. Members share a passion for music, community engagement, and artistic growth.

The orchestra performs at least two concerts each season - typically one in the spring and one in the winter. Our home venue is the Greenwald Performing Arts Center in Mukwonago, and we perform two times annually in Oakwood Church in Hartland. Small ensembles perform at various local venues throughout the year.

GSCO was incorporated as a 501(c)(3) nonprofit charitable organization on March 10, 2023.

## Section II - Mission Statement

*Gracenotes Symphonic Community Orchestra is committed to creating meaningful musical connections within our communities while inspiring the talents of those we serve.*

## Section III - Membership

To participate in any GSCO ensemble, members must generally be at least 16 years of age. Exceptions may be approved by the Director of Music or the ensemble director.

Auditions may be required at the discretion of the Director of Music. GSCO strives to provide a positive and encouraging musical experience while maintaining an ensemble environment that supports both individual and group success.

Because balanced instrumentation is important, membership in some sections may be limited. If a section is full, interested musicians may request placement on a waiting list. When an opening becomes available, the next person on the waiting list will be contacted.

There are no membership dues or participation fees for the orchestra, ensembles, or choir.

Members are responsible for all music folders and materials assigned to them. A \$25 replacement fee may be charged for any orchestra folder that is lost, damaged, or not returned. Participation may be suspended until the fee is paid.

## **Section IV - Rehearsals and Communication**

During the fall and spring seasons, orchestra rehearsals are typically held on Tuesday evenings from 7:00 to 9:00 p.m. in the Mukwonago High School band room.

Rehearsals may occasionally move to an alternate location due to room conflicts or facility availability. Members will be notified of schedule or location changes through email and the REMIND app.

All orchestra members are expected to sign up for REMIND so they can receive timely text notifications about cancellations or last-minute changes. Routine communication will primarily be sent by email.

Dress rehearsals are generally held at the Greenwald Performing Arts Center or at Oakwood Church.

Small ensemble and choir members should consult their respective directors for rehearsal schedules and locations.

## **Section V - Our Values**

### **Have Fun**

First and foremost, GSCO strives to make this experience safe, enjoyable, and rewarding for everyone.

### **Attendance**

Good attendance is expected. See Section VI for the full attendance policy.

### **Know Your Part**

Rehearsal is not the time to learn your part; it is the time to understand how your prepared part fits into the whole ensemble. Practice at home and arrive prepared. If you are unable to play your part, consult your section leader for guidance. Options may include switching parts, holding sectionals, or modifying parts when appropriate.

### **Attentiveness and Professionalism**

Unless you have a question or comment, listen quietly when directors or others are speaking. This shows respect and helps minimize distractions. Directors are responsible for maintaining order and respectful behavior, but each member shares responsibility for creating a productive rehearsal environment.

### **Conflict Resolution**

Conflicts and differences of opinion may arise from time to time. Whenever possible, address concerns directly and respectfully with the individuals involved or with assistance from the section leader. If the situation cannot be resolved directly, notify the Director of Music, who will help find a solution. Section leaders should promptly escalate serious conflicts or concerns within their sections to the Director of Music.

## Mutual Respect

Treat fellow members with the respect, professionalism, and dignity that everyone deserves.

## Facilities and Equipment

GSCO uses public facilities for rehearsals and performances and often has access to school district percussion equipment and other instruments. Members must ensure that facilities and equipment are left in at least the same condition as they were found. Members who are physically able and willing to assist with rehearsal and concert setup and breakdown are greatly appreciated.

## Section VI - Attendance Policy

GSCO is committed to providing a rewarding experience for everyone involved while performing at the highest level possible. Attendance is expected and essential to the success of the ensemble. As a member of GSCO, you are making a personal commitment as well as a commitment to your fellow musicians.

Orchestra Attendance Policy:

- If you are unable to attend a rehearsal, email or text both your section leader and Nancy Groubert. Whenever possible, provide at least a 24 hour notice.
- Section leaders will document attendance at each rehearsal and share attendance information with the Director of Music upon request.
- If circumstances prevent you from attending at least 75% of scheduled rehearsals or any concert in a season, notify the Director of Music and your section leader as soon as possible.
- Each situation will be considered individually. However, consistent absenteeism or habitual late notice may result in being unable to perform in the concert or having your seat offered to someone on the waiting list. Final decisions will be made at the discretion of the Director of Music.
- GSCO has two primary performance seasons: fall and spring. If you are unable to participate in a season, discuss your situation with the Director of Music before the season begins. With mutual agreement, you may be placed at the top of your section waiting list and return when a position becomes available.

Small ensemble and choir members should consult their directors for their specific attendance policies.

## Section VII - Performance Dress

GSCO aims to present itself as professionally as possible. Unless otherwise specified, orchestra concert dress is formal black attire. To maintain a professional appearance for our audience, members should limit exposed skin.

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

Women: Black skirts or dresses that are knee-length or longer, or dress pants with black tops. If legs are exposed, black nylons and black shoes are encouraged. Jewelry and tasteful shiny black formal tops are permitted.

Jazz band and brass choir members should consult their directors for ensemble-specific dress policies.

## Section VIII - Positions and Elections

GSCO is your organization and will be governed and led by a body representative of its members. Elected, appointed, and volunteer positions are listed below.

<b>Elected</b>	<b>Appointed</b>	<b>Volunteer</b>
President	Director of Music	Librarians
Vice President	Director of Fine Arts	Orchestra Managers
Secretary	Director, Jazz Band	Section Leaders
Treasurer	Conductor, Brass Choir	Technology Specialist
Member-at-Large (1-3)	String Ensemble Manager	Woodwind Ensemble Director Choir Director

## **Elected Positions (Voting Board Members)**

The elected positions constitute the official voting board, which meets three times annually at a mutually agreed-upon time and location. Additional in-person or virtual meetings may be called by the President as needed.

### **Board Voting Process**

- Board terms begin on September 1.
- Before the first rehearsal of the fall semester, all vacant board positions will be opened to any member wishing to run.
- All members will have the opportunity to vote to fill vacant positions from the list of candidates. If there are only enough candidates to fill the position(s), no vote is necessary.
- If voting is required, the top vote-getters will fill the vacant positions.
- During the first board meeting of each fall season, the board will decide collectively who will fill each specific board role.
- All board positions are three-year terms beginning on September 1 of that election year.
- Board members may resign from their positions at any time.
- If a mid-term vacancy occurs, nominations will be accepted and an election will be held to fill the vacancy.

## **Duties of Elected Board Member Roles**

### **President (Officer)**

- Facilitates the creation of board meeting agendas and leads board meetings.
- Serves as the primary board contact for external parties.
- Appoints subcommittees.
- Sets the goals and objectives of the board.
- Facilitates the search for the Director of Music when 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 role if they are unable to perform the duties of the position.
- Assists the President in carrying out responsibilities.
- Partners with the Director of Fine Arts to promote the organization and its events and to support fundraising strategy and implementation.

### **Secretary (Officer)**

- Schedules board meetings.
- Follow up with board members on outstanding tasks.
- Distributes agendas and relevant documents before board meetings.
- Serves as the scribe at board meetings and records minutes.
- Distributes approved board minutes after each meeting.

### **Treasurer (Officer)**

- Validates financial reporting, bank statements, and credit card statements.
- Reconciles bank statements monthly, manages the operating account, and ensures adequate funds are available for immediate needs.
- Pays and tracks invoices.
- Provides financial reporting and transparency to the board. Provides financial recommendations.
- Files necessary federal, state, and local tax documents in a timely manner, and ensure insurance policies are active and current.
- Records revenue from concerts and tracks donor contributions.

### **Member-at-Large**

- Serves as a liaison between the board and orchestra members.
- Represents the voice of orchestra members by bringing forward concerns or issues.
- Assists in coordinating events.
- Participates in subcommittees as needed by the board.

### **Appointed Positions (Non-Voting Board Members)**

Appointed board positions are filled by the board of directors. Once appointed, individuals remain in their positions until they choose to step down or until the board votes by simple majority to replace them.

#### **Director of Fine Arts / Choir Director**

- New member recruiting.
- Proposes new performance and ensemble opportunities, with associated costs, for board approval.
- Collaborates with the Director of Music and conductors on music selection.
- Develops creative programming for orchestra and ensemble performances.
- Coordinates performance partnerships with third parties.
- Promotes the organization and its events.

#### **Director of Music**

- New member recruiting.
- 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 orchestra conductor on music selection.
- Consults with and advises other GSCO conductors and directors.
- Advises and supports volunteer section leaders.

#### **Brass Choir Conductor / Jazz Band Director / String Ensemble Manager / Choir Director / Woodwind Director**

- New member recruiting.

- Selects the music used in performances.
- Plans and directs rehearsals and performances.
- Addresses attendance and other member concerns.
- Develops creative programming for performances.
- Promotes upcoming performances.

## **Volunteer Positions**

Volunteers are essential to GSCO success. Each volunteer continues in the role until choosing to step down. Thank you to all who volunteer - your dedication is truly appreciated.

### **Librarian**

- Prepare and distribute sheet music to members in advance of rehearsals and performances.
- Develop music library processes, and extend these same processes to the ensemble librarians, so we have common processes across all groups.
- Ensure that all parts are complete and legible.
- Track and manage music inventory, including purchases, rentals, and returns.
- Collect, organize, and archive music following concerts.

### **Technology Specialist**

- Maintains the website, social media accounts, REMIND notification system, Google email and 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**

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

### **Section Leader**

- The role is decided by consensus among 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.
- Track and document rehearsal attendance.

### **Section Groups**

- 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 - Performance Compensation**

- If a member or group performs under the GSCO name, any compensation will be deposited in the general GSCO operating fund.
- If the performance opportunity was obtained or coordinated by GSCO, any compensation will be deposited in the general GSCO operating fund.

## **Section X - Donations and Sponsorships**

- GSCO has 501(c)(3) nonprofit status, and qualifying donations are tax-deductible.
- Individual donations that meet the Friends of GSCO tiers will be acknowledged in concert programs and on the website for the donation year plus the next year.
- Businesses that provide a \$250 sponsorship will be recognized in concert programs and on the website from the year of sponsorship plus the next year.