

Rainier Symphony Orchestra Member Policy

Revised 8/18/14

INTRODUCTION

Welcome to Rainier Symphony! Whether you are a new member or have been with us for many years, this policy will help you understand how Rainier Symphony works, what you can expect from us, and what we expect of you.

You are part of an extraordinary community orchestra, whose volunteer members have demonstrated a passion for music and an ongoing commitment to excellence. Rainier Symphony has high standards and expectations, and your membership reflects great credit on you and your accomplishments as a musician. We know you have invested many years of time and effort in developing your skills, and we are excited to provide an opportunity for you to perform for an appreciative audience.

Since our founding in 1981, Rainier Symphony has provided an opportunity for musicians who love orchestral music to enjoy one another's company in weekly rehearsals. We hope these rehearsals, and all your experiences with Rainier Symphony, are enjoyable, educational, and enriching.

While we don't expect everyone in the orchestra to perform at a professional level, our mission of serving the community through music relies on your best efforts in preparation, attendance, and performance. We hope that in return for your commitment, you will gain great satisfaction through sharing your love of music with your friends and family.

GENERAL EXPECTATIONS

1.1 GENERAL EXPECTATIONS

We expect all musicians, volunteers, and employees to treat each other with courtesy and respect. This includes limiting unnecessary talking in rehearsal, communicating with one another openly and honestly, resolving differences professionally, giving feedback to other members constructively, and generally acting in the best interests of Rainier Symphony at all times.

MEMBERSHIP

2.1 MEMBERSHIP

Membership in Rainier Symphony begins with a successful audition or appointment by the Music Director.

Note: In the absence of the Music Director and/or Orchestra Manager, the Board will designate a person(s) to fulfill the duties listed in this document.

2.2 PROVISIONAL MEMBERSHIP

Upon joining the orchestra by audition or appointment, musicians are granted provisional membership in Rainier Symphony. Provisional members are expected to abide by the policies established in the Rainier Symphony Orchestra Member Policy. Provisional status will be for a maximum of one concert series, during which time the Music Director may invite the provisional member to become a regular member. If a provisional member is not invited to become a regular member within one series, or if membership is terminated sooner, the Music Director will notify the provisional member of the reasons for not offering regular membership. Provisional members not offered regular membership will no longer be members of Rainier Symphony, but may re-audition for future openings or the substitute list.

Provisional members do not enjoy the right of representation by the Orchestra Committee, the right to appeal dismissal, or the right to vote for Orchestra Committee members. Provisional members of Rainier Symphony are unpaid.

2.3 REGULAR MEMBERSHIP

Provisional members may be invited to become regular members of Rainier Symphony by the Music Director, who will notify the Orchestra Manager and Orchestra Committee of the appointment to regular membership. Regular members will normally perform in all regular season concerts of the orchestra, to the extent appropriate for the programmed repertoire. Regular season concerts normally include 5 pairs of concerts, however may vary from season to season. Regular season performances do not include special events, chamber orchestra, or contracted performances. For

performances in which reduced or augmented instrumentation is appropriate as determined by the Music Director, s/he will notify the Orchestra Manager or Principals who will communicate part assignments to members accordingly.

Regular members also have the right to vote for Orchestra Committee representatives and the right to bring grievances and appeals to the Orchestra Committee. Such grievances and appeals may include, but are not limited to, appeals regarding seating assignments and dismissal from the orchestra, issues arising between members, or issues between members and the Music Director. Regular members of Rainier Symphony are unpaid.

2.4 NON-MEMBER PARTICIPANT

Non-member participants (e.g. harp, saxophone) may perform on a temporary basis with Rainier Symphony at the discretion of the Music Director. If necessary and appropriate, non-member participants may be paid on a per service basis. Non-member participants do not enjoy the privileges of regular membership as listed in section 2.3.

AUDITIONS

3.1 CANDIDATE AUDITIONS

A potential member (candidate) may audition for membership if there is an opening for their instrument, or may audition for the substitute list. Candidates are encouraged, though not required, to participate in a rehearsal.

Members are strongly encouraged to help in recruitment efforts. If necessary open positions may be advertised in order to increase the candidate pool for a particular position.

Auditions are held with the Music Director, section principal, and Concertmaster, or a panel otherwise designated by the Music Director. After hearing a candidate, the audition panel will make a recommendation to the Music Director who will make the final decision to offer the candidate provisional membership.

3.2 DIRECT APPOINTMENTS

While positions will normally be filled by audition according to section 3.1, at his or her discretion the Music Director may waive the requirement for a formal audition, making a direct provisional appointment for an open chair. Direct appointments would typically be made when the candidate's playing is already well known to the Music Director. Members so appointed are subject to all other sections of the Orchestra Member Policy.

3.3 ADVISORY AUDITIONS

At his or her discretion, the Music Director may conduct advisory auditions to ascertain the current performance level of orchestra members. The Music Director will give the member a minimum of 2 weeks' notice before such an audition.

3.4 CHALLENGE AUDITIONS

While any member may audition for an open chair, members may not challenge other members for occupied chairs. This section does not preclude the Music Director from reassigning chairs.

PRINCIPALS

4.1 PRINCIPALS' RESPONSIBILITIES

A principal position requires both excellent musicianship and leadership abilities. All Principals are expected to play a leadership role in their section and to work closely with other Principals to provide quality performances. String Principals are responsible for bowings, under the direction of the Music Director and/or Concertmaster as applicable.

Principals should work within their section to answer questions and encourage the growth of musicality and ensemble. Principals should also assist with recruiting new players, and have primary responsibility for mentoring and monitoring student members in their section if applicable. Principals also coordinate seating (strings) and part assignments (winds, percussion) in their sections.

Principals are responsible for ensuring all parts are covered for the concert series, including substitutes and additional section players (e.g. five horns). Principals are encouraged to leverage their own contacts to find qualified musicians, as well as contacts from other members. For example, the Principal trombone can consult the other trombones as well as other low brass for referrals. With the concurrence of the Music Director, tasks such as coordinating parts and substitutes may be handled by another designated person.

4.2 SELECTION OF PRINCIPALS

All new principals shall be selected in accordance with Section 3 of this policy. At his or her discretion, the Music Director may assign co-principals (equally shared chairs) or principal and associate chairs (where associate on occasion performs as principal).

The Music Director may temporarily reassign principals to another chair for a period not longer than one concert series. In such circumstances, the Music Director will notify the principal of the reasons for this change. If the Music Director determines it is in the best interests of the orchestra to make a permanent change, a new principal will be selected in accordance with Section 3 of this policy.

ATTENDANCE

5.1 EXPECTATIONS

All Rainier Symphony members are expected to abide by the attendance policy. Exceptions to the attendance policy must have the advance approval of the Music Director.

5.2 ABSENCE/TARDINESS

- 5.2.1 Musicians should be in their places and ready to play at designated rehearsal or call times, and return from breaks at the specified time.
- 5.2.2 Consistent tardiness (three or more times in a season) will result in a warning from the Orchestra Manager. Two or more warnings from the Orchestra Manager may result in dismissal from the orchestra.
- 5.2.3 One excused rehearsal absence shall be allowed for a concert series having four or fewer rehearsals.
- 5.2.4 With the advance approval of the Music Director, two excused rehearsal absences may be allowed for a concert series having more than four rehearsals.
- 5.2.5 Musicians are expected to play both concerts in a series. Permission to miss one concert in a series (considered an excused absence) must be obtained from the Music Director in advance.
- 5.2.6 Any unexcused concert absence may be grounds for immediate dismissal.

5.3 EXCUSED ABSENCE

An excused absence is one for which the player notifies the Orchestra Manager and Principal AS SOON AS THE DATE OF ABSENCE BECOMES KNOWN.

After one unexcused absence per concert series, the Orchestra Manager will issue a warning. After two unexcused absences in any concert series, the Orchestra Manager will communicate in writing to the member to ensure there is no misunderstanding regarding the attendance policy, and to determine whether the member is willing and able to meet the attendance policy in the future. Further unexcused absences will constitute grounds for dismissal.

5.4 SUBSTITUTES – ONE OR MORE REHEARSALS

Woodwind, brass, and percussion players missing a rehearsal must make every effort to find a qualified substitute. However if the part is small, with the concurrence of the Music Director and Principal, a substitute may not be needed. String players missing a rehearsal should discuss with the Principal whether a substitute is needed. If so, the player must make every effort to find an appropriately qualified substitute. Principals must always find a substitute, or as appropriate use other qualified musicians within the orchestra to cover the parts. Players in all sections are encouraged to leverage contacts from other orchestra members to find qualified musicians. Except in extraordinary circumstances approved in advance by the Music Director, substitutes will not be paid.

Musicians must make arrangements to deliver music to the rehearsal or to the substitute.

Allowances for extreme unanticipated emergencies will be made, but a minimum of a phone call to the Orchestra Manager is REQUIRED, or the absence will be considered unexcused.

5.5 SUBSTITUTES – CONCERT SERIES

Woodwind, brass, percussion, and all Principals must make every effort to find a qualified substitute. Strings should discuss with the Principal, and find a substitute if needed. If qualified, substitutes can come from within the orchestra; for example 2nd Horn moves up to 1st Horn. Since regular orchestra members are not paid, if at all possible substitutes should not be paid. However if no qualified musicians can be found unless payment is given, the situation should be referred to the Orchestra Manager. S/he will work with the Music Director to negotiate appropriate contract payment.

DISMISSAL OF MEMBER

6.1 DEFINITION OF DISMISSAL

Dismissal is defined as termination of membership or removal of a non-member participant from the orchestra.

6.2 DISMISSAL PROCEDURE

Rainier Symphony highly values all members of the organization, and desires to create a musically rewarding and enjoyable experience. When appropriate, all reasonable efforts to resolve conflicts or grievances should precede dismissal of a member. However, the Rainier Symphony Board of Directors or Music Director may dismiss any member (regular or provisional) at any time for any reason or for no reason, with or without notice. Regular members so dismissed may submit a written appeal to the Orchestra Committee within 30 days of dismissal for review of the decision. Upon review, the Orchestra Committee may recommend to the Board that the member be reinstated. The Board may reinstate the member at its sole discretion.

ORCHESTRA COMMITTEE

7.1 COMPOSITION OF COMMITTEE

- 7.1.1 Any orchestra member, including the Concertmaster, may serve on the Orchestra Committee.
- 7.1.2 The Committee is made up of five members, representing at least three of the sections of the orchestra. The Committee members are elected by the orchestra members for two-season terms, with half of the committee members being elected each year. There is no limit to the number of terms a person may serve.
- 7.1.3 Two of the five members are specifically elected by the orchestra to be Orchestra Representatives to the Board of Directors. The Committee will elect one of the two Orchestra Representatives to serve as chair of the Committee for one season. There is no limit to the number of terms a chairperson may serve.
- 7.1.4 Nominations should be made at the first rehearsal of the season, with the election held at the next rehearsal. The election will be conducted by paper ballot or voice vote.

7.2 MEETINGS

- 7.2.1 The Committee shall meet as necessary, and twice per season at a minimum. A simple majority of Committee members constitutes a quorum. The Committee is free to invite other orchestra members or guests as non-voting participants at meetings.
- 7.2.2 The Committee will take minutes of all meetings, which will be presented at the next regular meeting of the Board of Directors by an Orchestra Representative. A simple email will usually suffice.
- 7.2.3 If an issue should arise before the Committee involving a member of the Orchestra Committee, the player in question shall remove him/herself from the Committee during discussions or votes on the matter, except when expressly invited to participate by the remainder of the Committee. The member may otherwise participate in unrelated business of the Committee.

7.3 FUNCTIONS OF THE COMMITTEE

The primary functions of the Orchestra Committee are as follows:

- 7.3.1 To hear petitions and grievances of Rainier Symphony members.
- 7.3.2 To mediate in matters among and between members if requested by the members to do so.
- 7.3.3 To represent the interests of the orchestra to the Board, via the elected Orchestra Representatives.

It is not a function of the Orchestra Committee to manage, supervise, or discipline paid employees or contractors.

7.4 PETITIONS AND HEARINGS

Any regular member may petition the Committee to consider grievances or complaints. The Committee may hear the petition within the following guidelines:

- 7.4.1 The Committee may speak with the petitioner in person, or by other means as necessary.
- 7.4.2 The Committee may solicit written or oral statements from orchestra members and staff as necessary and appropriate to consider the petition at hand.
- 7.4.3 The Committee will vote on a recommended resolution of the petition and communicate their recommendation to the parties involved.

7.5 ADJUDICATION BY BOARD OF DIRECTORS

- 7.5.1 The Committee may decide to forward a petition to the Board of Directors by majority vote. In preparation for forwarding a petition, the Committee will prepare a written opinion including rationale of both assenting and dissenting members of the Committee, with a tally of the number of votes on each side.
- 7.5.2 Disposition of the petition by the Rainier Symphony Board of Directors is final.

CONCERTMASTER

8.1 CONCERTMASTER APPOINTMENT

The Concertmaster serves as Principal 1st violin at the pleasure of the Music Director and with the approval of the Board.

8.2 EMPLOYEE STATUS

Although the Concertmaster serves as Principal 1st violin at the pleasure of the Music Director, the Board will make all determinations regarding the Concertmaster's status as an employee, including initial hiring, salary, and dismissal as an employee, taking into consideration recommendations of the Music Director should they so choose.

CONCERT ATTIRE

Formal concert attire, as outlined below, is required at all concerts unless otherwise specified

9.1 MEN

- Black tuxedo or black suit, white formal shirt, black bow tie
- Black socks, black shoes with black or brown soles

9.2 WOMEN

- Three-quarter or full length black dress, or dressy black slacks and black blouse, with sleeves (no bare shoulders)
- Black shoes or dressy sandals with black or brown soles; no flip-flops

9.3 EVERYONE

- Tasteful jewelry in keeping with formal attire
- No perfumes, colognes, aftershaves, or other scents
- All purses, bags, and cases on stage during a performance must be black or dark colored, and be placed in a location inconspicuous to the audience.
- Please respect our facilities. Only bottles with water may be on stage during rehearsals and concerts.

MUSIC, EQUIPMENT

10.1 RESPONSIBILITY

Players are entrusted with music and equipment belonging to, or otherwise obtained by, Rainier Symphony. If a player loses or damages any music or equipment, or in any other way personally causes Rainier Symphony to incur a fee or charge (for example, returning rental music late), whether accidentally or intentionally, the player is responsible to promptly and fully reimburse Rainier Symphony.

TICKETS

11.1 COMPLIMENTARY TICKETS

Each regular and provisional member is entitled to one complimentary ticket for each concert series in which s/he plays. Teachers may request an unlimited number of complimentary tickets for their students, which will be provided on a space-available basis. In all cases, tickets must be requested in advance from the Ticket Sales Coordinator and not from the Box Office. When concerts are held at specialty venues (e.g. Benaroya) and/or concerts in collaboration with another organization, complimentary or discounted tickets may not be available due to contractual reasons.

11.2 ADVANCE TICKET SALES

Members are encouraged to sell advance tickets at a \$2 discount. A volunteer is responsible for distributing, tracking, and reporting to the Ticket Sales Coordinator all tickets sold by the orchestra, and complimentary tickets given to orchestra members for each concert series. Requesting tickets as early as possible is strongly encouraged, and shall be no later than the dress rehearsal.

LEAVE OF ABSENCE

12.1 INTRODUCTION

Rainier Symphony desires to accommodate players with personal needs that require their absence, while also balancing the musical needs of the ensemble. Members taking time away from the orchestra may return according to the policy below.

12.2 SINGLE CONCERT SERIES LEAVE OF ABSENCE

12.2.1 A member in need of a single concert series leave of absence must submit a written request (letter or email) to the Orchestra Manager no later than 30 days prior to the first rehearsal of the concert series to be missed. Requests after this period will be accepted only in the case of emergency. Members must submit requests as soon as the need becomes known and should not wait until 30 days prior to rehearsal.

12.2.2 A member shall automatically be allowed one leave of absence per season, if the written request requirement has been met.

12.2.3 Members who fail to meet the written request requirement for a single concert series leave of absence will receive a warning from the Orchestra Manager, as in Section 5.

12.2.4 Additional leaves will be allowed for members with demonstrated professional or personal conflicts, however these must be approved in advance by the Music Director.

12.3 SEASON-LONG LEAVE OF ABSENCE

12.3.1 A regular member in need of a season-long leave of absence must submit a written request (letter or email) to the Orchestra Manager no later than August 1st for the season beginning in September. If a regular member does not perform in any concerts during a given season, and does not submit a written request for a season-long leave of absence, membership in Rainier Symphony is discontinued.

12.3.2 All such requests for a leave of absence must be approved by the Music Director.

RECORDINGS & PHOTOGRAPHS

13.1 By participating in Symphony events, including rehearsals and concerts, members grant permission to the Symphony to make audio and/or visual recordings and/or photographs, and assign to the Symphony all rights, including copyrights, performance rights, and publicity rights, in the Symphony's performances, recordings and photographs.

INTERPRETATION OF POLICY

14.1 Disputes regarding interpretation of this policy will be resolved by the Board of Directors, whose decisions are final.

POLICY CHANGES

15.1 Changes to all Rainier Symphony policies, including the Orchestra Member Policy, require the approval of the Rainier Symphony Board of Directors. For additional information on the Board, see the Amended By-Laws of Rainier Symphony.