

ALL SEASONS ORCHESTRA

Mission Statement

Bylaws

Musicians Handbook



January 2018

Mission Statement

Approved by a vote of the membership, October 2017

All Seasons Orchestra, an activity of the City of Arcata, serves the North Coast community by enriching the experience of musicians of all ages and abilities through friendly, supportive, mentored rehearsal, and by promoting the enjoyment of music through free, public performance.

Bylaws

Approved by a vote of the membership, October 2017

Organization:

1. All Seasons Orchestra exists as an activity of the City of Arcata Department of Parks and Recreation. Everything is done in coordination and collaboration with it.
2. The membership of the All Seasons Orchestra consists of the musicians, conductor(s), musical director, and members of the Working Group.
3. All Seasons Orchestra is guided and run through active participation of the members of the Working Group which may include: Manager(s), Conductor(s), Musical Director, Section Leaders, Concert Master, Librarian(s), Publicity Coordinator, Recruitment Coordinator, Flier and Program Editor, Web Master, Equipment Wrangler, Liaison to Friends of the All Seasons Orchestra, Welcoming Committee, and others who have interest and commitment. Individuals may hold multiple positions.
4. The Working Group meets as appropriate at the discretion of the Manager(s). In addition, any two members of the WG may call on the Manager(s) to hold a meeting for any specific purpose.
5. Members of the Working Group consult widely among the members of the orchestra as appropriate.
6. Artistic decisions are the purview of the Conductor in consultation with the Assistant Conductor and the Musical Director. Artistic issues include:
 - Selection of music
 - Organization of rehearsals
 - Setting the concert order
 - Auditioning small ensembles to supplement our concert programs
 - Disposition and availability of musical resources such as instruments and music owned by the orchestra
7. Operational decisions are the purview of the Manager(s) in consultation with the Working Group. Either the Manager(s) or 4 members of the WG may call for a vote of the membership on any issue at any time. Operational issues include:
 - Scheduling of timing and location of concerts

Transportation of instruments to off-site concert locations

Relations with the City of Arcata

Relations with our concert venues

Financial issues

8. Policy decisions are subject to membership ratification. Policy issues include:

Adoption of and changes to the mission statement

Adoption of and changes to bylaws

Adoption of and major changes to Musician's Handbook

Membership ratification is by simple majority vote of all of the members voting. Votes may be cast at any regular rehearsal or special meeting called for that purpose, or they may be cast via email. Email votes must be received by the manager 24 hours prior to the rehearsal or meeting scheduled for the vote. Policy issues will be distributed in writing via email to the membership at least 2 weeks before voting.

9. Whenever possible, concert dates and rehearsal calendar are set one year in advance through the collaboration of the Manager(s), Musical Director, and Conductor(s), and others as necessary. Wherever possible, conflicts with other major musical events (Eureka Symphony, Humboldt State University, and other major events) should be avoided.

10. Members of the Working Group are appointed by the Manager(s) in consultation with the Working Group. Term of office is one year concluded by reappointment at the mutual agreement of the Manager(s) (in consultation with the membership) and the individual, annually in September.

11. The Manager(s) is nominated by a vote of the WG, confirmed by a vote of the membership, and approved by the City of Arcata annually in September.

12. ASO is assisted by Friends of All Seasons Orchestra.

Responsibilities:

Manager(s): Relations with the City of Arcata, enrollment, registration, dues, administering the Rodden Fund and scholarships, developing the concert schedule, relations with our concert venues and partners, personnel issues, leadership.

Conductor(s): Conducting the orchestra, selecting music in collaboration with the Musical Director and the Assistant Conductor, leading the musicians to

understand the history and background of the music and the intentions of the composer, planning rehearsals, interpreting musical scores and communicating that interpretation to the musicians.

Musical Director: Orchestra development, assisting the Conductor in developing a musical program for concerts, musician development, mentoring the conductor, working with the librarians to develop the music collection.

Section Leaders: Assessing the needs of the musicians in your section, mentoring the musicians in your section where appropriate, helping to establish mentoring relationships between musicians of diverse abilities as appropriate, assessing needs for musical instruments or rehearsal and concert set up and communicating them to the manager(s) and/or conductor.

Concert Master: Leadership among the strings, particularly the upper strings, bowing marking of the upper string parts, tuning the orchestra, intonation of the orchestra and appropriate instruction to the orchestra on intonation, mentoring of string players and helping to establish mentoring relationships between string players, and all other Section Leader Duties for the string sections.

Librarian(s): Curation of the music collection, assuring that the music collection will be useful in perpetuity, acquisition of new music in collaboration with the Musical Director and the Conductor, removal of music that is not appropriate for ASO in collaboration with the Musical Director, assuring sheet music is in a playable condition and that adequate copies are available, distributing music to the musicians, collecting the music after a concert set and returning it to archival condition for storage, maintaining the storage facilities and resources, providing support for the conductor and musical director as they select music for concert sets. Developing electronic archives. Maintaining the sheet music data base. Maintaining the archives of ASO including past programs, newspaper articles, player information forms, bylaws, musician's handbook, and standard operating procedures.

Publicity Coordinator: Assuring that the ASO and its activities have an appropriate level of visibility in the community.

Recruitment Coordinator: Assuring that the ASO has a sufficiently large and balanced roster of musicians for the performance of its repertoire.

Flier and Program Editor: Developing a program and a flier for each concert.

Web Master: Developing and maintaining a web presence for ASO, and coordinating with the City of Arcata assuring that our web presence on their pages is accessible, accurate and appropriate.

Equipment Wrangler: Assuring equipment and instruments are present and arranged for all rehearsals and concerts, renting (driving, loading and unloading) a truck if necessary for remote concerts.

Welcoming Committee: Assuring that new musicians to the orchestra are welcomed and oriented. Distributing the Musicians' Handbook. Administering the Player Information Form.

Liaison to Friends of the All Seasons Orchestra (FASO) and Lead Friend: The Liaison to FASO recruits and works with a non-musician person to serve as Lead Friend. They work with the Working Group to develop FASO. They assess needs that can be met by FASO. Needs may include:

- Providing refreshments for concerts

- Flier distribution and posting

- Ushering at concerts, program distribution

- Helping with set up and clean up at concerts

Compensation:

Persons holding key positions may be compensated dependent on need and availability of resources. Compensation is coordinated through the City of Arcata. Decisions regarding compensation are made by the Manager(s) in consultation with the WG. Compensation is commensurate with qualifications and fair employment practices.

Finances:

The City of Arcata serves as the fiscal agent of ASO. Donations may be made to the Rodden Fund held by the City of Arcata, specifically to be used for All Seasons Orchestra, and are tax deductible. Certain expenses (i.e. Librarian) are paid for ASO from the City of Arcata general fund. The City of Arcata makes an annual financial report to ASO.

MUSICIANS HANDBOOK

Approved by a vote of the members October 2017,
Condensed by Dick LaForge, December 2017.

The purpose of this handbook is to articulate expectations for participation of musicians in All Seasons Orchestra, and to provide information necessary to assure that every musician will have a fulfilling and fun experience.

Membership:

-- All Seasons Orchestra is open to players of all orchestral instruments. Musicians of all ages and skill levels are welcome and are admitted without audition. This is an opportunity to practice playing in an orchestra, but, with rare exceptions, we do not teach how to play the instruments.

-- All Seasons Orchestra is an activity of the Division of Parks and Recreation of the City of Arcata. All musicians must enroll in this activity to participate. Enrollment occurs twice each year: in January for the Winter-Spring Season and in September for Fall Season. There is a fee for each enrollment period: \$25 for Arcata residents, and \$30 for non-residents. Scholarships to pay the fee are available in the case of special need. The City of Arcata provides our rehearsal space, storage for our instruments and music, insurance for our activities, and some publicity.

-- To join the orchestra, please first contact the Managers. You may register and pay the fee either online at

<http://www.cityofarcata.org/385/Registration-Information>, or by filling out a form available at rehearsal.

-- ASO members are encouraged to take leadership and support roles, as described below.

ASO Leadership:

-- The Manager(s) deal with enrollment, concert and rehearsal venues, personnel, scheduling, and overall coordination.

-- The Musical Director is an experienced professional who helps with planning the musical program and mentors the conductor(s).

-- The Conductor is the composer's voice and interpreter. He/She deals with music selection, interpretation, and rehearsal schedule. He/She is the captain of the ship during rehearsals.

-- The Concert Master is the Section Leader for the strings. In addition to mentoring the string musicians, the Concert Master will work with the Librarian to assure that string parts are marked with bowings. The Concert Master can call for and lead string sectional rehearsals when needed.

-- The Librarian organizes and distributes our sheet music, and deals with program selection and archives.

-- ASO cannot run smoothly without the help of volunteers. Some of the roles are Publicity Coordinator, Recruitment Coordinator, Equipment Wrangler, Program and Notes Editors, Web Master, Facebook Page Editor, Welcoming Committee.

Contact Information:

-- Managers: Dick and Kathy LaForge: email dick.kathy@yahoo.com, phone 443-2626.

-- Conductor: Jeremy Cotton: email jeremycotton@gmail.com, phone 832-8888 (Prefers text messages),

-- Assistant Conductor: Melissa Gussin: email Melissa.gussin@humboldt.edu, phone 498-4238 (Prefers text messages), for issues related to pieces she conducts.

-- Librarian: Susan Bicknell: email s.h.bicknell@gmail.com, phone 768-1975, cell 599-4692.

Rehearsals:

We rehearse on Saturdays from 10 am to 12 pm at the D Street Neighborhood Center, 1301 D Street, Arcata.

It is important to the entire orchestra that you attend all the rehearsals you can. If you cannot be at a rehearsal, please email or call the Managers. Players who are students should give priority to their school activities.

Some things players can do to help the orchestra:

-- Rehearsals start exactly at 10:00. Please be ready to play, as being late distracts everyone.

-- If you must miss a rehearsal, please be sure that the sheet music for your part is present at the rehearsal to allow someone else to cover your part.

-- It is expected that players will practice their parts at home, so that rehearsals can focus on coordination and interpretation.

-- Always bring a pencil (not a pen) for making notes on your parts.

- Please refrain from talking or softly practicing while the conductor is working with a section other than yours.
- If you are a brass player, please bring a towel to clean up condensation produced by your instrument.
- Please do not use cologne or perfume.
- Of course, no food or cell phones during active rehearsal time. Water bottles are OK. There are usually snacks at break. Feel free to bring some to share.
- Volunteers are needed to arrive early to assist in setting up chairs and stands, assembling the percussion section, and to stay to put away all of these and sweep and clean up after we are done.

Concerts:

- All Seasons Orchestra usually has four concerts each year, in May, July, October, and December. The May and October concerts are at the D Street Community Center. The July concert is at the Trinidad Town Hall. The December concert is usually a set of two concerts, one in McKinleyville (Latter Day Saints Church) and one as part of the Fortuna Music Festival at the River Lodge in Fortuna.
- If you know you will miss a concert, please notify the Managers, and leave your folder in the folder bin after your last rehearsal.
- Musicians should arrive at least one half hour before concert time in concert dress, to have time to warm up and relax.
- Concert dress is usually black bottoms with white tops. Any changes or variations will be announced.
- Please leave cases and any personal items “off stage” or in the designated room.
- Sometimes it is necessary to recruit “ringers” to assist with performances. Ringers do need to register with the City of Arcata. At minimum, ringer musicians must attend the dress rehearsal. Ideally, they should attend more rehearsals.
- Volunteers are needed to arrive extra early to assist in setting up chairs, stands, and percussion instruments, and to bring snacks for the audience. We are responsible for putting everything away and for cleaning the facility after the concert. For concerts in McKinleyville and Trinidad, volunteers are needed to help to load, unload and transport percussion instruments and music stands.

-- Often there is opportunity for small groups to play at our concerts. ASO musicians are encouraged to form small groups for this purpose. If you are in a group that wants to play, talk with the conductor and/or manager.

-- Advertising of our concerts by our players is very effective. Please post fliers, put digital copies of our fliers on your social media, encourage people personally, and bring your friends and family.

Sheet Music:

-- All Seasons Orchestra owns all of the sheet music we play. This sheet music is very expensive to replace, and very time consuming to maintain. Some of our sheet music is out of print and therefore extremely difficult to replace should parts become lost or damaged. You can help keep work and expenses down by handling our sheet music with utmost respect.

-- We expect you to take your sheet music home and practice it. Please carry sheet music in a stiff folder to protect it from damage. ASO supplies black vinyl folders. If you don't have one, ask the Librarian.

-- Do make notes for yourself on your sheet music if they will help you. Write very lightly only in soft graphite pencil. Please use "Magic Tape" (or equivalent) to hold pages together if they come apart. Please use "Post-it Notes" (or equivalent) to make emphatic marks if needed. Please do not mark sheet music with ink of any kind, with any color of highlighter, or with colored pencils. Please keep folding or dog-earring to a minimum. Please do not use staples, paper clips or any other kind of metal fasteners, or any kind of tape other than "Magic Tape" (or equivalent).

-- We expect you to return your music in the condition in which you got it. Please erase your pencil marks when we are finished playing for that concert set. Nice soft erasers will be provided.

-- Immediately after the final performance of a concert set, erase your pencil marks and return your sheet music in the black ASO folder to the folder bin, or to the Librarian. If you have a planned absence from rehearsal or concert, return your folder to the folder bin, to allow another player to cover your part. If you forget to turn in your folder after a concert set, please return it to ASO ASAP, so the Librarian can return all the music to storage in one go.

NOTE: If you want to make extensive notes on the music, and want to use colored ink and highlighter, staples, paperclips and/or colored or non-permanent tape, please make your own photocopy of your part and return the original to the library. Please do not turn in your own copy at the end of the concert series.