

# LAKE UNION CIVIC ORCHESTRA

*MEMBER POLICIES (updated January 29, 2022)*

## **MISSION**

The Lake Union Civic Orchestra is dedicated to the exploration and performance of symphonic and chamber music with energy and passion, and to sharing that experience with individuals and organizations throughout the community. LUCO succeeds in its vision thanks to the generous financial contributions from corporations, foundations, and individuals.

<http://www.luco.org/>

Members Only password: largo

## **MEMBERSHIP**

The orchestra is composed of members and substitutes. In order to become a member, a musician must audition. If accepted, the new member must sign the Member's Policy Agreement and successfully complete the evaluation period described later in this document. All members of the orchestra, in order to hold such status, should be familiar with the attendance policy and procedures and provide an email demonstrating commitment to the concert season. Substitutes are secured as needed to fill vacancies in the orchestra.

## **VOLUNTEERING**

Participation is essential to the operations and EXPECTED. LUCO is a community orchestra, primarily run by its volunteer board of directors and the members of various committees. Every orchestra member can make a difference in its success. Orchestra members are highly encouraged to volunteer in such activities as fundraising, helping with set-up, tear-down, marketing, and event planning.

## **PROFESSIONAL STANDARDS**

### **I. PREPARATION**

Musicians are expected to prepare music prior to each rehearsal, so as to achieve their personal best. The individual goal is to increase one's level of play throughout the concert cycle and ultimately acquiring a better performance standard. While this is a volunteer organization, our commitment to artistic excellence is not possible without individual and collective preparation. Continual sight-reading at each rehearsal is not acceptable and individual growth from week to week is expected. In consultation with the orchestra committee, the music director may place a musician on performance review if they do not show effort in the process (see below).

### **II. ATTENDANCE**

The LUCO season consists of subscription concerts and other events (such as holiday concerts, ballets, or other services for which LUCO receives payment). Consistent attendance is crucial to the continued artistic development of LUCO. All LUCO members are expected to attend ALL rehearsals and concerts. The final rehearsal prior to the dress as well as the dress rehearsal are mandatory, no exceptions.

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It is understood that an occasional absence may be necessary. Notify the orchestra manager, your section principal and stand partner via email, text or phone call as soon as possible of any absences.

The season schedule will be available well in advance of the first rehearsal so that members can plan around the rehearsals and performances. The holiday concert, ballet, and other paid services are part of the regular season like all other cycles. Remember that the ballet services and other paid performances are what keep LUCO financially sound. If an extended absence is needed, please complete the EAR (Extended Absence Request)\*

**\*EAR (Extended Absence Request) Form:** Any exceptions to the above policy are at the discretion of the orchestra manager, orchestra committee, and music director. LUCO does not allow leaves of absence as a general policy. Needs for a leave of two or more concert cycles may be requested by submitting the LUCO EAR form, and must be discussed with the orchestra manager and music director. The leave may be approved if an appropriate substitute can be found. Alternately, the leave of absence may not be approved, and membership may be terminated if the absence must occur without mutual agreement on the terms of leave. This decision is at the discretion of the orchestra manager and music director. Players must be members of the orchestra in good standing in order to request an exception to the attendance policy.

### III. **CONCERT DRESS**

**Men:** Black suit, tuxedo with long sleeve black shirt & no tie, or black dress pants (NO denim jeans) with long sleeve black dress shirt.

**Women:** black dress/skirt/dress pants, black top, black socks/hose, black shoes. (NO yoga pants or denim jeans)

**No fragrances or perfumes** on stage or during rehearsal. LUCO is a fragrance free zone.

### IV. **LIBRARY AND RENTAL MUSIC**

Each musician will take responsibility for ensuring that all music is in their folder when they receive it. Music should be protected and returned in good condition immediately following each concert or upon his/her removal from a concert roster. If a piece is not returned, the musician will be responsible for resulting fees and any mailing costs associated with returning late music or purchasing replacement parts of LUCO-owned music.

### V. **ASSISTANT CONDUCTOR**

The artistic staff includes the music director and an assistant conductor who will be charged with leading one rehearsal of each concert cycle and will cover any rehearsals when the music director is unable to attend. The assistant conductor will be afforded same courtesy and respect as the music director.

## **DUTIES OF PRINCIPAL PLAYERS**

A principal position requires excellent musicianship and leadership abilities. All principal players are expected to play a leadership role in their section and to work closely with other section leaders to provide quality performances. Responsibilities of the principal players include assigning parts and section seating for each concert according to the schedule provided by the orchestra manager, running sectionals when appropriate, and providing musical leadership, guidance, and encouragement to other members of the section when needed. In collaboration with the music director, string principals will provide bowed parts prior to the start of each concert cycle.

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If a principal player leaves the orchestra, is asked to step down as a result of the Performance Review process discussed below, or chooses not to play principal any more, auditions will be held for a new principal player. Current section players are welcome to audition for the principal position. If a section already has enough players, auditions will be held within the section, but if no qualified or willing candidates exist within the section, auditions will be opened to non-members. If a principal player is asked to or chooses to step down but wishes to remain in the orchestra, rotation or reseating of the section players may be instituted as needed if a new principal joins the orchestra.

The newly chosen principal will have an evaluation period of up to one full season. The music director, orchestra manager, and orchestra representative, with input from members of the section, will make any necessary decisions regarding the new principal during or at the end of the evaluation period. After the conclusion of the evaluation period, the player will become the permanent principal until they choose to leave the orchestra, step down, or are asked to step down as the result of a performance review (see description of performance reviews, below).

## **SECTION SEATING**

The seating of each section is determined by the section principal for each cycle, and must be provided to the music director according to the schedule provided by the orchestra manager prior to the start of each cycle for approval. The music director will review the proposed rotation and either approve the part assignments or update the assignments based on artistic need. Upon approval, the principal will notify the section. Any changes must be approved in advance by the music director.

Because of the number of players in each string section and the number of absences that occur, each string section has a larger target number of members than can play every concert (target numbers are 24 violins, 9 violas, 9 cellos, and 5 basses). Additionally, there are occasionally pieces which require reduced string section. When there are more players available than needed, the principal player will decide which rotating member will play each piece, based on the following considerations:

Often, assigning a rotation is not necessary because of voluntary absences within the section.

- The first two players of each string section will not rotate.
- All rotating players (i.e. all players other than the first two) will be included in the rotation schedule and may occasionally be asked to miss half a concert.

The principal player will decide who will rotate out for each concert. However, a player will not be asked to rotate out for a second time within a season unless all other rotating players have already rotated out.

A pre-approved leave for a concert cycle does not substitute for potential rotation (in other words, a player can be rotated out even if they have already had a leave of absence). However, if the principal player needs to rotate out someone for a given concert, they may ask the section if anyone would like to volunteer to miss half or all of that concert. In this case, this cycle would be the player's rotation.

The above guidelines do not apply to pieces that require a reduced string section. Any players may be rotated out for these pieces, as needed. Such pieces are not frequently scheduled.

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## **BOWING EXPECTATIONS**

Music Director and Concertmaster confer to establish bowings prior to each concert cycle. Concertmaster then works with string principals to disseminate bowings. Final bowings are to be completed as soon as is possible.

## **PERFORMANCE REVIEW**

The purpose of a performance review is to determine whether a member is capable of contributing to the mission of LUCO, or whether a principal player is capable of leading the section in a manner that contributes to LUCO's mission.

All members of the orchestra are expected to continue to grow both musically and technically. The music director, in consultation with the orchestra committee, and with approval from a majority vote of the executive committee of the board of directors, may start the performance review process for an individual member. Members involved in the performance review cannot be a participant of this committee.

If approved, the music director will meet with the member and discuss areas for improvement and devise an action plan. The player will be given an evaluation period of at least 6 months to demonstrate improvement. If, at the end of this period, the music director feels that the progress is unsatisfactory, the music director must fill out Section 1 of a Performance Improvement Process (PIP) form and discuss this form with the player. The music director will also assign the member several excerpts to practice. The player will have one full concert cycle to practice, and then will play the excerpts for the music director and a section representative. At this point, Section 2 of the PIP will be completed. If the member has not satisfied the objectives documented in Part 1 of the PIP, the player will be asked to leave the orchestra or step down (if principal player).

## **PROBATIONARY PERIODS**

All LUCO members are expected 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 adhering to the attendance policies.

If a player has consistently violated attendance policies or displayed inappropriate behavior, the music director, in conjunction with the musician committee and executive committee, orchestra manager and orchestra committee, may decide that the player will be put on probation. In this case, the player will have a given amount of time (as defined by the music director, musician committee and executive committee as the situation warrants) to show improvement in the problem area. If improvement is not noted, then the player may be asked to leave the orchestra.

## **AUDITIONS –**

Membership in the orchestra is achieved through audition only. Auditions are held at the beginning of any given concert cycle. The audition committee is composed of the music director and appropriate section principals.

At the conclusion of an audition, the committee determines whether the player will join the orchestra. If the audition is for a principal position, the committee will determine if the player will be offered the position. An invited player will have an evaluation period of up to one season. At the conclusion of the season, the representative of the section in which the individual plays, in consultation with the other members of the

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section, will make a recommendation to the committee whether to make that individual a member (or principal, if appropriate).

LUCO's member policy will be provided to the auditioning player at the time of the audition and if an offer of membership is extended then the new member will need to review and sign the policy. No signed confirmation of agreement, then no membership participation.

## **GRIEVANCE PROCEDURE**

The purpose of the grievance procedure is to provide a mechanism for resolving differences that hinder the smooth and effective functioning of the orchestra. Grievances may be brought by any player, music director, or board member against any player, music director, or board member. Everyone is encouraged to work out differences directly with the parties involved whenever possible. Mediation by a member of the orchestra committee and/or the board of directors is available upon request. When these efforts fail, it is appropriate to invoke this procedure.

*The individual making the grievance should inform:*

- If you are a musician...contact your section representative on the orchestra committee
- If you are a board member or the music director... contact the board president

*Whoever is informed of the grievance should contact:*

- The chair of the orchestra committee, the president of the board, and the music director

A grievance committee should be convened in a reasonable period of time, consisting of two representatives of the board, two representatives of the orchestra committee, and the music director. A grievance committee cannot include any party in dispute. The committee will then resolve the dispute with a determination of a certain corrective action. If the grievance committee is unanimous in its decision, its finding shall be binding. If a majority occurs, the decision will be considered strongly recommended. If the grievance committee is not unanimous in its decision or otherwise fails to resolve the dispute, the board of directors will make a final, binding judgment, taking into consideration the recommendations of the grievance committee.

## **ORCHESTRA COMMITTEE**

The orchestra committee consists of one representative from each section as follows:

- Violin
- Viola/Cello/Bass
- Woodwind/Brass/Percussion

The duties of the orchestra committee are to represent the interests of the members to the board and to participate in the grievance procedure when invoked. The orchestra committee will elect a chair (the "orchestra representative") who attends monthly board meetings and serves as the liaison between the board and the orchestra committee. The chair will serve as a voting member of the board of directors.

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# ACKNOWLEDGEMENT

This acknowledges that I have received, read and agree to the terms outlined in the LUCO Member Policy.

\_\_\_\_\_  
Signed

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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