



# MSOC

Manchester Symphony Orchestra & Chorale

## MEMBERSHIP HANDBOOK

**Version: 1.3**

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## MSOC MEMBERSHIP HANDBOOK

The purpose of this Membership Handbook is to provide basic information about the Manchester Symphony Orchestra and Chorale to its new and returning members. It is organized in alphabetical order. If something is not clear or more detail on a particular subject is needed, please see the Vice President for your organization. Currently, Lydia Messerschmidt is the Chorale VP and Sean MacDonald is the Orchestra VP.

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### **ANNUAL MEETING**

An Annual Meeting shall be held each year on the Monday immediately following the final scheduled subscription concert of the season to hear reports of the Operating Officers and various committees and to act upon any general business, including elections, of the MSOC. The Annual Meeting shall be chaired by the President or duly appointed designee, and shall proceed by Robert's Rules of Order. A quorum for the annual meeting shall consist of either thirteen members or twenty five percent of the Membership, whichever is smaller.

### **ATTENDANCE**

Orchestra members are expected to miss no more than 3 or 33% of rehearsals, whichever is smallest, and must attend the dress rehearsal. Any exceptions to the above must be cleared in advance through the Music Director. Brass, woodwind, and percussion players are expected to procure a sub for any rehearsal(s) they miss and to get a copy of the music to the sub or to a rehearsal. Orchestra attendance records will be kept by the Personnel Manager.

Chorale members are expected to miss no more than 25% of rehearsals for any concert, and cannot miss more than two rehearsals in a row. Missing two rehearsals in a row is not allowed during the final month of preparation. Attendance of the dress rehearsal is mandatory. Any exceptions to the above must be cleared in advance by the Music Director. Chorale attendance records will be kept by the section leaders and made available to the Personnel Manager.

### **AUDITIONS**

New members may be required to audition with the Music Director before joining the organization. These should be scheduled through the Personnel Manager.

### **BOARD OF DIRECTORS**

The MSOC is governed by a Board of Directors elected by the membership and who serve on a voluntary basis. There are 15 directors – President, Vice President from the Orchestra, Vice President from the Chorale, Past President, Secretary, Treasurer, 3 members at large from the Orchestra, 3 members at large from the Chorale and 3 members at large from the Community.

The current Board roster is on the next page.

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**2008-2009 MSOC BOARD OF DIRECTORS ROSTER**

NAME	ADDRESS	PHONE NUMBERS	E-MAIL
<b>Victor Agosto</b> At Large, Chorale(09)			
<b>John Belbruno</b> Treasurer, Community(09)			
<b>Emily Bradley</b> At Large, Community(09)			
<b>Linda Cromwell</b> President, Chorale(10)			
<b>Karen Greer</b> Secretary, Chorale(10)			
<b>Glen Jukkola</b> At Large, Orchestra(10)			
<b>Leslie Lisle</b> At Large, Orchestra(09)			
<b>Sean MacDonald</b> VP, Orchestra(08)			
<b>Lydia Messerschmidt</b> VP, Chorale(09)			
<b>Alberta Parsons</b> At Large, Community(09)			
<b>Grace Shuman</b> At Large, Chorale(10)			
<b>Sir Barry Simons</b> At Large, Community(10)			
<b>Cindy Trenholm</b> At Large, Chorale(09)			
<b>Open</b> At Large, Orchestra(10)			
<b>Open</b> Past President			

**BOARD OF DIRECTORS MEETINGS**

Normally the Board will meet at 7:00 p.m. on the fourth Tuesday of the month. During the school year they are usually held in the main conference room in Manchester High School. Summer meetings will be held elsewhere. Agenda items will be submitted through the Vice Presidents two weeks before the scheduled meeting. The agenda will be made available to membership no later than the rehearsal preceding the meeting or may

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be obtained from the President or his designate and may be posted on the website. Board meetings will be conducted according to Robert's Rules of Order. Board meetings are open to the public. An executive session may be called to discuss personnel matters.

### **BYLAWS**

The basic operating procedures of the MSOC are specified in the bylaws. If the Board determines that changes should be made to the bylaws, it will make such recommendations to the membership to be voted on at the annual meeting. For a copy of the bylaws please see any board member.

### **CANCELLATIONS**

Rehearsal is usually cancelled if Manchester Public Schools are closed for weather related reasons. Announcements will be made through email, WFSB channel 3, WFSB.COM and the MSOC website. The decision to cancel will be made by the President, or his designate, in consultation with the Music Directors.

### **COMMITTEE AND SUPPORT TEAM ACTIVITY**

There are several active, operational committees supporting the work of the MSOC. The MSOC is a volunteer organization which requires ongoing commitment by the membership. Members are urged to volunteer for the many necessary committee and support team activities in the areas of fund raising, concert activities, poster distribution, ticket sales, receptions, proofreading, mailing and others. If you are interested in volunteering, speak to any board member.

### **COMMITTEE MEMBERS**

<b><u>BUDGET COMMITTEE</u></b> John Belbruno (c) Emily Bradley	<b><u>PROGRAM COMMITTEE</u></b> Sean MacDonald (cc) Grace Shuman (cc) Emily Bradley Lew Buckley Linda Cromwell Gerhild Keith Kevin Mack Carol Maas Jessica Maas	<b><u>FUND-RAISING COMMITTEE</u></b> Emily Bradley (cc) Linda Cromwell (cc) John Belbruno Leslie Lisle Sir Barry Simons	<b><u>PUBLICITY COMMITTEE</u></b> Karen Greer (c) Amy Abo Gerhild Keith Carol Maas Sir Barry Simons Cindy Trenholm
<b><u>EDUCATION COMMITTEE</u></b> Sean MacDonald (cc) Lydia Messerschmidt (cc) Lew Buckley	<b><u>BOARD HANDBOOK REVISION COMMITTEE</u></b> Grace Shuman (c) Emily Bradley Linda Cromwell Leslie Lisle	<b><u>MEMBERSHIP HANDBOOK REVISION COMMITTEE</u></b> Grace Shuman (c) Emily Bradley Linda Cromwell Leslie Lisle	<b><u>NOMINATING COMMITTEE</u></b> Sean MacDonald (cc) Lydia Messerschmidt(cc)

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<b><u>BY-LAW REVISION COMMITTEE</u></b>	<b><u>CONCERT COMMITTEE</u></b>	<b><u>ENDOWMENT COMMITTEE</u></b>	<b><u>MEMBERSHIP COMMITTEE</u></b>
	Keith Lindstrom (cc) Sean MacDonald (cc) Amy Abo Linda Cromwell Glen Jukkola Vicki Lindstrom Carol Maas Cindy Trenholm	John Belbruno (c) Emily Bradley Glen Jukkola Grace Shuman	Diana Belbruno ( c) Karen Greer Noelle Karnolt Lydia Messerschmidt Bill Reid Cindy Trenholm

(c) Chair

(cc) Co-Chair

### **CONCERT DRESS**

All performances are in full concert dress unless otherwise noted. This includes black tuxedo or black suit with white shirt, black shoes and socks and black bow tie for the men. The women in the Chorale wear long-sleeved black tops with floor-length black skirts or palazzo pants with black stockings and shoes. Occasionally the women in the Chorale will wear long-sleeved white tops. The women in the Orchestra wear all black. Their tops can be long or short-sleeved, with floor-length black skirts, palazzo pants or dress pants with black stockings and shoes. Conspicuous jewelry should not be worn. Members should not wear fragrances (perfumes, cologne, after shave, deodorants) to rehearsals or performances. Changes to the concert dress may be made at the music director's discretion for any concert.

### **CONCERTS**

The MSOC typically has 5 concerts in the subscription series starting in late October and ending in late May or early June. Some of the concerts are Orchestra only, some are Chorale only and some are combined. These 5 concerts are held at Manchester High School, Manchester Community College or other locations in the Manchester area. Sometimes additional performances of one or two of the concerts may be held on different dates at venues outside of Manchester. Evening concerts will begin at 7:30 pm.

### **COPYRIGHT**

MSOC abides by copyright regulations. Reasonable "educational use" is permitted, but copying to avoid purchase is not permitted. Musician Union and publisher agreements prohibit non-educational recording of rehearsals and concerts.

### **DUES**

The MSOC does not charge dues of its members. Members are, however, expected to contribute at least the cost of a subscription. Student members are not required to make a

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monetary commitment to the organization. The subscriptions are due the last Monday in October.

### **GOODSEARCH AND GOODSHOP**

MSOC has been added as a possible designated charity to websites [www.goodsearch.com](http://www.goodsearch.com) and [www.goodshop.com](http://www.goodshop.com). Enter '**Manchester Symphony Orchestra and Chorale – MSOC**' in the 'Who do you GoodSearch/GoodShop For?' box on the screen. At the end of each calendar year MSOC will receive 1 cent for every search performed and at least 1% of every internet purchase made through these websites.

### **HISTORY**

The Manchester Civic Orchestra was founded in 1960 by a group of local residents, many of them physicians, looking for an outlet for their musical talents. The Manchester Civic Chorale was added in 1966. In 1979, in commemoration of the start of the 20<sup>th</sup> season, the name was changed to the Manchester Symphony Orchestra and Chorale, the current "baton" logo was adopted, and the MSOC was incorporated as a non-profit tax exempt organization. The MSOC was awarded the position of artists in residence at the Manchester High School in 1990 as a result of the organization's dedication to and interest in music programs in the schools.

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### **LIBRARY AND MUSIC FOLDERS**

The MSOC has chorale and instrumental music libraries managed by Chorale and Orchestra librarians. Orchestra and Chorale members are responsible for the return of MSOC music after all concerts. All musicians are requested to bring pencils with erasers to all rehearsals.

Chorale members are encouraged to purchase their music, especially major works, and must provide a black folder for performances.

Orchestra members must make their music available for every rehearsal and concert in order to enable substitutes to perform in their place if necessary.

### **MEMBERSHIP**

Membership in the MSOC is open to all experienced, adult volunteer musicians who are accepted through an audition process as determined by the Music Directors. All members are encouraged to participate in the running of the organization by joining a support team, committee, becoming a section leader or running for a position on the Board of Directors. All members are asked to make a financial commitment to the organization by purchasing at least a single season subscription or make an equivalent donation.

Membership is also open to students as approved by the Music Directors. They are not required to make a monetary commitment to the organization.

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### **MEMBERSHIP CONCERNS**

As a general procedure, any member with questions or concerns should go to their section leader, personnel manager and Vice President, in that order. Questions or concerns that cannot be resolved at those levels will be brought by the Vice President to the Music Director or Board of Directors as appropriate. If the member does not see a resolution to the question or concern, then any member of the Board of Directors may be contacted. The Board of Directors will not address anonymous issues.

### **MISSION STATEMENT**

The mission of the MSOC is to 1) promote the performance of quality orchestral and choral music on a non-profit basis; 2) enhance the enjoyment and enrichment of its members; 3) contribute to the furtherance of the performing arts in the community; and 4) serve as an educational force in the Town of Manchester and surrounding areas, especially for young instrumentalists and singers.

### **MUSIC DIRECTORS**

The MSOC has two Music Directors – one for the Orchestra and one for the Chorale. Lew Buckley is the Orchestra Music Director and Kevin Mack is the Chorale Music Director.

### **NONDISCRIMINATION POLICY**

No person shall be excluded from employment or membership participation in the Manchester Symphony Orchestra and Chorale on the grounds of race, color, creed, gender, sexual orientation, age, national origin, ethnicity, or physical disability.

### **PERSONNEL MANAGERS**

Each group has a Personnel Manager. Sean MacDonald and Jessica Maas are the Personnel Managers for the Orchestra. Keith Lindstrom is the Personnel Manager for the Chorale.

### **RECRUITMENT**

Individual recruitment of members is the best source of new members and contributes to the vitality and quality of the groups. All members are requested to recruit known musicians in an ongoing effort to expand and improve the Orchestra and Chorale. The Orchestra maintains an active substitute list.

### **REHEARSALS**



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Rehearsals will be held on Monday evenings in the Manchester High School music department starting the Monday after Labor Day. The Orchestra and Chorale rehearsals will each begin at 7:30 pm. Rehearsals normally last for two and one half hours and include a short break. Rehearsal schedules for the entire season will be handed out the first night of rehearsal and will also be posted on the website. Any changes to day, time or location will be communicated at rehearsals if possible, by section leaders as necessary, and on the website.

### **REPERTOIRE**

There is an active MSOC Program Committee which includes the Music Directors. This committee is responsible for selecting appropriate programs at appropriate venues within budget constraints. Recommendations for repertoire or events may be made to the committee. The committee brings programs and suggested schedules to the Board for final approval.

### **SECTION LEADERS**

Section Leaders in both the Orchestra and Chorale will be appointed by the Music Directors and Personnel Managers to assist them. Some of the responsibilities of the Section Leaders are to keep a roster of active members of their section, maintain attendance records and communicate any changes in rehearsal day, place or time to the members of their section as necessary.

### **SUPPORT TEAM MEMBERS**

<b><u>SUPPORT TEAM</u></b>	<b><u>AFFILIATED COMMITTEE</u></b>	<b><u>TEAM MEMBERS</u></b>
Backstage	Concert	Bob Homans Keith Lindstrom Sean MacDonald
Database	All	Peter Bradley Sean MacDonald Grace Shuman
Equipment	Concert	Bob Homans Keith Lindstrom Jack Summers
Grants	Fund-Raising	Emily Bradley John Belbruno Noelle Karnolt
Long Term Planning	Program	Chair and Music Directors
Mailing & Stuffing	All	Diana Belbruno Linda Cromwell Charlie Eirmann Karen Greer Grace Shuman Cindy Trenholm
Other Fund-Raising	Fund-Raising	John Belbruno

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		Leslie Lisle Linda Cromwell
Performance Information	Concert	Glen Jukkola Kevin Mack
Posters	Publicity	Amy Abo Kevin Mack
Press Releases	Publicity	Karen Greer Gerhild Keith Sir Barry Simons
Program Ads	Fund-Raising	Linda Cromwell
Program Layout	Concert	Glen Jukkola Sean MacDonald Lydia Messerschmidt
Program Printing	Concert	Linda Cromwell Glen Jukkola
Promotion	Fund-Raising	Gerhild Keith Sir Barry Simons
Proofreading	All	Lew Buckley Linda Cromwell Gerhild Keith Kevin Mack Alberta Parsons Grace Shuman
Proposal Review	Program	Entire committee
Reception	Concert	Rosemary Edgar Vicki Lindstrom
Recording of Concerts	Concert	Lew Buckley
Sound & Lighting	Concert	Keith Lindstrom Sean MacDonald
Special Concert Considerations	Concert	Keith Lindstrom Sean MacDonald
Stage	Concert	Bob Homans Keith Lindstrom Sean MacDonald
Subscriptions	Fund-Raising	Emily Bradley Linda Cromwell Glen Jukkola
Tickets	Fund-Raising	Emily Bradley Linda Cromwell Alberta Parsons
Ushers	Concert	
Venue Coordinator	Program	Carol Maas Keith Lindstrom
Web Site	Publicity	Jack Summers

### **WEBSITE**

The MSOC website is [www.msoc.org](http://www.msoc.org)