

WASHINGTON IDAHO SYMPHONY PLAYERS' POLICY MANUAL

I. NAME

This organization shall be known as the Washington Idaho Symphony, a non-profit organization incorporated in the state of Idaho.

II. VISION, MISSION, AND HISTORY

VISION

To cultivate and enhance an appreciation and understanding of classical music in the Quad Cities through live symphonic performances with the collaboration of both professional and accomplished amateur musicians.

MISSION

The objectives of the Washington Idaho Symphony shall be (1) to promote the performance of quality orchestral music on a non-profit basis, (2) to enhance the enjoyment and enrichment of its members, (3) to contribute to the promotion of the performing arts in the communities, and (4) to serve as an educational force, especially for young instrumentalists.

HISTORY

Originally founded as a small chamber orchestra in 1969, the ensemble evolved to become the Palouse Inter-Community Symphony. By 1972 the orchestra had expanded to a seventy-member ensemble and became incorporated in 1974 as a 501(c)(3) corporation known as the Washington Idaho Symphony Association. The Association's goal was to provide a venue for the collaboration of area musicians to foster an appreciation of classical music in the surrounding community.

III. FISCAL YEAR AND OFFICE

The principal office of the corporation shall be Washington Idaho Symphony, PO Box 9185, Moscow, ID 83843. The physical office address is 115 NW State Street, Suite 313, Pullman, WA 99163

The fiscal year of the corporation shall be July 1 to June 30.

IV. DEFINITION OF TERMS

- A. "WIS" shall mean the Washington Idaho Symphony Association.
- B. "Membership" shall mean all musicians with tenure status.
- C. "The Board" shall mean the Board of Directors of the WIS.
- D. "The Concert Season" shall refer to the period of the WIS rehearsals and concerts, usually in the months of September through April.

V. MEMBERSHIP

ORCHESTRA MEMBERSHIP

Each member signs a contract at the beginning of each season that outlines rehearsal and concert dates for the concert season. After successfully completing the audition procedure, the musician joins the symphony for a year of temporary membership. At the end of the season, the Music Director and Players' Committee shall determine if the player will achieve tenure in the symphony. Tenure gives a member a permanent place in the orchestra provided they abide by symphony policies and uphold performance standards.

VI. BOARD OF DIRECTORS

The WIS shall be governed by a Board of Directors. The Board shall be responsible to the membership for implementation of the stated purposes of the WIS and shall provide guidance and direction to the Operating Officers. The Board shall also be instrumental in fundraising efforts that benefit the symphony. The Board shall consist of community members and the president(s) of the symphony. Ex officio members shall consist of the Executive Director, Music Director, and Orchestra President(s) according to the Bylaws of the Board of Directors.

VII. ORCHESTRA COMMITTEES AND POSITIONS

A. PLAYERS' COMMITTEE

The Players' Committee consists of all performing members of the symphony. The Players' Committee shall be responsible for determining and upholding all policies of the Washington Idaho Symphony that pertain to its members. It shall consist of any interested members of the orchestra. The chairperson(s) shall be the president(s) of the orchestra. The Players' Committee shall also be responsible for assisting the conductor in the selection of works to be performed by the symphony. Meetings will be called at the discretion of the orchestra president(s). The committee shall meet twice each season. The first meeting shall occur between January 1 and March 1 to assist the Music Director with concert programming for the next season. The second meeting shall occur at the end of the season to determine tenure of probationary members and address any other matters brought to the attention of the orchestra president(s) by the symphony members, Music Director, Executive Director, or Board of Directors. The Music Director's attendance at meetings of the Players' Committee shall be at the discretion of the orchestra president(s). The president(s) shall appoint a secretary for taking minutes at each meeting.

Minutes will be forwarded via e-mail to the symphony membership and the Washington Idaho Symphony office for filing.

B. ORCHESTRA OFFICERS: PRESIDENT(S)

The president(s) serve(s) as a link between the orchestra membership, the Players' Committee, and the symphony Board of Directors. They will be responsible for the following:

1. Attending monthly Board meetings.
2. Communicating any concerns raised by orchestra members and/or the Players' Committee to the Board.
3. Attending all Players' Committee meetings.
4. Communicating any grievances to the Players' Committee for action.
5. Communicating any announcements, reminders, policies, etc., to orchestra members.

The term for president(s) is two years, with staggered start and end dates to ensure continuity of Board presence. Candidates for president are identified before the final concert cycle of the season begins. The orchestra will vote on the candidates during the rehearsal cycle of the last concert.

VIII. MEMBER RESPONSIBILITIES**A. CONCERTMASTER**

The concertmaster coordinates bowings in a timely manner to allow each principal string player the appropriate time to disseminate their section's bowings. They may manage bowings for each string section, or they may elect to have the principal players of other sections (e.g. cello and bass) create bowings for their own section. The concertmaster will lead the orchestra in tuning before concerts and rehearsals and other aspects of orchestra management. Additionally, they will participate on string audition panels.

B. PRINCIPAL/ASSISTANT PRINCIPAL

The position of principal player can be awarded on either a permanent or temporary basis at the discretion of the audition panel. Typically, vacancies in principal positions will be filled on a permanent basis subject to the conditions outlined in this document. However, in cases when a first chair position must be filled, but in the judgment of the audition panel the level of audition performance is not of a sufficiently high standard, the position can be filled on a temporary basis for a specified period ranging from a single rehearsal to the entire season. If the principal position is filled on a temporary basis, the principal position will become vacant at the end of this period and auditions will be held to fill it.

1. Duties of Principals

The principal or acting principal of each section shall be responsible for the following:

- a. Disseminate to all members of the section dynamic markings and any additional markings they feel to be of value in the execution of the music.
- b. Rotation of seating within sections when necessary.

- c. The principal shall be part of the audition panel for their section.
 - d. The principal player may provide feedback to the Music Director and Players' Committee regarding the granting of tenure to a temporary member.
2. Duties of Assistant Principals
The assistant principal shall assume the duties of the principal in their absence.

IX. AUDITIONS

A. PROSPECTIVE MEMBERS

Prospective members usually audition for regular membership. However, in the event there is no competition for a given position, a person whose musicianship is known to the Music Director and/or principal of the section may join the orchestra without audition. Should there be two or more competitors for any position; auditions are required of each competitor. In the event of a vacancy in any permanent position, an opportunity to audition shall be extended to both recent and prospective members. However, should an unexpected vacancy occur during the season, the Music Director may temporarily fill the position. Auditioning players shall be notified of the audition panel's decision within one week of the audition. A member appointed under extenuating circumstances may waive their audition the following season based on the consensus of the Music Director and the Players' Committee.

B. AUDITION PANELS

For non-principal positions, the minimum audition panel shall consist of the Music Director, the section's principal player, and one orchestra-at-large member. The principal of a related section may substitute if the principal of the relevant section is unable to attend. For principal auditions, the minimum audition panel shall consist of the Music Director, two principals from related sections, and two representatives from the orchestra-at-large. The concertmaster shall be present for all string auditions.

C. AUDITION REQUIREMENTS

Auditions will consist of four required excerpts, a portion of a prepared solo of the auditionee's choice, and sight-reading. Audition materials will be available from the symphony office four weeks before the scheduled audition. Auditions will be approximately ten minutes in length.

D. TIES IN AUDITIONS

In the event of a tie in an audition, the position will be awarded to the more permanent community member.

X. ABSENCES

A. ABSENCE FROM REHEARSALS

Orchestra members are expected to attend all rehearsals for a given concert. Both the Executive Director and principal player should be notified as soon as possible of any impending conflict. In the event of illness or sudden conflict, the orchestra member should contact their section leader and the symphony office by 5 PM on the day of the rehearsal. Failure to do so will be considered an unexcused absence.

B. ABSENCES FROM CONCERTS

Anticipated absences should be marked on the contract the member signs at the beginning of the season. In the event of sudden illness, death or accident in the immediate family, or other unexpected circumstances as outlined in section X.C.2, the Executive Director, Music Director, and Principal Player should be notified as soon as possible.

C. EXCUSED AND UNEXCUSED

1. Dress rehearsal refers to the last rehearsal before the concert.
2. Excused absences include serious illness, death or accident affecting a player or their immediate family, professional or student conflicts, religious obligations, or any unavoidable or unexpected circumstances, such as dangerous weather conditions affecting travel.
 - a. Dangerous weather conditions are defined as those in which the state police or other traffic authorities have issued travel warnings for the route the player will take to the rehearsal or concert.
 - b. Any player absent from both the dress rehearsal and concerts will forfeit payment for the entire concert period except when such absence can be excused for reason of serious illness, death, or accident in their immediate family.
3. The Music Director has the option of appointing a temporary replacement for the dress rehearsal and/or concerts if the dress rehearsal must be missed for any reason.

D. LEAVE OF ABSENCE

A regular member may take a leave of absence for one season with no effect upon their position in the orchestra. Notification of intent to take leave should be communicated to the Music Director and Executive Director no later than August 1 of the upcoming season. The player's position can then be filled only on a temporary basis. Extension of the one-year leave or other special cases may be granted by an affirmative vote of two thirds of the membership of the Players' Committee with the consent of the Music Director.

XI. GENERAL POLICY

A. Players shall be in their seats ten (10) minutes prior to the start of rehearsals. Announcements will be made five (5) minutes before rehearsals begin.

B. CONCERT DRESS CODE

1. Option 1: standard black tuxedo or black suit with white shirt, black bow tie, black shoes, and black socks.
2. Option 2: tea-length black dress or black slacks, a modest neckline, $\frac{3}{4}$ to full-length sleeves, black hosiery, and black dress shoes.
3. No ostentatious jewelry.
4. No cologne or scented products.
5. Only necessary instrument-related equipment will be allowed on stage during a performance. All personal possessions (purses, extra clothing, instrument cases, etc.) should be left in a designated area prior to concert time.

C. MUSIC

All players are responsible for all music and folders issued to them over the course of the season. This responsibility includes returning music in the same or better condition as when issued. An eraser should be brought to the final concert to ensure excessive markings (e. g. notes to your neighbor, sketches, rehearsal times, etc.) are removed before being returned. Bowings, fingerings, and errata may be left on the parts. Failure to return music or folders at the end of the season will result in withholding of payment for that concert with any additional fines for rental music.

D. PAYMENT POLICY

1. Attendance will be taken at each service by the Executive Director or Personnel Manager.
2. See Appendix A for the current pay schedule.
3. Each player shall be entitled to two complimentary tickets for each concert cycle.
4. See Appendix B for travel and housing support information.

E. DISPUTES & GRIEVANCES The appropriate channel for addressing disputes and grievances is through the Players' Committee. All disputes or grievances should be first submitted to the orchestra presidents in writing. The Presidents will work with the Music Director or Executive Director as appropriate to address the problem. If a solution isn't found, disputes or grievances will then be placed on the agenda of the next Players' Committee meeting. Grievances can include conflicts with regard to payment, attendance, seating, scheduling, programming, etc.

F. REVIEW OR DISMISSAL OF AN ORCHESTRA MEMBER In the event that a player's department and/or level of performance constitutes a detriment to the goals of the orchestra, the Music Director shall consult the orchestra presidents to create a plan of action.

1. The Music Director or his/her designee will meet with the player to discuss the specifics of the department or performance issue. If the situation is not remedied within a reasonable amount of time, probation or dismissal may follow. The player in question must then be notified in writing with a notice of intent. A player who commits an egregious act (i. e. sexual misconduct, substance abuse, etc.) may not be entitled to a probationary period.
2. NOTICE OF INTENT The notice of intent shall contain specific descriptions of the player's performance deficiencies or violations of orchestra policy. It shall also include a probationary period during which the player may demonstrate marked improvement to be evaluated by the Music Director and his/her designees.
3. If marked improvement doesn't occur within the probationary period, the Music Director shall have the authority to open any position for audition by providing written notice. Such notification shall be made by concert cycle 3 or 4 with the audition held in the fall.

XII. CHANGE IN ORCHESTRA POLICY

Any additions, deletions, or changes in orchestra policy can be proposed by the Players' Committee and taken before the orchestra membership by the president(s) where they must be approved by a simple majority.

The Executive Director is authorized to make changes to APPENDIX A and APPENDIX B, so long as 30 days notice is provided to the Board and to orchestra members in advance of any changes.

APPENDIX A: PAY SCHEDULE

The following outlines the current pay schedule (per service) for the Washington Idaho Symphony:

Concertmaster: \$80

Principal Player: \$65

Section member: \$35

TRAVEL AND HOUSING POLICIES

- I. Symphony travel and housing policies will be created, updated, and administered by the Executive Director, in consultation with the Board or the Musical Director as appropriate. The Travel and Housing policy will be maintained in APPENDIX B of the Players' Manual.

II. TRAVEL POLICY

- A. For each service performed for which the orchestra member has driven to and from a venue, the Washington Idaho Symphony Association will reimburse orchestra members who reside beyond a thirty-five (35) mile radius centered on Pullman, WA for actual mileage driven.
- B. Orchestra members may not reside beyond a two-hundred (200) mile radius centered on Pullman, WA without prior approval from the Music Director.
- C. Those qualifying for mileage reimbursement will be compensated at a rate of twenty-eight cents (\$0.28) per mile.
- D. A properly executed mileage reimbursement request must be submitted and approved by the orchestra Executive Director (or designee) prior to reimbursement.
- E. Reimbursements will be issued separately shortly after the concert cycle is finished.

III. HOUSING POLICY

At times, donor businesses make motel rooms available to orchestra members who travel significant distances in order to rehearse and perform.

- A. The Executive Director will manage distribution of motel rooms available to orchestra members.
- B. Since the availability of rooms is likely to vary, the Executive Director will announce availability to orchestra members on an annual basis.
- C. When there are fewer rooms available than requested, the criteria for distribution will include distance traveled and length of member's tenure in the orchestra.
- E. When there is sufficient interest among symphony members and guild members, coordinated home stays may have a place in Symphony rehearsal and performance cycles.

APPENDIX C: FREQUENTLY ASKED QUESTIONS

- 1. Why do I have to sign a contract at the beginning of the season?**
 - a. The contract is helpful for both the player and the organization. It outlines expectations for attendance at rehearsals and concerts as well as payment for your services. Additionally, the contract shows the player acknowledges the Washington Idaho Symphony Players' Policy Manual, the document that discusses procedures and responsibilities of symphony members. As an independent contractor, you want a legal document to support you.
- 2. When will I be paid for my services?**
 - a. Checks for all concert cycle services are expected to be given to musicians within 5 business days after each concert of each concert cycle.
- 3. I live more than 35 miles away from Pullman/Moscow. How am I reimbursed for mileage?**
 - a. Mileage reimbursement forms will be available at rehearsals or on the Washington Idaho Symphony website. This document will be submitted and approved by the Executive Director prior to reimbursement. Reimbursements will be issued separately shortly after the concert cycle is finished.
- 4. What constitutes a professional absence or student conflict?**
 - a. Professional conflicts include sudden invitations for professional development. Student conflicts include unexpected events necessary for the member to fulfill their role as a student at their university or high school. Known absences are to be noted on each musician's contract signed at the beginning of the season. Consult your personal calendars to eliminate double-booking.
- 5. I am a co-principal for my section. Do we both receive principal pay for our services?**
 - a. If you are a co-principal player, you will receive principal pay for the services in which you function as the principal player. You will receive section member pay for all services in which you are a section player.
- 6. When and how do I get my music for concerts?**
 - a. The orchestra librarian will have parts available at the Symphony music library approximately two to three weeks before the first rehearsal of a concert cycle.
 1. If the symphony is performing rented music, the early availability of music will depend on how soon the publisher sends the music to the symphony office.
- 7. What do I do with my music after the concert is finished?**
 - a. The orchestra librarian will collect the music after the second concert of each concert cycle.
 1. Players may be requested to leave their music on their music stands after the conclusion of the second concert unless directed otherwise by the orchestra librarian.

8. When is call time for the concerts?

- a. Call time for the Saturday evening concert is at 7:00 PM with the concert starting at 7:30 PM.
- b. Call time for the Sunday afternoon concert is at 2:30 PM with the concert starting at 3:00 PM

9. Do I have to complete a W-9 form?

- a. As independent contractors, all members of the Washington Idaho Symphony must complete a W-9 form yearly. Additionally, when you are paid more than \$600 over the course of a tax year, you will receive a 1099-MISC form from the symphony to claim on your yearly taxes.

10. What if I want to donate my services to the Washington Idaho Symphony? What is the best method to do this?

- a. Consult the Executive Director. Players who donate their payments will be acknowledged as donors in the concert programs.

11. May I bring water on stage during a performance?

- a. Water is allowed on stage but should be stored in a conservative container, one with no overly bright colors, designs, or patterns.