

## What You Need to Know About the CCO

1. **Not-for-Profit Corporation:** The CCO was first formed in 1984, by musicians playing at Metropolitan Church, Toronto. It is now a registered charity and a not-for-profit, incorporated organization governed by a Board of Directors. The By-Laws provide that there are 5 to 9 Directors. The Board aims to have a minimum of 3 Directors who self-describe as being part of the 2SLGBTQIA+ community. The names of the current Directors and their email addresses are available on the CCO website, CCOrchestra.org, Musicians Only portal.
2. **Annual General Meeting:** The CCO holds an Annual General Meeting of the members, in October or November, at the beginning of a rehearsal, where a Treasurer's Report is delivered, Directors are elected, and other business is conducted. Directors are elected for two year terms, with a maximum of three terms. At their first meeting after the AGM, the Directors elect the corporation's Officers: the Chairperson, Vice Chairperson, Treasurer, and Secretary, from the group who were recently elected. Only members of the CCO can be Directors.
3. **Playing and Non-Playing Members:** The CCO has two classes of membership, namely, Playing Members and Non-playing Members. A list of the names of the CCO members is on the Musicians Only portal of the CCO website, CCOrchestra.org.
4. **Musical Proficiency of Playing Members:** The CCO welcomes musicians of varying degrees of skill, ability, and talent, and does not hold auditions. However, Playing Members must be able to read music, possess an instrument (except most percussion instruments), and have some musical experience, such as ensemble play, or past or ongoing lessons.
5. **Non-Playing Members:** The CCO welcomes as members interested people who do not want to be musicians in the orchestra or who do not have the musical proficiency to be Playing Members. The Non-Playing Members are full members, receive the Announcements, vote at the AGM, can be Directors, etc. Many Non-Playing Members choose to become concert volunteers, committee members, committee chairpersons, elected Directors, etc.

6. **Rehearsals:** The CCO holds rehearsals every Monday night (excluding statutory holidays) from 7:30 to 9:30 at the 519 Community Centre, 519 Church Street. Our rehearsal space is donated by The 519 to the CCO, and the CCO complies with the conditions set by the Community Centre.
7. **Music and Music Stands:** Musicians are required to print or download from IMSLP most of the works that the CCO will play. Occasionally, the CCO Librarian will provide copies of the work. As well, musicians are required to bring a music stand to rehearsals and concerts, unless they make other arrangements with their stand partner. Details of the music are published in the Announcements and on the Musicians Only portal on the CCO website, CCOOrchestra.org.
8. **Two Trial Rehearsals:** A musician considering joining the CCO as a Playing Member may attend two trial rehearsals before applying for membership.
9. **Applications for Membership:** To become a member, an Applicant must:
  - obtain and review the CCO's Welcome Package – available on the CCO website and at rehearsals from the Door Volunteer
  - complete, sign and return to the Door Volunteer or any Director:
    - (i) an Application for Membership
    - (ii) a Media Consent form
    - (iii) the Acknowledgment that they have read the Policy for Respectful CCO Spaces (Appendix B in the Policy)
  - at the same time as submitting their forms, an Applicant must pay membership fees, or make an arrangement about fee payment.
10. **Membership fees:** in 2023-2024, the fees were \$120 for a full season, \$80 if joining in January, \$40 if joining April 1 or after. Students pay one half of these amounts. If paying the membership fee would cause financial hardship, the Applicant may ask the CCO Chairperson confidentially for a waiver or reduction of fees. Membership fees are subject to change, as determined by the Board.
11. **Attendance:** Door Volunteers keep attendance at rehearsals. Musicians are expected to check in on arrival. In addition to the CCO requiring attendance information, the 519 Community Centre requires that the CCO know who is using its space, and give the Centre information on numbers each week.
12. **Missing Rehearsals:** Musicians who find it necessary to miss a rehearsal should let the Principal of their section know in advance, if possible. (Be sure to ask the Principal for his/her or their contact information.) Wind and brass musicians should arrange a sub to cover for them, and let their Principal know.

13. **Absenteeism:** Unexplained absences and/or a high number of missed rehearsals will be brought to the attention of the Board and can lead to a request that the musician not perform at an upcoming concert, or, in serious, uncorrected cases, withdraw from the orchestra.
14. **Not Playing at a Concert:** During the last three rehearsals before a concert (ie, 2 Mondays and the Dress Rehearsal), final decisions are being made, eg, number and names of musicians, the seating arrangement on the stage, whether additional musicians are required, etc. Musicians who realize they cannot perform on concert night should let the Principal of their section know as soon as possible, and should not play at the final 3 rehearsals unless requested to do so by their Principal.
15. **Concerts and Dress Rehearsals:** The CCO plays three concerts in its regular season on Saturday nights in December, March and June. The concerts start at 7:30pm. A Dress Rehearsal is held on the Friday night before each concert, in the concert venue, from 7:00 to 10:00pm.
16. **Selling Tickets:** CCO concert tickets are reasonably priced. Members are expected to sell at least two tickets for each concert. The largest component of the CCO audience at every concert is the friends and family of the Members who are performing or volunteering that night.
17. **Concert Dress:** Normally all black or black pants or a skirt, black shoes, and a white blouse or shirt. Concert Dress is normally confirmed at a rehearsal a couple of weeks before each concert.
18. **Announcements:** the CCO communicates regularly with members and others through emailed Announcements, using the address on the member's Application Form. Please notify the CCO if your email address changes. The CCO does not sell or otherwise distribute members' email addresses, nor give them from one member to another without permission.
19. **Respectful Spaces Policy:** The CCO has a Policy on Respectful CCO Spaces, found at CCOrchestra.org at the About Us portal. The CCO seeks to provide a safe environment and a welcoming community to everyone during all its activities. There is a complaint process in the Policy should you believe you have experienced or witnessed inappropriate conduct during a CCO activity. A summary of the Policy is included in the Welcome Package, and copies of the Policy are available on the website or from a Door Volunteer. Applicants for membership must sign and return the Acknowledgement that they have read the Policy (Appendix B on the Policy.)

