

**The Tumon Bay Youth Orchestra <sup>TM</sup>**  
**Program of the Guam Philharmonic Foundation, Incorporated**  
**Program Guidelines**

**Article I. Name**

The Tumon Bay Youth Orchestra <sup>TM</sup> (TBYO) is a trademark and program of the Guam Philharmonic Foundation, Incorporated, (GPF) a 501c3 non-profit organization recognized by the US Internal Revenue Service and the Government of Guam, shall be the official name of the ensemble and is hereby created pursuant to Article VII of the Articles of Incorporation of the Guam Philharmonic Foundation, Inc.

**Article II. Mission**

The mission of the TBYO is to assist the Guam Philharmonic Foundation, Inc. in fulfilling its non-profit mission which is to become a leader in music and arts education for youth and adults throughout Guam and Micronesia and to present innovative programming and repertoire choices that showcase both local and internationally acclaimed musicians.

Further, the TBYO exists to provide a venue for musicians ages 25 and under to perform a varied repertoire. The ensemble will perform music from all eras of music to include, but not limited to the masterworks of BACH, HAYDN, MOZART, BEETHOVEN, COPELAND, STRAVINSKY, and many other great composers.

**Article III. Orchestra Membership**

There shall be two classes of membership: orchestra/active membership and alumni membership.

**Orchestra members (active members).** Must be age 25 or younger by the end of the current concert season with a minimum of three (3) years playing experience on their instruments prior to auditioning. Must be selected through an audition process administered by the Resident Conductor and as further prescribed in the current version of the Orchestra Handbook. Membership is open to all public, private, and home-schooled instrumentalists who play:

Flute  
Oboe  
Clarinet  
Saxophone  
Bassoon  
Trumpet  
Trombone  
Tuba  
Percussion  
Piano/keyboard  
Violin

Viola  
Cello  
String Bass

**Alumni members.** Orchestra members who participated for at least one (1) year as an active member who have since aged out and have been invited to participate by the Resident Conductor.

**Guest artists.** The Resident Conductor may invite guest artists to rehearse and perform with the TBYO as needed to fulfill the mission of the ensemble.

#### **Article IV. Program Leadership**

**Resident Conductor** – appointed by the GPF Board of Directors for an indefinite period or until relieved by the GPF Board of Directors, shall:

- Serve as musical leader of the TBYO
- Select the TBYO repertoire
- Rehearse the orchestra and lead all TBYO concerts
- Provide music training to orchestra members, as needed
- Set the rehearsal and performance schedule
- Provide leadership and direction to the rest of the Artistic Leadership and Management Team
- Select concertmaster, principal instrumentalists, family section leaders, orchestra manager, equipment manager and librarian from active or alumni members.
- Attend monthly business meetings
- Work with the TBYO Steering Committee in accomplishing the mission of the TBYO
- Perform additional duties as prescribed by the GPF Board of Directors.

**Steering Committee Chair** – appointed by the GPF Board of Directors and shall serve until the following August unless renominated by the orchestra membership, shall:

- preside over all TBYO meetings
- serve as co-chief executive with the Resident Conductor on behalf of the orchestra to the community-at-large
- Perform additional duties as prescribed by the GPF Board of Directors.

**Steering Committee Vice Chair** - appointed by the GPF Board of Directors and shall serve until the following August, unless renominated by the orchestra membership, shall:

- Fill in as presiding officer at all TBYO meetings in the absence of the Chair
- Serve as organization safety and security officer
- Serve as organization parliamentarian
- Perform additional duties as prescribed by the TBYO Steering Committee Chair or the GPF Board of Directors.

**Steering Committee Secretary** - appointed by the GPF Board of Directors and shall serve until the following August unless renominated by the orchestra membership, shall:

- Keep records of all meeting
- Keep all orchestra attendance records as submitted by the orchestra manager
- Provide notice of all meetings to all pertinent parties once announced
- Serve as the primary drafter of all TBYO correspondences
- Coordinate with GPF Secretary on a regular basis to transmit any required documents
- Perform additional duties as prescribed by the TBYO Steering Committee Chair or the GPF Board of Directors.

**Steering Committee Treasurer** - appointed by the GPF Board of Directors and shall serve until the following August unless renominated by the orchestra membership, shall:

- Keep records of all financial affairs, including receipt of membership/participation fees
- Custodian of all TBYO monies until transferred to the GPF Treasurer for proper processing
- Coordinate with GPF Treasurer on a regular basis to transmit any required documents
- Co-supervisor of the Equipment Manager and Librarian along with the Resident Conductor in all administrative matters concerning the property inventory of TBYO equipment and library property.
- Transmit at least annually, or when new properties are acquired a current inventory of all equipment and library property of the TBYO to the GPF Board of Directors.
- Perform additional duties as prescribed by the TBYO Steering Committee Chair or the GPF Board of Directors.

## **Article V. Meeting**

**Monthly Business Meeting.** The TBYO Steering Committee and the Resident Conductor shall formally meet at least monthly to deliberate the business of the TBYO. Artistic leadership and management team members may attend as advisors/non-voting members when summoned by the Steering Committee.

**Quorum.** Fifty percent +1 of the steering committee members and the Resident Conductor present at all TBYO meetings shall constitute a quorum.

**Meeting notice requirement.** At least seven (7) day notice must be given via email or print to all members for all meetings with the date, time and place indicated. Meetings may be held virtually.

**Additional meetings.** The TBYO Executive leadership may call meetings involving the entire organizations, including orchestra members and parents. They may include but are not limited to:

- A. Beginning of Season Meeting - September
- B. End of Season/Annual Meeting of Members – April
  - a. Event should include but is not limited to:
    - nomination/recommendation by general membership for TBYO leaders to the GPF Board
    - Resident Conductor report
    - Steering Committee Chair report
    - Entertain amendment recommendation for the Orchestra handbook
    - Recognition Ceremony

### **Article VI. TBYO Steering Committee**

The TBYO Steering Committee shall act as a partner with the Resident Conductor in managing Program tasks that are predominantly non-music related. The Steering Committee is also a medium for all program participants to communicate concerns of the orchestra to the GPF Board of Directors.

Members of the Steering Committee are appointed for an indefinite period or until relieved by the GPF Board of Directors based on a slate of nominations by the members of the Orchestra at the end of season/annual membership meeting in April.

2 nominees will come from orchestra active members age 17 and below

2 nominees will come from orchestra active members age 18-25

2 nominees will be current parents/guardians of orchestra members or orchestra alumni who are above age 25

**Conflict of interest clause.** No more than one (1) orchestra member, alumni or parent from the same immediate family shall sit as a steering committee member.

**Vacancies.** In the event of a vacancy in the TBYO Steering Committee before the annual meeting of orchestra members in April, the Chair shall notify the GPF Board of Directors in writing along with a slate of recommended replacements for their appointment.

**Committee of the whole.** The TBYO Steering Committee will act as a “committee of the whole” in carrying out the mission of the TBYO by addressing issues including, but not limited to:

- Recruiting
- Concert planning and execution
- Fund Raising
- Field Trips

Leadership Nominations  
Program Guidelines and Handbook Revision

**Article VII. Orchestra Artistic Leadership and Management Team**

Resident Conductor – musical leader of the Tumon Bay Youth Orchestra™  
(see Article IV for full list of duties and responsibilities)

**Concertmaster** – selected by the Resident Conductor

- Primary musician representative of the orchestra to the Resident Conductor.
- Serve as assistant conductor in the absence of the Resident Conductor
- Provide bowing guidance to the String Family
- Lead string family/sectional rehearsals
- Perform additional duties as prescribed by the Resident Conductor.

**Principal 2<sup>nd</sup> Violin** – selected by the Resident Conductor

- Fills in as concertmaster in the absence of the primary concertmaster or when s/he fills in as the conductor
- Lead 2<sup>nd</sup> violins sectional rehearsal
- Learn both 1<sup>st</sup> and 2<sup>nd</sup> violin parts
- Perform additional duties as prescribed by the Resident Conductor.

**Principal Instrument** - selected by the Resident Conductor based on audition

Flute  
Oboe  
Clarinet  
Bassoon  
Horn  
Trumpet  
Trombone  
Tuba  
Percussion  
Viola  
Cello  
Bass

**Family Section Leader** - selected by the Resident Conductor

Selected among the principal players

Woodwind  
Brass  
String  
Percussion

**Orchestra Manager** - selected by the Resident Conductor with concurrence from the TBYO Steering Committee. Duties and Responsibilities:

1. Take Attendance at every rehearsal and concert
2. Maintain Membership Records
3. Communicate to members for Resident Conductor or Steering Committee
4. Manage Social Media accounts
5. Perform additional duties as prescribed by the Resident Conductor.

**Equipment Manager** - selected by the Resident Conductor with concurrence from the TBYO Steering Committee. Duties and Responsibilities:

1. Custodian of all equipment of the orchestra
2. Provide a semi-annual inventory to the Steering Committee  
Secretary/Treasurer
3. Perform additional duties as prescribed by the Resident Conductor.

**Librarian** - selected by the Resident Conductor with concurrence from the TBYO Steering Committee. Duties and Responsibilities:

1. Knowledgeable of copyright law
2. Custodian of all music of the orchestra
3. Perform additional duties as prescribed by the Resident Conductor.

### **Article VIII. Orchestra Member Handbook**

Resident Conductor shall maintain a member's handbook adopted by the Steering Committee which outlines, at a minimum, the musical expectations of all orchestra members including audition requirements, membership/participation fee rates, rehearsal information, equipment requirements, attendance policy, procedures for advancing in musicianship and grounds for dismissal from the orchestra. Additional policies governing orchestra members may be proposed by the Resident Conductor and adopted by the Steering Committee for inclusion in the handbook, as needed. The handbook shall be reviewed at least yearly by the Steering Committee. The latest copy of the adopted handbook shall be furnished in print or electronically to each orchestra member upon joining and when updated. The Handbook shall be consistent with these Program Guidelines; recommended changes to Program Guidelines may be addressed utilizing Article X of these Program Guidelines.

### **Article IX. Parliamentary Law**

The rules contained in the latest edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Program Guidelines and any special rules of order the TBYO may adopt.

### **Article X. Amendment**

Amendment proposals to these Program Guidelines shall be proposed and discussed by the TBYO Steering committee in at least three (3) meetings prior to submission in writing to the GPF Board of Directors for their approval.

NOTICE: Pursuant to Article VII of the Articles of Incorporation of the Guam Philharmonic Foundation, Inc, the Tumon Bay Youth Orchestra™, a committee/sub-organization, may, at

the discretion of the GPF Board be dissolved or re-organized, as needed, to further fulfill the mission of the Guam Philharmonic Foundation, Inc.

**Article XI. Ratification**

Approved through BOARD RESOLUTION 2021-001 on the 13 day of SEPTEMBER, 2021 by the Board of Directors of the Guam Philharmonic Foundation, Inc.

Inaugural TBYO Steering Committee Members

Ms. Amanda Bateman, TBYO Resident Conductor

Dr. Nelson Xu

Dr. Yuming Wen

Mr. Felix Gong

Ms. Elizabeth Chen