

# Denver Bronze Ringer's Agreement

Adopted 3-28-06/ Revised 6-03-06

## Ringer's Requirements

### 1. Attendance

Attendance is based on an August through July season. The calendar (rehearsals, performances, special events, extra rehearsals, and vacation) is determined by the Board of Directors with input from the Performers' Council.

#### A. Absences

Each ringer will be allowed four absences per year. The absences will not be placed in a category of excused or unexcused. When an absence occurs,

1. the ringer will bear the responsibility of contacting the substitute from the approved substitute list provided by the Personnel Committee and providing the substitute with music, and
2. the ringer will notify the Conductor and Artistic Director of his absence and the name of the substitute.

#### B. Tardies

1. Tardy is defined as 1 minute late. After 45 minutes, the ringer is considered absent.
2. Three tardies constitute an absence.

### 2. Financial

#### A. Dues

1. It is a goal of the Corporation to become financially self-sustaining through community support. Until that goal is reached it will be the responsibility of each ringer to pay annual dues.
2. Dues are to be paid at or before the first rehearsal of the season.
3. Substitutes are not required to pay dues.

#### B. Uniforms and Equipment

1. Each ringer will provide his own gloves.
2. Each ringer will be responsible for purchasing performance attire as agreed upon by the Performers Council.
3. Each ringer will pay any monies owed the Corporation when due.

C. Festivals - Each ringer may or may not be responsible for festival fees depending on the financial status of the corporation. Festival participation will not be a goal of the corporation.

### 3. Musicianship Requirements - Each ringer must:

- A. sight-read Level III and play Level V music
- B. prepare music before rehearsal
- C. demonstrate weekly progress.

### 4. Other Requirements - Each ringer must:

- A. serve on at least one committee of the Corporation and fulfill all assigned duties and tasks
- B. resolve differences in a mature manner
- C. display a positive attitude
- D. be available to set-up and/or take-down bells
- E. be available to perform in a minimum of six concerts per year

## **Failure to Meet Requirements**

### **1. Attendance**

After four absences, the ringer will be removed from active ringer status, and any continuing involvement with the corporation will be at the discretion of the Personnel Committee. The Personnel Committee has the option of granting inactive status when a ringer's participation is curtailed temporarily by circumstances beyond the ringer's control. Should vacancies occur during a season due to an inactive ringer, temporary/limited ringers will fill any open positions. At the conclusion of the season, the Personnel Committee will review any inactive ringer's case for possible reinstatement to active status.

### **2. Financial**

Failure to meet financial obligations will result in written notification from the Treasurer. If obligations are not met within 15 days after notification from the Treasurer, the ringer will be notified that he has been removed from active ringer status, and any continuing involvement with the corporation will be at the discretion of the Personnel Committee. Any ringer who receives two written notices from the Treasurer for two separate incidents in one 6 month period of time will be required to meet with the Treasurer and Chair or Vice Chair of the Personnel Committee (and notification given to the Conductor) to determine if that person will continue as an active ringer.

### **3. Musicianship**

- A. If a ringer has failed to meet the musicianship requirements, he will receive an official verbal warning from the Conductor outlining the area(s) of deficiency and the expectation(s) for the next rehearsal. After speaking with the ringer, the Conductor will notify the Chair or Vice Chair that a warning has been given.
- B. If the requirements are not met at the next rehearsal, the conductor will tell the ringer that there is still an inappropriate deficiency and that there will be only one more week to correct the problem(s) or a written warning will be given.
- C. If requirements are still not being met two weeks after the verbal warning, the chair or vice chair of the Personnel Committee will send a written warning stating "If the requirements are not met at the next rehearsal, the ringer will immediately be removed from active ringer status, and any continuing involvement with the corporation will be at the discretion of the Personnel Committee."
- D. If the requirements are still not being met at the next rehearsal following the written warning, the ringer will immediately be removed from active ringer status, and any continuing involvement with the corporation will be at the discretion of the Personnel Committee.
- E. Any ringer who receives two verbal warnings for two separate incidents in one 6 month period of time will be required to meet with the Treasurer and the Chair or Vice Chair of the Personnel Committee to determine if that person will continue as an active ringer.

### **4. Other**

- A. An officer will report to the Chair of the Personnel Committee when a ringer is failing to fulfill their assigned duties or tasks. (referencing "Ringers Requirements" 4.A.)
- B. Other issues (referencing items "Ringers Requirements" 4. B. through E.) will be observed by or relayed to the Personnel Committee.

## General Information

1. All special circumstances need to be presented to the Personnel Committee.
2. To fill a vacant position, prospective ringers will be invited to audition at the discretion of the Executive Committee. In such an instance, audition requirements may be modified at the discretion of the Executive Committee.
3. This document may be modified by vote of the Board of Directors.
4. This document supersedes any previous agreements.

As a ringer in Denver Bronze, I have read the above Ringer's Requirements, and I understand that my status as a ringer is based on my ability to comply with the above stated requirements.

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Ringer's Name

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Ringer's Signature

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Date