

Texas Medical Center Orchestra

2010-2011 Season

Membership Policies and Information

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I. INTRODUCTION

Continuing membership in the Texas Medical Center Orchestra (TMCO) is dependent upon us all making an equal commitment to the highest possible performance level. The TMCO members are expected to maintain a respectful attitude towards each other and to orchestra management, and a professional attitude with respect to attendance, preparation, punctuality, and willingness to take direction. The TMCO strives to provide a rewarding experience personally and musically for all its members and for our audience.

TMCO season runs from September through May.

II. ORCHESTRA OFFICE INFORMATION

Mailing Address: P.O. Box 983980

Houston, TX 77098

Website: www.tmcorchestra.org

For Music Director: Libi Lebel

E-mail: libilebel@gmail.com

Tel: (832) 541-0981

For internal matter and/or emergency: Ariela Alpert, President

E-mail: arielaalpert@earthlink.net

Tel: (832) 878-6826

For membership/audition information:

Auditions: Tara Myers

Email: reviewer46@yahoo.com

Membership: Susan Keuther

E-mail: skuether@comcast.net

III. PARKING INFORMATION

For rehearsals, free parking is available at the National Center for Human Performance. On concert dates, members are usually able to parallel park on the streets downtown for free and some parking lots with/without attendants charge \$5-\$7. Please bring exact change.

IV. **TMCO MEMBER INFORMATION**

Membership Dues

Membership dues, established by the TMCO Board, are **\$100** per concert season. Students may pay **\$50**, but are encouraged to find sponsors to help them pay the full membership fee of \$100.

- All TMCO members pay dues in order to support various costs incurred by the orchestra and make the music possible.
- Membership dues also secure the membership in the orchestra.
- Members who do not pay dues will be considered as a “non-member” and excluded from members’ status unless otherwise directed by Music Director.
- The seat of any player who is considered a “non-member” due to non-payment of dues will be considered open for audition. The player may continue to occupy the seat until it is filled.
- Membership will be reinstated immediately upon payment of dues.
- If a new member joins in the middle of season, he/she still must pay the membership fee.
- All members are entitled to one complimentary ticket per concert upon payment of membership dues.
- If members have any problems paying dues or wish to make payment plans, they should:
 - 1) Contact TMCO President and/or Campaign Chair to make payment plans, or:
 - 2) Submit an exemption request to TMCO President by email or letter.

Payment Method

There are three ways to pay for membership due:

- (1) By check/cash: pay dues to TMCO Treasurer or other appointed collector at rehearsals or by mail to the address listed above. Make a check payable to TMCO.
- (2) By website: donate online at www.tmcorchestra.org

V. **MUSIC**

Members are accountable for returning all parts to the librarian at the conclusion of each concert. Delays in return of original parts cost the TMCO expensive penalties, which may be charged to members responsible for the missing parts. New music for the next concert cycle will be available at the first rehearsal of each concert cycle.

VI. **REHEARSAL INFORMATION**

Location & Time:

All rehearsals including section rehearsals are held:
Wednesday evening, 7:00PM to 9:30PM (sometimes 10pm)

**National Center for Human Performance
2450 Holcombe Boulevard (1st floor)**

Houston, Texas 77021-2024 (ENTRANCE 81)

Please note that there is an extra rehearsal on a weekend day before each concert. String sectional rehearsals occur twice per concert program.

Schedule:

A rehearsal schedule will be communicated for each rehearsal cycle. Schedule changes and other rehearsal announcements will be sent by e-mail, or phone if no e-mail.

Holidays:

The orchestra will break the weeks of Thanksgiving, Winter Break (two weeks), and Spring Break. Also, be advised of school holidays that may impact our rehearsal schedule.

VII. ORCHESTRA POLICY

Membership in the TMCO presumes attendance at all performances of the orchestra.

It is expected that the members of the TMCO will note and observe the following:

- The Music Director and section principal have sole discretion of a player's seat within the orchestra.
- Prompt attendance at rehearsals is expected and required.
- Have orchestra parts at rehearsals and concerts so that all parts are available even if a particular individual is absent. All parts remain the property of the orchestra.
- Bring music stands, mutes, pencils to each rehearsal
- Should a string player arrive after a rehearsal has begun, that player will remain at the rear of his or her section for that rehearsal.
- Unless otherwise instructed by the music director, all players are expected to stay for the entire rehearsal.
- No excessive conversation or use of cell phones during rehearsal.
- TMCO will not tolerate any forms of harassment, harmful behaviors and/or abuse to other members. TMCO Board will investigate such cases, which can result in termination of membership.
- Also see ATTENDANCE POLICY and REPORTING ABSENCES, pages 5-6.

VIII. REMOVAL FROM THE ORCHESTRA

Removal from the orchestra can be based on actions that are “detrimental to the orchestra”. Removal proceedings will follow bylaws; removal is by action of the Board.

The TMCO President, Membership Chair or the Music Director will identify violations of policies among members of the TMCO, including, but not limited to:

- i. Absence from rehearsals or concerts without prior approval. **Failure to show up to play a concert without substantial reason and/or notification is grounds for dismissal from the orchestra.**
- ii. In any event, members are required to notify the Music Director and section principal as soon as possible regarding an inability to perform a concert, and to make arrangements to get the music to the Librarian.
- iii. Chronic tardiness at rehearsals could cause reassignment and/or dismissal.
- iv. Non-observance of concert and rehearsal etiquette, such as excessive conversation during rehearsals, use of computers or cell phones.

Corrective Action: Warning

The TMCO President, Vice President, and/or Membership Chair will privately inform the member of the problem and the need to correct it. If the problem persists, the TMCO President, Music Director and Membership Chair review the problem and the actions are taken to date. The President, Music Director and the Membership Chair will then jointly determine an appropriate corrective action with accordance of TMCO bylaws.

Termination:

A written notice of termination is sent to a person immediately upon the board’s agreement in accordance with TMCO bylaws.

Reinstatement

A member whose activity has resulted in removal from membership may apply to reinstatement upon the board agreement and re-audition.

IX. PRINCIPALS

Strings will have designated principals whose responsibilities include leadership of their section; making sure bowings are consistent in the section and assisting the Music Director as required.

X. SUBSTITUTIONS

Wind players should work with the Music Director to arrange for a suitable sub for a missed rehearsal. Wind and brass players are required to make their parts available for every rehearsal they do not attend.

XI. AUDITIONS

General auditions will be held for vacant seats. The scope of the audition can be decided upon when a position becomes vacant. Members who resign from the orchestra and who later want to rejoin may be asked to re-audition.

XII. ATTENDANCE POLICY

Prompt attendance at rehearsals is expected and required except for:

- Prearranged absences approved by the Music Director

- Conflicts that occur as a result of unanticipated changes in the orchestra's schedule.
- Unforeseeable problems of a serious nature, including unexpected hazardous driving conditions, accidents on unavoidable traffic problems, sudden personal illness or injury, and family emergencies.
- All string players are expected to attend string rehearsals as well as full rehearsals.
- When a member has more than two absences of rehearsals with or without prior notifications, the Music Director, President and the Membership Chair determine and bring to the board's attention that his/her cumulative absence has had a negative impact on the orchestra, membership will be in question and evaluated. The member may be asked to not perform at a specific concert, at the discretion of the Music Director.
- If you cannot attend a rehearsal, you are expected to contact the principal or assistant principal of your section.
- The Music Director distributes a rehearsal and concert schedule to all TMCO members. Any special requirements or changes in rehearsal schedules will also be notified by e-mail.

XIII. REPORTING ABSENCES

In the event of an emergency, rehearsal cancellations will be made by e-mail or telephone. Unexpected absences on the day of rehearsal should be followed up in writing by e-mail to the principal of your section. The principal will report the absence to the Membership Chair. Excused absences include:

- Wedding/Funeral
- Illness of self and/or family
- School/Work conflicts and work-related travel

Leave Of Absence

A leave of absence can be granted by the Music Director and the Membership Chair upon request and review.

XIV. CONCERT INFORMATION

Dress Rehearsals:

Attendance at the dress rehearsal is required to perform the concert. Anyone with an unavoidable conflict for the dress rehearsal must tell the Music Director at least two weeks in advance.

Concert Tickets:

Tickets are available online at any time at the TMCO website (www.tmcorchestra.org). Ticket rates are \$15 and \$25.

Emergency Contact on Concert Days:

In the event of an emergency, call TMCO President.

XV. CONCERT ATTIRE

Gentlemen:

- Black suit or tuxedo
- White shirt
- Black bow tie
- Black dress shoes
- Black socks

Ladies:

- Black pants or long skirt
- Black blouse and long (past elbows) sleeves
- Black hose and dress shoes, no sandals
- Black dress in lieu of blouse/pants or blouse skirt combination.

For special concerts/events: wear scrubs or medical field uniforms (members will be notified via email)