



Membership Guide

Effective 2014 HSB's goal is to move to a prescribed number of people in each section as determined by the Music Director & Board of Directors. The goal for instrumentation is:

Piccolo	1	Flute	10	Trumpets	14
Oboe	3	Bassoon	3	Trombones	8
E♭ Clarinet	1	B♭ Clarinet	18	Bass Trombone	2
Bass Clarinet	3	Contra Bass Cl.	1	Euphonium	3
Alto Sax	4	Tenor Sax	2	Tuba	6
Bari Sax	1	Horns	8	Percussion	6

Membership in the band is considered a privilege that entails responsibility, dedication, maturity, and enthusiasm for making music with other musicians of similar spirit and interest.

- Membership:** HSB is open to all adult, professional or amateur, musicians of high quality. Mature high school student musicians may participate. Members are accepted based on the band's personnel needs, player's ability, and logistical requirements. Final determination of membership is at the sole discretion of the Director.
- Open Sections:** Members may recruit talented musicians for membership in open sections of HSB. Before inviting a player to a trial rehearsal, the member will discuss the recruit's experience and ability with the appropriate section leader and the Music Director. The Personnel Manager will arrange the date of the trial rehearsal for the recruit.
- Closed Sections:** Sections will be closed and not open to new membership when the desired instrumentation level is reached. Closed sections will be designated as such on the website. The numbers in these sections will decrease through natural attrition as well as non-compliance with membership guidelines. Potential recruits may request that their name be placed on a waiting list until such time as auditions are held to fill a vacancy. The Director reserves the right to admit a new member to any section at his sole discretion.
- Section Seating & Player Expectation:** Members must be able to play their parts in such a way as to meet the overall performance goals of the band. Members are expected to practice and to play well or play smart. The seating within the section and parts assignments are decided by the section leader.
- Dues:** All members must pay bi-annual dues of \$40 by Sept. 1st and again by February 1st (or for new members, within three weeks of their acceptance in the band) to the Treasurer. Acceptable forms of payment include cash, check, PayPal, or direct deposit.
 - There is a grace period of 30 days to remit payment.
 - Full-time students are not required to pay dues.
 - The Music Director can waive dues in cases of financial hardship or other extenuating circumstances.
- Criminal Background Check:** Every HSB member must complete the required criminal background check form and pay the related fee. Failure to comply will result in loss of HSB membership.

7. **Attendance:** Members must attend 80% of rehearsals and concerts. In addition, they must attend the final rehearsal before that performance.
 - a. **Sign the attendance sheet at every rehearsal.**
 - b. Each member must file an absence form on the website in advance of the absence when possible.
 - c. Any member requiring a leave of absence from the HSB should notify his or her section leader. Members who wish to return after a seasonal or extended absence should contact the section leader.
8. **Extra Duties:** All members are expected to assist with additional duties such as the following: loading and unloading of equipment for performances, set-up or break-down for concerts, volunteering at HSB's band contest, making performance posters, helping with mailings, and actively recruiting an audience.
9. **Etiquette:** Each individual is responsible for acting in a manner that reflects well upon the band, to take direction from the conductor or officer in charge of the event, and to be respectful of the facilities, the public, and each other.
 - a. During rehearsal, do not play except when asked to play by the conductor.
 - b. Every musician should follow the directions of the conductor.
 - c. Talking should be kept to a minimum while the rehearsal is in session.
 - d. Cell phones and pagers should be set to vibrate or off.
 - e. Members should dress appropriately for the concert.
 - Formal concert dress includes tuxedos, black socks, and black shoes for men. Women will wear an all-black dress or long-sleeved blouse and dress pants, black hosiery, & black shoes.
 - Casual concert dress for men and women will be the official band shirt, black pants, black socks/hosiery, and black shoes.
10. **Section Leader Responsibilities:**
 - a. Maintain a section contact list with phone numbers and e-mail addresses.
 - b. Determine section seating and part distribution with the Music Director.
 - c. Furnish parts to all section members. Actively advise members to mark music. Maintain an extra parts folder.
 - d. Report attendance monthly to the Personnel Manager. For open sections, listen to a new recruit. Discuss the merits of the recruit with the Music Director to determine if membership is warranted. The Personnel Manager will relay the results of the audition with the recruit.
 - e. Discuss any issues regarding non-compliance with these guidelines or other section concerns with the member and the Music Director.
11. **Houston Symphonic Winds Participation:** The Music Director may from time to time request a reduction in the size of an individual section or the ensemble as a whole. If you would like to be considered for this group please make the request to your Section Leader.
12. **Membership termination:** Any member who fails to carry out the responsibilities listed herein or to comply with these guidelines will forfeit membership in HSB. Membership termination for any reason is at the sole discretion of the Music Director.