



Policies

The policies set out in this document describe how the related bylaws are to be implemented. This document was updated in November 2017 to include changes to the concert dress information.

Membership Registration

- Completed registration form and the membership fee of \$185 are due at the first rehearsal in September.
- Payment may be made half in September and half in January. Members who join or leave in January will pay half the annual fee.
- If your contact information changes, advise Personnel as soon as possible.

Fees

- A member who is in arrears for membership fees is subject to suspension on the recommendation of the Treasurer and with the approval of the Board.
- A member who cannot pay his or her fees may be eligible for assistance. In such a case, the member must discuss the possibility of assistance with the Treasurer.
- Membership fees will not be refunded to a member who resigns or who is expelled during the course of a season.

Rehearsals

- Rehearsals start at 7:30 p.m. Please arrive in time to set up before the warm-up. We have one 15-minute break approximately halfway through the rehearsal.
- You are expected to give your full attention to the Music Director during rehearsals and concerts. Do not noodle, practice, or talk during the rehearsal. Other people may not be able to hear instructions from the Music Director.
- Bring a pencil to every rehearsal.
- Do not beat time with your feet or count out loud while playing.
- A member is not usually assigned a specific chair in a section; members may be asked to rotate through a section.
- The Music Director designates section leaders and assigns parts to individuals as necessary.
- You are responsible to practice enough so that the orchestra can make reasonable progress.
- Abide by the regulations of the venue.
- Do not bring someone to participate in a rehearsal without first discussing this with the Personnel Manager or Music Director.
- Weather: At 4 pm on the day of the rehearsal, if the temperature or wind chill is -30 C or lower, the rehearsal will usually be cancelled. An email will be sent by the Chair of the Communications committee.
- Road conditions/Other: A rehearsal could be cancelled if the road conditions are considered to be poor or we have some other unusual situation.
- If the usual rehearsal venue is not available, we will try to find another location. You will be notified by email as soon as possible once arrangements have been made.



Attendance

- If you must leave the orchestra, notify your section leader, Personnel, and the Music Director. Return originals of your music to the Librarian.
- If you can't attend a rehearsal, notify your section leader. If another player needs your parts, make arrangements for their transfer.
- In the wind and brass sections, we are striving to have all the parts covered and are building a list of subs. If you can't attend a rehearsal, **notify your section leader**. If you know someone who can cover your part, make the arrangements. This includes **making sure music is available**.
- If you need to take an extended absence, notify the Music Director and Personnel as soon as possible so we can try to arrange for a substitute. If you know someone suitable, please tell the Music Director.
- If you can't attend a number of rehearsals before a performance, the Music Director, in consultation with the Board, will decide whether or not it is in the best interests of the group for you to perform.

Music

- **Copyright:** When we buy a set of music, what we're buying is the public performance rights (PPR), that is, the right to play it in public and charge people to listen to it. We do not buy the copyright. The copyright, the right to copy and re-distribute the music, remains with the publisher. Copyright exists for 50 years after the death of the creator or 75 years after the publication of the work OR whenever a publisher publishes a new issue of the work. So even though Mozart has been dead for some time, if JW Pepper came out with a new set, they would still own the copyright to their issue of that music. This means that even though there are works on IMSLP (Internet Music Score Library Project, an entity that houses the Petrucci Music Library) that can be downloaded and used, it would be illegal and breaking the copyright law to do so for some of them, especially American imprints because their copyright is longer than ours: theirs is life plus 70.
 - i. **For music that we've purchased:** we can distribute copies in electronic or printed form to our members. Members may not give copies, whether in electronic or in printed form, to people outside our organization. However, members can make photocopies for their own use.
 - ii. **For music that we lend:** as long as the borrowing group has the music, they can play it but we cannot. Thus, two groups can't make money on the same set of music for which one PPR has been purchased. The borrowing group must destroy the copies when they've finished with the music.
 - iii. **For music that we borrow:** we can make copies for our own use, electronic or printed. We may not distribute this music to people outside our organization. When we've finished with the music, the copies must be destroyed.
- Parts are to be shared in such a way that everyone in a section has an opportunity to play solo or more interesting parts of the music.
- String section leaders determine the string bowings at least one month before a concert and make the bowings available to all section members. Section members are responsible for getting the bowings, whether they are published or left on the leader's stand for copying.
- Music must be returned when requested.
- At times, we rent music from other groups. When we rent music from other groups, we must pay for parts that members do not return.



Concerts

- If a member has not attended rehearsals preceding a concert, the Music Director will decide whether or not the member will be allowed to play the concert.
- Concerts will not be cancelled by us even if the weather is such that a rehearsal would have been cancelled. Venues may cancel.
- A guest whom you bring to a concert for which we sell tickets must have a ticket.
- Do not seat guests in the auditorium during our dress rehearsal.

Concert Dress

- Use your black folder or a black binder on your stand.
- Concert dress for women: (“no toes, no knees”)
 - Long black skirt or black pants
 - Black or white top
 - Black shoes, black or neutral stockings/socks
 - No sandals
- Concert dress for men:
 - Black pants
 - Plain black or white shirt
 - Black shoes, black socks
 - No sandals
 - Tie and dark jacket are optional
 - Tuxedo is optional
- Festive wear for Christmas concerts:
 - Same as above except you may wear a coloured top.

Access to the ‘For Members’ web page

- The ‘For Members’ web page is intended for the use of members only and is protected by requiring a user name and password. Members may not give this information to anyone outside the organization.
- Prospective members may want to view the music we are rehearsing or plan to rehearse. In this case, the Librarian can email the music to these people. Such emails will include a statement about copyright and the responsibility of the recipient to destroy the copy.

Recording/publishing performances

- Guest performers must sign a statement that gives permission for their performance to be recorded and for any part of their performance to be published as the Board sees fit.
- Our official copyright statement is as follows: All rights of the owners and performers are expressly reserved. More specifically, the Edmonton Philharmonic Orchestra (EPO) maintains a copyright of all performances, and the images of its members and guest performers. Any redistribution or reproduction of part or all of an EPO performance, including audio, video or still images for anything other than strictly personal use without the express permission of the EPO is prohibited and subject to remedies allowed by law.



Financial

- Disbursements will be made by cheque endorsed by two of the signing officers.

Who to contact

- If you have questions about any orchestra-related subject, contact one of the Board members.