Georgia Perimeter College
Community Wind Ensemble

Personnel and Attendance Policy

1. Philosophy

   a. One of the GPC Wind Ensemble’s primary goals is to provide an exceptionally high-quality musical experience for its members and audiences. Dependable attendance from all members is one of the key factors determining what is achieved and experienced musically. The band asks all members to ensure that Thursday evening rehearsals and all GPCCWE concert and recording dates receive top priority in your schedule. All personnel-related decisions will be made in the context of what is best for the ensemble. Instrumentation, audition, and seating decisions will be made by the Conductor.

   b. Most of the band’s music-making takes place in rehearsals. They have two purposes: (1) to enjoy quality musical experiences, (2) to prepare for concert performances. Through faithful, punctual attendance by all members, the group can achieve its artistic potential in a professional and enjoyable environment. The following policies are provided to ensure that all members are informed of and are meeting the individual obligations necessary for the ensemble to achieve its goals.

   c. All members lead very busy lives, with substantial responsibilities to work and families.

   d. Virtually every member has at least one or two conflicts requiring absence from GPCCWE each season. Keeping absences to the absolute minimum is required.

   e. For the same reasons, it is important that requests for leaves of absence be kept to a minimum. There are situations that arise regarding health, family or work, where a leave may become necessary. In some instances, however, it may be necessary for the band to replace those taking a leave of absence, thereby requiring the member on leave to wait for a future opening or take a different chair within the section upon return. This is done to insure that the band continues to perform with full instrumentation throughout all leaves of absence.

2. Qualifications

   a. Applicants for membership in the GPC Community Wind Ensemble’s shall have attained the age of 18 years (with the only exception of current “dual enrollment” GPC students); be required to demonstrate satisfactory musical competence as
determined by the Conductor; and agree to fulfill all the responsibilities of membership set forth in the Bylaws and Operating Procedures.

3. Responsibilities of members

a. Members of the GPC Wind Ensemble’s shall be required to maintain satisfactory attendance at rehearsals, performances and other activities; demonstrate continuing musical competence; conduct themselves with collegial and respectful demeanor towards the band, its members, conductors and guests; and abide by the requirements and regulations stated in the Bylaws and Operating Procedures issued by the Advisory Board of Directors.

4. Notification of absence

a. Any member, who is intending to miss a rehearsal, should notify the Conductor (Slava Prudchenko) via email or a phone call no later than Wednesday evening. When the member has advance notice of a conflict, the member should report the absence in writing via email. In addition, the member should make a follow-up call or email the appropriate section leader. However, notifying the section leader does not fulfill the requirement to report directly to the Conductor (Slava Prudchenko). In emergency situations, where pre-notification is difficult, members should contact Slava Prudchenko as soon as possible after the absence to provide a reason for the absence.

5. Attendance

a. Members are expected to attend weekly rehearsals and all performances throughout the season.

b. It is expected that members should strive to achieve 0–5 absences over the season (a year). Generally 2 or fewer absences per semester are acceptable for all members. Those who accumulate 3 or 4 per semester should generally be seeking to address their conflicts more often in favor of GPCCWE. Those who accumulate more than 4 per semester, without extenuating circumstances, may be viewed as not able to make GPCCWE a high enough priority at this time in their lives. Excessive absence will necessitate a meeting with the Conductor.

c. A conflict with a concert, a recording session, or a final rehearsal before a concert must be requested at least a month prior to the absence and be approved by the Conductor. Missing a performance may require an appropriate substitute instrumentalist supplied by the player.

d. An absence from a performance or recording, without proper notification, may result in termination of membership. Any GPCCWE member may be dismissed with termination of the membership for cause by the Conductor.

e. Missing the dress rehearsal, or more than two regular rehearsals for a planned concert, may require the absent member playing for the section leader or conductor his/her part to ensure readiness for the performance. Members with excessive
absences from rehearsals for a concert may be requested by the conductor to not play that concert at all.

f. An **absence from a rehearsal without proper notification** will be considered **unexcused** and can result in a warning.

g. Two **unexcused absences** from rehearsals may result in [termination of membership](#) by the Conductor.

h. If a member is going to miss more than three consecutive weeks, a leave of absence must be requested (see below).

6. **Leave of absence**

   a. It is normally expected that one will have been a member of the band for at least one year prior to requesting a leave.

   b. Any member who expects to be absent from the activities of the band for more than three consecutive weeks must obtain an approved leave of absence.

   c. Leaves must be requested in an email to the Conductor stating the specific reason and the start and end date.

   d. Except in emergency situations, the request should come at least one month prior to the requested start date of the leave.

   e. Leaves will be considered on a case by case basis and only for those in good attendance standing. The Conductor will weigh all factors before deciding upon the guaranteed or non-guaranteed nature of the leave. The request shall only be considered and approved leave of absence when so designated by the Conductor.

   f. A member’s specific chair placement is not necessarily guaranteed upon return from a leave. Upon request, for some short-term leaves a member’s specific chair placement will be guaranteed as part of the approval process for the leave.

   g. Upon review of a leave request, the Conductor will respond in one of the following ways:

       - Short term/ with guaranteed chair (1 - 3 months; specific chair is guaranteed upon return)
       - Short term/ no guaranteed chair (1 - 3 months; specific chair not guaranteed upon return)
       - Long term/ with guaranteed return (4-12 months; specific chair not guaranteed upon return)
       - Long term/ no guaranteed return (4-12 months; member must re-audition upon a spot opening up in that section)
       - Denied

   h. **Note:** that any leave request exceeding 12 months will have to be considered a **voluntary resignation**, in order to enable the band to fill that opening with a
permanent member. A member’s failure to return to active status after the conclusion of an approved long-term leave will also have to be considered a voluntary resignation.

7. Punctuality

   a. Members should arrive in advance of rehearsals so they are warmed-up and ready by 7:30. Repeated tardiness will be addressed by the Conductor.

8. Openings within sections

   a. When an opening within a section exists, it will be publicized as a section opening, not necessarily a specific chair.

   b. Existing and prospective band members may audition for the opening. The Conductor will determine selection of members and seating within sections. Any questions regarding seating, therefore, should be addressed to the Conductor.

9. Individual Practice

   a. All members are expected to **spend time practicing** and preparing their parts outside of weekly rehearsals. The amount of practice time needed by a band member should be determined by the time needed to **appropriately prepare** her/his individual **part by the next rehearsal**. All fingering, articulation, nuance, and specific performing technique problems should be addressed to the conductor via appropriate section leader. It is expected from all members to study their parts before coming to the rehearsal.

10. Communication

   a. All members will receive a written copy of the band’s attendance policy.

   b. All members may receive a reminder of their attendance record as of mid-season.

   c. Any member accumulating 2 absences per semester will receive an additional email noting the situation and asking her/him to meet with the Conductor.

   d. An unexcused absence will result in a written warning from the Conductor, normally within a week of the absence.

   e. Any member accumulating 3 or more absences per semester will receive a letter explaining that he/she must meet with the Conductor to discuss his/her situation.

   f. In the extreme case where the Conductor is considering terminating an individual’s membership due to excessive absences (or for any other reason), that member will be informed in writing and given the opportunity to speak with the Conductor, prior to the Conductor’s final review of the membership.
11. **Americans with Disabilities Act Statement:** If you are a person who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, please seek assistance through the College's Center for Disability Services. A CDS Counselor will coordinate those services that are required.

12. **Equal Opportunity Statement:** No person shall, on the grounds of race, color, gender, religion, creed, national origin, age, disability or veteran status, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Georgia Perimeter College.

13. **Affirmative Action Statement:** Georgia Perimeter College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.