



# PETERBOROUGH NEW HORIZONS BANDS

## Membership Policy

**Date issued:** March 2, 2023

### **Purpose**

This policy has been developed to define a standard of membership requirements, entitlements and qualifications.

### **Provisions**

1. Membership in the Peterborough New Horizons Bands (hereafter PNHB) is open to anyone who submits an application, although the Board of Directors (hereafter Board) has authority to set terms of approval or not to approve an application. The Membership Application Form is in the Manual in the policies section. Persons under 18 must be supervised by a parent/guardian at PNHB activities or else must provide a signed Waiver of Parental Supervision (located in Appendix D). Persons aged 12 to 18 may be eligible for membership as students as set out in Appendix C.
2. Membership fees are required of members to cover the operating costs of the PNHB. Fees and the periods covered shall be as determined by the Board.
3. The Band Representatives will collect membership fees. If a member has not paid his or her full membership fee within 30 business days of the starting date for payment, the Band Representative will report such person to the Board. The Board has authority to terminate that membership on grounds that the full amount has not been paid. See Appendix A regarding refunds, reduction and waiving of fees.
4. All members shall observe the PNHB by-laws and policies, including the Community Respect and Harassment Policies. See Appendix B for procedure in handling contraventions.
5. Any member in good standing as defined as having paid fees or covered by a fee waiver may be an officer or director of the PNHB. A member in good standing is entitled to one vote at the Annual General Meeting or at general meetings called by the Board.
6. A member must belong one of the regular concert bands. The member may join a second concert band and may also join an ensemble should he or she meet its requirements. Ensembles are governed by the Small Ensemble Policy. It requires that ensemble members have regular weekly attendance and participation in the concert bands to which they belong. Also, that the ensembles must consist of PNHB members only.



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7. A member who uses his or her vehicle to transport other members or equipment to and from PNHB activities, cannot claim any liability in the event of accident against the PNHB, its directors, officers, or members.

Date Approved: March 2, 2023

Signed: John Taji  
PNHB President

Signed: Beverly Murphy  
PNHB Board Secretary

### Revision History:

Date	Description
2023-3-2	Move waiver/refund criteria and contraventions to an appendix. Changed some policies.
2017-1-11	



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## Appendix A: Waiving, Reducing and Refunding of Membership Fees

### Policy for Adjusting Fees:

The Board may waive, reduce or refund a membership fee at its discretion on a case-by-case basis.

### Guidelines:

Within this governing policy, the Board may consider the following guidelines. No set of criteria can foresee every circumstance that may arise. These listed below are not intended to cover all conditions that a Board may believe are relevant to a case. Other criteria, such as grounds of compassion for example, may be considered by a Board as it sees fit on an individual basis.

1. The Board may waive, reduce or refund a member's fee based on extenuating circumstances which are unforeseeable and beyond the control of the member. e.g. illness.
2. The Board may reduce a member's fee in the case of an intended absence of 4 or more consecutive weeks at its discretion. e.g. surgery. The member must request a reduction in writing to the Board prior to the planned absence.
3. The Board may waive or reduce a member's fee based on financial hardship.
4. The Board may waive or reduce a member's fee as recognition for fulfilling the responsibilities of certain positions as approved by the Board. e.g. Music Librarian
5. The Board may refund or reduce a member's fee due to circumstances where the PNHB services could not be offered, as in time of pandemic.

### Provisions:

- A. A member who leaves the PNHB before the third week of a term will receive a full refund of membership dues less a \$20 administrative charge.
- B. Only the membership fee may be waived, reduced or refunded. All other costs incurred by the member such as instrument rental and otherwise remain his/her responsibility and obligation. Any waiving or reducing of fees by the Board will apply only to the period covered. The member must re-apply for each term.
- C. Members requesting a fee adjustment on a term for which they have paid are to submit a completed Fee Rebate Form to the Band Representative for the Board's approval. It is on the website on the Member page.
- D. The Board may limit, at its discretion, the number of requests granted each year to ensure the financial health and stability of the PNHB.



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## **Appendix B: Procedure for Contravention of By-laws and Policies**

All members shall observe all the Peterborough New Horizons Bands by-laws and policies, including the Community Respect and Harassment Policies.

If any member is alleged to be in contravention of a PNHB by-law or policy, the Board or a committee thereof shall investigate the allegation. If the Board or committee determines that the allegation is legitimate, the Board may impose such measures as it sees fit, including the termination of the member's membership.

If a result both satisfactory to the parties involved and consistent with the by-laws and policies cannot be achieved, the Board may hold a formal hearing with the member, his agent or counsel, and witnesses invited. Each member has the right to retain his agent or counsel should he/she see fit. If such agent or counsel is not able to attend at the hearing date, the Board may adjourn the hearing to a suitable time. Should the Board do so, however the member shall not carry on as a member except with its express written consent. Before the hearing is completed, the Board may decide in the interim that it is in the best interests of the PNHB and its members to temporarily suspend, change or restrict the member's activities. These measures may be challenged by the member in writing to the Board.

At a minimum of two weeks before the hearing, the Board shall provide the member with a written synopsis (including names, addresses and telephone numbers) what each witness is likely to say.

It is anticipated that formal hearings will rarely be required and that, in most cases, concerns will be resolved at the initial investigation. In cases where a member behaves in a manner creating disharmony with band members, coaches or conductors, the procedure set out in paragraph 4 of the Community Respect Policy shall govern.



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## **Appendix C: Parent information for Homeschooled Students Wishing to Join Peterborough New Horizons Band**

Peterborough New Horizons Band (hereafter PNHB) is an organization for beginning musicians who do not know how to read music and/or have never played a woodwind, brass, or percussion instrument. It is also for people who played an instrument in the past and wish to resume playing or learn to play a new instrument. PNHB has concert bands for both beginners and experienced musicians. The majority of the people joining PNHB are retired, but there is no age restriction for membership.

PNHB Membership is an elective activity for students. Course credit, evaluation, marking and homework assignments are not included in FNHB membership.

The Green Band is the entry-level band with weekly practices in fall, winter and spring terms. Sectional coaching is also provided.

PNHB has other concert bands for more experienced musicians, with weekly practices in fall, winter and spring terms. Sectional coaching is provided for specific bands depending on the availability of coaches and venues.

The membership fees vary each year. They can be paid by term or for the whole season (September to May)

PNHB has some instruments for rent. Also, some music stores provide instrument rentals.

Additional requirements and expectations for joining and participating in PNHB are: Students ages 12 to 18 years will be eligible for membership. Students must be 12 years of age by December of the year they register. Any parent wishing to have their homeschooled child join PNHB should attend the PNHB Green Band Information Day at the end of the spring term or contact the Green Band Manager.

- Students must adhere to PNHB policies. Policies will be provided to parent/guardian upon request.
- Students must be supervised by a parent/guardian during rehearsals, concerts, and any other PNHB events or activities or else provide a signed Waiver of Parental Supervision (located in Appendix D).
- Students must commit to practising at home in preparation for rehearsals/concerts.



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## Appendix D: Waiver of Parental Supervision

Please read carefully and sign.

1. My child wishes to participate in the Peterborough New Horizons Bands (hereafter PNHB) and I consent to and give permission for my child to participate in this program.
2. I hereby freely accept and assume all risks associated with the participation of my child in the PNHB. As a result of my child's participation in any PNHB band or ensemble, my said child, and we as parents/guardians, hereby waive any and all claims, expenses, demands, costs, suits, liabilities and causes of action against the Peterborough New Horizons Bands (PNHB) which may arise, and I release the PNHB from any liability in that regard.
3. I accept and agree that it is my child's responsibility to abide by the policies of the PNHB.
4. The PNHB has insurance that protects the instructors and the rehearsal location.
5. I further agree to indemnify and save harmless the PNHB and its employees and members from any and all suits, demands, claims and actions of any kind which may be brought against its employees or members for which they may become liable by reason of any injury, loss, damage or death resulting from, or occasioned to or suffered by any person or any property as a result of any act, neglect or default of my child.
6. I hereby accept responsibility for costs involved with the PNHB, as outlined in the Parent Information Letter.
7. I further agree to reimburse the Peterborough New Horizons Bands for damage or theft of any instrument entrusted to my child, provided such instrument is not owned by myself or my child.
8. I acknowledge that it is my responsibility to provide supervision for my child and, should I choose not to do so, I acknowledge that my child will supervise him/herself. I acknowledge I am not relying in any way on any employee or member of the PNHB for supervision of my child while attending rehearsals or concerts.
9. I acknowledge that it is my responsibility to advise the PNHB of any medical and/or health concerns, which may affect my child's participation in the organization.
10. I acknowledge that should I not be present and should a situation arise concerning my child's health, safety and well-being, a PNHB member will contact me at the following phone number(s)  
  
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and may take any actions deemed necessary including calling an ambulance, the police or securing medical treatment and providing transportation home for my child at my expense. The PNHB will advise the parents of any concerns as to the child's health, safety and well-being.

I hereby acknowledge that I have read and understood the foregoing and do hereby approve and consent to all of the above. I hereby give permission for my child to participate in the Peterborough New Horizons Bands program and follow and adhere to all policies of the organization.

In this waiver, "Parent" also includes 'Guardian'.

SIGNED at \_\_\_\_\_ Ontario

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Name printed and signature.

\_\_\_\_\_  
Signature Witness

I have read the above and my parent or guardian has explained it to me.

\_\_\_\_\_  
Student's Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature Witness