



# PETERBOROUGH NEW HORIZONS BANDS

## Membership Policy

**Date issued:** July 22 2025

### Purpose

This policy defines a standard of Peterborough New Horizons Bands (hereafter PNHB) membership requirements, entitlements, and qualifications as set out by the Board of Directors (hereafter BOD). All documentation referred to can be found on our website.

### Provisions

1. Membership in PNHB is open to anyone who applies. The BOD has authority to set terms of approval for an application.
  - a. Persons under 18 must be supervised by a parent/guardian at PNHB activities or else must provide a signed "Waiver of Parental Supervision form".
  - b. Persons aged 12 to 18 may be eligible for membership as students as set out in Appendix A.
  - c. To sign up for Summer Band, the member must contact the Summer Band Representative before a specific date that is publicized. This allows enough time to create a music package. The BOD will set a limit on the number of members we can accept for Summer Band so we stay within the limits of the rehearsal hall and the Summer Band Representative has the authority to decline registrations.
2. A member is not limited to the number of bands they can play in, as long as they are in one of the regular concert bands, as determined by the BOD in consultation with the Conductors. Once in a regular concert band a member may also join an ensemble if they meet its requirements. A member may ask the BOD if they can be waived from this criteria. They are to submit a "PNHB Fee-Band Exemption form" or email [PRESIDENT@PNHB.CA](mailto:PRESIDENT@PNHB.CA). Ensembles are governed by the "Small Ensemble Policy".
3. A member that wants to move to another band during a term will follow the "PNHB Movement between Bands during a term Policy".
4. Any member in good standing as defined as having paid fees or covered by an exemption may be an officer or director of the PNHB and is entitled to one vote at the Annual General Meeting or at any general meeting called by the BOD. See the PNHB By Laws for more information.
5. A member is expected to provide a personal email address that they monitor regularly. This is how PNHB communicates with its members. If a member's contact information changes, email [COMM@PNHB.CA](mailto:COMM@PNHB.CA) with the changes.
6. As a PNHB member, the member agrees to observe the PNHB by-laws, policies, and procedures, and to behave in a respectful manner with others in PNHB. See Appendix B for procedure in handling contraventions.



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7. Being a member of PNHB means the member agrees to the following regarding privacy:
  - sharing of their name, address, email and phone number with the other members. The member has a choice to make this information only accessible for PNHB key roles, by contacting the Communications Manager.
  - that they will NOT share the contact information of other members with a third party outside of PNHB without the permission of the member or members.
  - to the posting of their picture on our website, social media and other advertising. If the member does not want their picture posted they are to contact the Communications Manager. We will try our best to exclude it but cannot guarantee it. Our pictures come from many sources.
8. Members can rent or borrow a PNHB owned instrument. They are to follow the “Property and Rental Policy”.
9. Concert Band and Summer Band Membership fees:
  - a. The Membership Fees and Summer Band Fees are determined by the BOD.
  - b. A member who leaves before the third week of a term will receive a full refund of membership. They are to submit a “PNHB Fee-Band Exemption form” to request this refund.
  - c. If a member has not paid his or her full membership fee within 30 business days of the starting date for payment, PNHB has authority to terminate that membership.
  - d. All members must pay their fees except for those roles described in the document “yyyy-yyyy Season Fees and Band Information” where fees are totally or partially waived.
  - e. Membership Fee exemptions.
    - i. The BOD budgets an allowance for the Concert Band season and another for the Summer band, to cover financial subsidies. The BOD may limit, at its discretion, the number of requests granted each year by type, to ensure the financial health and stability of the PNHB. It is at the discretion of the BOD or those the BOD has given authority to decide, of whether a subsidy is allowed.
    - ii. All other costs incurred by the member such as instrument rental and otherwise remain his/her responsibility and obligation, it is not a part of this subsidy. See the “Property and Rental Policy” for exemptions for that.
    - iii. A Member wanting an exemption (reduction, refund, waiver (fee or band)) are to submit a “PNHB Fee-Band Exemption form”, each term it is needed or email [PRESIDENT@PNHB.CA](mailto:PRESIDENT@PNHB.CA).
10. A member who uses their own vehicle to transport other members or equipment to and from PNHB activities, cannot claim any liability in the event of an accident against the PNHB, its directors, officers, or members.



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

Signed: \_\_\_\_\_  
PNHB President

Signed: \_\_\_\_\_  
PNHB Board Secretary

### Revision History:

Date	Description	Who
2025-7-22	Added more regarding Summer Band, more on exemptions and property. Referring to the Exemption form and removed Appendix B.	Bev Murphy
2025-7-6	Move Appendix D to "2025-2026 Season Fees and Band Information". Clarify conditions.	Bev Murphy
2025-5-27	Added fee waivers for roles, Appendix D and Privacy section.	Bev Murphy
2024-7-4	Moved the "Waiver of Parental Supervision", to be a form and not an Appendix. Moved Appendix A content to the Provisions section. Changed the exemption criteria to be on a case by case basis. Instead of having a 'Fee rebate form' or "Exemption form", added Appendix B which describes the information needed by the BOD so they can make a decision on whether to approve the request. Removed the restriction on the number of bands a member can play in, as long as they play in 1 band. Added that a member needs an email address and who to contact if their personal information changes Added reference to 'PNHB Movement between bands during a term Policy'. Added to be respectful.  Subsidization of Dues policy merged with this document, so it is now obsolete.	Bev Murphy consulting the current Board.
2023-3-2	Move waiver/refund criteria and contraventions to an appendix. Changed some policies.	Gary Graham and Bev Murphy
2017-1-11	Oldest copy found	



## **PETERBOROUGH NEW HORIZONS BANDS**

### **Appendix A: 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 PNHB 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. See the "Property Policy". 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 Members Manager at [pnhb.music@gmail.com](mailto:pnhb.music@gmail.com).
- 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 B).
- Students must commit to practising at home in preparation for rehearsals/concerts.



## **PETERBOROUGH NEW HORIZONS BANDS**

### **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.