



Peterborough New Horizons Bands (PNHB)

Policy Title: Membership Policy

Date Issued: January 11, 2017

Purpose

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

Procedure

1. Membership in the Peterborough New Horizons Bands (hereafter “PNHB”) is open to any member of the public who applies and whose application is accepted by the Board of Directors. Such applications for membership by persons under eighteen (18) years of age must be accompanied by both a) Parent Information for Homeschooled Students Wishing to Join Peterborough New Horizons Bands and b) a Waiver of Parental Responsibility. Both forms are attached as appendices to this Membership Policy. No person can be a member unless the Board of Directors allows such person to be a member except with the express prior written approval of the Board of Directors, and then only upon such terms as the Board of Directors decide.
2. As a member, such person must contribute to the operating costs of the PNHB. Any requests to members to pay costs may be made annually or by term. The full amount must be paid within thirty (30) business days of the request for payment. Should dues not be so paid, then, pursuant to Section 18 of the Bylaws of PNHB, membership automatically ceases.
3. The Board of Directors shall determine membership dues on an annual basis.
4. Any member intending to be absent during four (4) or more consecutive weeks must, before the inception of such time, advise the Board of Directors thereof. Should such member wish a reduction of their contributions as a result of such planned absence, such members must notify the Board of Directors, in writing, of such request prior to the commencement of such four or more weeks’ absence.
5. At the discretion of the Board of Directors, a portion of a member’s pre-paid membership may be refunded. Requests to the Board of Directors will be dealt with on a case-by-case basis.
6. The Board of Directors may waive membership dues for any member who requests the same based on extreme financial hardship. But only the membership contribution may be waived; all other costs such as instrument rental and otherwise, remain the member’s responsibility and obligation. Any such subsidy is for that year/term only; re-application is necessary for any further subsidy for future years/terms. Although there is a possibility that there might be a subsidy, each member is encouraged to pay any part of the membership dues. Membership entitles any member in good standing to one vote at the Annual General Meeting or at any general meeting called by the Board of Directors.



Peterborough New Horizons Bands (PNHB)

7. Any member, whether subsidized or not, has one vote at the PNHB annual general meeting, as may be called by the PNHB Board of Directors.
8. Any member, whether subsidized or not, may be an officer or director of PNHB.
9.
 - a) All members shall observe all PNHB by-laws and policies, including but not restricted to, the Community Respect and Harassment Policies. If any member is alleged to be in contravention of any of the PNHB by-laws or policies, the Board of Directors, or a committee thereof, shall investigate such contravention. The Board of Directors shall then meet with the member to determine the legitimacy of the complaint. If the Board of Directors cannot produce a result satisfactory to its by-laws and policies, the Board of Directors may levy such sanctions as it sees fit, including, but restricted to, the termination of such member's membership, whether at that, or at a later, time.
 - b) Each member has the right to retain his/her own agent or counsel, should he/she see fit. Upon the hearing before the Board of Directors, the said Board of Directors shall provide the member with a written summary (including names, addresses and telephone numbers) and a synopsis of what each of those witnesses is likely to say. This must be given to the member a minimum of two weeks prior to the hearing before the Board of Directors. If such agent or counsel is not able to attend at the hearing date, the Board of Directors may adjourn the hearing to a suitable time. Should it do so, then the member shall not carry on as a member, except with the express prior written consent of the Board of Directors.
 - c) As an interim measure, the Board of Directors may temporarily suspend and/or change the activities of the member at any time, which suspension and/or change may be challenged by the member alleged to have deviated from such by-law or policy.
 - d) It is anticipated that the provisions contained in Paragraph 9 (b) will rarely be used. In most cases, such as in paragraph 4 of the Community Respect Policy, the summary procedure therein, and paragraphs 9 (a) and 9 (c) shall govern, unless the member wishes the more formal procedure set out in paragraph 9 (b) herein.
10. Any member must belong to one or more of the regular concert bands, and may also join any ensemble of PNHB, should such member meet the requirements of the ensemble. All ensembles must consist of PNHB members exclusively, in order to maintain band integrity and to comply with insurance coverage.
11. Any member in PNHB ensembles requires regular weekly attendance and participation in one or more of the daytime bands: Green, Jubilee, Allegro, Skylark or Odyssey. Details concerning ensembles are available in the Small Ensemble Policy.
12. Should any member use such member's own personal transportation to transport other band members or equipment to or from PNHB band activities, does so without any liability capable of being claimed against PNHB nor any of its directors, officers or members.

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Signed _____
Secretary



Peterborough New Horizons Bands (PNHB)

Appendix A: Parent Information for Homeschooled Students Wishing to Join Peterborough New Horizons Band

Peterborough New Horizons Band (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 people joining PNHB are retired, but there is no age restriction for membership.

The Green Band is the entry-level band with practices on Monday and Thursday from 9 to 11 a.m. September to December. Sectional coaching is also provided on Mondays during the fall term. In the winter and spring terms from January to March and April to the end of May, coaching is provided every other week.

PNHB has four concert bands for more experienced musicians, with practice on Wednesday from 9 to 12 a.m., or on Wednesday from 1 to 4 p.m. in the fall, winter, and spring terms. Sectional coaching is provided every other week in the fall and spring terms.

Cost for the Green Band is \$490 per year, (Fall term \$245, Winter term \$95, Spring Term \$150). **If paid in full in the Fall, total is \$480**

Cost for any of the higher-level concert bands is \$ 405 per year (Fall term \$150, Winter Term \$105, Spring term \$150). **If paid in full in the Fall, total is \$395**

Retail stores in Peterborough that are sources for musical instruments and stands include B Flat Music and Long & McQuade.

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 the PNHB Waiver of Parental Supervision, Parent Information Letter, and all 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 provide a signed Peterborough New Horizons Band Waiver of Parental Supervision.
- Students must commit to practicing at home in preparation for rehearsals/concerts.

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

Contact Information: Lynn Dragomir 705-740-0844 or lynndrags@hotmail.com



Peterborough New Horizons Bands (PNHB)

Appendix B: Waiver of Parental Supervision

***Please read carefully.

1. My child wishes to participate in the Peterborough New Horizons Bands (PNHB). I have read and I understand the contents of the Parent Information letter, which sets out the details of membership in any PNHB band or ensemble, 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) _____ 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.
11. 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.
12. In this waiver, "Parent" also includes "Guardian".



Peterborough New Horizons Bands (PNHB)

SIGNED at _____, Ontario this ____ day of _____, 20 ____.

Parent/Guardian's Name

Signature Witness

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

Student's Name

Date:

Signature Witness



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Appendix C

Subsidization of Band Members' Dues

This Policy is established to provide a limited and standard approach to subsidizing members of the community who would like to become band members but do not have the financial capability to pay the band fees.

1. Potential or current band members who are unable to join the band because band fees are not affordable, given their financial status, can make application to have the band fees waived. Only the band fees are available for subsidization. All other costs, such as instrument rental etc. are the liability of the band member.
2. Subsidization is limited to the current year only. Reapplication is necessary for a subsequent year's subsidization.
3. No more than five band members may be subsidized at a time except at the discretion of the Board of Directors pending the financial health of the organization
4. Acceptance of an individual for subsidization will be at the discretion of the Board of Directors and will be based on the stated financial status of the applicant.
5. All information related to subsidization must be kept confidential and shall be only known to members of the Board.

Date Issued, November 17, 2017

Signed _____
Secretary