



Peterborough New Horizons Bands (PNHB)

Policy Title: Small Ensemble Policy

Date Issued: April 13, 2016

Purpose

PNHB small ensembles consist of performing groups including duets, trios, quartets, quintets and larger groups. Very often in these ensembles, people are playing one person per part, rather than having numerous players on one part. The independence and self-confidence that results from playing this kind of music is valuable for both individuals and musically for the large bands in which all members also perform. All members are encouraged to form and play in small ensembles. It is valuable experience for all who take part.

This policy is intended to retain the integrity of the band and insurance coverage, to meet the Charitable Status regulations, and to meet the fiduciary requirements of the organization.

Procedure

1. Ensembles can be formed by any PNHB members subject to approval by the Board of Directors (BoD). The ensembles must consist of PNHB members only. Membership in the PNHB ensembles requires regular weekly attendance and participation in one or more of the major bands. Members over 90 years of age must fulfill a reduced attendance requirement of attending one of the major bands at least once per month to maintain eligibility in any small ensemble. Membership lists and committees of ensembles will be forwarded to the Secretary of the Board of Directors annually.
2. All PNHB affiliated groups must work through the PNHB structure. Ensembles will have a committee of members, including a treasurer, to oversee the actions and to ensure that ensemble members and conductors have an enjoyable experience. All ensembles are to be financially self-supporting to the extent possible, each one collecting its own fees. As the PNHB BoD encourages new ensembles and the participation of all members, the BoD will entertain request for financial or other assistance in forming new ensembles. The Treasurer of the BoD will maintain a separate book-keeping account, coordinate deposit of all cheques, pay conductors and coaches, hall rentals, music, etc.
3. Ensembles will be self-regulating, member-directed groups in that the members will hire their own conductors/coaches, set up their own practice or coaching schedules, make practice space arrangements, arrange performances, etc.



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4. If ensembles are asked by the PNHB board of directors (BoD) to play at concerts or other performances, conducting costs for the performance will be paid at the current PNHB conductor concert rate by the BoD.

5 All ensemble treasurers shall provide to ensemble members and the PNHB Board of Directors their bank balance and a financial statement of revenue and expense, at least annually.

6. All assets purchased by an ensemble from revenue generated by the ensemble are the property of the ensemble and the Peterborough New Horizons Bands. A record of assets (such as music) shall be maintained for tracking purposes. A list of music purchases will be provided to the PNHB Music Librarian. Items purchased by an individual remain the property of the individual.

7. In circumstances where an ensemble wishes to cease operation or withdraw from the PNHB umbrella a secret ballot vote of ensemble members, overseen by the BoD, will be held. If the ensemble votes to dissolve itself or withdraw from the PNHB umbrella, all assets will be returned to the Peterborough New Horizons Bands.

8. Special ensembles evening performances will be restricted to PNHB ensembles. In some special circumstances the Board of Directors may include special performances by invited guests.

9. Ensembles formed within this policy will be insured for \$2,000,000.00 personal injury and/or property damage under the general PNHB insurance policy. They will then be recognized as a PNHB ensemble for outside venues and performances. Individuals in ensembles formed within this policy are not personally liable for insurance costs, the Society of Artists, Composers and Music Publishers of Canada (SOCAN) fees and potential fines. Since PNHB is incorporated, the likelihood of any law suit against an individual member is reduced. However, if an ensemble leaves the umbrella of the PNHB guidelines, these protections cease.

10. An outline for ensemble reporting will be made available to each ensemble.

11. Small ensembles shall reference Peterborough New Horizons Bands Small Ensemble Guidelines for further guidance.

Date Issued, April 11, 2016

Signed _____
Secretary