The Constitution of the Canterbury Philharmonia Incorporated states the primary Purpose of the Orchestra as:

> *The Society is established and maintained exclusively to benefit the community by forming an orchestra of players who shall gather together in a friendly and supportive environment to hold regular rehearsals and concerts…*

Part A: Expectations of Players

1. Players are expected to prepare for, and attend all rehearsals.
2. An apology for absenteeism is to be communicated to the Section Principal or the Philharmonia Secretary secretary@canterburyphilharmonia.org.nz
3. Punctuality at rehearsals is expected. And it is appreciated by the Philharmonia if Players can assist with the set-up prior to rehearsal, and tidying away the stands and chairs at the end of rehearsal if possible.
4. Please alert the Section Principal and Philharmonia Secretary of any intended leave from the Orchestra in a timely fashion, particularly if a replacement needs to be found to fill your role.
5. Players can take leave from the Orchestra at any time if required. Depending on the position in the Philharmonia, the Player may have a sub fill their position. Discussions with the Player, the Section Principal and the Committee will need to take place upon the Player's return, in order to decide what position they will play.
6. Should a Player miss several rehearsals (without consulting with the Section Principal or Philharmonia Committee) the Player may be asked not to take part in an up-coming concert. This decision will be made by the Philharmonia Committee in consultation with the Section Principal, the Conductor and Leader.
7. As written in the Philharmonia's Constitution, all Players are encouraged to display courteous and friendly behaviour towards fellow Players.
8. Financial membership of the Philharmonia requires all Players to pay an annual subscription in a timely fashion. Special arrangements can be made should a Player have difficulty in paying the subscription as a single payment. A discussion with the Philharmonia Treasurer will ensure ease of payment treasurer@canterburyphilharminia.org.nz
9. Once the Player ceases to be a member of the Philharmonia, the Player will be asked to return all materials (e.g. the folder).

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From time-to-time disagreements and disputes can arise within the Orchestra.
Personnel challenges, musical ability, performance related differences are examples of issues that have the potential to create conflict within the Philharmonia.
Again, citing the Constitution which explicitly states that the Philharmonia was established with a vision of being a friendly and supportive ensemble, the Orchestra has a formal, legal and robust procedure in place to help navigate any personnel issues that might arise.
Clauses 46 – 48 identify a detailed process, to both support and protect Players, and the Orchestra. The hope is that a dignified and pastoral set of procedures can deliver an outcome to resolve any and all circumstances.

Conditions under which a Player may be asked to leave the orchestra:

1. Non-payment of the annual subscription, without efforts to do so, and/or without a discussion / arrangement with the Treasurer.
2. Request not to play, if insufficient rehearsals have been attended. This can be reviewed if there was a good and temporary reason for the absences.
3. Rehearsal behaviour and attendance: e.g. regularly late, leaving early without prior arrangements / communication; not listening to and / or following the directions of the Conductor, Section Principal, orchestra Leader.
4. Behaviour that disturbs other players on a regular basis and that is disruptive (e.g. critical comments, argumentative behaviour towards players and the Conductor).
5. A Player is no longer able to play at the standard required to be a competent playing member of the Philharmonia, such as:
    a. Behaviour that signals a decline in the Player's functioning; displaying a clear deterioration from previous behaviour and ability; the Player cannot play their part without support.
    b. The Player does not, or is not able to follow the directions of the Section Leader e.g. bowing / which part to play / when not to play.
    c. The Player can no longer play in tune, in time, or learn the music properly in such a way that the playing of their Section and the Orchestra is compromised.

6. This list is by no means exhaustive.

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Process for considering concerns, disputes and dismissal from the Orchestra:

1. A complaint must be tabled in writing with the Philharmonia Committee.

2. Once received, the Committee at its next scheduled meeting, will ascertain the validity of the complaint, and decide how to respond. This will entail nominating a "sub-committee" or an internal or external person(s) to act as arbitrator / referee(s) on behalf of the Committee. The Constitution refers to this role as the "decision-maker".

3. The complainant will be acknowledged in writing and told whether the complaint will be investigated.

4. The Player who is the subject of the complaint will be notified in person by the referee(s), and will also be notified in writing by the Committee.

5. The Player will be invited to respond in writing within four weeks of receipt of the written complaint / oral notification.

6. The Player will be given the opportunity to have an oral hearing with the referee(s) to ensure a full picture is clearly understood. The Player is encouraged to have a support person in attendance at this hearing with the referee(s). This hearing shall take place within four weeks of the referee(s) receiving a response from the Player.

7. The Constitution is very clear about conflicts of interest in this process – to ensure that the complainant, the Player and the Referee(s) are not too closely connected to the issue.

8. The referee(s) will make a final decision within two weeks. This will be tabled at the next scheduled Committee meeting, after which the Player will be notified of the outcome of the dispute. A list of the outcomes that are at the referee's disposal (upon ratification from the Committee) are noted in Clause 48 bullet point 3.1,3.2 and 3.3.

This Policy Document has been created to expedite a clear and respectful disputes process. Ratified by the Members at the Philharmonia AGM on Monday 2 March 2026.

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