

# **Test Valley Brass Rules**

## **Structure and Administration**

### Structure

1. Test Valley Brass shall be managed and administrated by a Committee which shall be responsible to its members.
2. The following Committee elections shall take place at the Annual General Meeting:
  - (i) Chairman
  - (ii) Secretary
  - (iii) Treasurer
  - (iv) Band Manager
3. All members of Test Valley Brass (over the age of sixteen) and one parent or legal guardian of each Youth Band member (under the age of sixteen) are eligible to vote and those with over one year's membership are eligible to stand for election.
4. Two weeks prior to the AGM, the band will nominate a Band Chairman to be proposed to the AGM for endorsement and to represent the band as a full Committee member.
5. The Committee shall have the power to co-opt additional members or advisors at any time.

### Finance

6. Each Band may have one cheque signatory, who is proposed to the Committee for approval. The Treasurer is also a signatory. All cheques shall be signed by any two approved cheque signatories.
7. Delegation of authority:
  - (i) Delegations of authority will be reviewed and amounts and signatories agreed by the Committee.

(ii) Purchases up to the designated authority limit, may be incurred and cheques signed by the approved Band signatories.

(iii) For purchases above the approved limit, the expense must be approved by the Committee before it is incurred.

(iv) The Committee reserves the right to refuse any purchases if this may result in a deficit in the Band's profit & loss Account.

8. The Committee is responsible for setting guidelines, within which fees will be charged for the services of each Test Valley Brass Band.

9. Expenses may be paid to individuals acting on behalf of each band, with the prior agreement of the Committee.

10. Each Band is responsible for the prompt collection of monies owing, paying-in of receipts. These records should be made available to the Treasurer for examination, on request.

11. The accounts of Test Valley Brass shall be examined annually by a suitably qualified Auditor, appointed by the Trustees.

12. Where a member wishes to employ TVB Publishing, a contract will be drawn up and agreed between the arranger (member) and TVB Publishing (represented by the Committee). The contract must state any specific terms related to the holder of the Royalty (original composer).

## **Band Member Conduct**

### Practices

1. Members shall make every endeavour to attend practices as and when these are called. They should inform the Musical Director if they are unable to attend.

2. Members who are absent for three consecutive practices without prior notification, or who attend sporadically, may be asked for an explanation. His/Her membership may only be terminated by His/Her Band's Committee.

### Engagements

3. The success of Test Valley Brass is dependant on members' commitment. Members are reminded that when a Band accepts an engagement, it contracts to provide a full band

for the prescribed fee. A commitment level, at both rehearsals and engagements, of no less than 75% is required. Failure to reach this level of commitment may lead to termination of membership by the Committee.

4. Whenever possible, reasonable notice should be given to the Musical Director or Band Manager when it is known that an engagement will be missed. This will give the Committee time to find substitutes, where this is necessary.

## **Instrument and Equipment**

5. TVB will operate an Instrument Loan Scheme for all TVB instruments on loan to members. Members who are entrusted with a TVB instrument are to keep it safe, clean (inside as well as outside) and in good condition. Any faults or damage are to be reported immediately to the Band Manager. The Band Manager may request inspection of a band instrument without notice and may report his/her findings to the Committee, who may seek to recover cost of repair.

6. Any property belonging to Test Valley Brass must on no account be loaned or hired to non-members unless approved by a member of the Committee.

7. There will be no objection to members playing with other bands or to their use of TVB instruments for this purpose, when not required to play for Test Valley Brass under rules 1 and 3 above.

## **Uniforms**

8. The recognized uniform is:

Test Valley Brass – Formal Concerts

Jacket and tie (supplied by the band), white shirt or blouse, black trousers or straight black skirt, black socks or plain stockings and black shoes.

Test Valley Brass – Other engagements

Green T-shirt or white shirt or blouse and tie, TVB fleece (either purchased by members or loaned by the band), black trousers or straight black skirt, black socks or plain stockings and black shoes.

Waterproof jackets are supplied by the band and may be worn in inclement weather.

Test Valley Brass Youth

Sweater and tie (supplied by the band), white shirt or TVBYB polo shirt, black trousers or straight black skirt, black socks or plain stockings or white socks (girls only) and black shoes.

## **Discipline**

9. The Band Musical Director (or his deputy) is in sole charge during rehearsals and during public performances. Every courtesy is to be shown to him and ad-hoc playing and conversation is to be avoided.

10. Members shall make every effort to be ready to play at rehearsals 5 minutes prior to agreed starting times.

11. Members shall make every effort to present Test Valley Brass as a well-disciplined and well-rehearsed unit. Deportment on and off stage is required to be of the highest standard and is enforceable by the Band's Musical Director, Band Manager or Chairman.

## **Music**

12. The Band Musical Director shall be responsible for the selection of music although suggestions from members will always be welcome.

13. Band members may take current music packs home for private practice, but this music must be present at all rehearsals and engagements. Other music may only be borrowed from the library with the permission of the Librarian.

14. The existence of any damaged or incomplete parts is to be brought to the attention of the Librarian or Band Manager.

## **Subscriptions**

15. Subscriptions for the following year are set at the AGM and members are requested to pay subscriptions in advance.

## **Instrumentation and Playing Standards**

16. The Musical Director may request any player to play a different part or instrument. A member may request a change of instrument or part and such requests will be given careful consideration by the Musical Director.

17. Every member is expected to maintain and enhance his/her own playing standards by appropriate level of home practice.

## **Membership**

18. In all normal circumstances, it will be expected that any person wishing to become a member of Test Valley Brass shall attend practices for a minimum of four weeks before

their membership is considered by the Band Committee, and each member must agree to abide by the terms and conditions of the Constitution and Rules.

19. The Musical Director may require any player to audition before being accepted into the Band.