

# **RULES & BYE-LAWS OF FRIARY BRASS BAND**

**Established 1983**

*Adopted at the Annual General Meeting of The Friary Guildford Brass Band on 28 April 2010*

*Last modified on 19 March 2019*

## **1 ROLES & RESPONSIBILITIES**

The role of the Friary Brass Band is to play as a Brass Band and to teach and educate members in the advancement of brass and percussion instrumental playing.

The Committee of the Friary Brass Band is known as the Management Team and will run the band in accordance with the Constitution. Where any conflict exists, the Constitution shall take precedent. The Officers of the band are as stated in the Constitution; however a number of roles are required to be carried out by Management Team members as detailed below:

### **Chair (Officer):**

- Chair all meetings related to band business.
- Ensure all meetings take place in accordance with terms of the constitution.
- Ensure, where possible, the work of the MT and its individual members is carried out resulting in the smooth running of the band.
- Help and support other MT members in carrying out tasks where necessary.
- Undertake or delegate, where appropriate, any tasks that fall outside the remit of other roles in the MT.
- Act as a point of mediation and arbitration for issues relating to members' grievances and disputes
- Responsible for managing (by delegation if necessary) application to relevant trusts and grant agencies for funding as and when appropriate
- Represent the band in public.
- Prepare and submit a written report for the AGM.
- Act as Trustee.

### **Treasurer (Officer):**

- Responsible for the safe keeping of the band's finances and relevant books.
- Keep accurate financial records of the bands activities.
- Prepare and submit a written report at Monthly Meetings.
- Prepare accounts at year-end and have them audited for the AGM.
- Report the financial status of the band at the AGM.
- Ensure that the band is properly insured for public liability and property.
- Act as Trustee.

### **Band Manager (Officer):**

- Responsible for safe keeping and recording of all equipment owned by the Band other than that held on behalf of the Band by its members who, themselves shall be responsible.
- Keep and maintain records of all band equipment, instruments and uniforms.
- Keep and maintain records of all band equipment, instruments and uniforms lent out to band members (whether for short term or long term use) and to ensure all the above is duly signed for by the members.
- Ensure the membership is aware of their responsibility to the safekeeping, proper use and care of the bands property (including insurance limitations).
- Be the first point of contact for band members to report any loss or damage to band property.
- Make sure all equipment needed for a particular engagement, concert, contest etc. is where it should be, when it should be.
- Ensure band members are turned out in the correct uniform.
- Be responsible for stage management and deportment at engagements and contests.
- Represent the band in public.
- Prepare and submit a written report at Monthly Meetings.
- Prepare and submit a written report for the AGM.
- Act as Trustee.

### **Secretary (Officer):**

- Responsible for the proper calling of management team and General meetings and shall conduct the general business of the band in accordance with the decisions and wishes of the Management Team.
- Prepare and circulate nomination forms and notice of AGM.
- Prepare agendas for all meetings
- Be the first point of contact regarding the enquiry and booking of the band.
- Undertake the organisation of engagements & concerts etc.
- Responsible for membership including all availability for contests, concerts, and rehearsals.
- Keep up to date records of membership including contact lists.
- Collate availability, inform Conductor and organise relevant deputy players.
- Ensure deputy players for contests are arranged in line with the rules as advised by Contest Secretary.
- Organise and manage accommodation bookings for contests as required
- Provide rehearsal schedules, arrange alternative rehearsal venues as and when needed.
- Communicate to the band information regarding engagements and rehearsals.
- Responsible for organising social events
- Represent the band in public.
- Fulfil the role of 'Secretary' for constitutional requirements.
- Be the first point of contact for members to inform of any absences.
- Arrange adverts for player vacancies, be the first point of contact for new applications and arrange auditions where appropriate.
- Prepare and submit a written report at Monthly Meetings.
- Prepare and submit a written report at the AGM.
- Act as Trustee.

### **Contest Secretary:**

- Inform the MT of forthcoming contests.
- Ensure the band operates within contest rules.
- Arrange the contest day: ensure transport and rehearsal venues are booked as and when required.
- Liaise with the Secretary to ensure that paperwork for all players including deputies is correct.
- Communicate to the band information regarding contest days.
- Provide the band with a copy of the results and adjudicators notes.
- Keep up to date records, contact lists, contest archives and arrange the engraving, care and return of trophies as appropriate.
- Ensure all new and transferred Registration Cards are completed correctly and within time boundaries and valid.
- Represent the band to scaba, BBE and other contesting organisations; attend quarterly scaba meetings where possible and be the first point of contact regarding all contesting activities.
- Re-validate National Registration Cards bi-annually.
- Prepare and submit a written report at Monthly Meetings.
- Prepare and submit a written report at the AGM.
- Act as Trustee.

### **Public Relations:**

- Keep the band and its activities in the public eye as much as possible. (articles in specialist journals, local newspapers, in-house newsletters, local radio, web-sites etc.)
- Explore and develop opportunities for sponsorship of the band through mutually beneficial partnerships and alliances.
- Ensure processes and materials for marketing the band for the purposes of self promoted concerts or paid services are in place, current and fit for purpose.
- Provide publicity and support material for 'Friary' promoted concerts – posters, foyer displays etc.
- Update and manage display board at concerts including providing a facility to recruit new supporters
- Maintain database of FGB supporters and keep updated (via email) on the bands activities including promoting concerts
- Place adverts as and when necessary as directed by the MT.
- Archive press cuttings, photographs, programmes etc.
- Prepare and submit a written report at Monthly Meetings.
- Prepare and submit a written report for the AGM.
- Act as Trustee.

**Librarian:**

- Responsible for the issue and recording of all band music.
- Keep track of all music whether in circulation with the band or lent outside the band.
- Order music as and when requested by the Conductor or Bandmaster.
- Be the first point of contact for band members to report any loss or damage of music.
- Act as Trustee.

**Digital Media Manager:**

- Develop and update content on [www.friarybrassband.com](http://www.friarybrassband.com)
- Ensure regular news updates are published at least every 6 weeks
- Maintain and promote our presence on social media
- Ensure any mis-use of band website and/or social media by band members is reported to the Chairman
- Act as Trustee.

**Minutes Secretary:**

- Take accurate minutes of all meetings relating to band business.
- Prepare and circulate copies of minutes to MT members as soon as possible after a meeting.
- Keep original signed minutes on file.
- Act as Trustee.

**General Member:**

- Attend Monthly MT Meetings.
- Take part in all discussion topics, putting forward your own views and those of other band members so that informed decisions can be made.
- Undertake any tasks as directed by the MT.
- Act as Trustee.

**Musical Director (MD):****Role**

To be the MD of the band. To rehearse / train the band in all aspects of brass (& percussion) playing / musicianship. To conduct the band at rehearsals, engagements, concerts & contests as undertaken by the Management Team. To work in conjunction with guest conductors, trainers, and players in order to exploit the full potential of the band and its members. The MD may be assisted by a Bandmaster.

**Guidelines**

1. The MD has control over all music played by the band, except:
  - (a) In the case of set test piece contests.
  - (b) In the case where a particular piece or pieces, or a particular type or style of music is required in connection with an engagement.
2. The MD should manage the standard rehearsal time as he/she deems fit to achieve his/her and the bands goals. He/she may request extra rehearsal time as and when required and should liaise with the Secretary or Contest Secretary in this matter.

3. The MD has control over which player sits in which seat in the band. However should a dispute arise from his/her actions, the Management Team will intervene and mediate between all those involved to secure a suitable solution.

(The MD should inform the Chairperson of his/her plans, prior to making any structural changes within the band).

4. The MD chooses players for a contest (where numbers are limited by the rules) if there are more players in the band than can take part. Players for a contest must first be chosen from the available band members (depending on the instrument / vacancy to be filled and the instrument / ability of the spare players(s)). Only if there are empty seats left will guest players be considered to play.

5. It is not the responsibility of the MD to organise guest players. However if in the event that the Management Team wish to seek his/her assistance in this matter the request will only come from the Secretary or the Contest Secretary. Where a guest player(s) is required for a contest the MD shall be informed at least 4 weeks prior to the contest, where circumstances reasonably allow. Likewise for concerts, at least 2 weeks prior to the concert and for summer engagements/ minor events at least 1 week prior to the engagement. The MD shall decide if the player(s) is of the required standard.
6. The MD is responsible for discipline on the 'stand' during rehearsals, engagements, concerts etc. (whilst he/she is conducting). At all other times this is the responsibility of the Band Manager.
7. The MD is required to submit a written report to the 'Monthly Meetings' of the band. He/she is encouraged to attend these meetings where he/she can present this report in person, however if he/she is not able to attend he/she should present it via the Chairperson.
8. The Chairperson of the Management Team will supply a written report to the MD (if he/she has not attended the Monthly Meeting) outlining topics of discussion, decisions taken etc. for information only. This will also include responses to questions raised in the MDs Report and any questions that the Management Team need to ask the MD. This report will be made available within a few days of the meeting.
9. The MD can through his/her written report or at any other time to members of the Management Team express his/her views and make suggestions on any aspect of the band (not just musical aspects). These views / suggestions will always be given consideration. However, just as with anyone else in the band it is not guaranteed that such views will be adopted.

## **2 MEETINGS**

Special General Meetings will be held monthly, or more frequently if required, to conduct band business. Meetings will be administered as per the Constitution.

The General Meeting (also known as the Annual General Meeting) shall be held during April of each year during which the following business shall be transacted:

- a) To approve the minutes of the General Meeting and deal with any business arising therefrom.
- b) To receive the annual reports of the officers and a report from MD/Bandmaster.
- c) Review the Charity Commission annual report and return and accounts.
- d) To receive audited accounts for the financial year ending on the 31st March.
- e) To consider amendments to the constitution.
- f) To review the subscription to be paid by members.
- g) To elect the officers and Management Team for the following year.
- h) To consider any other business of which due notice shall be given in writing to the secretary not less than fourteen days prior to the meeting.

Voting on all matters shall be by show of hands unless a paper ballot is declared by the chairperson.

### **3 MEMBERSHIP POLICY**

The Policy is:

- The aim of the band is to continually improve the playing standard and performance of the band as a whole, and its existing members.
- The band will aim for a standard contesting band size of 25 brass and 3 percussion. However, the band will allow membership to be a greater number with no upper limit being defined. This will be assessed on a case by case basis.
- Once the band is deemed to have no vacancies to the standard contesting band formation, it will not advertise for players.
- Applications for playing membership shall be subject to audition and interview. The playing audition can be either of the following:
  - a. An audition outside of a normal rehearsal with the MD and the appropriate section leader or deputy
  - b. An audition within a normal rehearsal where the applicant will perform a solo with band accompaniment
- The interview will be carried out by the Chairperson, Secretary and MD. Items covered in the interview will include; expected commitment, level of subscriptions, summary of the band objectives and membership policy, and summary of the band management structure.
- Applications for membership may not automatically progress to an audition – instead applicants will be invited to attend more rehearsals so both parties can be satisfied that progressing membership is appropriate.
- If an audition is successful, new members will be subject to a 3 month trial period to assess Musical Abilities, Attendance, and Attitude. The new member shall pay subscriptions which will be refunded in full if either party decides after the trial period that full membership will not be pursued.
- Deps will not be used to displace band members
- Where people sit within the band is flexible within its membership, within the individual sections, and where deemed appropriate by the MD, between sections. The emphasis however is on stability.
- The Musical Director has responsibility for where people sit. He will inform the Chairperson and Secretary of any proposed changes in advance.
- The expectations of the band are that people will make their best efforts to master their parts, and to attend band. The MD shall ensure that people are given full support and assistance to play their parts.
- All playing members are eligible to play in the band apart from when contest rules restrict numbers.
- When contest rules restrict the number of players, the MD will make the final decision as to who plays. In order to give everyone a fair chance to master the music, the MD will make the final decision 2 weeks before the performance date, providing a justification for the selection – decisions may be made earlier (4 weeks before) for some contests.
- The MD may be assisted by a Bandmaster.
- Exceptional circumstances will be referred on an individual basis to the Management Team.

### **4 NEW MEMBER APPLICATION PROCESS**

- 1) All applications to join the band must be via the secretary.
- 2) The secretary will ascertain which position in the band the applicant is interested in.
- 3) The secretary will give the applicant a copy of this document, the membership policy, and advise the current level of subscriptions.
- 4) The Secretary will review the basis of the application in accordance with the membership policy and will:
  - a. Confirm who the relevant section leader is.
  - b. Determine from the Musical Director the requirements for the playing audition.
- 5) The secretary will advise the applicant of the playing audition requirements and check whether the applicant is happy to proceed with the audition process.
- 6) The secretary will arrange the audition time and venue.

- 7) The audition will be carried out in accordance with the membership policy. The Band Chairperson will chair the interview part of the audition. The playing audition will consist of:
  - a. Welcome and introductions
  - b. Discussion of the applicants playing background
  - c. Playing audition

The interview will consist of:

- a. Summary of the band objectives
  - b. Introduction to the band organisation, constitution and policies
  - c. Discussion regarding subscriptions
  - d. Uniform and equipment requirements
  - e. Any potential issues with availability and attendance
  - f. Any other questions for or from the applicant
  - g. Applicant to advise as soon as possible any concerns /issues resulting from the audition
  - h. Inform the applicant of the next steps (see 8, 9 & 10 below)
  - i. Thanks and end of audition
- 8) The audition panel will report back to the management team with their recommendations
  - 9) The management team will decide how to proceed.
  - 10) The secretary will inform the applicant of the outcome.

## **5 BAND EQUIPMENT**

An Inventory shall be maintained by the Band Manager of all instruments, uniforms and Band property together with a record of all issues of such equipment, and its condition at time of issue, to band members.

Instruments must be properly cared for by members at all times and kept in the case provided when not in use and uniforms shall be kept in good condition. Defects and accidents of whatever nature shall be reported to the Band Manager within seven days.

Members shall sign an issue record for instruments, uniforms and other equipment placed in their care and shall make good any damage caused through wilful neglect or intent. No instrument or item of equipment shall be removed from the band store without the permission of the Band Manager (Secretary or Chairperson in his/her absence). No music shall be taken away without the consent or approval of the Librarian (Secretary or Band Manager in his/her absence) and any such music removed shall be returned for the next rehearsal or engagement.

Upon return of any property, the item shall be in such condition as to satisfy the Management Team taking into consideration, reasonable wear and tear. Any Item not being returned or not being returned in a satisfactory condition shall be repaired or replaced at the expense of the borrower.

## **6 ENGAGEMENTS, CONTESTS AND REHEARSALS**

Members are expected to punctually attend as many rehearsals and engagements as possible and shall notify the Secretary and/or section leader of their inability to attend. A member shall give a minimum of five week's notice to the Secretary and Conductor of their inability to attend a contest save in exceptional circumstances.

Every member shall be responsible for setting up and putting away his own chair and music stand.

The Conductor or Bandmaster shall be in sole charge and responsible for discipline on the stand. Behaviour shall be gentlemanly and lady-like with no smoking or drinking, except water, other than during a formal break without the approval of the Band Manager (Secretary or Chairperson in his/her absence).

All fees from engagements shall be placed in the Band's funds. In the event of transport being provided by the Band for any engagement, all players shall travel by that form of Transport unless express dispensation be given by the Band Manager or Secretary prior to the day.

## 6 WEBSITE AND THE INTERNET

Members may be issued with a Band email address and these should only be used for official band purposes. Members should use the Band website, the internet and forums (e.g. Facebook) with common sense and not represent the band in an adverse manner.

## 7 UNIFORM

The Band will supply the uniform as detailed below and variations to the standard uniform may be approved by the Management Team. A returnable deposit will be required from members having new white Jackets (returnable after one year).

All members are expected to provide a jacket cover suitable, as deemed by the Band Manager, to protect the white Jacket. Jackets will be cleaned once each year or as required, at the member's own expense. Uniform may vary for any engagement at the discretion of the Band Manager.

Full Uniform, as decreed by the Band Manager for the engagement, shall be worn at all times, including travelling to and from the engagement. Any member attending a band engagement not correctly dressed shall not be permitted to play.

All personal clothing worn by playing members shall be clean, neat and tidy with shoes polished. No excessive jewellery shall be worn including numerous bangles, beads, necklaces or brightly coloured earrings.

All guest players shall be advised, in advance, of the uniform and standard of dress expected.

Band uniform shall be worn only on engagements or travelling to or from such engagements, official functions and meetings and on no other occasion.

### **Standard Uniform**

Travelling / General Uniform:	Blazer, white shirt, straight tie.
Gents Concert and Contest Stage Uniform:	Jacket, white shirt, bow tie.
Ladies Concert and Contest Stage Uniform:	Black top/blouse

### **Uniform Details**

The following items are to be worn as described above:

Jacket	White jacket as supplied.
Blazer	Black blazer, with badge.
Shirt	White, plain, not patterned, long sleeve, with suitable collar for bow tie or straight tie. Shirt to be worn tucked into trousers/skirt.
Ladies black top/blouse	Smart – not t-shirt material, plain, at least 3/4 length sleeve
Straight Tie	Straight tie as supplied.
Bow Tie	Black bow tie.

In addition the following items are to be worn at all times, as appropriate:

Trousers	Black, not wool or denim, plain, no decorative adornments. Ladies trousers must be of a 'bootcut' style i.e. not skinny or tapered in length.
Skirt	Black, straight with no excessive pleats or slits, knee length, no decorative adornments.
Tights	Barely black or nude.
Socks	Black, no decorative adornments.
Footwear	Plain black formal footwear (shoes or boots)

Uniform may vary for any engagement at the discretion of the band manager.

## Change History:

28 April 2010 V2 Adopted at the Annual General Meeting of The Friary Guildford Brass Band.

17 June 2010 V2-1 Modified at the Special General Meeting. Added to Section 1, Roles & Responsibilities:

"The role of the Friary Guildford Brass Band is to play as a Brass Band and to teach and educate members in the advancement of brass and percussion instrumental playing.". Moved from Constitution to meet Charity Commission requirements.

16 August 2010 V2-2 Modified at the Special General Meeting. Revised Standard Uniform and Uniform Details added as above. The following text was removed:

### **Standard Uniform**

Travelling Uniform:	Blazer, straight tie
Concert and Entertainments Contest Stage Uniform:	White jacket, bow tie
Closed Adjudication Contest Stage Uniform:	Black shirt, open neck

### **Uniform Details**

Jacket	white as supplied
Blazer	dark blue, with badge if supplied
Shirt	white, with suitable collar
	black
Tie	straight tie as supplied
	black bow tie
Trousers	black not wool or denim, no decorative adornments
Skirt	black, straight with no excessive pleats or slits, knee length, no decorative adornments
Tights	M&S barely black
Socks	black, no decorative adornments
Shoes	black, no decorative adornments

20 April 2011 V2-3

Secretary and Contest Secretary responsibilities revised, see relevant sections in main document. Following text removed:

### **Secretary (Officer):**

- Organise deputy players and conductors for engagements as and when needed.
- Arrange alternative rehearsal venues as and when needed.
- Communicate to the band information re. engagements and routine rehearsals.
- Liaise with the Contest Secretary re. player absences and deputy requirements.
- Represent the band in public.

### **Contest Secretary:**

- Provide rehearsal schedules, liaise with the Secretary to ensure rehearsal venues are booked as and when needed and that deputy players are arranged.
- Communicate to the band information re. contests including extra rehearsals and contest day procedure.

### **Membership Policy & New Member Application Process**

Changes to Audition process as identified by markup.

10 August 2012 V2-4

Chairman responsibilities revised, see relevant sections in main document.

### **Chair (Officer):**

Following text amended/added:

- Ensure all meetings take place in accordance with terms of the constitution.
- Act as a point of mediation and arbitration for issues relation to members' grievances and disputes

Following text removed:

- Prepare and circulate nomination forms and notice of AGM.
- Prepare agendas for all meetings

Secretary responsibilities revised, see relevant sections in main document. Following text added:

### **Secretary (Officer):**

- Prepare and circulate nomination forms and notice of AGM.
- Prepare agendas for all meetings

23 September 2014 V2-5

Supporters' Secretary role abolished and new Digital Media Manager role created with the following responsibilities:

- Develop and update content on [www.friaryguildfordband.co.uk](http://www.friaryguildfordband.co.uk)
- Ensure regular news updates are published at least every 6 weeks
- Maintain database of FBG supporters and keep updated (via email) on the bands activities including promoting concerts
- Maintain and promote our presence on social media
- Ensure any mis-use of band website and/or social media by band members is reported to the Chairman
- Act as Trustee.

Additional responsibility added to Public Relations role:

- Update and manage display board at concerts including providing a facility to recruit new supporters

Uniform details updated to reflect the new blazers

Following text amended:

- Blazer: Black blazer, with badge.

28 April 2015 V2-6

Public Relations responsibilities amended

Added:

- Explore and develop opportunities for sponsorship of the band through mutually beneficial partnerships and alliances.



- Ensure processes and materials for Marketing the band for the purposes of self promoted concerts or paid services are in place, current and fit for purpose.

The following were removed as they are covered by other MT roles:

- Place adverts as and when necessary as directed by the MT (think this was originally for player adverts for players which is part of Secretary role – if it's adverts for concerts we've got this covered now under one of the new points above, linked to self promoted concerts)
- Administration and Maintenance of the bands internet presence including the website.
- Provide publicity and support material for 'Friary' promoted concerts – posters, tickets, programmes, foyer displays etc

Addition to Chairman responsibilities:

- Responsible for managing (by delegation if necessary) application to relevant trusts and grant agencies for funding as and when appropriate

22 May 2016 V2-7

*Secretary/Contest Secretary responsibilities amended as follows.*

*Secretary added:*

- Organise and manage accommodation bookings for contests as required
- Responsible for organising social events

*Contest Secretary amended/added:*

- Represent the band to scaba, BBE and other contesting organisations; attend quarterly scaba meetings where possible and be the first point of contact regarding all contesting activities.
- Arrange the contest day: ensure transport and rehearsal venues are booked as and when required.
- Liaise with the Secretary to ensure that paperwork for all players including deputies is correct.
- Communicate to the band information regarding contest days.

*Membership Policy amended as follows:*

- Applications for playing membership shall be subject to audition and interview. The playing audition can be either of the following:
  - a. An audition outside of a normal rehearsal with the MD and the appropriate section leader or deputy
  - b. An audition within a normal rehearsal where the applicant will perform a solo with band accompaniment
- The interview will be carried out by the Chairperson, Secretary and MD. Applications for membership may not automatically progress to an audition – instead applicants will be invited to attend more rehearsals so both parties can be satisfied that progressing membership is appropriate.
- If an audition is successful, new members will be subject to a 3 month trial period to assess Musical Abilities, Attendance, and Attitude
- The Musical Director has responsibility for where people sit. He will inform the Chairperson and Secretary of any proposed changes in advance.
- When contest rules restrict the number of players, the MD will make the final decision as to who plays. In order to give everyone a fair chance to master the music, the MD will make the final decision 2 weeks before the performance date, providing a justification for the selection – decisions may be made earlier (4 weeks before) for some contests.

31 August 2016 V2-8

*Uniform details updated to clarify trouser style for ladies.*

*Following text added:*

- Ladies trousers must be of a 'bootcut' style i.e. not skinny or tapered in length.

19 March 2019 V3-1

- *Uniform details updated to reflect change to concert/contest stage uniform for ladies*
- *Document updated to remove reference to 'Guildford' following formal name change to 'Friary Brass Band'*