



The  
**RULES**  
of  
**COMBER BRASS**

**Version 1.01**

As amended and approved at a Committee meeting held on the 6<sup>th</sup> February 2022



## **Rules**

*These Rules do not form part of the Constitution of Comber Brass but are made in accordance with the enabling provision provided at clause 8(6) of that document.*

1. As a condition of continued membership of Comber Brass, all members are required to comply with the Rules and when representing Comber Brass, to conduct themselves in a manner which is not prejudicial to the interests of the band.
2. Members are required to treat each other at all times with courtesy and respect and regardless of playing ability or experience. In particular, any form of sectarianism, abusive or bullying behavior will be unacceptable.
3. All members will adhere to the policies of the band and by their actions will support their implementation, particularly regarding Safeguarding and Health & Safety issues.
4. Members will pay an annual subscription, at a rate to be reviewed and set by the Committee each year. This may be paid in full at the beginning of the financial year, or in instalments of such frequency as may be agreed with the Treasurer. A small reduction to the full subscription fee will be available to members who do not require the use of a band instrument. A concession of a 50% reduction in the fee payable will be available for members under 16 years of age or not in full time employment. Where several members belong to the same family and live in the same household, a discounted rate may also be offered at the discretion of the Committee. No fee will be payable by any member who has been registered with Comber Brass primarily for contesting purposes, and who does not otherwise routinely play in the band.
5. Members are expected to regularly attend at band rehearsals and to arrive in sufficient time to be prepared and ready to play at the nominated starting time. Mobile phones should be switched to silent and any unnecessary conversation that may disrupt the Musical Director or the rehearsal is to be avoided. To make the most efficient use of the available rehearsal time, music folders supplied to members must be maintained in good order and properly organised to facilitate ready access to any particular music that may be rehearsed. If a member is unable to attend a rehearsal for any reason, notification in advance to the Musical Director or a Committee member will be appreciated.



6. In addition to attending the weekly rehearsal, members are also expected to undertake a sufficient level of home practice that will contribute to the collective effort of all the members to achieve the band's stated purposes.
7. To assist with planning and determining availability for future engagements, members should respond to SMS, e-mail or other electronic communications from the band as soon as reasonably practicable or within the timeframe requested. Where a member has previously committed to play with the band at an engagement but is subsequently unable to do so, they should also communicate this fact as soon as possible to the Musical Director or other member of the Committee so that alternative arrangements can be made, and particularly if this will be at short notice.
8. Members are individually responsible for the safekeeping and custody of uniforms, instruments or music supplied to them by the band. In particular, members are responsible for carrying out routine maintenance on their band instrument, including the regular oiling of valves and lubrication of slides. Any damage or loss should be promptly reported to the Instrument Officer who will also arrange for any repairs or annual servicing to be carried out.
9. The Treasurer will manage the band's monies and maintain an accounting record of all receipts and payments. The online banking account of the band must be operated in accordance with the provider's terms and conditions, particularly in relation to passcodes and security. The band's account will not have an overdraft facility and the Committee will manage the band's finances to retain a minimum balance of £1000 as a contingency reserve. The Treasurer will regularly update the Committee on the finances of the band, providing a projection of income and planned expenditure to the end of the financial year. The Treasurer is authorised to make routine payments for goods and services procured by the band up to the value of £500 without the prior approval of the Committee. The Chairperson or Secretary will meet every three months with the Treasurer and examine the accounts for the preceding period, ensuring all matters are appropriately accounted for. Further to this, all trustees have the right to examine a printed statement of the accounts at any time upon request.
10. Unless it is impracticable to do so, the Committee will convene the AGM of the band before the 31st January each year at which the membership will elect a Chairperson, Secretary and Treasurer. If not also resolved at the AGM, the trustees elected to the Committee shall meet as soon as practicable thereafter to assign to members within their number, the roles and duties of Registration / Contest Secretary, Instrument Officer, Uniform Officer, Librarian / Music Officer and to allocate such other tasks and functions as deemed necessary.



11. The Committee may withdraw membership of the band from any member who is frequently absent from rehearsals without reasonable cause or who is in breach of these Rules, and all property of the band in that member's possession must be returned forthwith. The Committee may also deal with minor disciplinary matters by giving advice, or by issuing a verbal or written warning to the member concerned.
  
12. Any amendment to the Rules may be made by a majority vote of the Committee. Where any member seeks to amend the Rules, they should write to the Secretary of the Committee, outlining the proposed change and the reasons. Changes to the Rules may also be made by motion at a General Meeting of the band that is convened in accordance with the Constitution.