

Abergavenny Orchestral Society – Members' Handbook

This handbook aims to give members an idea of how our orchestra works. We are always looking for ways to improve and help members get as much pleasure as possible from playing together in rehearsals and concerts. If you have any questions or suggestions, please contact the secretary or chair.

The Society is a registered charity whose aim is: To advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the presentation of public events

1. Management of the Society

The Society is managed by the Committee Members, who are its trustees, and are listed on the website. The MD and Leader may attend committee meetings but have no vote. Other members of the society may also have roles and responsibilities and may be invited to attend appropriate committee meetings but have no vote.

2. Membership

New members can be accepted up to the following usual section sizes. A waiting list is in place for sections which are full.

Violin 1	12
Violin 2	12
Viola	8
Cello	9
Bass	3
Flute	2
Oboe / Cor	2

Clarinet	2
Bassoon	2- 3
Horn	4
Trumpet	2
Trombone	3
Tuba	1
Timps & Percussion	3

Some flexibility may be required between first and second violin players in order to balance sections.

New members should have achieved a playing standard of Grade 6 or equivalent, and be prepared to commit to the expectation of members outlined below. Applicants satisfying these criteria will be invited to attend several rehearsals after which their application will be considered by the Committee, in conjunction with the MD and section leader.

Enquiries about membership should be addressed to the Membership Secretary via info@abergavennysymph.org.uk

3. Subscriptions

Members will be required to pay an annual subscription for the academic year. Any change to the subscription proposed by the committee will be presented to the AGM. The subscription is due within one month of the AGM or of becoming a member. New member's sub may be reduced pro rata according to the time remaining in the subscription year. However, ability to pay shall not be a condition of membership, and the subscription may be reduced or waived at the discretion of the Committee. If a particular instrument is not required for a term, that term's subscription may be refunded.

4. Rehearsals and concerts

Members are encouraged to attend all rehearsals, unless the MD/conductor advises their instrument is not required and are expected to keep their future attendance intentions up-to-date on Muzodo. As many members as possible will be included in concerts, but no member is automatically guaranteed a place to play as this will depend on: instrumentation; balance; physical space; and/or sufficient attendance at rehearsals.

5. Borrowing Music for Practice

Music for concerts will be provided and members should be willing to practise their parts individually as and when necessary. Music may be borrowed for practice on the understanding that it will be available for the next rehearsal, and it is signed for. All music must be returned to the Librarian immediately after the concert. Any member losing music may be asked to cover the cost to the Society.

6. Code of conduct

Policies relating to behaviour, including towards children, are available on the website.

7. Instrument/music loan

Members may borrow, for a limited time, sets of orchestral parts from the Society's library of music, instruments, or property on application to the Librarian or Property Manager.

8. Data Protection

Member details will be stored securely in accordance with our privacy policy on the website. Photographs of the orchestra may be taken for publicity but any member who does not wish to be photographed should inform the Chair or Secretary. Concerts may be recorded, and members are assumed to agree to this.

9. Trustee election process

The trustees are the Committee members comprising Chair, Secretary, Treasurer, and a minimum of 2 Floor Members who are elected from the membership at AGM. Trustees are elected for a term of 3 years and may usually serve for a maximum of 4 terms though some flexibility is permitted.

10. Communication between committee and members

The committee will keep members informed, by email. Any member who does not have an email address should advise the Secretary and discuss an alternative arrangement. Members can contact committee members in person or email via info@abergavennysymph.org.uk

11. Safeguarding, health and safety

Policy documents relating to safeguarding and H&S matters are on the website together with contact details of the respective Leads. Members are encouraged to speak to the chair or their section leader, if they have a health condition which could, for example, require emergency treatment or affect their ability to evacuate the building in an emergency.

12. Programme selection

Members may make programming suggestions to the Committee, MD or Leader. Final programme selection will be made by the committee in conjunction with the MD and Leader.

13. Updating of the Handbook

The contents of the Handbook will be reviewed by the committee at least every 2 years and changes advised to members.

14. Remuneration and appointment

Remuneration of the MD and Leader will be agreed by the Committee. The process for appointment of a new MD or Leader will be devised by the Committee and advised to Members.

15. Honorary Life Members

Honorary Life Members may be elected at a General Meeting in honour of services to the Society and are not required to pay a subscription. They may vote in General Meetings.