

INTERNAL REGULATIONS

OF

DE ONTZETTING

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GENERAL

Note

The statutes can always be requested from the board.

Wherever 'he' is, 'she' can rightly be read.

Article 1

-The association De Ontzetting consists of an orchestra and non-musician members. The orchestra consists of music-making members and prospective members.

Article 2

-As a supplement to articles 5 and 6 of the statutes and to prevent misunderstandings, a brief explanation of some used concepts in the internal regulations follows.

- a) Prospective members are musicians who want to become a member of De Ontzetting and until they are officially recognized by the board as a music-making member, they join the orchestra. They have no voting rights.
- b) Music-making members are full members of De Ontzetting. They participate in the rehearsals and performances and can partake in all other activities of De Ontzetting. They do have voting rights.
- c) Non-musician members are members of De Ontzetting without actually participating in rehearsals and performances. They do not play a musical instrument for De Ontzetting.

MEMBERS AND MEMBERSHIP

Article 3

1 -A music-making member, in that case, a prospective member accepts the obligation to be present during all rehearsals and performances outside of the association by joining De Ontzetting, unless he is unable to do so due to force majeure and he has unsubscribed at the board.

2 -In principle, the player of any instrument can become a member of De Ontzetting when he is younger than the age of 40. The board decides on the admission of prospective members to the orchestra, after being advised by the conductor. This advice is based on the following considerations:

- Does the instrument make a positive contribution to the orchestra in a musical sense?

-Does the aspiring member have sufficient musical capacity to play in the orchestra?

-Is the prospective member younger than the age of 40?

-The prospective members are admitted in the order of registration with a trial period of two months.

3 - The conductor is not a member of De Ontzetting.

4 -A prospective member is deemed to sign a privacy statement for administrative purposes before he can become a member of De Ontzetting.

5 - Photographic and visual materials of a member may be used for promotional purposes, provided that the member gives permission by signing a statement.

Article 4

1. - In case of doubt about the ability of a member of De Ontzetting to musically participate in a concert, the board decides, after being advised by the conductor. This applies to all musicians.

2. For musicians participating in a concert, the following applies:

- In the event of an absence of 40% or more during rehearsals, the board and conductor will be consulted and decisions will be taken about his participation at the concert.

3 - The following applies to temporary members:

- Guest player: A person asked by the board of De Ontzetting to support the association in one or more concert (s). In consultation with the board, it is determined how many and which rehearsals he should attend. If the guest player joins a rehearsal weekend, he does not have to pay a weekend fee, but a voluntary contribution can be requested.

- Occasional player: A person who signs up to play at a concert. This must be limited to one concert, otherwise a contribution must be paid. This person must pay the rehearsal weekend fee and at least attend the rehearsal weekend and the general rehearsal.

Article 5

1 -Each member pays a deposit of 5 euros after receiving the music. This amount is settled during the collection of the first contribution. Each member receives a folder after receiving the music scores, for which no deposit is paid. After cancelling the membership and returning the music, the deposit will be refunded, minus the replacement costs for the missing music caused by the person in question.

2- Each member pays a deposit of 10 euros after receiving the polo of De Ontzetting. This amount is settled during the collection of the first contribution. After cancelling the membership and returning the polo of the Ontzetting, the deposit will be refunded, minus any repair and / or replacement costs.

3- If during the membership the replacement costs for the music exceed 5 euros and / or 10 euros for the polo, then the member must, after the total replacement costs are reimbursed, transfer the deposit again.

4- The new amounts for the deposit do not apply retroactively. The deposit will be refunded when the membership is terminated.

Article 6

1 - The contribution for music-making members is 110.00 euros per year for students and 130.00 euros for non-students.

- The contribution for non-music making members is 60.00 per year for students and 70.00 euros for non-students.

- The contribution will be adjusted according to the inflation every 3 years.

2 -The contribution must be paid by the members with a maximum of 2 instalments per year.

3 - Music-making and prospective members who prefer to pay the contribution for the entire association year at once, must pay before the termination of the first half of the current association year.

4 - Board members appointed outside of the members do not have to pay the contribution.

5 - Cancellation of a membership by the member for the coming six months is only possible before the 1st of August and the 1st of February and communicated by

writing to the secretary. When the cancellation has not been communicated in time, the membership will continue until the next six months and the member in question has to pay the contribution.

6 - Absent members due to an internship can receive a refund for a maximum of six months of their absence, if requested from the board in advance. In case of absence, the board decides on a refund after consultation with the member concerned.

7 - Members must pay all costs including the contribution, rehearsal weekend etc. in the calendar year they should pay the contribution. If this payment is not paid after three warnings in the relevant calendar year, an additional 10% will be charged. In case of ascendancy, the board will decide after consultation with the member concerned.

8 - The minimum donation is € 45 per year. Donors get two free tickets for a donor concert with a maximum of twice a year. Donorship lasts until cancellation. This scheme was implemented on the 16th of October 2013. For donors who registered before 16 October 2013, the minimum amount for donation is 30 euros per year.

Article 7

1 - The association has anniversaries on the occasion of the (continuous) membership of a member for the periods of 5, 10, 15 years etc.

2 - Celebrations of anniversaries take place when the required membership years are met.

3 - This anniversary provision came into effect on the 27th of February 1985.

THE BOARD

Article 8

1- Non-member board candidates must reasonably be able to make a substantial contribution to the realization of the objectives of the association, as mentioned in the statutes, article 3.

2 -The decision-making about possible admission of these candidates is made in accordance with the statutes, article 10, paragraphs 3, 4, 5, 6, 7 and 8.

Article 9

1 -The general management duties can be found in the statutes, articles 4.3, 5.1, 5.2, 7, 8, 9, 10, 11, 12, 13, 14.2 and 14.3.

2 - Board members appointed outside of the members are not a member of the association.

Article 10

1 -The board holds a regular meeting at least every calendar month, except during the summer holidays.

2 - The board is also required to share the date, time and place where the board meetings are held with the members on request.

Article 11

1-The board must consist of a chairman, a secretary, a treasurer, a vice-chairman and a general board member, who functions as vice-secretary, vice treasurer and in case of a four-member board, fulfils the position of vice-chairman.

2 -The board as a whole is responsible for an orderly fashion during and around the rehearsals and is responsible for opening and closing the rehearsal room and storage area.

3 - The chairman leads the General Members Meeting and all administrative meetings. In case of a tie during the GMM, the chairman decides. He represents the association to the outside world. He coordinates management tasks and monitors their implementation. He sets the agenda for the meetings. Together with the secretary, he is responsible for the minutes.

4 -The secretary takes minutes during the board meetings and the GMM. He takes care of external communication. He notifies the members and prepares the membership letters.

5 - The treasurer takes care of the finances, including the accounting, financial statement and balance sheet of the past calendar year and the budget for the coming

calender year and manages the account and ensures that the account can be viewed by members and beneficiaries at all times. In addition, he coordinates the sponsoring and subsidy applications from De Ontzetting.

6 -The vice-chairman assists the chairman in his duties and replaces him in his absence. The vice-chairman represents the board in the music committee. He coordinates communication between the various committees and the board. Together with the treasurer, he coordinates the sponsorship and sponsor applications.

7 - The general board member performs the duties of the vice-secretary and vice-treasurer and in case of a four-member board, vice-chairman. He helps the secretary, treasurer and chairman with their duties and replaces them in their absence. He manages the members list. He manages the waiting list of prospective members.

8. -For entering legal action or performing investments of a value higher than 600 euro, the board needs permission from the general members meeting.

GENERAL MEMBERS MEETING

Article 12

- The GMM, initiated by the board, yearly determines the contribution for:

- a) music playing members
- b) non-music playing members

A minimum contribution for donorship is determined during the GMM.

Music playing members pay the contribution from the month onward that they start their membership (from the beginning of their aspirant/prospective membership).

Article 13

-Next to the statutory members meeting, another GMM is held halfway through the association year to ease the board changes.

Article 14

1 -The agenda of the GMM should be announced to the members at least two weeks before the date on which the GMM will be held. This should include all the annexes (e.g. additional explanation, incoming pieces, minutes previous GMM etc.) that are known to the board at that moment.

2- The minutes of the GMM should be available for viewing at the board, 6 weeks after the date of the GMM. Furthermore, these minutes have to be added to the agenda of the next GMM. See article 14, section 1.

Article 15

- Members who are entitled to vote can propose changes to the agenda of the GMM to the board.

Article 16

- For the statutory members meeting that is to be held in a calendar year, the fund-control committee (KasCo), an ongoing committee that can always be consulted, signs an agreement regarding the financial management of the treasurer.

- The financial statement, balance sheet and budget for the coming financial year, when discussed at the statutory members meeting, must be submitted to the fund-control committee by the treasurer at least 4 weeks before the start of a statutory members meeting.

- The control committee must receive an overview of the treasurer's financial management once every quarter of a year.

Article 17

1 -For written votes, a voting committee will be appointed, consisting of at least 2 members who are entitled to vote, who take care of the responsible procession of the voting procedure.

2 -The board can raise issues for which they believe voting is desirable at the GMM, taking into account the requirements stated in article 18 of the statutes.

3 -Every member entitled to vote can raise issues to the board, for which they think a vote at the GMM is necessary. If a written proposal for voting is provided with signatures of at least 10% of the members, a vote will take place. In case of a verbal proposal, the board will decide whether to vote or not.

COMMITTEES IN GENERAL

Article 18

1 -Every committee chooses a treasurer from their midst. This treasurer should: take care of the bookkeeping, make sure that the bookkeeping is always ready to be shown to members and beneficiaries and take care of the financial contacts between the committee, her members and the board.

2 -Every committee creates a budget, based on the total amount determined by the GMM, and submits a settlement of all financial transactions. These are submitted to the board for approval.

3 - Section 1 and 2 do not account for the fund-control committee.

4 -All financial transactions of the committee should happen according to the instructions of the treasurer of the association.

5 -Committees are accountable to the board.

6 - Preferably, in every committee a board member is present. Every committee hands in the minutes of their meeting to the vice-chair of the board.

7 -If a conflict of opinion arises, the GMM decides.

8 -BrakCie (Binnenlandse Reis en Aktiviteiten Commissie - domestic travel and activities committee), a permanent committee that organises various yearly activities, like the wood v.s. brass evening, movie night and after parties of donation concerts.

9 -ConcertCie, an occasional committee that takes care of the interpretation of the donation concert, like the theme, the programme booklet and the logistics.

10 -GalaCie, an occasional committee that organises a gala, striving to organize a gala every two year.

11 -InternetCie, a permanent committee that makes sure the website, Facebook, Twitter and other social media are up-to-date.

12 -Kascontrolecommissie (fund-control committee), their tasks are described in article 16

13 -LustrumCie, an occasional committee that organises the lustrum activities once every 5 years.

14 -MuCie, their tasks are described in article 19

15 -PromoCie, a permanent committee that takes care of the promotion of the committee to those outside of the association through for example posters and flyers for open rehearsals and concerts.

16 -RedaXie, a permanent committee that brings out the association magazine 'De Bommelding' a couple times a year.

17 -TourneeCie, an occasional committee responsible for the organisation of a tour for the entire association, striving for organizing a tour every two years.

18 -WeekendCie, an occasional committee that organises a rehearsal weekend and makes sure everything runs smoothly during the weekend. The board takes care of the rehearsal location.

THE MUSIC COMMITTEE

Article 19

1 -The music committee serves as an advising organ to the board, concerning all musical aspects of the association. The board always has the right to not follow this advice.

2 - It is preferred that members of different sections take part in the music committees. At least 5 different sections are presented in the MuCie. This amount is decided by the committee itself. Together, the members of the music committee have the following functions:

*chair

*librarian/archivist

*secretary

*treasurer

*commissioner of folders

The tasks and functions are divided in mutual consultation.

3 -The music committee must submit minutes of every meeting to the board and is always held accountable to the board. The contact between the music committee and the board is maintained through the chair of the music committee.

4 -The music committee has the following tasks:

a) Taking care of the sheet music. Meaning that the music committee ensures every member of the orchestra gets their scores, with its necessary tasks (copying, distributing and taking sheet music, ordering sheet music, ensuring that music is available, etc.).

b) Determine the concert repertoire. Every half year the music committee determines the repertoire for the coming half year.

c) Management of the music library.

5 - The music committee must take into account the wishes of the music-making members regarding the music choice.

6 - The chairman of the music committee is the bridge between the music committee and the conductor.

7 - The music committee reports its activities and policy at every GMM.

8 - Article 18 also applies to the music committee.

INSTRUMENT POLICY

Article 20

Paragraph 1 with effect from 16 October 2013

1 (a) Instruments owned by the association. These instruments have been purchased by De Ontzetting and can be used by members. The general maintenance will be paid for by De Ontzetting, which includes the revision costs. In addition, the insurance costs are also paid by De Ontzetting. Members pay a rent of € 25.00 per year for the use of an instrument. If this rent cannot be paid by the member, an agreement with the board can be made regarding the rent. The member must also pay a one-time deposit of € 100.00, this deposit will be refunded after the instrument has been returned, minus costs incurred if applicable. In case of any additional costs, the costs will be paid by the member. Through an instrument contract, the member is responsible for the instrument and the member has to pay for the costs that are not covered by general maintenance. Accessories that are quickly worn-out, like reeds, cork grease, valve oil and drum sticks must be paid for by the members themselves.

(b) Instruments rented from the Van Uven Stichting. The instruments are rented from the Van Uven Stichting by members themselves (with the board as intermediary). This foundation will not charge a rental rate to make sure the member does not have to pay for anything. The contract with the Van Uven Stichting must be signed by the member himself.

(c) Instruments rented from external rental companies.

The instruments rented from external rental companies by 'De Ontzetting': 'De Ontzetting' signs the contract and the members pay the same rental amount as stipulated in article 20 section 1a. If this rent cannot be paid by the member, an agreement can be made with the board about the rent to be paid. The member must also pay a one-time deposit of € 100.00, this deposit will be refunded after the instrument has been returned, minus costs incurred if applicable. In the event of any additional costs, the costs will be paid by the member in question.

Instruments borrowed from external rental companies by members.

Paragraph 1 applies to instruments prior to 16 October 2013.

1 (a) Instruments owned by the association. These instruments have been purchased by 'De Ontzetting' and can be used by members. The general maintenance will be paid for by 'De Ontzetting', which includes the revision costs. In addition, the insurance costs are also paid by 'De Ontzetting'. Members pay € 1.00 a month for the use of an instrument to meet the insurance costs. Through an instrument contract, the member is responsible for the instrument and the member has to pay for the costs that are not covered by general maintenance. Accessories that are quickly worn-out, like reeds, cork grease, valve oil and drum sticks must be paid for by the members themselves.

(b)

Instruments rented from the Van Uven Foundation. The instruments are rented from the Van Uven Stichting by members themselves (with the board as intermediary). This foundation will not charge a rental rate to make sure the member does not have to pay for anything. The contract with the Van Uven Stichting must be signed by the member himself.

(c) Instruments rented from external rental companies. The instruments are rented from external rental companies by members themselves. The members sign the contract and pay the rent and can declare its expenses, minus € 1.00 per month, at 'De Ontzetting'.

2. Conditions that apply per category:

(a) Instruments owned by the association

The board decides on the purchase of instruments based on the necessity of the instrument and the financial possibilities, also regarding the maintenance costs.

The conductor may be asked for advice on the necessity to purchase an instrument.

When deciding to buy a specific instrument, advice can be requested from both the conductor and experts outside the association.

For deciding to buy a specific instrument, you can ask for advice from the conductor as well as experts from outside of the association.

(b) Instruments that are rented from the Van Uven Stichting

These instruments can be rented after consultation with the board. Instruments from the Van Uven Stichting can only be rented temporarily to ensure that other associations also have the opportunity to use the instruments.

(c) Instruments that are rented from external rental companies

The board decides about reimbursing (part of) the rental sum of instruments rented from external rental companies. This happens based on the necessity of the instrument, the financial situation and the period that the instrument has to be rented. Potentially, instead of renting an instrument, buying the instrument for the association can be decided. In this case art. 1a and 2a are applicable. For the necessity of renting an instrument, the conductor can be asked for advice.

3. The instrument policy cannot be used to promote membership of 'De Ontzetting'. The policy can only be discussed when:

(a) Potential members join for whom the lack of an instrument is a problem.

(b) Members want to change instruments and look for a way to do so.

(c) Particular instruments that can be played by orchestra members and are needed for a specific occasion.

(d) The board decides if an instrument is necessary and if the guest players don't have an instrument.

4. The board is responsible for all real estate owned by the association.

LENDING MUSIC AND INSTRUMENTS OUTSIDE THE ASSOCIATION

Article 21

(a) Lending music is done by the music committee in consultation with the board for a period later to be determined (with a maximum of half a year). This period can be extended with half a year after consultation and if De Ontzetting doesn't need the piece in this time period.

(b) Lending instruments is done by the board for a period later to be determined (with a maximum of half a year). This period can be extended with half a year after consultation and if De Ontzetting doesn't need the instrument in this time period. The lending of an instrument can only take place after signing a concerning contract

ARTISTIC LEADERSHIP

Article 22

-The appointment of a conductor is done by the board with approval and permission of the members meeting. The appointment firstly occurs for a trial period of two months (8 rehearsals), after which the appointment will or will not be final. The members meeting decides about this. The music committee has an advising function in appointing a conductor.

Article 23

1 -The conductor has, together with the board, the artistic leadership, in a way in which he has the creative freedom in the musical technical performance of his work. He gives advice about the musical pieces to study and to perform. The conductor and the music committee decide together about the future repertoire.

2 -Furthermore, the conductor gives advice about possible collaboration of solo and/or additional instrumental accompaniment at a performance. Decisions about this can only be made in consultation with the board and within the limits of the budget determined by them.

3 -The conductor is accountable to the board at all times.

4 -The board and the section leaders see if (and if so how many) new musicians can become a member in the orchestra and then decide about possible admittance, according to article 3 of the internal rules.

5 -With regards to study activities, developed and maintained for the association, the conductor has a coordinating and supervisory role in consultation with the board.

6 -When a serenade must be carried out or presence at similar short presentations is required in the absence of the conductor, the board has to appoint an authorized person for the musical direction.

Article 24

1 1-Repetitors are persons appointed by the board, at the request of the conductor, who ensure the studying of the music together with the conductor. Every repetitor is accountable to the artistic leader.

2 -Repetitors from outside the association appointed by the board get their realistic travel expenses reimbursed.

3 -All repetitors must adapt to the views of artistic management

4 -The repetitors and the conductor lead the group rehearsals. In group rehearsals the orchestra members get divided into groups. This can happen based on different criteria. Every group rehearsal is led by a repetitor so there can be more attention to detail.

5 -The division of the groups of musicians is done by the artistic management. The conductor consults the board and the repetitors for the rehearsal rooms needed for the group rehearsals. The board then ensures that a concerning space (as far as this is possible) is available at a desired time.

FINAL NOTE

Article 25

- When statutes and rules of procedure do not offer a solution, the board decides
- The Dutch internal regulations will be leading.