

# The UniBrass Foundation

## Bye Law 3

### UniBrass Contest Hosting Bidding Procedure

Date of bye law (last amended): 22/01/2023

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In this byelaw, unless otherwise expressly stated, words and phrases used shall have the same meaning as defined in the Constitution.

1. The UniBrass Contest (hereafter, "UniBrass") will be hosted at a university in the UK.
2. UniBrass cannot be hosted at the same university for more than three consecutive years unless there is no viable alternative.
3. The bidding process will open at the contest held in the academic year two years before the hosting term being bid upon.
  - a. Applications will be accepted for a defined period of at least three months from the opening date of the bidding process (the "application window").
  - b. The winning bid will be selected and communicated to the successful applicant. This should normally occur by 1<sup>st</sup> January after the application window, and no later than two weeks prior to the UniBrass contest following the close of the application window.
  - c. The winning bid will be publicly announced at the contest following the application window.
4. Details included in bids will vary between bidding processes and will be set out by the Foundation at the beginning of the bidding process. Details may include, but are not limited to:
  - a. The proposed venue, demonstrating adequate facilities for instrument storage and warm-up;
  - b. The feasibility of live-streaming the event;
  - c. Accommodation options;
  - d. Known costs, opportunities and liabilities;
  - e. A plan of the venue and local site, detailing access;
  - f. Written statements in support of the application;
  - g. A suggested contest plan, including how to make the event accessible to all.
5. In the event of no bids being received, or all received bids being rejected:
  - a. The current hosting university will be expected to investigate the possibility of hosting the contest for another year, reporting to the Foundation within a timeframe set by the Foundation;
  - b. A modified ("emergency") bidding process to host the contest for one year only will proceed as in 3(a)-(c) above;
  - c. The charity trustees will endeavour to resolve the situation in the best interests of the contest.
6. If a contest does not occur for a period of one year, the bidding process will be opened and the application window extended indefinitely until a successful bid is received.

Date	Issue Number	Changes
23/10/2014	1.0	Adoption as bye law by the UniBrass Foundation trustees
1/2/19	1.1	Changes for 2021/22 Bidding process: change to, and added flexibility of required information; modification to expectation of current host to host for an emergency third year
15/11/2020	1.2	Changes for the COVID-19 adjusted 2023/24 bidding process, for flexibility of later opening of the process and accelerated timescales
22/01/2023	1.3	Changed Point 4 to "details may include" from "Details will include"