

# **Constitution**

Fourth Edition as adopted by the Band on [date to be inserted]

## **1. Introduction**

- 1.1 The Band shall be known as the Stourport-on-Severn Brass Band. Hereafter in this document, it is referred to as “the Band”. Other important definitions will be found in the Appendix.

## **2. Aims of the Band**

- 2.1 The Band aims to provide musical entertainment to public audiences by achieving the best possible musical standards in public performances and for its members to gain satisfaction and pleasure from playing in the Band.
- 2.2 Subject to confirmation at the Annual General Meeting (AGM), the Band will be registered with the Brass Band Players Limited as a competing Band.
- 2.3 The Band will promote live musical performance in the locality and especially the Wyre Forest District through the giving of public concerts and participation in other musical events.
- 2.4 The Band is committed to support initiatives/concerts to promote music in the community, particularly schools and young people.

## **3. Membership of the Band**

- 3.1 A Member of the Band is defined as: an individual who has paid the Band Member's subscription.
- 3.1 All Band Members have equal voting status at general Meetings. Members who are in arrears of subscription may not vote at Band meetings.
- 3.2 Officers of the Band committee will be elected by the members at the AGM.
- 3.3 The level of subscription will be determined by the Committee members and confirmed at the AGM.
- 3.4 The names and addresses of all members will be recorded in a suitable ledger. This information will be held securely by the Band Secretary. For quick access at rehearsals/engagements, an electronic version will be maintained on the Band's website with password access only available to the Band Committee. Data will be maintained in accordance with Stourport-on-Severn Brass Band's Data Protection policy.
- 3.5 The instrument played and any Band property in a member's possession will be recorded and held by the Quartermaster.
- 3.6 Players may join the Band either through nomination by the Musical Director (MD) to the committee or by a personal audition by the Musical Director at his or her own discretion. Non-playing persons may be invited by the committee to become Members.
- 3.7 New players are not required to pay a subscription for a period of 1 month after joining. Members experiencing financial hardship may be exempted from the payment of subscriptions by the committee.
- 3.8 Members who intend to resign should do so in writing to the Secretary.
- 3.9 All members will have access to a copy of the Constitution through the Band website.

## **4. Guest players and deputy players**

- 4.1 The MD is authorised to invite guest or deputy players to rehearse or play with the Band at performances.
- 4.2 The Treasurer is authorised to reimburse travelling expenses of guest or deputy players.

## **5. The Musical Director**

- 5.1 The MD shall be appointed by the Band by a majority vote.
- 5.2 The MD shall receive expenses for each rehearsal, concert and contest performance. The value is determined by the Committee in consultation with the MD.
- 5.3 The MD will choose music for the band, appropriate to occasions/events, capabilities and to drive improvements in performance.
- 5.4 The MD may nominate to the committee an assistant conductor. The assistant shall be remunerated with expenses as agreed by the committee.
- 5.5 The MD or their deputy has full control of the Band during musical engagements.

- 5.6 The MD will be invited to attend committee meetings to contribute and make responses to agenda items.
- 5.7 The MD shall determine the players to perform on the concert or contest stage and will address those who are not required to perform on such occasions.
- 5.8 The MD shall determine the specific band position (part) that each player will occupy. Sometimes temporary changes will be required to meet concert or contest needs. The MD will make all arrangements known to all players concerned.

## **6. Conduct of players**

- 6.1 Players shall maintain their instruments in good playing order.
- 6.2 Players are responsible for the care and safe keeping of Band property on loan to them.
- 6.3 Players should discuss with the MD any musical activities outside the Band that may affect their commitment to the Band.
- 6.4 When in Band uniform, players will uphold the dignity of the Band and not do anything which would bring the Band into disrepute.
- 6.5 Players should use their best endeavours to add to the musical quality of the Band.
- 6.6 The Committee may expel a member from the Band for misconduct.
- 6.7 Any member who has a grievance may request a meeting with the Chairholder. The Chairholder will attempt to resolve any grievance and his/her decision is final.

## **7. Band Property**

- 7.1 The ownership of any instruments, music, uniforms or any other equipment is vested in the trustees as defined in the Appendix.
- 7.2 Band property shall not be sold or otherwise disposed of without the consent of the trustees.
- 7.3 Band instruments or equipment or music may be loaned to another organisation or person provided all the trustees agree. The purpose and period of these loans will be recorded. The borrower is fully responsible for any loss or damage to instruments, equipment or music during the period of the loan.
- 7.4 Any member leaving the Band shall return any Band property to a trustee or in their absence, to the Quartermaster. It should be returned in a satisfactory condition, and the committee may levy a charge for any wilful or negligent loss of or damage to property whilst in a member's possession. The committee may request inspection of Band property at any reasonable time.
- 7.5 Music or new equipment may only be purchased by a trustee or his or her nominated representative, and only with the consent of all trustees.
- 7.6 In the event of the sale or disposal of Band property, or if the Band is broken up or dissolved and its property sold or otherwise disposed of, the net proceeds of such sale or disposal shall be applied by the trustees for any purposes they see fit.
- 7.7 Should the Stourport-on-Severn Brass Band be dissolved, the trustees will ensure that any assets purchased, from Arts Council Lottery funding, will be passed on to a non-profit making organisation with similar aims.
- 7.8 The trustees have discretion to insure Band property to its full value against fire, theft, loss or damage, and in the case of destruction or damage or loss, any monies received from any insurance shall be used at the discretion of the trustees for Band purposes.

## **8. Band Officers and Conduct of Meetings**

- 8.1 The quorum of a General Meeting shall be 50% of the current membership. All votes at committee or general meetings are passed by overall majority of the meeting.
- 8.2 The Band shall elect at the AGM a committee that is empowered to conduct business on behalf of the Band. Any Band member may attend a committee meeting and may contribute to the business of the committee but may not vote.
- 8.3 The committee shall consist of the following:
  - 8.3.1 The trustees
  - 8.3.2 Contest Secretary
  - 8.3.3 The Musical Director (attendance at meetings is determined in 5.6)
  - 8.3.4 Librarian
  - 8.3.5 Not less than four or more than eight other members.
- 8.4 Committee members other than the MD or trustees may undertake specific duties as determined by the committee. The committee may also co-opt non-members onto the committee to undertake specific functions. Co-opted members do not have the right to vote.
- 8.5 The AGM shall be held within 4 months of the close of the Band's financial year.
- 8.6 Committee meetings are convened by the Band's secretary.

- 8.7 Extraordinary General Meetings will be called by the secretary on receipt of signatures from seven members solely to conduct business requested by the signatories.
- 8.8 A quorum for a committee meeting shall be not less than three members. In the absence of the chairperson, the committee shall appoint a chairperson for the duration of the meeting.
- 8.9 In the event of a resolution at a committee or general meeting being put to the vote and there being a tie, the chairperson shall have the casting vote.
- 8.10 The treasurer is authorised to pay reasonable expenses incurred by the members.
- 8.11 The secretary maintains the minutes of all committee or general meetings in a suitable form for inspection by members.
- 8.12 The agenda for the AGM is as follows:
- Apologies
  - Reading and approval of the minutes of the last AGM
  - Matters arising from the minutes
  - Report of the Chairperson
  - Report of the Treasurer
  - Report of the Musical Director
  - Receiving and approval of audited accounts
  - Election of trustees and committee
  - Any other business previously reported

## **9. Finance**

- 9.1 The trustees will appoint two auditors.
- 9.2 The trustees shall be responsible for ensuring that the accounts are audited prior to them being presented by the treasurer at the AGM.
- 9.3 The audited accounts shall be displayed in a suitable place for inspection by the members.
- 9.4 All money received from any source shall be paid into a bank or building society account to be determined by the trustees unless used immediately for Band purposes.
- 9.5 The trustees will appoint three signatories for the purpose of signing cheques, one of whom must be the treasurer, the other two to be drawn from the committee.
- 9.6 Band money shall be used solely for the purpose of defraying proper costs, charges and expenses incidental to the administration and management of the Band and for the purchase of new or replacement equipment.
- 9.7 The level of fees to be charged for Band performances will be determined by the committee.

## **10. Stourport-on-Severn Band Buddies**

- 10.1 The Band will maintain a register of 'Band Buddies' comprising family, friends and members of the public who are interested in following the activities of the Band, through receipt of regular email correspondence.
- 10.2 Data will be maintained in accordance with the Band's Data Protection Policy.

## **11. Changes and Dissolution**

- 11.1 Proposed changes to this Constitution must be sent in by a proposer and seconder to the Secretary one month prior to the AGM. Motions to amend the constitution require a two-thirds majority.
- 11.2 The Band shall not be broken up or dissolved as long as there are six members opposed to that course of action.

Date Agreed: xxxxxx

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## APPENDIX

### Definition of Terms

NAME OF BAND	Stourport-on-Severn Brass Band
BAND MEMBERS	People who have paid a subscription
TRUSTEES	The chairholder, treasurer, Band secretary
BAND COMMITTEE	The committee elected by a majority of the Band to conduct the affairs of the Band.
MUSICAL DIRECTOR (MD)	The person engaged by the Band to train and conduct, and who takes responsibility (in consultation with the Band) for the selection of repertoire.