

MID SUSSEX BRASS BAND

CONSTITUTION AND RULES

1. **Title**

The Band shall be known as **Mid Sussex Brass Band**

2. **Objects**

The objects of the Band shall be:-

- 2.1 to provide facilities for brass instrumentalists to form a Band to promote and participate in musical activities including concerts and contests,
- 2.2 to provide cultural educational and musical interest and entertainment for members of the general public and for the Band and to encourage the appreciation of music and participation in the performance of music,
- 2.3 to provide educational and training facilities for brass instrumentalists and
- 2.4 to do such other things as may be considered necessary to further the interests of the Band.

3. **Membership**

3.1 General

3.1.1 Any Brass instrumentalist regardless of race colour ethnic or natural origins gender sexual orientation marital status religious and political beliefs age disability shall be eligible to join the Band as a **Full Member** and a **Full Member** has voting rights at any meeting of the Band.

3.1.2 Any person regardless of race colour ethnic or natural origins gender sexual orientation marital status religious and political beliefs age or disability who is learning to play a brass instrument or who is interested in the furtherance of the Band's activities and who may wish to join the Band as a non-playing member shall be eligible for admission to the Band as an **Associate Member** however **Associate Members** shall not have any voting rights unless they have been elected onto the Executive Committee in which case they shall be considered as **Full Members** for as long as they are members of the Executive Committee.

3.2 Election of Members

3.2.1 Any person wishing to join the Band as a **Full Member** or as an **Associate Member** shall make application to the Secretary for admission to membership. Each candidate for membership shall be handed a copy of the Constitution and Rules and shall give an undertaking to accept the Constitution of the Band and to comply with the Rules.

3.2.2 A candidate for membership shall become a member when accepted by the Executive Committee.

3.2.3 On being accepted to full membership or associate membership each newly accepted member shall be enrolled forthwith in the Band Register which shall be kept by the Secretary.

3.3 Conditions of Membership

3.3.1 Each **Full Member** of the Band shall

3.3.1.1 agree to submit to an entry audition if required to do so by the Musical Director.

3.3.1.2 attend all rehearsals, engagements and contests as arranged by the Executive Committee unless suitable evidence is provided of the member's inability to do so.

3.3.1.3 inform the Secretary or Musical Director without delay if it is impossible to attend a particular rehearsal, engagement or contest giving the reason for absence.

- 3.3.1.4 be a registered player with the Band and shall not register with any other band during membership without the permission of the Musical Director and the Secretary.
- 3.3.1.5 sign for any Band property at the time it is issued and shall make good any damage caused to such property while it is in the member's possession, other than damage caused by fair wear and tear or covered by insured risk.
- 3.3.1.6 return all property belonging to the Band if and when the member leaves.
- 3.3.2 Each **Full Member** or **Associate Member** shall comply with the Constitution and Rules of the Band and shall not act in any way detrimental or prejudicial to the interests of the Band.
- 3.3.3 Any evidence of harassment or victimisation of any sort in relation to the band's activities shall be considered by the Executive Committee who shall decide what action shall be taken.
- 3.3.4 Each **Full Member** or **Associate Member** of the Band shall pay promptly any Band subscription. The Executive Committee shall determine the amount of such subscription and the frequency of payment of the subscription and shall decide what action shall be taken against any member whose subscriptions fall into arrears.
- 3.4 Termination of Membership
 - 3.4.1 The membership of any member who has failed to observe the Constitution and Rules of the Band may be terminated at the discretion of the Executive Committee. Any decision to terminate membership shall be notified in writing to the member concerned by the Secretary and the person so notified shall cease forthwith to be a member of the Band.
 - 3.4.2 A **Full Member** or **Associate Member** who wishes to resign from the Band shall give to the Secretary one month's notice in writing on the expiration of which membership shall cease.

4. Management of the Band

An Executive Committee shall be responsible for conducting the affairs of the Band and shall be empowered to take all necessary action incidental thereto.

5. Officers

- 5.1 The following officers shall be elected at the Annual General Meeting:
President, Chairman, Secretary, Treasurer, Deputy Bandmaster, Youth Band Manager, Librarian, Equipment Officer, Welfare Officer, Publicity Officer and Independent Examiner.
- 5.2 Any **Full Member** may nominate any person considered suitable for appointment to any of the positions referred to in Rule 5.1 Candidates must be proposed and seconded by members present at the Annual General Meeting who must first obtain the consent of the nominees to stand. Candidates shall be elected to office by a majority vote of the members present and voting at the meeting.
- 5.3 Any officer may be removed from office by a resolution supported by not less than three-fourths of the members present and voting at a general meeting. Any proposal to remove an officer must be notified in writing to all members at least seven days before the date of the general meeting at which the proposal is to be considered.
- 5.4 President
The President shall be elected annually and shall hold office for one year from the date of election unless re-elected to serve for a further term. When present at an Annual General Meeting the President shall preside over the meeting as Chairman.
- 5.5 Vice-Presidents
Vice-Presidents may be appointed on the recommendation of the Executive Committee and they shall hold office during such period as the Band may from time to time decide.

- 5.6 **Chairman**
The Chairman shall take the Chair at all general meetings and meetings of the Executive Committee except as in Rule 5.4. The Chairman shall at all meetings be allowed to have a casting vote. In the absence of the Chairman the meeting shall elect a Chairman from those present and that person shall have a casting vote.
- 5.7 **Secretary**
The Secretary shall convene attend and arrange for the recording of minutes at all meetings and shall act on all occasions under the direction and guidance of the Executive Committee. The Secretary shall conduct all correspondence on behalf of the Band and shall be responsible for keeping a register of all **Full Members** and **Associate Members** and any other appropriate records (other than financial records) necessary for the proper control and administration of the affairs of the Band.
- 5.8 **Treasurer**
The Treasurer shall receive all moneys payable to the Band and shall be responsible for keeping proper books of account recording the financial transactions of the Band. Immediately after the end of the Band's financial year, the Treasurer shall produce without delay a statement of account for the past year for submission to the Auditor prior to presentation at the Annual General Meeting.
- 5.9 **Musical Director**
A Musical Director shall be appointed by the Executive Committee who shall also decide suitable remuneration. The Musical Director shall be solely responsible for the musical standard and ability of the Band and shall have authority to place members within the Band according to ability and requirements. The Musical Director shall have complete control over the Band at all rehearsals and performances.
- 5.10 **Youth Band Manager**
The Youth Band Manager shall manage
- a) Personal records of Youth Band members
 - b) Logistics and circulation of information to Youth Band members and parents about Youth Band events, contests and other activities
 - c) Storing, cleaning and issuing of Youth Band uniforms
 - d) Department of Youth Band members
 - e) Emergency contact when required.
- 5.11 **Welfare Officer**
Where there are members of the Band who are under the age of 18yrs, a Welfare Officer shall be appointed to advise the Executive Committee on compliance with all the procedures required by law for the protection of young people. The Welfare Officer will have the primary responsibility to check that everyone who has significant access to young people within the Band is suitable for that role and has been vetted by Disclosure and Barring Service (DBS) checks. The Welfare Officer shall not be a conductor of nor actively teach the Youth Band. The Welfare Officer shall not hold the position of Youth Band Manager.
- 5.12 **Equipment Officer**
The Equipment Officer shall have charge of the Band's uniforms instruments and all other equipment generally and shall be responsible for ensuring that all uniforms are kept clean and in good state of repair and that all instruments and other equipment are properly maintained and insured.
- 5.13 **Librarian**
A Band Librarian shall be appointed by the Executive Committee and shall have control of all music and be responsible for its maintenance distribution and collection. The Librarian shall keep and maintain an indexed record of all the Band's music and in the event of the loan of music to or from another Band shall ensure its safe return.
- 5.14 **Independent Examiner**
An Independent Examiner who must be independent of the Band and suitably qualified shall be appointed at the Annual General Meeting. The Independent Examiner shall certificate the statement of accounts presented by the Treasurer at the Annual General Meeting.
- 5.15 **Subscription Collector**
The Subscription Collector shall be responsible for collecting all subscriptions due as defined in Rule 3.3.4 and pass amounts collected regularly to the Treasurer.

5.16 Publicity Officer

The Publicity Officer shall be responsible for managing any publicity for the Band which has been approved by the Executive Committee.

6. Executive Committee

6.1 The Executive Committee shall be the Chairman, Secretary, Treasurer, Musical Director, Youth Band Manager, Equipment Officer, Welfare Officer, Publicity Officer and two other full members to be elected at the Annual General Meeting.

6.2 The Executive Committee shall be charged with full responsibility for conducting the affairs of the Band and shall have power to transact all business connected therewith.

6.3 The Executive Committee may co-opt any full member to the Executive Committee at any time. Any co-option will terminate at the following AGM but may be renewed at the discretion of the Executive Committee.

7. Sub-Committee

The Executive Committee shall have power to appoint advisory Sub-Committees as may be considered necessary and may co-opt any members to serve on such Sub-Committees. The Sub-Committees shall report to the Executive Committee on the matters discussed and decisions reached and shall keep the Secretary informed of any matters with which they are dealing.

8. Finance

8.1 The income of the Band shall be derived from members' subscriptions donations from the general public and outside organisations and from the proceeds of concerts contests and other activities.

8.2 The Executive Committee shall decide where the Band's banking account shall be kept and shall authorise the opening of the account. The Executive Committee shall also decide who, in addition to the Treasurer shall be authorised to sign cheques paid from the account. Each cheque shall bear at least 2 signatories.

8.3 The Executive Committee shall be empowered to reimburse any member with the amount of out of pocket expenses necessarily incurred by such member on the business or engagements of the Band.

8.4 The accounting year of the Band shall end on 31 December of each year.

8.5 The accounts of the Band shall be audited prior to presentation at the Annual General Meeting.

8.6 The Executive Committee shall decide on the investment or withdrawal of funds as may be necessary. Investments shall be held in the name of the Band.

9. Meetings

9.1 Annual General Meeting

The Annual General Meeting shall be held during the month of February and members shall be notified in writing at least fourteen days beforehand of the date on which the meeting is to be held.

9.2 Extraordinary General Meetings

An Extraordinary General Meeting may be convened at the request of the Executive Committee or on the demand of not less than ten members of the Band. Any such request shall be made to the Secretary who shall thereupon convene the meeting by giving not less than seven days notice in writing to all those entitled to attend. A request for the holding of an Extraordinary General Meeting demanded by members as stated above shall be submitted in writing to the Secretary and shall state the business to be discussed at the meeting. Discussion at an Extraordinary General Meeting shall be confined to the business stated on the Agenda sent to members prior to the meeting.

9.3 Executive Committee Meetings

The Executive Committee shall decide the frequency of their meetings, which shall be held at least once in every three months.

9.4 Quorum

The quorum necessary for the transaction of business at a general meeting shall be not less than twelve **Full Members** and for a meeting of the Executive Committee the quorum shall be five **Full Members**.

9.5 Resolutions

Except where otherwise stated in these Rules, a resolution at a general meeting or at a meeting of the Executive Committee shall be passed by a simple majority of the **Full Members** present and voting at the meeting. Voting shall be by show of hands

10. Trophies and Prizes

The Executive Committee shall have the custody of all trophies and prizes such as cups and shields and shall make proper arrangements for their safe keeping and insurance.

11. Visiting Musicians

The Musical Director or Secretary, shall have power to invite musicians who are not members of the Band to play at engagements at such fee (if required) as may be agreed by the Secretary and Treasurer.

12. Trustees

12.1 Three Trustees shall be appointed by the Band for the purpose of holding or disposing of investments or property vested in their names. They shall be appointed by simple majority vote of the **Full Members** at a general meeting and they shall act as directed by the Executive Committee.

12.2 Trustees shall hold office until death or resignation or until removed from office, on the recommendation of the Executive Committee by a resolution passed by a simple majority of the **Full Members** at a general meeting.

12.3 The Trustees shall be indemnified by the Band against loss or expense arising out of the proper discharge of their duties.

12.4 In the event of the dissolution of the Band, the Trustees shall receive all properties belonging to the Band and shall discharge any outstanding debts by the disposal of so much of the property as shall be necessary for this purpose. If, after the discharge of all debts there remains any property or money belonging to the Band such property or money shall be held by the Trustees for a period of three years from the date of dissolution of the Band. After the expiration of three years the Trustees shall decide what charity or musical organisation shall receive the remaining property or money and shall act accordingly.

13. Alteration to the Constitution and Rules

With the exception of Rule 12 and Rule 14.2 the Constitution and Rules of the Band may be altered or amended and new Rules may be made with the sanction of a three-fourths of the **Full Members** who attend and vote thereon at a general meeting. Notice of any proposal to alter the Constitution and Rules shall be given in writing to the Secretary not less than twenty-eight days before the date of the meeting at which the proposal is to be discussed. The notice convening the meeting shall give full details of the proposed alteration to the Rules and shall state the reason.

14. Dissolution

14.1 A resolution to dissolve the Band shall be considered at a General Meeting attended by not less than one half of the **Full Members**. Subject to the above proviso and to the provisions of Rule 14.2, a resolution to dissolve the Band shall be carried if supported by a majority of not less than three-fourths of the **Full Members** present and voting at the General Meeting.

14.2 The Band shall not be dissolved if and so long as, there are six **Full Members** who are willing to attend regular rehearsals and are prepared to make every effort to re-build the Band.