



Mid Sussex Brass Band **Constitution and Rules**

1. Title

The Band shall be known as Mid Sussex Brass Band

2. Objectives

The objectives of the Band shall be:

- 2.1** to provide facilities for brass players to form a band promoting and participating in musical activities including concerts and contests;
- 2.2** to provide cultural, educational, and musical interest, and entertainment for members of the general public, , including supporting and enhancing public events in the local community ;
- 2.3** to encourage within the band, an appreciation of music, and participation in performance;
- 2.4** to provide opportunities and a nurturing environment for new players to benefit from active participation in music with a particular focus on children and young people;
- 2.5** to do such other things as may be considered necessary to further the interests of the Band.

3. Definitions

- 3.1 Full Member** – A subscription paying and playing member of either senior or youth band. Full Members have voting rights at Annual and Extraordinary General Meetings.
- 3.2 Associate Member** – A non-playing member who is interested in the furtherance of either senior or youth band activities. Associate Members do not have voting rights at Annual or Extraordinary General Meetings.
- 3.3 Band Member** – Any Full Member or Associate Member of the senior or youth band.



4. Membership

4.1 General

4.1.1 Any person, regardless of race, colour, ethnicity, gender, sexual orientation, marital status, religious or political beliefs, age or disability, shall be eligible to be a Band Member.

4.1.2 Associate Members may be elected onto the Committee and shall be considered as Full Members whilst on said Committee.

4.2 Election of Members

4.2.1 Any person wishing to join as a Band Member shall make an application to the Secretary. A welcome pack containing the Constitution, band guidelines and associated membership documentation will be made available to them and candidates will agree to abide by the requirements of these.

4.2.2 A candidate for membership will become a member when accepted by the Committee.

4.2.3 On being accepted to membership, each newly accepted member will be enrolled immediately in the Members' Directory

4.3 Conditions of Membership

4.3.1 Each Full Member shall:

4.3.1.1 agree to undertake an entry audition if required to do so by the Musical Director;

4.3.1.2 regularly attend rehearsals, engagements and contests, notifying the Musical Director or other Committee member if it is impossible to attend;

4.3.1.3 not register to contest with any other band during membership without notifying the Secretary;

4.3.1.4 sign for any Band property at the time it is issued and agree to maintain property in the condition in which it is received;

4.3.1.5 make good any damage caused to the property while it is in their possession, other than damage caused by fair wear and tear, or covered by the Band's insurance;

4.3.1.6 return all property belonging to the Band when leaving the Band.

4.3.1.7 not act in any way detrimental or prejudicial to the interests of the Band;



4.3.1.8 pay subscriptions in a timely fashion. The Committee shall determine the amount and frequency of payments, and shall decide what action may be taken where any member falls into arrears.

4.3.1.9 agree to adhere to the Band's commitment to Safeguarding and other policies.

4.3.2 Any complaint of harassment or victimisation within the band shall be investigated by the Committee, which shall decide what action may be taken.

4.4 Termination of Membership

4.4.1 A Band Member who wishes to resign from the Band shall formally notify this intention in writing to the Secretary. A date for leaving the Band and returning equipment will be agreed.

4.4.2 A Band Member who has failed to observe the requirements of the Constitution and Guidelines may have their membership terminated immediately at the discretion of the Committee. Any decision to terminate membership shall be communicated to the member by the Chair.

5 Management of the Band - Officers

5.0 Officers

5.0.1 The following officers shall be elected at a General Meeting (see Section 8): President, Chair, Secretary, Treasurer, Youth Band Manager, Librarian, Equipment Officer, Safeguarding Officer (formerly the Welfare Officer), Publicity Officer, Financial Examiner and Band Manager. The Musical Director shall be appointed by the Committee and is an officer of the band. The Committee may agree to any Committee member supporting a band officer in their elected role.

5.0.2 Any Full Member may nominate any suitable person for appointment to any of the positions referred to in Rule 5.0.1. 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 will be elected to office by a majority vote of the members present and voting at the meeting.



5.0.3 Any officer may be removed from office at a General Meeting by a resolution supported by at least three-quarters of the members present and voting. Any proposal to remove an officer must be communicated to all members at least seven days before the date of the General Meeting at which the proposal is to be considered.

5.1 Definition of Officers roles

5.1.1 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 a General Meeting the President shall preside over the meeting as Chair.

5.1.2 Vice-Presidents

Vice-Presidents may be appointed on the recommendation of The Committee and they shall hold office during such period as the Band Members may from time to time decide.

5.1.3 Chair

The Chair shall:

- a) take the Chair at all Meetings except as in Rule 5.1.1;
- b) have a casting vote.
- c) act as a Trustee for the Band (see section 11)

5.1.4 Secretary

The Secretary shall:

- a) act on behalf of The Committee;
- b) convene, attend, and record minutes at all Meetings, or delegate recording minutes to an appropriate person;
- c) be responsible for conducting all correspondence on behalf of the Band (including, but not limited to, all correspondence in relation to engagements).
- d) act as a Trustee for the Band (see section 11)

5.1.5 Band Manager

The Band Manager shall:

- a) support and liaise with the Musical Director in the organisation of rehearsals and performances by:
 - ensuring prompt set-up and pack-down at the start and end of rehearsals
 - organising the set-up of the band at performances



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- b) ensure that information regarding Band Member availability at performances is regularly updated
- c) ensure uniform of Band Members is smart and presentable at performances
- d) organise transportation of additional band equipment where required

5.1.6 Treasurer

The Treasurer shall:

- a) generate invoices for fee-earning engagements;
- b) receive monies into the Band's accounts;
- c) make payments from the Band's accounts;
- d) keep records of all the Band's financial transactions;
- e) produce the Band's statement of account document immediately after the end of the Band's financial year;
- f) pass the statement of account to the Financial Examiner for verification;
- g) present the verified statement of account at the Annual General Meeting.
- h) act as a Trustee for the Band (see section 11)

5.1.7 Musical Director

The Musical Director shall:

- a) be appointed by the Committee who shall decide suitable remuneration;
- b) be responsible for the musical development of the Band and shall have authority to place members within the Band according to players' abilities and the Band's requirements;
- c) lead the Band at rehearsals and performances;
- d) be responsible for choice and scheduling of music.

5.1.8 Youth Band Manager

The Youth Band Manager shall:

- a) maintain records of Youth Band members; manage logistics and circulation of information to Youth Band members and parents about Youth Band events;
- b) be responsible for storing, cleaning and issuing Youth Band uniforms;
- c) be responsible for department of Youth Band members;
- d) act as first contact point for parents and guardians.



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5.1.9. Safeguarding Officer

The Safeguarding Officer shall:

- a) advise the Committee on compliance with procedures required by law for the protection of band members, including persons at risk;
- b) be responsible for checking that everyone who has significant access to young people within the Band has a recent enhanced disclosure from the Disclosure and Barring Service (DBS), and appropriate training;
- c) shall not be a conductor of, nor actively teach the Youth Band.

5.1.10 Equipment Officer

The Equipment Officer shall;

- a) be responsible for the Band's uniforms and for ensuring that they are kept clean and in a good state of repair;
- b) be responsible for the Band's instruments and other equipment and ensuring that these are properly maintained and adequately insured.

5.1.11 Librarian

The Librarian 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.

5.1.12 Financial Examiner

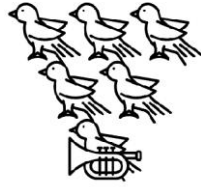
A Financial Examiner who must be independent of the Band and suitably qualified shall be appointed at the Annual General Meeting. The Financial Examiner shall verify the statement of accounts presented by the Treasurer at the Annual General Meeting.

5.1.13 Publicity Officer

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

6.0 Management of the Band - The Committee

6.0.1 The Committee shall be elected by Full Members. The Committee shall be responsible for ensuring the Band works towards its Objectives, and is authorised to make decisions and carry out actions to this end. The Committee is comprised of the following Officers: Chair, Secretary, Treasurer, Musical Director, Youth Band Manager, Equipment Officer, Safeguarding Officer, Publicity Officer, and two other Full Members to be elected at the Annual General Meeting.



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6.0.2 The Committee may co-opt any Full Member to help the Committee at any time. Any co-option will terminate at the following AGM but may be renewed at the discretion of the Committee.

6.1 Sub-Committee

The 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 Committee on the matters discussed and decisions reached.

7. Finance

7.1 The income of the Band shall be derived from Full Members' subscriptions, donations from the general public and outside organisations, grants and from the proceeds of concerts and other activities.

7.2 The Committee shall decide where the Band's bank account(s) shall be kept and shall authorise the opening of the account(s). The Committee shall also decide who, in addition to the Treasurer, will be permitted to authorise any payments made.

7.3 The Committee will authorise reimbursement to Band Members any expenses incurred on Band business.

7.4 The accounting year of the Band ends on 31 December.

7.5 The accounts of the Band shall be verified prior to presentation at the Annual General Meeting by the Financial Examiner.

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

8. Meetings

A General Meeting may refer to either an Annual General Meeting or Extraordinary General Meeting as detailed below.

8.1 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, and any relevant documentation distributed (eg officers' reports)



8.2 Extraordinary General Meetings

8.2.1 An Extraordinary General Meeting may be convened at the request of the Committee or on the demand of at least ten Members of the Band.

8.2.2 Any request from The Committee should be made to the Chair who will then convene the meeting by giving a minimum of seven days notice in writing to all those entitled to attend.

8.2.3 A request for the holding of an Extraordinary General Meeting by Band Members as stated above should be submitted in writing to the Chair and must state the business to be discussed at the meeting. Discussion at an Extraordinary General Meeting shall be limited to the business stated on the Agenda, which will be sent to Band Members prior to the meeting.

8.3 Committee Meetings

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

8.4 Quorum

8.4.1 The quorum necessary for the transaction of business at a General Meeting shall be twelve Full Members; for a meeting of the Committee the quorum shall be five Committee members.

8.4.2 In the absence of the Chair the meeting shall elect a Chair from those present and that person shall have a casting vote.

8.5 Resolutions

Except where otherwise stated in this Constitution, a resolution at a General Meeting or at a meeting of the 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.

9. Trophies and Prizes

The 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.



10. Guest Players

The Musical Director or other Band Members acting on instruction from the Musical Director, shall have power to invite musicians who are not members of the Band to play at engagements. The Musical Director and Treasurer may agree suitable payment for such guests.

11. Trustees

11.1 The Chair, Secretary and Treasurer shall act as Trustees for the purpose of holding or disposing of investments or property vested in their names. They shall act as directed by the Committee. In the event that there is a familial relationship between any of the trustees, then another member of the Committee shall be elected as Trustee instead of one of the above.

11.2 Trustees shall hold office until death or resignation or until removed from office, on the recommendation of the Committee by a resolution passed by a simple majority of the Full Members at a General Meeting.

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

11.4 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 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 which charity or musical organisation shall receive the remaining property or money and shall act accordingly.

12. Alteration to the Constitution and Rules

With the exception of Rule 11 and Rule 13, the Constitution and Rules of the Band may be altered or amended with the agreement of three quarters of voting Band Members in attendance at a General Meeting. The notice convening a General Meeting should explain the reasoning behind any proposed changes to the Constitution and shall be circulated not less than 28 days before the date of the General Meeting.



13. Dissolution

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

13.2 A resolution to dissolve the Band shall be considered at a General Meeting attended by at least one half of the Full Members.

13.3 Subject to the above provisions, a resolution to dissolve the Band shall be carried if supported by a majority of at least three quarters of the Full Members present and voting at the General Meeting.