



The Constitution

2014

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1. TITLE

1.1 The organisation shall be called "The Winslow Concert Band", hereinafter called the Band.

2. AIMS AND OBJECTIVES

2.1 Aims of the Winslow Concert Band

The Band aims to bring together musicians in a happy and relaxed environment to build a high quality musical repertoire, suitable for performance in public, in order to support other community groups and raise funds for the Band itself.

To achieve this aim, the Band will:

- strive to recruit new players, in order to maintain a viable membership.
- encourage all players to attend as often as possible.
- build and maintain a repertoire of music suitable for performance, through the enjoyment, encouragement and participation of all players
- manage the assets and finances of the Band in order that the above aims may be fulfilled.

2.2 Equal Opportunities

It is the policy of the Band that all persons shall have equal opportunity for membership of the Band. The Band welcomes applications for membership and participation in its activities from any individual regardless of age, sex, sexual orientation, race, belief, or physical or mental disability.

2.3 General Introduction

The Band is self-funding and raises its funds through membership subscription, concert revenue and donations/Grants.

2.4 Objective of the Constitution

The Constitution of the Winslow Concert Band describes the structure and rules required in order to govern the Band as an organisation. All members and other interested parties will be able to see clearly how the Band is run and the underlying ethos of the Band. See Appendix A - History.

3. FINANCE AND ASSETS

3.1 The financial year shall end on 31st March each year.

3.2 The funds of the Band shall be kept in bank or building society accounts approved by the Executive Committee.

3.3 The Band may receive donations, grants in aid and financial guarantees and may levy charges for its services. Tickets for all or any of the Band's concerts and other events may be offered for sale to the public.

3.4 The income of the Band, where ever derived, shall be applied solely toward promoting the objects of the Band and no portion thereof shall be paid or transferred, either directly or indirectly, to any member or members of the Band, except in payment of legitimate expenses incurred on behalf of the Band. This rule shall not prevent the payment of a reasonable remuneration to any member, officer or servant of the Band.

- 3.5 The Executive Committee shall appoint any two of the four of the following Officers to sign cheques on the Band's Bank or Building Society account: Chairperson, Treasurer, Secretary, Librarian, Publicity Officer, Bandmaster or Social Secretary.
- 3.6 All expenditure shall be authorised by the Executive Committee.
- 3.7 The Executive Committee is responsible for setting charges for various types of bookings. They reserve the right to vary charges taking into account the means and circumstances of individual events.
- 3.8 The use and restrictions of assets are at the discretion of the Executive Committee which is answerable to the Band membership to ensure that proper use is made of the assets in accordance with the aims of the Band.
- 3.9 All assets purchased by the Winslow Concert Band will be recorded in an Asset register, maintained and held by the Bandmaster and Librarian.
- 3.10 The audited accounts of the Band shall be prepared annually for each financial year and be submitted to the Annual General Meeting for approval.
- 3.11 The Band shall hold public liability insurance and insurance to cover all band assets.

4. MEMBERSHIP

4.1 Application

- 4.1.1 Applications for membership shall be in writing to the Secretary or Treasurer on the designated membership database information sheet with the appropriate fee.
- 4.1.2 The Executive Committee may, at its discretion, grant Full Membership of the Band to:
- Instrumental members.
 - non-players who regularly participate in the administration and activities of the Band.
- 4.1.3 Instrumental members of the Band are required to look after and maintain any equipment or music loaned to them by Winslow Concert Band.

4.2 Resignation

- 4.2.1 Members wishing to resign from the Band shall communicate to a member of the executive committee
- 4.2.2 The Executive Committee shall have the power, by notice in writing to a member, summarily to terminate their membership of the Band in any of the following events:
- If such a member is considered to be in arrears owing three months with regard to their Annual Subscription, Monthly Practice subscription or any other monies owed to the Band.
 - If such a member is guilty of any grave misconduct which, in the opinion of the Executive Committee, is detrimental to Band wheresoever it occurs.
 - If such a member is considered to be in breach of the any of the Band Member Conduct and Dress Code, following appropriate warnings, has not improved their conduct.

4.2.3 A member whose membership is terminated under the above, or a member who voluntarily resigns, shall return all Band property held at the termination of their membership, in such a condition as shall satisfy the Executive Committee.

4.3 Records

The Secretary shall maintain registers of the names and addresses of Members.

4.4 The Band has a safeguarding policy of children and vulnerable adults

5. SUBSCRIPTIONS

5.1 The Annual Subscription for Full Members

5.1.1 The Annual Subscription for Full Members shall be such amount as shall be recommended by the Executive Committee and subsequently approved at a General Meeting by a simple majority of the Full Members present and voting.

5.1.2 Annual Subscriptions shall become due between the 1st April and 31st May each year.

5.1.3 A new member will not be required to pay an Annual Subscription until after a one-month trial period from the date started.

5.2 The Monthly Practice Subscription for Full Members

5.2.1 The Monthly Practice Subscription for Full Members shall be such amount as shall be recommended by the Executive Committee and subsequently approved at a General Meeting by a simple majority of the Full Members present and voting.

5.2.2 The Monthly Practice Subscription for Full Members must be paid by the last Thursday of every month. In extenuating circumstances, i.e. illness, the Treasurer together with the Executive committee will use their discretion as to if the fee should be waived.

5.2.3 A new member will not be required to pay a Monthly Practice Subscription until after a one-month trial period from the date started.

5.2.4 A subscription will be waived for specially invited guest players who are deemed by the Executive Committee to be giving additional musical support at rehearsals or events.

6. ANNUAL GENERAL MEETING

6.1 The Business Year shall be 1st April to 31st March and the Annual General Meeting shall be held between 1st April and 31st May. The business to be transacted at the Annual General Meeting shall be:

- to approve the minutes of the last Annual General Meeting and any Extraordinary General Meeting(s) and deal with matters arising therefrom.
- to receive from the Executive Committee the Annual Report on the year's working.
- to receive the Statement of Accounts for the previous year.
- to elect the President, Chairperson, Vice-Chair, Secretary, Treasurer, Musical Director, Librarian, Publicity Officer, Bandmaster and Social Secretary for the ensuing year, (candidates for election must be proposed and seconded by Full Members of the Band).
- to appoint the Auditor, (Officers of the Executive Committee Members shall be excluded from appointment as Auditor. The Auditor shall be allowed access to all books and records).
- to approve the Annual Subscription for Full Members.
- to approve the Monthly Practice Subscription for Full Members.

- to transact any other business relating to the affairs of the Band of which at least 14 days notice has been given and which has been included in the agenda.
- to transact, at the Chairperson's discretion, any other business relating to the affairs of the Band.

6.2 Twelve Full Members, who are present in person, shall form a quorum.

6.3 The Secretary shall give not less than 14 days notice of the date, time and place of such meeting and will give notification to every Full Member in writing.

7. EXTRAORDINARY GENERAL MEETING

7.1 An Extraordinary General Meeting shall be called by the Secretary in the following cases:

- upon the direction of the Executive Committee.
- on a requisition signed by six Full Members of the Band stating the special object of the meeting. This must be sent in writing to the Secretary.

7.2 The meeting shall consider only that business for which it was called.

7.3 Twelve Full Members, who are present in person, shall form a quorum.

7.4 The Secretary shall give not less than 14 days notice of the date, time and place of such meeting and will give notification to every Full Member in writing.

8. VOTING

8.1 At all meetings of the Band, every question shall be decided by a show of hands, or by ballot (if so desired by the majority of those present), of the Full Members present. The Chairperson of such meetings shall, in addition to being entitled to vote in the first instance, have a casting vote.

9. OFFICERS

9.1 The Officers, who must be Full Members, shall be President, Chairperson, Vice-Chair, Secretary, Treasurer, Musical Director, Librarian, Publicity Officer, Bandmaster and Social Secretary, all of whom shall be elected at the Annual General Meeting in each year and shall respectively be eligible for re-election if still in Full Membership.

9.2 The Chairperson shall take the chair at all meetings of the Band. If at any time the Chairperson is absent, the meeting shall be chaired by the Vice-Chair. If both officers are unavailable those present shall proceed to elect a Chairperson for that meeting from among the Full Members present. Casual vacancies in any of the said offices may be filled by the Executive Committee for the remaining period of that term.

10. MANAGEMENT

10.1 An Executive Committee, composed of the Officers, shall discharge all business appertaining to the activities of the Band and shall be empowered to administer such funds as may be placed at the disposal of the Band, including investment for the furtherance of the objects of the Band.

10.2 The Executive Committee shall be responsible for seeing that proper accounts are kept of all monies received and expended by the Band and the accounts shall, after audit, be presented to the Annual General Meeting and certified copies of the Statement of Accounts, together with the Auditor's Certificate. The books of accounts and Statements of Accounts must be preserved for at least seven years.

- 10.3 The Executive Committee shall have powers,
- to fill casual vacancies arising of Executive Committee members.
 - when desirable, to co-opt additional members for the remaining period of the term.
 - to appoint, after full consultation with the membership, the Musical Director and Assistant Musical Director(s).
 - to appoint a non-Executive Minutes Secretary.
 - co-opted members will not have voting rights on the Executive Committee.
 - only Full Members may exercise voting rights on the Executive Committee.

10.4 Five Members shall constitute a quorum.

11. ALTERATION TO THE CONSTITUTION

11.1 The constitution may be altered only at a General Meeting.

11.2 Any alteration must be submitted to the Secretary in writing and bear the signatures of the proposer and seconder.

12. TRUSTEES

12.1 Trustees may be nominated by the Executive Committee and their appointment shall be approved at a General Meeting. Trustees shall hold office until death or resignation unless they are removed from office on the recommendation of the Executive Committee by a resolution approved by a simple majority at a General Meeting. The number of Trustees shall not be more than three.

12.2 Properties belonging to the Band shall be vested in and controlled by the Trustees but they shall deal with such properties as directed by resolution of the Executive Committee, (of which an entry in the Minute Book shall be conclusive evidence), provided that any such direction shall not infringe the law relating to the duties and responsibilities of Trustees. Trustees shall be indemnified by the Band against risk and expense arising out of the proper discharge of their duties.

13. DISSOLUTION CLAUSE

13.1 A resolution to discontinue the work of the Band shall be considered at a General Meeting of which proper notice has been given. If passed, any property and monies belonging to the Band, after payment of expenses and liabilities properly incurred, shall not be distributed to its members, but shall be devoted to some charity or charities having objects similar to those of the Band, or to some other charity.

14. CONDUCT – SUSPENSION AND APPEAL

14.1 Suspension

14.1.1 The Executive Committee shall have power to suspend or exclude any member, in any category, for contravention of this Constitution and/or documented rules and/or Codes of Conduct.

14.1.2 The Executive Committee shall have the power to suspend or expel any member if in their opinion the conduct of such member; either within or without the Band is detrimental to the Band. Before arising at a determination under this rule, the Executive Committee shall notify the member in writing of the conduct complained of and shall give to such member at least 7 days notice in writing of an opportunity of explaining such conduct to the Committee.

14.1.3 No determination under this rule shall be made by the Executive Committee unless at least two-thirds of the Committee shall be present at the meeting held at which matters under this rule shall be considered.

14.1.4 No member expelled or whose membership is suspended shall have any claim against the Band, the Committee and/or any other Member of the Band under this Rule for any matter whatsoever. Such Members shall on making a written request to the Secretary delivered with 48 hours of being notified of such expulsion or suspension be furnished with a written explanation or reason upon which the Committee arrived at its determination. The suspension or expulsion is related to the Band's rehearsals and events.

14.2 Appeal

14.2.1 Any Member suspended or excluded by the Executive Committee shall have the right to attend an appeal hearing, be represented and produce witnesses in support of his/her appeal.

14.2.2 The Appeal Board (a maximum of three) shall not include members of the original decision making committee but may include non-members of the Band and be appointed by the Executive Committee.

14.2.3 The decision of the Appeal Board shall be final and binding on all parties.

APPENDIX A

History of the Winslow Concert Band's Constitution

Original: 1995.

Revision: 1996/7.

Updated: April 1998.

2nd (Full) Revision: March 1999.

3rd Revision: January 2000.

4th (Full) Revision: 2005.

AGM 2005 (5 May 2005) – AMENDMENT TO CONSTITUTION

Annual Membership Fee - This is set at £1.50 per annum

Weekly/Termly Fee - This is set at £1.50 per week. Instrumental members may "pay as they play" on a Weekly basis, or may choose to prepay per term (currently quarterly).

To avoid confusion, for instrumental members the first weekly/termly fee received acts as the £1.50 membership fee. This enables all paid up instrumental players to be counted as members (with voting rights) regardless of when they join the Band.

Non playing friends will have voting rights upon payment of the annual Membership Fee. New non players will initially pay when they join and the fee will be valid up to and including the next AGM, after which their fee will be due to ensure continuing voting rights.

AGM 2007 (19 April 2007) – AMENDMENT TO CONSTITUTION

Proposed by Jane Hubble, seconded by Alan How, that the Annual membership remained at £1.50 while the instrumental members practice fee be changed from a £1.50 per week to a fee of £5.00 per calendar month. In extenuating circumstances, i.e. illness, the Treasurer is given the power to use their discretion as to if the fee should be waived.

ADDITION - Junior Members

Proposed Trevor Ewers, seconded Anne Perry, that in order to encourage Junior Members and those in higher education a reduced subscription of £2.50 per month be applicable for 14 to 21 years olds.

5th (Full) Revision: 2007 (6th December 2007)

6th (Full) Revision: 2008

7th (Full) Revision: 2014

APPENDIX B

Duties of Executive Committee Members

Band President

A Band President will be elected by Band members at the Annual General Meeting to serve a three-year term.

The main aim of this role is to promote the Band.

Chairperson

The role of Chairperson is primarily of liaison and co-ordination of other committee roles.

The Chairperson is responsible for:

- chairing and co-ordinating the overall activities of the committee.
- assisting the Musical Director in providing leadership to members and maintaining the morale of the Band through encouragement.
- being a senior Band representative to the public.

Vice-Chair

The role of the Vice-Chair is to deputise for the Chairperson when necessary. In the event of the Chairperson no longer being able to carry on in the post, the Vice-Chair will act as Chairperson until a formal meeting can be held.

Secretary

The role of Secretary is to coordinate and disseminate information both internally and externally to the Band.

The Secretary is responsible for:

- gathering and distributing relevant information from and to the appropriate persons, both internally and externally.
- producing the agenda for all General Meetings.
- taking and producing the minutes of General and Committee meetings.

- producing a diary of all Band events.
- acting as principal contact for new/prospective members.
- maintaining records of members personal details and not divulge any personal information to any third party without the members consent. If a member leaves the band, upon the return of band assets their personal details are to be destroyed.
- Maintain a weekly attendance register for health and safety reasons.

Treasurer

The role of the Treasurer is to maintain and record the financial transactions of the band.

The Treasurer is responsible for:

- being the primary contact for the Band bankers, holding the cheque book and dealing with correspondence.
- recording all financial transactions and the accounting value of band assets.
- ensuring that the Band has sufficient funds when purchases are made.
- ensuring that all bills are paid within the relevant terms of agreement.
- preparing the accounts for annual auditing prior to the AGM by the appointed Auditor.

Publicity Officer

The role of the Publicity Officer is to promote the activities and the image of the Band.

The responsibilities of the Publicity Officer are to:

- liaise with the media such as press/radio.
- promote upcoming events.
- promote recruitment to the band.
- liaise with the Secretary and Musical Director over bookings.
- design/produce promotional material.
- play a role in the Band Image.

Musical Director

The Musical Director is a senior officer of the Band and is, in the first instance, appointed by the Band Membership. Any prospective Musical Director will be required to complete up to three months probation before being confirmed in the post at an AGM or EGM. The appointment is reconfirmed annually at the AGM by a majority vote by those members present at the meeting.

As a safeguard to the Band, the membership has the right to remove unsuitable Musical Directors. This can be effected by appropriate recommendations being placed before the membership at an AGM or EGM. In the event of the Musical Director being dismissed, any Band property must be returned to the Band within 30 days of the date of the meeting.

The role/responsibility of the Musical Director is to:

- provide suitable musical leadership to the Winslow Concert Band.
- provide guidance and advice to the committee when necessary.
- ensure the smooth running of rehearsals.
- select music for rehearsal and performances, ensuring the quality of performance is suitable for any events.
- maintain the morale and encouragement of members of the band.
- appoint Deputy Musical Director(s) as required.

The role of the Deputy Musical Director(s) is to stand in as requested by the Musical Director as well as assisting the Musical Director in the choice of music for rehearsal or performance. This post(s) is not a formal committee post, but may be required to stand in for the Musical Director at committee meetings.

Band Librarian

The role of the Band Librarian is to manage the Band's music collection. The main responsibilities include:

- maintain the music collection, advising the Musical Director of the suitability of pieces to put before the Band.
- to issue Band members with suitable pads of music after the initial trial period, for use in rehearsal and public performances.
- to maintain a record of the music held by the Winslow Concert Band.

Bandmaster

The role of the Bandmaster is to ensure that the Band's image in public is kept to a high standard.

The responsibilities of the Bandmaster are to:

- manage the Band's assets, other than the Band's music.
- maintain a record of all Band assets, other than the Band's music.
- assist the Musical Director at engagements.

Social Secretary

The responsibilities of the Social Secretary are to:

- organise and manage all of the Band's social events and assist at concerts.

APPENDIX C

Member Conduct and Dress Code

All Members will be expected to adhere to the following:

- Members shall at all times conduct themselves in an acceptable manner and with consideration for other Members and the general public. Bad behaviour and language will not be accepted. The deportment, appearance and total demeanour of the Band is part of the service the Band provides to its clients and has to be as high a standard as the musical performance.
- Playing Members are expected to attend each scheduled Band rehearsal and engagement. Members must be punctual and take part in all aspects of the Band rehearsal. When arriving late, a Member must wait for a suitable break in the rehearsal/engagement before taking their place.
- Playing Members must indicate on the Band Engagement Sheets whether or not they are available for the engagement as early as possible. The unavailability of any particular player can only be handled effectively when there is sufficient time to make alternative arrangements, if appropriate.
- Playing Members must indicate on the Band Diary if they will be unavailable for any scheduled rehearsals. This indication should be made as early as possible so that changes to the rehearsal can be considered in advance if necessary.
- In the event of short notice, or last minute, unavailability, playing Members must make every effort to inform the Bandmaster, or other Officer, in person or by telephone as soon as possible.
- Playing Members are expected to have their music parts available at all times for rehearsals and engagements. If, for any reason, a player cannot attend a rehearsal or engagement, he must ensure that his music is forwarded to the Band in his absence, or left with the Band in anticipation of his absence.
- Band Members are expected to assist with the setting up and packing away of chairs, stands and other equipment at rehearsals.

- Band Members should arrive at engagement venues by the time stated and wear the full uniform specified. Sufficient time should be allowed for travelling and parking, where appropriate.
- Band Uniform is worn for all engagements unless explicitly notified otherwise.
- Band Members are expected to dress smartly and adhere strictly to the Band Uniform on all engagements.
- Band Uniform for gentlemen consists of the Band waistcoat, white shirt, bow tie, black trousers, black shoes and black socks.
- Band Uniform for ladies consists of the Band waistcoat, white shirt, scarf, black knee-length skirt or trousers, black shoes and black/neutral hosiery.
- Members are expected to maintain and keep clean their Uniform.
- Members who are issued with items of Uniform belonging to the Band will be required to sign the Uniform register.
- When the Treasurer receives the Uniform deposit fee of five pounds, a new member will be issued with the full Band Uniform. This will be refunded once the uniform has been returned in full to a member of the Executive Committee.

APPENDIX D

AGM Agenda

- Approve the minutes of the last AGM
- Executive Committee Annual Reports
- Statement of Accounts
- Election of President, Chairperson, Vice Chair, Secretary, Treasurer, Musical Director, Librarian, Publicity Officer, Bandmaster and Social Secretary,
- Approve Annual Membership
- Approve Monthly Practice Subscription
- Review Constitution if required