

Luton Brass Band Constitution



Aims and objectives

1. Title

The name of the Organisation shall be "Luton Brass Band" hereafter referred to as "The Band".

2. Objectives

- Provide musical entertainment for the general public by achieving the best possible musical standards in public performance and for its members to gain satisfaction and pleasure from playing in the Band.
- Encourage all amateur musicians and in particular assist the development of learning musicians.
- Create a safe and welcoming environment where making music together is fun and enjoyable, whilst striving for individual and collective musical improvement.
- Improve and maintain links with the local community through its concert programme.
- Support new ventures, as agreed by the Committee in consultation with the band where relevant, in order to further the interests of the Band.
- Be a non-discriminatory organisation in all respects including age, gender, ethnicity, sexual orientation, disability, religion and beliefs as an apolitical organisation.

3. Membership

The members of The Band shall be those who, having had their application accepted by the committee, abide by the rules of The Band.

If Luton Brass Band intends to compete at local/national contests, all members must be willing and eligible to be registered with the National

Registry and must be willing and be eligible to play at contests as required by the Committee. Every member shall be entitled to vote.

All applications for membership shall be assessed on an objective basis and shall not take into account age, gender, ethnicity, religion, financial circumstances and any other non-objective and irrelevant factors.

Luton Brass Band have an unwavering commitment to safeguarding it's members, Policies and procedures are reviewed on an annual basis by appointed persons of considerable knowledge in the field.

4. Officers and Committee

A Secretary, Treasurer, Chairperson, Social media manager. And 3 other members at maximum will form a committee.

The management of The Band shall be in the hands of a Committee consisting of: -

1. Chairperson
2. Secretary
3. Treasurer
4. Marketing Manager
5. Librarian
6. Membership Manager
7. Event Coordinator

DUTIES OF OFFICERS

Elected Committee posts

Chair

General

- Assume the responsibilities of and act as a committee member on behalf of the group
- Attend all committee meetings if possible

- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group
- Represent and the promote the group and its activities in a positive and appropriate manner
- Work with committee to plan the strategic direction of the group
- Oversee and manage the implementation of the group's strategy
- Take responsibility for the actions of the group

Committee

- Oversee the activities of other committee members
- Delegate duties / allocate tasks when appropriate
- Chair all committee meetings if possible, or otherwise nominate one of the other officers to do so
- Have the casting vote at committee meetings where this is required or necessary

Governance

- Chair the AGM, or otherwise nominate one of the other officers to do so
- Ensure that the constitution is upheld at all times by the group
- Ensure that the organisation acts within the limits of the law
- Advise the committee and the membership on procedure in accordance with the constitution and the law
- Carry out any other duties that may be deemed necessary by the Committee

Treasurer

General

- Assume the responsibilities of and act as a committee member on behalf of the group
- Work with committee to plan the financial strategy of the group
- Attend all committee meetings if possible
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group

- Represent and the promote the group and its activities in a positive and appropriate manner

Financial planning

- Oversee and implement the financial strategy of the group
- Oversee the financial wellbeing of the group
- Assist other committee members in planning budgets for their area of responsibility
- Present the accounts to the committee on a quarterly basis
- Present the accounts to the membership on an annual basis
- Prepare budget forecasts for scrutiny by the committee

Financial administration

- Receive subscriptions from the membership and pursue missing monies when necessary
- Prepare invoices for monies due if necessary
- Pay all invoices promptly
- Make all payments in accordance with agreed procedures
- Maintain the bank account on behalf of the group
- Record all income and expenditure for the group and maintain cash flow
- Maintain appropriate evidence such as receipts and invoices
- Carry out any other duties that may be deemed necessary by the Committee

Secretary

General

- Assume the responsibilities of and act as an officer on behalf of the group
- Attend all committee meetings if possible
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group

- Represent and the promote the group and its activities in a positive and appropriate manner

Committee

- Take minutes of all committee meetings and circulate them accordingly, or otherwise nominate an appropriate deputy to do so
- Arrange committee meetings as agreed by the committee and notify the committee of dates, locations, agendas
- Prepare and issue agendas for meetings
- Maintain a record of the minutes of all committee meetings and general meetings

Administrative

- Hold the group's copies of the constitution
- Advise and assist the Chair on matters of procedure and governance
- Main correspondent for the organisation
- Maintain the group's e-mail account and respond to all messages as appropriate
- Keep the membership informed of the committee's activities and circulate relevant information accordingly
- Remind members of rehearsals and concert details as appropriate

Membership Administration

- Keep the membership records up to date and communicate these to the Chair and Treasurer on a quarterly basis
- Keep registers of attendance
- Maintain the list of players for concerts and book deputies where necessary
- Issue welcome packs to and oversee the welcoming of new members
- Assist the Treasurer in the collection of subscriptions

Before concerts

- Find and book appropriate concert venues
- Be the main point of contact for the venue regarding bookings

- Be the main point of contact for anyone connected to the concert – soloists, suppliers ,
- Find volunteers to help with the running of the event (box office, interval refreshments etc)
- Contribute information for concert programmes

On the day of concerts

- Oversee the management and smooth running of all performance days
- Be Main point of contact for members, volunteers and guest players
- Ensure that all equipment required is at the venue in good time for concert day preparations and is assembled and dismantled appropriately in line with health and safety requirements
- Ensure that all technical requirements are smoothly managed
- Oversea the running of the front of house
- Ensure soloists are looked after
- Obtain gifts for soloists, conductors and guest players and arrange for their presentation
- Be available on the day to deal with last-minute issues
- Carry out any other duties that may be deemed necessary by the Committee

Marketing Manager

General

- Assume the responsibilities of and act as an officer on behalf of the group
- Attend all committee meetings if possible
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group
- Represent and the promote the group and its activities in a positive and appropriate manner
- Work with committee to plan the marketing strategy for the group

Marketing

- Oversee and implement the marketing plan and strategy for membership and concerts
- Generate new ideas for publicity
- Manage the production of publicity material for performances:
- Co -ordinate the distribution of publicity for performances
- Sell advertising space for concert programmes where appropriate
- Look after any banners, A-boards or other publicity materials

Promoting the group and concerts

- Publish concert listings on relevant websites
- Promote the group within the local community
- Develop and maintain good relationships with local newspapers, radio and other media
- Carry out any other duties that may be deemed necessary by the Committee

Website/online profile

- Maintain the group's website with up-to-date information
- Maintain the group's presence on the internet (eg Facebook etc)
- Carry out any other duties that may be deemed necessary by the Committee

Librarian

General

- Assume the responsibilities of and act as a committee member on behalf of the group
- Attend all committee meetings if possible
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group
- Represent and the promote the group and its activities in a positive and appropriate manner
- Represent the views of the membership to the committee

- Ensure that an appropriate cross-section of the group is represented at committee level
- Carry out any other duties that may be deemed necessary by the Committee

Librarian duties

- Assist the Musical leadership team in ensuring music is procured for the library in a timely manner
- Ensure the library is well maintained
- Ensure a record is kept of where music is kept including if it is loaned out to whom
- Source parts or scores to replace lost/damaged ones
- Ensure old manuscript copies are well kept and efforts into restoration are made
- provide an update to the committee at each meeting on the keeping of the library
- Provide an annual update at the AGM on the condition of the library.
- Assist the Treasurer in ensuring music and other band assets are properly insured
- Ensure any damaged assets including but not limited to: banners, flags, uniform, instruments, storage. etc. are repaired/replaced within the budget provided by the committee.

Membership Manager

General

- Assume the responsibilities of and act as a committee member on behalf of the group
- Attend all committee meetings if possible
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- Represent and the promote the group and its activities in a positive and appropriate manner
- Represent the views of the membership to the committee
- Ensure that an appropriate cross-section of the group is represented at committee level
- Carry out any other duties that may be deemed necessary by the Committee

Membership Administration

- Keep the membership records up to date and communicate these to the Secretary as required
- Keep registers of attendance
- Maintain the list of players for concerts and book deputies where necessary
- Issue welcome packs to and oversee the welcoming of new members
- Assist the Treasurer in the collection of subscriptions

Event Coordinator

General

- Assume the responsibilities of and act as a committee member on behalf of the group
- Attend all committee meetings if possible
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group
- Represent and promote the group and its activities in a positive and appropriate manner
- Represent the views of the membership to the committee
- Ensure that an appropriate cross-section of the group is represented at committee level
- Carry out any other duties that may be deemed necessary by the Committee

Before concerts

- Assist the Secretary to find and book appropriate concert venues
- Alongside the Secretary be a point of contact for the venue regarding bookings
- Alongside the Secretary be a point of contact for anyone connected to the concert – soloists, suppliers ,
- Find volunteers to help with the running of the event (box office, interval refreshments etc)
- Contribute information for concert programmes

On the day of concerts

- Assist the Secretary to oversee the management and smooth running of all performance days
- Alongside the Secretary be a point of contact for members, volunteers and guest players
- Ensure that all equipment required is at the venue in good time for concert day preparations and is assembled and dismantled appropriately in line with health and safety requirements
- Ensure that all technical requirements are smoothly managed
- Oversee the running of the front of house
- Ensure soloists are looked after
- Obtain gifts for soloists, conductors and guest players and arrange for their presentation
- Be available on the day to deal with last-minute issues
- Carry out any other duties that may be deemed necessary by the Committee

5. Management

The day-to-day administration of The Band shall be by the Committee who shall be elected annually at the Annual General Meeting. The Committee shall meet quarterly to administer the business of The Band.

It is the Committee's responsibility to appoint person's with reputable knowledge and expertise to review and recommend amendments to policies and procedures. This is to be done on an annual basis prior to the AGM in September of each year - or where the need arises prior to that.

6. Finance

All monies raised for or on behalf of The Band, either collectively or individually, shall be the property of The Band and shall be used for the benefit of The Band as a whole. The Treasurer shall be responsible for receiving monies on behalf of The Band, for invoicing appropriate persons or organisations for services provided, and for deposit of monies received into banking accounts agreed by the Committee for the benefit of The Band. All monies received or paid shall be officially recorded by the Treasurer. The

general level of charges for the services of The Band shall be decided by the Committee and shall be reviewed from time to time.

All Cheques are to be signed by the Treasurer or in their absence the Secretary. All expenses must be approved by a majority vote of the Committee.

Tickets for any or all of its concerts and other events shall be offered for sale to the public.

The income and property of The Band, however derived, shall be applied solely towards promoting the Objectives of The Band as hereto set forth and no portion shall be paid directly or indirectly to any member of The Band except in payment of reasonable out-of-pocket expenses incurred on behalf of The Band.

It is the joint responsibilities of the committee to ensure that adequate controls exist to: -

- Safeguard the financial assets of The Band
- Ensure transactions are properly recorded
- Ensure that any expenditure is appropriate and in line with the objectives of The Band.

7. Band Rules

This Constitution shall be supported by a set of rules which shall be laid down to clarify the day-to-day administration of The Band. The rules shall be binding upon all members of The Band and membership shall depend on the rules being adhered to. The rules shall, from time-to-time, be reviewed by the Committee and, if considered appropriate may be amended by them.

8. Annual Accounts

A copy of the accounts must be made available to all band members prior to the Annual General Meeting and at such other times as the Committee shall decide.

9. General Meetings

Within The Month of September All members shall be summoned to an Annual General Meeting of which at least fourteen days' notice shall be given in writing.

Extraordinary General Meetings may be called by the members of The Band when circumstances require such urgent and important attention and resolution. Such a meeting must be initiated by at least six members of The Band and presented to the Secretary in writing, giving details of the urgent matter to be discussed. The agenda raised for this will be the sole purpose for such a meeting and no other business will be discussed.

The Extraordinary General Meeting shall be held within one month of receipt by the Secretary of the request and the members shall be given at least fourteen days' notice. Minutes of the meeting will be taken by the Secretary and shall be presented at the next Annual General Meeting along with details of any action taken.

10. Amendments

The Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

11. Subscriptions

Subscriptions will be set at the Annual General Meeting.

12. Musical Director/Conductor

The appointment of a Musical Director / Conductor shall be made by the Committee who, by agreement, shall confirm the appointments annually. In appropriate cases, with Committee approval, reasonable out-of-pocket expenses may be paid.

13. Minutes

The Secretary shall take minutes of all meetings held by the Committee and Sub-Committees and circulate copies to all members of those Committees as soon as is reasonably possible.

The minutes shall be proposed and seconded as a true record and the names of the proposer and seconder shall be recorded in the minutes by the Secretary.

14. Quorum

In order that proceedings at meetings are valid there must be present at least four Committee members or half the committee, whichever is greater, and one of those shall be either the Chairperson, the Secretary or the Treasurer. Meetings shall not be opened unless this quorum exists.

15. Payments and Expenses

No member of The Band shall make any personal gain from their role, nor shall they be employed by The Band. Where members incur expenses undertaking tasks for The Band and those expenses have been authorised by the Committee prior to being incurred, reimbursement shall be made.

Reimbursement to non-members may be made in cases where they incur expenses undertaking tasks which directly contribute to the Objectives of The Band where prior Committee approval has been given.

16. Motions and resolutions

To be resolved, a motion shall be supported by the majority of the members who are eligible to vote, The Chairperson shall not cast a vote unless there be equal numbers for and against a motion, and in that case the Chairperson shall cast the deciding vote.

17. Dissolution

In the event of the Band being dissolved the committee are responsible for the donation of band assets to other similar minded organisations in the local area.

18. Band Rules

1. Whilst at an engagement (even when not playing) you are on show to the public and therefore should be on your best behaviour.
2. Uniform should be worn correctly, As instructed by the Secretary Prior to every event.
3. The playing area must be kept clear of all items not required for playing, e.g., cases, bags.
4. Mobile phones must be turned off at all rehearsals and performances unless agreed with the Musical Director.
5. There should be no unnecessary talking during performances.
6. There should be no eating, drinking or smoking during performances. (Water will be permitted)
7. When leaving the stand in between playing sessions, music stands and instruments must be left in a safe position or put in cases.

8. Instruments and stands belonging to The Band are to be kept clean and any damage sustained must be reported to a Committee member.
9. At practice, players are expected to start playing at the time decided by the Committee/Musical Director.
10. The practice room is to be left clean and tidy, with chairs and stands put away and no litter on the floor.
11. Alcohol will not be permitted for anyone under 18 at a rehearsal or at an event. THIS IS THE LAW.
12. The possession or use of drugs at any band practice or performance will not be permitted, unless medically prescribed.
13. Care, courtesy and respect should be afforded to all members regardless of age or position.
14. Any concerns regarding behaviour or playing ability should be made to the Band Chair/Secretary in strictest confidence.
15. Band Members should leave the MD and appointed 'deputies' to tutor the band on musical knowledge.
16. Band Members should hold the utmost respect for each other and the MD, this includes but is not limited to:
 - i. Not talking over each other
 - ii. Stopping playing when instructed
 - iii. Offering praise when people improve