

## **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. Social media manager
5. 3x other voting committee members

#### **DUTIES OF OFFICERS**

Elected Committee posts

Chairperson

- To chair both General and Committee meetings
- To keep meetings to the agenda and in a timely manner, facilitating discussion and encouraging all members to participate
- To liaise with the Secretary about dates, arrangements, agendas, correspondence for Committee meetings and content of minutes
- To liaise with the Treasurer about the financial state of the Band
- To be familiar with all the Band rules and regulations contained within the Constitution

- If a vote has to be taken, to ask for formal proposal and clarify the procedure. In the event of a tie, the Chairperson will have the casting vote
- To be the spokesperson and/or formal representative of the Band as required

### Secretary

- To take enquiries and bookings for Band engagements
- To contact outside organisations and make enquiries about possible engagements i.e. supermarkets, garden centres etc.
- To obtain relevant collecting licences and permits
- To prepare and distribute engagement list
- To liaise with the Chairman in the preparation of agendas for General and Committee meetings
- Along with the Treasurer, to obtain Band insurance and Performing Rights Licence
- To keep an up-to-date list of Band members, their contact details and any Band instruments or equipment in their possession in compliance with Data Protection legislation

### Treasurer

- To receive all subs and draw monies and ensure that its receipt is properly recorded
- To ensure rent is paid to the rehearsal venue monthly
- To ensure that all fees are received in a timely fashion
- To ensure timely banking of all funds
- To enlist two additional signatories from the Committee membership
- To ensure cheque counterfoils and relating paperwork are signed by an alternate signatory
- To ensure Band insurance, liability insurance and Performing Rights Licence are in place
- To provide an accurate financial picture for Committee meetings
- To ensure the accounts are prepared for the auditor for checking at the end of the financial year
- To provide floats etc. where necessary

### Social Media Manager

- To oversee and monitor the website and its content and update it as necessary

- To oversee and monitor the Facebook account and its content and update it as necessary
- To oversee and monitor the Instagram account and its content and update it as necessary
- Any other additional duties as necessary

#### Committee Member

- To attend and participate in Committee meetings as regularly as possible
- To represent the views of band members to the Committee as required
- To positively represent the views and decisions of the Committee as required

### 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 each other
  - ii. Stopping playing when instructed
  - iii. Offering praise when people improve