



## Constitution & Rules

### 1. General

- 1.1. The organisation shall be called GODALMING BAND. Reference hereafter 'the Band' shall comprise of GODALMING BAND and GODALMING YOUTH BAND. Where differentiation between ensembles is required, they shall be referred to as the Senior Band and the Youth Band respectively.
- 1.2. It shall be a brass band using the currently accepted brass band instrumentation, and shall enter into affiliation, association or membership with any organisation for the promotion of brass bands approved of by the Committee.
- 1.3. The object of the Band shall be to promote, improve, develop and maintain public education in, and appreciation of, the art and science of music, particularly brass band music, by the presentation of public concerts and recitals and by such other ways as the Band, through its Committee, shall determine from time to time. It shall be an amateur organisation.

### 2. Membership and Discipline

- 2.1. Prospective new members shall apply to the Committee for admission, acceptance for membership may be subject to a satisfactory audition by the relevant Musical Director.
- 2.2. Each playing member shall pay a subscription, the amount and frequency of which shall be set each year at the AGM. The Committee shall have the right to decide on exclusions or alterations to the subscription for Band Members on a case-by-case basis.
- 2.3. Any non-playing officer, Committee member, Musical Director or assistant in the youth Band/organisation shall be an ex-officio Honorary Band Member. Reference hereafter 'Band Member' shall refer to both playing members and Honorary Band Members.
- 2.4. In the event of a Band Member resigning, one month's notice to be given to the secretary who shall report the same at the next Committee meeting.
- 2.5. The Committee shall have the right to expel any Band Member. Expelled members shall receive written notification of dismissal stating the reason.
- 2.6. All Band Members are required to adhere to adopted Band Policies.

### 3. Rehearsals and Performances

- 3.1. The Band shall rehearse at least once a week: exceptions may be authorised by the Committee.
- 3.2. The relevant Musical Director, or designated deputy, shall have the sole charge of the Band during any rehearsal or performance.
- 3.3. Admission to any rehearsal shall be at the discretion of the relevant Musical Director or appointed deputy.
- 3.4. Selection of the Band and programme for any performance shall be made by the Musical Director.
- 3.5. Engagements shall be booked by the Secretary in consultation with the Committee. Fees quoted shall be subject to Committee approval.

### 4. Ownership and Care of Band Property

- 4.1. No Band Members shall have any ownership in any of the Band property beyond what their vote as a member entitles them to, and on leaving the Band, must give up all Band property to the Band Committee.
- 4.2. Ownership of the whole of the instruments, music, stands and all property belonging to the Band shall be vested in the Trustees.
- 4.3. The Band shall not be broken up so long as six or more Band Members are opposed to this course. Such action must be agreed at the AGM or an Extraordinary General Meeting and then the Band



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property shall be held by the Trustees for eighteen months. If the decision to disband still then stands, the Trustees shall dispose of the Band property, which shall be sold or otherwise disposed of to the best advantage and out of the proceeds of the sale (so far as such proceeds will permit) discharge any debts of the Band which may remain unpaid. The remaining sum of money realised by such disposal, together with any other remaining Band assets shall be handed over to a suitable local music charity. Assuming all other responsibilities are complete, the receipt from the charity shall be sufficient discharge to the Trustees responsible for winding up the Band.

- 4.4. Each member of the Band shall sign an undertaking to be responsible for all Band property entrusted to their care. If the member is under eighteen years old the undertaking shall be countersigned by a parent or guardian.
- 4.5. Any member leaving, or being expelled from the Band shall return all Band property in their care to the Committee in a satisfactory condition. If the Committee find that such property has deteriorated unreasonably whilst in the member's care, they shall be responsible for making it good.
- 4.6. No Band property shall be used for any purpose other than personal practise, Band rehearsal or Band performance without the prior consent of the Committee. Where the property is used in conjunction with another organisation, it is expected that the other organisation and Band Member are jointly responsible for the due and proper care of the Band property.

### 5. Band Finances

- 5.1. All monies collected for the Band shall be counted in the presence of the treasurer plus one other Band Member and shall be paid to the treasurer, who shall be responsible for their safe keeping and be banked in a timely manner.
- 5.2. Bank accounts shall be conducted in the Band's name with such banks as may be approved by the Committee. Any cheque or payment issued by the Band on such accounts shall be signed by any two of the treasurer, secretary and chairperson.
- 5.3. The treasurer shall be empowered to make small cash disbursements within limits set by the Committee.
- 5.4. All other expenditure shall be approved by a majority decision of the Committee.
- 5.5. The Committee shall elect each year a competent person to independently examine/audit the books and accounts, who shall either sign the same as found correct or report to the Committee their findings.
- 5.6. The treasurer shall present the audited accounts to December 31st each year at the AGM.

### 6. Government of the Band

- 6.1. The Band shall be governed by a Committee comprising four executive officers viz. Chairperson, Secretary, Treasurer and Band Manager, plus seven other Committee Members, including a Deputy Chairperson. These shall be elected at the AGM and shall hold office until the next AGM.
- 6.2. The Committee shall meet monthly to transact Band business: A quorum shall comprise five of the above and shall include at least two of the executive officers.
- 6.3. Committee decisions shall be by majority vote of those voting Committee members present at a meeting. Each Committee member shall have one vote, and in the event of a draw the chairperson of the meeting shall have an additional casting vote.
- 6.4. No person shall hold more than one voting Committee post.
- 6.5. Any other officers appointed at the AGM shall be ex-officio non-voting Committee members.
- 6.6. Musical Directors shall be ex-officio non-voting Committee members.



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- 6.7. Any Committee member wishing to stand down shall give the Committee one month's written notice.
- 6.8. A Committee member failing to attend three or more consecutive meetings without reasonable cause may be deemed to have stood down from the Committee.
- 6.9. The Committee may co-opt new voting members to fill posts falling vacant subject to the limit that no more than three co-opted members may serve at any one time.

### 7. Annual General Meeting (AGM)

- 7.1. An AGM shall be held in the first quarter of each calendar year.
  - 7.1.1. At least a month's notice shall be given to all interested parties of the date.
  - 7.1.2. Minutes of the previous AGM shall be circulated together with the agenda for meeting two weeks in advance of the meeting.
  - 7.1.3. Members wishing to raise items at the AGM shall give notice in writing to the secretary at least two weeks before the meeting.
  - 7.1.4. At least four weeks before the AGM the secretary shall post a form on the Band's noticeboard on which members can submit nominations for officers and Committee members.
  - 7.1.5. Nominations shall close one week before the AGM; late nominations will only be accepted if there are insufficient candidates to fill all posts.
- 7.2. The AGM shall be empowered to:
  - 7.2.1. Dictate Band policy or action on any issue not covered by the constitution
  - 7.2.2. Elect the Committee officers
  - 7.2.3. Appoint Trustees
  - 7.2.4. Confer Honorary Life Membership or Honorary Life Vice-Presidency
  - 7.2.5. Accept amendments to the constitution in accordance with section 11.
  - 7.2.6. Set subscriptions and frequency for the following year.
- 7.3. AGM decisions shall be by majority vote of those Band Members present, each of whom shall have one vote in any decision. In the event of a draw, the chairperson of the meeting shall have an additional casting vote.
- 7.4. Voting shall be by show of hands. Votes shall be counted by two tellers appointed by the Committee, and in the event of any dispute or if requested from the meeting a secret ballot shall be taken.
- 7.5. Election of Officers and Committee:
  - 7.5.1. Any Band Member may nominate any person other than themselves for election to any post provided that:
    - a) The nominee is willing to stand
    - b) The nomination is seconded by another Band Member.
  - 7.5.2. The election shall be in the order as set out in paragraph 9.1.
  - 7.5.3. In the event of a draw a further ballot shall be taken.

### 8. Extraordinary General Meeting (EGM)

- 8.1. An EGM may be called at any time provided that at least two weeks' notice is given to all interested parties of the date and purpose of the meeting.
- 8.2. An EGM shall have all the powers of an AGM and shall additionally be empowered to end the term of office of a Committee and elect a new one. In such a case, nominations for new Committee members may be accepted from the meeting.



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- 8.3. The Band President may instruct the Secretary to call an EGM for any purpose they consider to be in the Band's interest.
- 8.4. The Committee may call an EGM:
  - 8.4.1. When a decision proper to the AGM is needed urgently.
  - 8.4.2. If more Committee posts fall vacant than can be filled by co-opting, and new Committee members must be elected. Subject to 7.5
- 8.5. Band Members may call an EGM if 10 or more Members sign a petition calling for one. The petition must state the reason for the meeting, and must be read to the Band, then prominently displayed on the Band's noticeboard.
- 8.6. EGM decisions shall be by majority vote of those Band Members present, each of whom shall have one vote in any decision. In the event of a draw, the chairperson of the meeting shall have an additional casting vote.
- 8.7. Voting shall be by show of hands. Votes shall be counted by two tellers appointed by the Committee, and in the event of any dispute or if requested from the meeting a secret ballot shall be taken.

### 9. Division of Responsibilities

- 9.1. The following positions should be sought to be filled by election at an AGM/EGM or formally appointed or co-opted by the Committee.

#### *Elected Officers/Members*

- 9.1.1. Executive Officers
  - 9.1.1.1. Chairperson
  - 9.1.1.2. Secretary
  - 9.1.1.3. Treasurer
  - 9.1.1.4. Band Manager
- 9.1.2. Deputy Chairperson
- 9.1.3. Additional Committee Members (up to 6)
- 9.1.4. If any of the positions 9.1.1 to 9.1.2 are not filled at the AGM, the committee has the power to appoint a suitable person to fill the vacancy.

#### *Co-opted or Appointed by the Committee*

- 9.1.5. Safeguarding Lead
- 9.1.6. Safeguarding Deputies (one male and one female)
- 9.1.7. Public Relations Officer
- 9.1.8. Librarian
- 9.1.9. Youth Band Representative
- 9.1.10. President
- 9.1.11. Musical Director(s) of both Senior Band and Youth Band
- 9.2. Role descriptions, as approved by a majority vote of the Committee, describe the responsibilities and duties of each role and will be reviewed regularly.
- 9.3. Duties may be delegated, with the consent of the Committee, to other suitable individuals assuming the following conditions are met:
  - 9.3.1. Responsibility for the duties always remains with the delegator.
  - 9.3.2. The delegated individual abides by all relevant Band policies.



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### 10. Youth Band

- 10.1. There shall be a Youth Band for the training and encouragement of Band Members below the age of eighteen, subject to clause 10.2.
- 10.2. Where appropriate and beneficial to the Band;
  - 10.2.1. Band Members aged eighteen and over shall be permitted to play in the Youth Band
  - 10.2.2. Band Members below the age of eighteen will be permitted to join the Senior Band
- 10.3. The Youth Band shall be available for engagements subject to the approval of the Committee and Youth Band Musical Director.
- 10.4. Finances for the Youth Band shall be held in common with the Band; Youth Band expenditure shall be approved by the Committee.
- 10.5. A member of the Youth Band shall be considered to be a Band Member.

### 11. Constitutional Amendment

- 11.1. No amendment may be made to this constitution unless approved by at least two thirds of the voting membership attending an AGM or EGM.
- 11.2. Any proposed amendments to the Constitution & Rules governing the band shall be notified to the membership at least two weeks before the relevant AGM or EGM.
- 11.3. No alteration or addition to these rules shall be brought forward at any Committee or annual meeting unless 14 days clear notice has been given to the secretary prior to the meeting and the suggestion placed on the agenda.
- 11.4. No amendment may be made to clauses 1.3, 4.3 and this clause without the prior approval of the Charity Commissioners and no amendment shall be made which would cause the Band to cease to be a charity at law.