

HATHERLEIGH SILVER BAND

CONSTITUTION and RULES.

1. NAME:

That this band be called **HATHERLEIGH SILVER BAND.**

2. OBJECTIVES:

The HATHERLEIGH SILVER BAND is an amateur brass band, which is an unincorporated association with charitable objectives.

- (a) The advancement of the public in the study, practice and appreciation of music and the allied arts.
- (b) In particular but without prejudice in the town of HATHERLEIGH. Playing brass band music and the opportunity to participate in rehearsals, concerts, competitions, teaching and the playing of brass instruments.
- (c) The provisions of facilities and the use of musical instruments for members of the said band and others within said areas desirous of the same in a such manner as the General Committee at its absolute discretion.
- (d) The undertaking of any fundraising activity that the General Committee at its absolute discretion shall from time to time see fit.
- (e) The entry into associations, federations or other bodies in the brass band movement in general that the General Committee at its absolute discretion shall from time to time see fit.
- (f) The General Committee shall be empowered to buy, sell or exchange any music and/or Musical instrument and/or Appropriate equipment and/or uniforms, in order to fulfil these objectives.

3. ADMINISTRATION:

The day to day administration of the Band's affairs shall be delegated to a General Committee, which shall be elected annually by the Registered Playing members of the Band at the Annual General Meeting of the Band.

- (a) The General Committee shall consist of Chairperson, Secretary, Treasurer, Director of Music, Band Master and as many other Persons as required. Nominations for these positions will be duly proposed and seconded.
- (b) An assistant Director of Music will be nominated and seconded at the Annual General Meeting.
- (c) All matters concerning the organisation, planning, operation and financing of the band should be referred to the General Committee for discussion and action.
- (d) Members of the band are requested to inform the General Committee, through the Secretary, or any other Officer, of any suggestions, ideas or complaints concerning the Band's activities.
- (e) Any person elected by the Annual General Meeting of the membership of the band at the recommendation of the General Committee and duly proposed and seconded to act in the capacity of trustee of the band, such recommendation and election to be made only in the case of the person or persons concerned having rendered long and/or valuable service to the band.
- (f) Any person may be co-opted onto the General Committee at any time in order to provide specialised knowledge if required.
- (g) Committee meetings require a Quorum of five members to enable any decisions to be made.
- (h) Nominations for Honorary Presidents will be allowed at the Annual General Meeting, but they have no voting rights on any matter.
- (i) No member or members of the General Committee shall be held personally responsible either jointly or severally for:
 - (i) Any debt incurred on behalf of or by
THE HATHERLEIGH SILVER BAND.
 - (ii) Any legal liability either civil or criminal incurred by other member's of the General Committee and /or band membership as a whole.
- (j) A Child Protection Officer will be elected at the AGM to deal with any matters arising concerning those up to the age of 18. within the Band. This person will also take on the Safeguarding role generally and be named as the point of contact for any concerns.

(k) Hatherleigh Silver Band is committed to safeguarding and is adopting a safeguarding policy as recommended by BBE.

4. **ROLE OF OFFICERS:**

(a) **Chairperson**, Shall

- . Be responsible for the running of Band affairs.
- . Be answerable for the actions of the Band.
- . Be Chairperson at meetings of the Band.
- . Be joint signatory of the band's bank account.

(b) **Secretary**, Shall

- . Be responsible for the detailed arrangements for the staging of engagements with assistance of the Band Master and General Committee.
- . Organise transport required by the General Committee for engagements.
- . Take minutes of each meeting and present them for approval at the next meeting.
- . Keep a minute book containing all minutes of all band meetings.
- . Enter into correspondence on behalf of the General Committee when required.

(c) **Band Master**, Shall

- . Be responsible for the Bands Department and Discipline.
- . Assist the Secretary with organisation of Band Engagements.
- . Liaise with Director of Music to ensure a full band is able to attend engagements.

(d) **Treasurer**, Shall

- . Pay all monies received into band's bank account as and when necessary
- . Maintain a record of all income and expenditure
- . Prepare annual accounts in the form of an income and expenditure account and arrange for accounts to be audited for the AGM.
- . Produce financial report of income and expenditure for committee meetings
- . Be a joint signatory to the band's bank account.

(e) **Director of Music**, Shall

- . Be responsible for the musical standard of the band as a whole.
- . Be responsible for the conducting of the band.
- . Be responsible for the formation of the band.
- . Be responsible for rehearsal discipline of the band.
- . Liaise with Band Master to ensure a full band is available to attend

engagements.

(f) **Assistant Director of Music**, Shall

- . Be prepared to conduct the Band if Director of Music is unavailable.
- . Liaise with Director of Music over musical matters when required.

(g) **Contest Secretary**, Shall

- . Be responsible for the administration of the band membership with Brass Band England.
- . Be responsible for the administration of contests on behalf of the General Committee.
- . Enter into correspondence with contest Secretary's on behalf of General Committee.

(h) **Publicity Officer**, Shall

- . Be responsible for all publicity concerning the band with assistance from the Secretary and Fundraising helpers.

(i) **Librarian**, Shall

- . Be responsible for the maintenance of the music in folders being used and for the music kept in store.
- . Assist Director of Music to ensure music is available when requested.

(j) **Child Protection Officer, Safeguarding Officer**, Shall

- . Be an available point of contact for the welfare of all under 18's within the band.
- . Ensure that when we are not in the bandroom, unless there are exceptional circumstances, under 16's should be supervised by a parent or guardian. Under 16s should also be accompanied in the bandroom except by prior arrangement agreed with and approved by a member of the committee. An exceptional circumstance is, for example, when we are preparing to play at a contest and parents/guardians are denied access. In this instance the Child Protection Officer will be the main supervisor or someone appointed by them who has enhanced DBS clearance.

(k) **Vice Chairperson**, Shall

Chair meetings in the absence of the Chairperson.

5. **FINANCE:**

- (a) All income shall be deposited into a current account in the band's name from which all running costs whatsoever nature is permitted to be paid.
- (b) Such income as may be derived from what ever source must be applied to the objects of the band, these to include any out of pocket expenses incurred by members or officers on behalf of the band in of it's day to day running.
- (c) Cheque signatories will be any two of the following: Chairperson, Treasurer or a trustee
- (d) The General Committee may make provisions for an opening of a saving or deposit account where felt to be appropriate.
- (e) The Bands financial year shall run from April 1st to March 31st.

6. **MEMBERSHIP:**

- (a) The Band rehearses twice a week on Monday and Thursday evenings (19.30 – 21.30). Other rehearsals will be called particularly when contests or concerts are imminent.
Visitors (playing and non-playing) are always welcome.
- (b) Playing members are registered as members of The Hatherleigh Silver Band with Brass Band England. The Band itself is a member of the South West Brass Band Association and the British Federation of Brass Bands.
- (c) The General Committee Shall have the power, by notice in writing to a member to terminate his/her membership of the band in any of the following events:
 - (g) If such a member is guilty of any grave misconduct which, in the opinion of the General Committee, is detrimental to the Band where so ever it occurs.
 - (ii) If a member is considered to be in breach of band rules and, following appropriate warnings, has not improved his/her conduct.
- (d) 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 his/her membership, in such a condition as shall satisfy the General Committee.
- (e) No member will have any claim on any band equipment when they have left the band. The member who has current use of it shall treat such property with care and respect.
- (f) Any member who wishes to use his/her own property may do so at the discretion of the Director of Music.

7. **MEETINGS:**

- (a) Annual General meetings shall be within three months of the end of the financial year. At this meeting the band's income and expenditure account must be presented and duly audited.
- (b) Committee meetings will be held regularly at a convenient date.
- (c) Voting at all meetings will be shown by the raising of hands, unless a secret ballot is requested. All motions must be proposed and seconded.
- (d) At all meetings the Chairperson must sign the Minutes of the appropriate previous Meeting as correct.
- (e) The Chairperson has the deciding vote.

8. **PROPERTY:**

- (a) The Band can own whatever property it requires to fulfil its objectives. The General Committee will (from time to time) ensure Insurance values are updated
- (b) No band property shall be used with any other band's functions without prior permission of the Chairperson or Director of Music.

9. **UNIFORM:**

- (a) Band uniform is worn for all engagements unless notified otherwise.
- (b) Band Members are expected to dress smartly and adhere strictly to the Band uniform on all engagements. The form of dress for each engagement will be indicated and if a change of dress is required.
- (c) Band Uniform for Gentlemen consists of the Band Marching Jacket or black Jacket, White or Black Shirt, Bow Tie or Long Band tie.
Black Trousers, Black Socks and Black Shoes.
- (d) Band Uniform for Ladies consists of the Band Jacket or black Jacket, White or Black Shirt, Bow Tie or long Band Tie,
Black Trousers, Black Socks / Tights and Black Shoes.
- (e) Members are expected to keep their uniform clean and presentable.
- (f) When in uniform a member must ensure they are properly dressed at all times.
- (g) Marching Band jackets are to be worn only when playing.

10. **ENGAGEMENTS:**

- (a) Arrangements for band engagements will be provisionally made by the Secretary in liaison with the General Committee.
- (b) Detailed arrangements for the staging of the engagement and transport of equipment etc. will be made by the Secretary, Chairman or Band Master.
- (c) The General Committee and Band Members are expected to assist the Secretary in the arrangements for staging and transport.

11. **GENERAL:**

- (a) At each rehearsal the Director of Music shall have absolute control of it's conduct and of any musical matter.
- (b) No member shall play on another member's instrument without his/her consent.
- (c) Each member shall inform the Director of Music in good time if they are unable to attend rehearsal.
- (d) Contests must be attended by all required members except in extreme circumstances, as is common practice.
- (e) No member other than General Committee Members may attend General Meetings.
- (f) The Band may not be broken up whilst there are six members opposed to this course.
- (g) If the band is to be broken up the total asset base shall be held in trust for 6 years to enable the band to be reformed. After this period the trustees shall dispose of any band assets as they see fit.
- (h) Trustees will act to ensure that all assets belonging to Hatherleigh Silver Band are dealt with as per the Constitution.
- (i) 3 Trustees: 1. Mr R Wonnacott. 2. Mr S Collier. 3. Mr M Boother.
- (j) Each member shall be given a copy of this Constitution and Rules.

