



# St. Swithun's Band Bridport Constitution

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## 1) Name

The Band shall be known as St. Swithun's Band Bridport.

## 2) Purpose and Administration

The Band shall be a non-profit making organisation and formed solely for music making.

The Band shall be a "brass band" as is conventionally understood.

Subject to the matters set out below, the Band and its property shall be administered and managed in accordance with this Constitution by the members of the Committee, constituted by paragraph 5 of this Constitution ("the Committee").

## 3) Objectives

The Band's Objectives are

Promote the public appreciation and understanding of brass band music in Bridport and surrounding areas.

Provide an environment for brass band musicians to play together for their mutual enjoyment and to further their skills and experience.

Perform in concerts and other engagements.

Participate in brass band contests should the Band vote to do so.

Encourage young and inexperienced players.

## 4) Membership

Membership of the Band shall be open to any person interested in the objectives of paragraph 3. Full playing membership shall be open to all brass and percussion players who have successfully completed an audition held by the Musical Director. This audition shall normally take the form of a satisfactory contribution to a full Band rehearsal. However, in cases of ambiguity, the applicant shall attend a private audition with the Musical Director and one or more members of the Committee.

A completed membership registration form must be forwarded to the Secretary.

Non playing members may be permitted as a member of the Band, subject to agreement by the Committee, and shall be limited to those with a genuine interest in the Band.

Membership will be available to all paid up playing and non-playing members, and one parent/guardian (over the age of 18) of each playing member under the age of 18.

Every Member shall have one vote, subject to those under the age of 18 not being able to vote on matters relating to the formulation or amendment of the Constitution and/or the



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dissolution or other legal matters relating to the Band.

Members of the Band are requested to inform the Committee, through the Secretary, or Chairman, of any suggestions, ideas or complaints concerning the Band's activities.

## 5) Committee

### 5.1) Committee Membership.

The Committee shall comprise of the following:

**Chairman.** The Chairman is responsible for ensuring that the Band is run in accordance with the Band Constitution. The Chairman will chair meetings of the Committee.

In the absence of the Chairman, the members of the Committee shall choose one of their number to be chairman of the meeting before any other business is transacted.

**Secretary.** The Secretary shall convene meetings, take minutes and be aware of and deal with correspondence other than that of any relevant sub-committees. The Secretary shall keep copies of any sub-committee correspondence. The Secretary shall be the main point of contact for, and take bookings from, all external event organisers who wish to engage the Band. The Secretary shall maintain a diary of external events and rehearsal schedules. The Secretary shall maintain a register of paid up members, suppliers and customers and ensure compliance with the General Data Protection Regulation and act as Data Protection Officer.

**Treasurer.** The Treasurer shall be responsible for managing funds as detailed in paragraph 11.

**Librarian.** It is the duty of the Librarian to assist the MD with the sheet music requirements for the band practises and engagements, ensure the music library is maintained in an orderly state and maintain the band catalogue adding new additions to the library

**Three Band Members.** Band Members shall support other officers as required and may be asked to perform other ad hoc tasks as necessary.

The Committee officers shall be elected by members of the Band each year at the Annual General Meeting.

The Committee shall meet as required, but at least every 6-10 weeks. Four members shall form a quorum.

The Committee shall be supported by the following functions who are appointed by the elected Committee members.

**Musical Director.** The Musical Director is responsible for the musical standard and programme of the Band. It is expected that Band member views and suggestions are taken into consideration. The Musical Director will have complete control over the Band at all rehearsals and performances.



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The Musical Director is responsible for rehearsing the band to an appropriate standard to perform the selected music. The Musical Director is responsible for conducting the band at each booked venue. (S)He will be an ex-officio member of the Committee.

**Deputy Musical Director.** The Deputy Musical Director shall act as an assistant to the Musical Director and be responsible for conducting the Band at rehearsals or events when the Musical Director is not available.

**Webmaster.** The Webmaster shall be responsible for generating and maintaining the Band's on-line presence.

**Child Protection Officers.** There shall be a minimum of TWO Child Protection Officers (at least one being male and one female) who shall be the Band's "champions" for all affairs relating to Child Protection and Safeguarding. To this end, the Child Protection Officers shall maintain the Child Protection Policy in accordance with Dorset Safeguarding Childrens Board standard and Brass Banding for England .

If appropriate, these functions shall be filled from within the existing Committee.

## 5.2) Committee Member Interest

No member of the Committee shall acquire any interest in property belonging to the Band or receive remuneration or be interested (otherwise than as a member of the Committee) in any contract entered into by the Committee.

## 6) President

The Committee may invite a suitable person to be President of the Band.

## 7) Musical Director

The Committee shall be responsible for the appointment of a Musical Director, and agree the Terms and Conditions of their appointment with them. The Musical Director may be selected from within the Band membership, or from outside the Band.

## 8) Annual General Meeting

An Annual General Meeting must be held within a period of no longer than a thirteen month interval from the previous AGM. Should extraordinary circumstances prevent this, then an EGM (Extraordinary General Meeting) must be called for a quorum of ordinary Band members to permit this variance. The AGM (or EGM) would preferably be held as an in-person group meeting, but a video conference method is acceptable.

Items for discussion should be submitted to the Secretary, in writing, three weeks before the Annual General Meeting.

The agenda must include the following items;

1. Election of Band Officers



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2. Accept the audited accounts
3. Formally approve the Band's policies
4. Subscriptions

50% of Band members will form a quorum.

## 9) Extraordinary General Meeting

An Extraordinary General Meeting will be convened if requested in writing by three or more members. The meeting will discuss the topic notified.

50% of band members will form a quorum.

## 10) Subscriptions

The annual subscriptions and method of payment will be determined at the Annual General Meeting.

## 11) Funds

The funds will be administered by the Treasurer, assisted as required by the Chairman and other Committee members.

The Treasurer will keep proper auditable accounts.

The Treasurer will prepare a comparison report and an accounts balance sheet for the Annual General Meeting. The accounts will be audited annually by an external auditor.

Band funds will be kept in a reputable Bank or Building Society.

Cheques will normally be signed by the Treasurer and one other authorised signatory.

Where Electronic Payment transactions are conducted, the Invoice and payment details shall immediately be notified to the Chairman. (Unless another authorised Committee Member initiated the payment, in which case, the Treasurer shall also be sent the Invoice and payment details).

## 12) Resignations

If a Band member wishes to resign from the Band, adequate notice should be given verbally and in writing to the Committee.

Consideration should be given to the commitments as a member of the Band, and where possible, the notice should be given to the Committee to allow sufficient time to arrange cover for forthcoming engagements.

Any Band property must be returned to the Band within 1 month and in good order.



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## 13) Termination of Membership

The Committee shall be entitled to terminate the membership of any member whose conduct is considered to be prejudicial to the best interest of the Band. A member so treated has the right to appeal against the decision. Paragraph 16.4 expands on potential reasons for such termination.

## 14) Dissolution

In the event that in the opinion of the Committee that the Band should no longer continue, an Extraordinary General Meeting will be called to enact the dissolution. (the option to call an Extraordinary General Meeting with any agenda item is also within the scope of the General Membership in accordance with Section 9)

Once the Band is committed to dissolution, the Committee shall make best endeavours to dispose of all material assets to musical organisations / schools etc. Provided that the Band is still solvent, disposal of assets shall favour the continuation of the Musical Arts within the Dorset area over and above reasonable profit.

The proceeds from the sale of the Band's assets will be determined at the Extraordinary General Meeting. Once all financial commitments are satisfied, assets shall be used to benefit amateur music organisations within the Dorset area.

## 15) Child and Vulnerable Adult Protection

(1) The Policy Statement on Child and Vulnerable Adult Protection shall be adhered to by all officers and members of the Band. They will be reviewed annually by the Committee prior to the AGM and reported as such to the AGM.

(2) To comply with legislation under the Child Protection Act, an up to date list of band members shall be available in the Band premises at all times and accompany the band on all engagements.

## 16) Rules

### 16.1) Conduct

Members shall at all times conduct themselves in an acceptable manner and with consideration for other members and the general public. Bad behaviour and bad 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 standard as the musical performance.

Playing members are expected to attend as many scheduled Band rehearsals and engagements as possible.

Playing members must inform the Secretary whether or not they are available for a rehearsal and/or engagement as early as possible. The unavailability of any particular



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player can only be handled effectively when there is sufficient time to make alternative arrangements.

In the event of short notice, or last minute unavailability, playing members must make every effort to inform the Secretary, or Chairman, in person or by telephone as soon as possible.

Playing members who will not be available for engagement are requested to assist with arrangements for replacement players by suggesting alternative personnel from other sources.

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, they must ensure that their music is forwarded to the Band in their absence, or left with the Band in anticipation of their absence.

Band members are expected to assist with the setting up and packing away of chairs, stands and other equipment at rehearsals and engagements if able.

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 members are responsible for ensuring they have a music stand and correct music at engagements.

## 16.2) Uniform

Band uniform is to be worn for all engagements unless explicitly notified otherwise.

Band members are expected to dress smartly and adhere to the Band uniform on all engagements.

Band uniform consists of; Band jacket, white shirt, band tie, black trousers or skirt, black shoes and black socks or black/neutral tights.

Members are expected to maintain and keep their Band uniform in a clean condition.

## 16.3) Property Care

Members, who are issued with Band property, including items of uniform, will be required to sign the appropriate Property Register on issue of the property. The Register will also be signed off when the item is returned to the Band.

Members are expected to maintain in good working order, and keep clean, any property issued to them. However, the Band is responsible for any repairs to instruments.

Members are expected to safeguard any property which is issued to them.

Members will return to the Band any property issued to them, when requested by the Committee, or when leaving the Band.



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## 16.4) Termination of Membership by the Committee.

The Committee shall have the power, by notice in writing to a member, to terminate their Band membership in any of the following events:

- If such a member is considered to be in arrears with regard their subscription or any other monies owed to the Band.
- If, in the opinion of the Musical Director, the musical standard of the individual is not maintained to an adequate level, and this view is endorsed by the Committee.
- If such a member is considered to be in breach of the Band Rules, and following appropriate guidance, has not improved their conduct.

Before termination of a member's membership by reason of any of the above three events occur, the Band member will have been given both a verbal warning and a written warning.

- If such a member is guilty of gross misconduct which, in the opinion of the Committee, is detrimental to the Band wherever it occurs.

A member whose membership is terminated under the above, or a member who voluntarily resigns, shall within 1 month, return all Band property in good order.

## 17) Guidelines

These are not rules as such, but considered to be good Band Etiquette amongst banding.

Band members shall turn up to rehearsals in time to prepare themselves, their music and to tune their instrument.

During rehearsal, the Musical Director shall control events; band members should not talk or practice musical phrases whilst (s)he is giving advice and direction.

During rehearsal (and performance in smaller venues), due respect should be given to the fact that brass instruments are LOUD. It is recommended that Members use hearing protection.

In performance, all players should be at "instruments up" as the conductor raises their baton to commence.

In performance, all players should remain at "instruments up" until the conductor relaxes.

In performance, all players should remain at rest until any applause finishes ... specifically not reaching for or changing their music.

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Approved / Authorised for issue as agreed in the minutes of the AGM meeting held on:

[Date]                   ...26<sup>th</sup> February 2024.....



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[Signed] .....

[Name] .....Jill Crouch.....

[Position] .....Chairman.....