

WOTTON & DISTRICT SILVER BAND
[Founded Abbey Band 1894]

Constitution & Standing Rules

1. Name

The Band shall be known as Wotton & District Silver Band but may be shortened to Wotton Silver Band, where appropriate. [Herein after referred to as 'The Band']

2. Objectives & Functions

- To make music for its members and the general public.
- To strive to maintain a continuous improvement in quality and standard to enhance the pleasure for its members and the general public.
- To encourage recruitment of members especially young people.
- Where possible, to maintain a training Band to teach and encourage young people to participate in Brass Band musicianship.
- To maintain the Band as an amenity and asset for the local community and promote its interest over a wider area.
- The Committee will promote the Band by liaising with other bodies within the local community and within a reasonable commutable area.

3. Child Protection Policy

The Band has implemented and will maintain a Child Protection Policy in accordance with suggested best practice within the Brass Banding Movement. The Committee will keep abreast of any changes and recommendations regarding best practice and will adjust the Policy and practice accordingly. The Band will appoint a member of the Committee to be Welfare Officer to co-ordinate and advise on all such matters in accordance with the child protection policy. Copies of the Policy are to be available for inspection in the Band room or from the welfare officer.

The Band shall not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

4. Affiliation & Contesting

The Band will be affiliated to any brass band association which the Committee believes to be advantageous to the Band objectives. The Band should compete in at least two contests per year as long as the Band can field an adequate complement of members. Contesting should be part of the Band's strategy for maintaining a credible standard.

5. Practice

The Band shall, where possible, rehearse at least twice a week with additional rehearsals at the discretion of the Committee and Musical Director. All Band Members should be made aware of their responsibility to attend rehearsals as diligently as possible and advise of their non-attendance in a timely manner. Cancellation of a rehearsal shall be at the discretion of the Chairman, and where possible with consultation with the Committee and Musical Director.

6. Annual General Meeting

The AGM shall be held in May and no later than two months after the band's annual accounts have been closed for auditing. The Secretary shall notify all Members of the AGM in writing, with no less than 14 days' notice.

The process of the AGM will be to:

- a. Review the year's activities. The Chairman, Secretary, Treasurer and any other appropriate members of the Committee should submit their relevant reports to this meeting.
- b. Elect the Officers and Committee. Any Members wishing to become an officer must be nominated by a Band Member and selection will be by a simple majority vote by Members.
- c. Nominate a suitably qualified person to audit the band's accounts for the following financial year.

The Committee will consist of the following Officers:

- Chairman
- Secretary
- Treasurer
- Librarian
- Instrument Warden
- Wardrobe Officer
- Public Relations Officer
- Welfare Officer

The officers do not necessarily need to be playing members and, with the exception of the roles of Chairman, Secretary and Treasurer, which should be held by separate people, a committee officer may hold more than one post. The committee will appoint a Training Band Representative and a Band Sergeant.

Members of the Committee shall hold office for one year and shall be subject to re-election at the following years AGM. Vacancies arising from a resignation during the year may be filled by co-option. Only members of the Band over the age of 16 years shall be eligible to vote or stand for election to the Committee.

7. Roles and Responsibilities

a. Chairman

Shall be responsible for the smooth running of the Band Committee and shall chair all meetings concerning Band business. In the absence of the Chairman, he may nominate another member of the Committee to chair a meeting.

The Chairman should support the Welfare Officer in all their duties and can assist in any decision making.

b. Secretary

The Secretary shall be responsible for Band correspondence and responsibility for making all final arrangements for all Band engagements &

functions. The Secretary will notify Members regarding the time and place of the AGM and any other Committee meetings.

c. Contest Secretary

A Contest Secretary may be appointed or co/opted at the discretion of the Committee. This role will involve:

- Administration of Band member registrations, in line with the appropriate governing brass band association.
- Correspondence and administration regarding entry of competitions and all ancillary matters.

d. Treasurer

The Treasurer shall be responsible for the collection of all monies due to the Band including member's subscriptions together with payment of any debts accrued by the Band. An accounting record of all transactions must be maintained and any significant fluctuation in the Bands financial position must be reported to the Committee. The accounts are to be audited by a suitably qualified person and details made available for presentation at the AGM.

e. Librarian

The Librarian shall ensure that the Band's music is kept in an orderly manner and in a secure environment. The Librarian will liaise with the Musical Director and Committee to ensure music is available as and when required.

f. Instrument Warden

The Instrument Warden will be responsible for ensuring that Band instruments are booked to the relevant Member and a signature obtained. A register is to be maintained recording the details of all instruments owned by the Band, together with information regarding condition. All spare instruments will be safely stored for issue to Members as and when required. The Instrument Warden is to advise the Committee of any changes in valuation which might affect the Bands instrument insurance.

g. Wardrobe Officer

The Wardrobe Officer shall ensure that all uniforms have been signed for by the relevant Member and made aware of their responsibilities for the upkeep of the uniform in their care. All spare uniforms will be kept securely and in good condition until such time as they are issued to a Member. The Wardrobe Officer will advise the committee regarding any replacements or new requirements.

h. Public Relations Officer

The Public Relations Officer shall be responsible for seeking to publicise the Band and its activities as widely as possible. The PR Officer is to advise the Committee on any new or potential opportunities which might present themselves and be to the Bands advantage.

i. Welfare Officer

The Welfare Officer must be a Committee member and is responsible for advising the Committee on compliance with all the procedures described in the Child Protection Policy, and to act as a focal point for reporting any concerns. They will have the primary responsibility for checking that everyone who has significant access to young people within the band is suitable for that role.

The Welfare Officer will be identifiable to the junior Members of the Band and their parents, but should have a degree of independence from their activities - for example he or she should not be the training band coordinator or actively teach or conduct the training band.

The Welfare Officer's roles and duties are described in detail in the Child Protection Policy.

j. Training Band Representative

The Training Band Representative shall represent the interests of the training band(s) within Committee meetings. The Training Band Representative should ideally be someone who is actively involved with the training band.

k. Band Sergeant

The Band Sergeant is responsible for discipline in the rehearsal room and during performances, including deportment and presentation in line with band policies. The band sergeant must be a player but not necessary a Committee Member.

8. Committee

- The Committee shall meet a minimum of once per month or as often as necessary to fulfil their responsibilities.
- Additional Members may be co-opted for any special project or duties with the agreement of the Committee.
- A Meeting must be convened no more than 14 days prior to an AGM.
- The quorum for Committee meetings shall be 50% of Committee members.
- The Committee is empowered to make by-laws by a majority decision, provided that these are not inconsistent with the constitution.
- Any Band Member wishing to put an item to the Committee may instruct a Committee Member to place it on the agenda or request in writing to attend the next Committee meeting for that item.
- In the event of an equality of Members votes, on a show of hands or poll, the Chairman will have the deciding vote.

9. Appointment of Musical Director [MD]

If the position of MD becomes vacant, the Committee will advertise the position. If necessary, a shortlist of suitable candidates will be drawn up by the Committee and then be invited to conduct the Band in the form of an audition. Each candidate will be interviewed by representatives from the Committee and Band, and feedback will be provided. The successful candidate will then be decided by a full vote of Band Members.

The Committee can call a special meeting of The Band to discuss the Musical Director if they feel it is in the bands interest to do so. The MD may only be removed from the position following a vote of no confidence from Members. In case of equality, the Chairman has the deciding vote.

The MD will not be a Member of the Committee, but may be invited to attend and participate in specific Committee meetings if necessary. The MD will not have any voting rights.

10. Members

- A player will only be deemed a member of the Band if they pay the relevant subscriptions and will only have voting rights if they are fully up to date with subscription payments.
- Any player who feels they have an adequate reason for non-payment of subs should advise a Committee Member with justifiable circumstances. The Committee may at their discretion, waive payment for a period.
- Any new Member joining the Band will be charged for the amount of the year remaining.
- On joining the Band new Members will be required to give personal contact details to the Committee and sign for any Instrument, Uniform, Music or other band property which they are allocated.
- New Members will be invited to join the Band following an invitation from the Committee and with consultation with the MD.
- Any movement of players' positions within the Band will be at the discretion of the Committee following consultation with the MD.
- Members will be expected to wear Band Uniform at all Band engagements [except where otherwise agreed by the Committee prior to the engagement].
- All members must familiarise themselves with the Bands Constitution and Child Protection Policy and abide by all the stipulation contained in those documents.
- Membership ceases by resignation; if a Member fails to pay subscriptions; if a member fails to attend rehearsals and engagements for a duration judged by the Committee to be significant; or at the discretion of the Committee.

11. Honorary Members

Honorary or honorary life members may be elected by a convened meeting of Band Members to recognise a person's service to the Band. This may equally be a member or non-member of the Band. Honorary or honorary life members may attend and participate in the AGM, but will have no voting rights.

12. Uniform

- Uniform jacket
- Band tie or bow tie [depending on nature of engagement]
- Plain white shirt [with turn down collar]
- Plain black trousers or plain black skirt
- Plain black socks or tights
- Plain black shoes

It is the Member's responsibility to ensure that their uniform is kept clean and in good condition and report any problems to the Wardrobe Officer.

13. Finance

The Band shall have a current account with an appropriate bank, to which the signatories should be selected from Members of the Band Committee, and include Chairman, Secretary and Treasurer. Two signatories are required for any withdrawal.

The Band Committee shall ensure that correct accounts are kept by the Treasurer and that properly balanced accounts are submitted to the new Committee at the commencement of their term in office.

The financial books of the Band will be closed annually and audited. They must be presented to Band Members for approval at the AGM.

The audit should be carried out by a suitably qualified person elected at each AGM. The auditor need not necessarily be a member of the Band or have any other association with the Band other than to audit the accounts.

14. Subscriptions

Changes to the rate of subscription payments will be decided at the AGM, or at a special meeting convened by the Committee to discuss such matters. Changes to subscription rates can only be made by a simple majority vote by Members.

15. General Trustees

- Any real property of The Band shall be vested in not more than four and not less than two Trustees who shall act in accordance with the Committees directions.
- The Trustees must be Members of the Band at the time of appointment and elected by the Committee.
- The Trustees are to hold office until death, resignation, or removal by the Committee.
- The Committee is responsible for appointing any new Trustees. The Trustees shall be indemnified by the Band or from the Bands assets against all expenses and liabilities properly incurred in the performance of their duties.

16. Dissolution

In the event of the Band becoming insolvent or unable to form a working Committee the Trustees shall take reasonable steps to re-establish the Band, dispose of any instruments, assets or monies in any way they deem suitable, but preferably to the benefit of another band in the area or other suitable local charities.

17. Amendments to the Constitution

Any amendment to the constitution is subject to approval by simple majority vote of the Band at an AGM or other general meeting convened by the committee.

Signed

B Davies

Bruce Davies

Chairman

I B Ford

Ian B Ford

Secretary

**Wotton & District Silver Band
(Founded Abbey Band 1894)**

GENERAL TRUSTEES.

In accordance with the constitution and Standing rules, the following four general trustees were elected at a committee meeting held on 4th December 2012:

Ian B Ford (Secretary)

I B Ford

Jo Woodman (Treasurer)

J Woodman

Julie Ashby (PR Officer)

J Ashby

Lucy Seddon (Welfare Officer)

L Seddon

Signed

B Davies

I B Ford

Chairman

Secretary

06/11/2012