

# **Wotton & District Silver Band**

(Founded Abbey Band 1894)

## **Standing Rules & Regulations**

### **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 and 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. Membership**

New members will receive a Welcome Pack detailing:

- Cost of subscriptions fees and how they are to be paid
- Contact details for the current Band Committee
- Wotton Silver Band Code of conduct
- Wotton Silver Band Safeguarding Policy

### **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 21 days' notice.

The process of the AGM will be to:

- 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.
- 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.
- Nominate a suitably qualified person to audit the Band's accounts for the following year.

The Committee will consist of the following officers:

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

The officers do not necessarily need to be playing members and, with the exception of the roles of Chair, 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 year's 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**

### **1. Chair**

The Chair 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, the Chair may nominate another member of the Committee to chair a meeting.

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

**2. Secretary**

The Secretary shall be responsible for Band correspondence and making all final arrangements for Band engagements and functions. The Secretary will notify members regarding the time and place of the AGM and any other Committee meetings

**3. Contest Secretary**

A Contest Secretary may be appointed at the discretion of the Committee. The 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.

**4. Treasurer**

The Treasurer shall be responsible for the collection of all monies due to the Band including members' 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 Band's 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.

**5. 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 Safeguarding 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.

**6. 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.

**7. 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 Band's instrument insurance.

**8. 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.

**9. 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 Band's advantage.

**10. 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.

**11. 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 necessarily 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.
- 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 Chair will have the deciding vote.

**9. 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 MD if they feel it is in the Band's 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 Chair has the deciding vote.

The MD will be contracted to work for the band on a freelance basis. They may be invited to attend and participate in specific Committee meetings in an advisory capacity but will not have any voting rights.

## **10. 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 AFM, but will have no voting rights.

## **11. 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 Chair, Secretary and Treasurer. Two signatories are required for any withdrawal.

The financial year shall end on 31<sup>st</sup> March.

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinised by a person who is independent of the trustees then submitted to the members at the Annual General Meeting.

## **12. 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.

## **13. General Trustees**

- The trustees are elected each year at the Annual General Meeting.
- There must be at least three charity trustees and a maximum of twelve.
- All trustees will be members of the Committee.