



WOLVERTON TOWN BAND

Constitution

Passed at the Band's EGM on 16 February 2015

1. Title

The Band is a traditional British style brass band and shall be known as Wolverton Town Band, hereafter referred to as "the band".

2. Objectives

The objectives of the band are to:

1. Encourage the appreciation of, and participation in the playing of brass band music.
2. Rehearse regularly to enable various pieces of music to be played to a good standard.
3. Provide training in playing of brass instruments for players and learners.
4. Participate in musical concerts, engagements and contests as the occasions arise.
5. Support and promote Wolverton by being seen as part of the community.
6. Offer musical support to Wolverton and Greenleys Town Council in its twinning activities with Ploegsteert.
7. Carry out all our objectives without discrimination on the grounds of age, sex, race, sexual orientation, religion or disability.

3. Membership

Membership of the band is open to:

1. Brass band instrumentalists.
2. People who wish to learn to play a brass instrument.
3. People who are not instrumentalists but who wish to help in the running of the band.
4. The Management Committee may grant Honorary Life Membership to anyone who has given valuable service to the band.

4. Conditions of Membership

Each member shall:

1. Agree to the band's Constitution and show their agreement by signing the Band Personnel Form.
2. Attend rehearsals, engagements, concerts and appropriate meetings scheduled by the band, and notify the Musical Director (MD), Admin Secretary or Engagements Secretary, as appropriate if they are unavailable.

3. Sign for any band property at the time it is passed to them and make good any damage caused to such property while in the member's possession, other than damage caused by fair wear and tear.
4. When leaving the band, return all property belonging to the band and compensate the band for any damage caused to such property, other than that caused by fair wear and tear.
5. Get permission from the Management Committee for band property to be used for purposes other than those connected with the band.
6. Not behave in a manner detrimental to the band, its name or its standing in the community.
7. Keep their subscriptions up-to-date.
8. Where appropriate, ensure the safe-keeping of any trophies, prizes, cups and certificates presented to him/her and return them at the relevant time.
9. If an elected officer, upon leaving office, hand over all the documentation, passwords, login details and band property associated with the post to either a successor or one of the Management Committee.

5. Subscriptions

1. The level of the membership subscription is set by a vote at the Annual general Meeting and must be paid within one month.
2. Honorary Life Members shall not pay any subscriptions.

6. Termination of Membership

1. If a member wishes to resign from the band, this should be done by informing the Admin Secretary.
2. The Management Committee may terminate the membership of any member who, in the opinion of the Management Committee, has failed to observe the band's Constitution.

7. Band Year

1. The administration and financial period of the band shall be one calendar year, commencing on the first day of April and ending on the thirty-first day of March.

8. Meetings

1. The band shall hold the following meetings:
 - General Band Meetings (GBM)
 - Management Committee Meetings (MCM)
 - Annual General Meetings (AGM)
 - Extraordinary General Meetings (EGM)
 - Sub-Committee Meetings (SCM)
2. General Band Meetings shall be held at least three times each year. They will usually take place in the band room during the rehearsal time.
3. The Annual General Meeting shall be held within eight weeks of the end of each financial year.
4. All members shall be notified by the Admin Secretary of the arrangements for each meeting at least fourteen days prior to the meeting (except Sub-Committee Meetings and Extraordinary General Meetings).
5. An Extraordinary General Meeting may be called by the Management Committee at any time by giving members at least seven days' notice. An

EGM may also be called at the request of at least two-thirds of the membership. Such a request must be submitted to the Admin Secretary in writing, together with the business to be discussed at the meeting. There will usually only be one agenda item at an EGM.

6. Sub-Committee meetings can be convened at short notice.
7. Only items on the agenda may be discussed at an AGM or EGM.
8. "Other Business" items are acceptable for discussion at a GBM.
9. Items for the agenda for a GBM, AGM or EGM - or any proposed amendments to the Constitution - must be sent in writing to the Admin Secretary a minimum of seven days prior to the meeting.
10. Only members and elected officers may vote at any meetings.
11. The quorum for any meeting shall be half of its current membership.

9. Election of Officers

1. The following officers of the band shall be elected at the AGM:

Chair	Admin Secretary	Engagements Secretary
Treasurer	Training Officer	Twining Liaison Officer
Librarian	Marketing Officer	Social Officer

2. All officers shall hold office for one year and are eligible for re-election.
3. Any member may nominate any suitable person for the posts above. Each candidate must be proposed and seconded by a separate member in each case. All nominations must be received fourteen days before the AGM.
4. Candidates shall be elected by a majority of those eligible to vote at the AGM.
5. If no written nominations are received before the AGM, the Chair has the discretion to take nominations at the AGM, or leave posts vacant.

10. Management Committee

1. The Management Committee shall consist of the officers of the band plus three additional members elected at the AGM (as "band representatives").
2. In addition, the Musical Director may be asked to attend the meetings as appropriate.
3. The Management Committee shall:
 - Meet formally approximately once a month.
 - Ensure the smooth-running of the band.
 - Consider and deal with matters affecting the interests of the band and its members.
 - Ensure any decisions are recorded in the form of minutes, copies of which are to be kept as a permanent record by the Admin Secretary and distributed to members of the Management Committee.
 - Co-opt members to the Management Committee for specific duties/roles or periods of time to achieve the optimum management of the band and its interests.
 - Make decisions regarding the future of any member of the band under its Conditions of Membership (see 4 above).
 - Be authorised to accept provisional engagements and bookings on behalf of the band and liaise with the Engagements Secretary to confirm any such provisional bookings.
 - Agree any fees to be charged for any paid engagements.
 - Agree the reimbursement of any out-of-pocket expenses that have been incurred by anyone relating to legitimate business of the band.

These expenses must be submitted with valid proof of the expenditure incurred.

- Appoint, make decisions in relation to the ongoing tenure and provide relevant feedback to the Musical Director (see 20 below).
- Agree an honorarium and/or expenses for the Musical Director, dependent on the band's financial circumstances.
- Decide upon any officer posts (not covered elsewhere in the Constitution) that are needed for the benefit or smooth-running of the band, and ensure that the responsibilities associated with these posts are undertaken effectively. Examples of such posts are: Fund Raising Officer, Social Secretary.
- Appoint two cheque signatories, in addition to the Treasurer.
- Approve ad hoc payments or gifts to any visiting musicians or deputies.
- Ensure that all the band's instruments, uniforms, equipment, trophies, prizes, cups shields and property are properly maintained and stored securely and safely.
- Ensure that an annual inventory is prepared (for insurance purposes) of all the band's instruments, uniforms and equipment.
- Ensure the safe-return of any property of the band that is loaned to either members or anyone outside the band.
- Ensure that any band property that is no longer required is either sold or appropriately disposed of.
- Have the power to form Sub-Committees, which it considers necessary, and may co-opt any members to serve on such Sub-Committees.
- Ensure the protection of children in the band (see 21 below)
- Appoint Trustees as appropriate (see 23 below).
- Have custody of all band trophies, prizes and cups and shields, and shall make adequate arrangements for their safe-keeping.

11. Sub-Committees

1. Sub-Committees shall be established in order to undertake specifically assigned duties and responsibilities.
2. Any Sub-Committee shall report to the Management Committee and the Admin Secretary on its responsibilities and any decisions it takes.

12. Chair

The Chair shall:

1. Take the chair at all meetings attended.
2. Have the casting vote at all meetings attended.
3. Be authorised to accept provisional engagements and bookings on behalf of the band and liaise with the Management Committee and the Engagements Secretary who will confirm any such provisional bookings, and any fees to be charged.

13. Admin Secretary

The Admin Secretary shall:

1. Convene, attend and take the minutes of all the MCMs, GBMs, AGMs and EGMs.
2. Conduct any general correspondence on behalf of the band.

3. Report to the Management Committee on any actions taken on behalf of the band.
4. Be authorised to accept provisional engagements and bookings on behalf of the band and liaise with the Management Committee and the Engagements Secretary to confirm any such provisional bookings, and any fees to be charged.
5. Keep an up-to-date register of the contact details of all band members.
6. Arrange for the loan of band equipment (eg instruments and uniform) to band members and keep records of such loans.

14. Engagements Secretary

The Engagements Secretary shall:

1. Be authorised to accept provisional engagements and bookings on behalf of the band and liaise with the Management Committee to confirm any such provisional bookings, and any fees to be charged.
2. Organise the arrangements for any band engagements (except the music to be played).
3. Arrange, where necessary, for any visiting musicians or deputies to take part in any band engagements (other than contests).
4. Recommend to the Management Committee any payments, gifts or expenses to be made to any visiting musicians or deputies.
5. Keep a register of the contact details of any deputies that are used by the band.

15. Treasurer

The Treasurer shall:

1. Ensure that the band has an open bank account in the name of 'Wolverton Town Band'.
2. Ensure that the band's bank account is properly managed and kept up-to-date.
3. Ensure the sound financial management of the band.
4. Maintain accurate and up-to-date financial records of the band.
5. Ensure any band funds, as approved by the Management Committee, are suitably invested.
6. Ensure that the band's finances are applied solely to the objectives of the band.
7. Receive all monies payable to the band (prize and collection monies, donations, engagement fees and any other financial gains) and ensure that they are counted (where necessary) and paid into the band's bank account in a timely manner.
8. Ensure any payments are made by cheque, signed by two appointed cheque signatories.
9. Arrange the payment of any ad hoc payments to any visiting musicians or deputies, for attendance or agreed expenses.
10. Ensure that none of the band's monies are either paid to or transferred to anyone, directly or indirectly, except in reimbursement of legitimate expenses incurred on behalf of the band, and as agreed by the Management Committee.
11. Ensure that appropriate insurance is taken out and maintained on the band's property and personnel.

12. Ensure that an end-of-year account is prepared for presentation at the AGM and auditing if required.
13. Ensure that the appointed Auditor audits the end-of-year accounts and provides a written report.

16. Training Officer

The Training Officer shall:

1. Be responsible for teaching the basics of music and the playing of brass instruments to anyone accepted into the band's learner group.

17. Librarian

The Librarian shall:

1. Be responsible for the maintenance, distribution and collection of the band's music.
2. Keep a record of the band's music.
3. Manage the loan and safe return of any of the band's music following its loan to either a band member or another band.

18. Marketing Officer

The Marketing Officer shall:

1. Publicise and promote the band and its activities using a range of appropriate channels.
2. Be responsible for the design, production, display and distribution of printed material (leaflets, posters, banners, etc), advertising (online and offline), the website, social media activity (eg Facebook and Twitter) and the use of any other media that may become available, on the band's behalf.
3. Manage the band's website and its domain name.
4. Be responsible for, and hold securely, any relevant passwords and login details use on behalf of the band.

19. Twinning Liaison Officer

The Twinning Liaison Officer shall:

1. Represent the band in any Wolverton and Greenleys Town Council twinning activities, and at any associated meetings.
2. Be the band's link with both Wolverton and Greenleys Town Council and the Ploegsteert band on any twinning issues.
3. Play an active part in organising the band's participation in any twinning activities.

20. Musical Director

The Musical Director shall:

1. Have sole responsibility for the musical standard of the band.
2. Make recommendations to the Management Committee on any aspect of the development of the band.
3. Recommend the placement of playing members in the band according to their ability and/or the requirements of the band.
4. Make the final decision on who plays at performances.
5. Prepare the band for its playing commitments, and decide what music it plays.
6. Have control of the band at rehearsals and performances.
7. Attend Management Committee Meetings when requested.

21. Child Protection

1. In the interests of child protection, there will always be more than one adult present during any rehearsals or learner groups where any of the players are under 16 years of age.
2. Individual tuition lessons shall only be conducted in the band room during normal rehearsal times and with a chaperone present.
3. The band will have two nominated members who have been cleared to work with children by the Vetting and Barring Scheme. These will usually be the Training Officer and the Musical Director.
4. If any child protection issues or concerns are raised, they must be reported to the Management Committee, who will take any appropriate action in a timely manner.

22. Dissolution

The band shall not be dissolved so long as there are six members who are willing to:

1. Regularly attend rehearsals and engagements.
2. Make every effort to re-build the band.
3. Undertake the duties and responsibilities outlined in the Constitution, to the best of their abilities.

If this is not possible then three **Trustees** shall be appointed and called upon to act in the winding up of the band, in accordance with the following instructions:

1. For a period of two years following the winding up of the band, all its instruments, uniforms, music, equipment and trophies, etc. are to be stored in a secure place. Storage is to be paid for from the band's bank account. If there are insufficient funds to meet debts then the trustees should have the bands assets valued by a reputable dealer and sufficient of them sold for the best possible price to clear the debts.
2. At any time during the two years after the winding up of the band, applications can be made to the Trustees to re-form the band. Any such application must be made by six people who can meet the criteria of 22/1,2 and 3 (above)
3. If, after two years, the band has not re-formed, all its assets are to be donated to suitable LOCAL youth organisations or schools, provided it can be proved to the satisfaction of the Trustees that any such organisation is reasonably governed and that any donations will be put to good use. Other existing brass bands are absolutely excluded until all other avenues have been exhausted. No single band may acquire the majority of the band's non-monetary assets.
4. In the event of no suitable organisation(s) being found, all the band's assets shall be valued by a reputable music dealer and sold for the best possible price. Once all the bands debts have been cleared, all proceeds from the sale, together with any monies held in the band's name, shall be distributed to local charities at the discretion of the Trustees. All reasonable expenses incurred by the Trustees in the execution of their duties shall be reimbursed from the band's funds.

23. Constitution

1. Changes to the Constitution can only be made at an AGM or at an EGM convened for that purpose.

2. Any proposed amendments to the Constitution must be sent in writing to the Admin Secretary a minimum of fourteen days prior to an AGM.
3. Amendments to the Constitution may only be made by a two-thirds majority of those entitled to vote at the AGM or EGM.

Version control

Date	Version	Author(s)	Comments
10 May 2013	V1	David Dean	Initial draft
25 April 2014	V2	David Dean	Revised draft. Updated Child Protection section and removed references to President
July 2014	V3	Peter Thompson	Revised draft of a number of sections
July 2014	V4	Peter Thompson	Revised following suggestions from David Dean
August 2014	V5	Peter	Typo's spotted by David now corrected
17 th Nov 2014	V6	Kevin Williams	Various points of clarity and format.
February 2015	V7	David Dean	Few minor points and amendments to 22. to cover debts that may exist
16 th February 2015	V7	All	Agreed at EGM held in the band room on 16 th Feb 2015