



Constitution

Adopted on 11th April 2022

1 Title

- 1.1 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

All objectives and activities of the band shall be undertaken without discrimination on the grounds of age, sex, race, sexual orientation, religious or political affiliation or disability.

The Objectives of the band are to:

- 2.1 Encourage the appreciation of, and participation in the playing of original music composed for, and arrangements of other pieces, for brass ensembles.
- 2.2 Rehearse regularly to enable various pieces of music to be played to a good standard.
- 2.3 Subject to suitable training resources being available provide training in playing of brass instruments for players and learners. Where appropriate this extends to relevant percussion instruments.
- 2.4 Participate in musical concerts, engagements and contests as the occasions arise.
- 2.5 Support and promote Wolverton by being seen as part of the local and wider community.
- 2.6 Offer musical support to Wolverton and Greenleys Town Council in its community activities generally, including any twinning activities with Ploegsteert.

3 Membership

Membership of the band is open to:

- 3.1 Brass band and percussion instrumentalists.
- 3.2 People who wish to learn to play a brass instrument.
- 3.3 People who are not instrumentalists but who wish to help in the running of the band.
- 3.4 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:

- 4.1 Agree to the band’s Constitution by completing an appropriate Band Membership Form.
- 4.2 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. In the event of non-attendance, wherever possible such playing member shall ensure that their folder of music is available for another member or visitor to use.

- 4.3 Playing members shall also commit to review where necessary, between rehearsals, challenging passages of music where it affects others' ability to successfully participate, so as to ensure smooth running of rehearsals and the development of the band.
- 4.4 Reply promptly to requests for information and, if a playing member, availability for rehearsals and potential performances.
- 4.5 Sign for any band property at the time it is passed to them and take reasonable care of the same. Members shall promptly notify the Management Committee in the event of any damage so that an insurance claim may be made if appropriate. Members will be expected to treat all the band's property with respect.
- 4.6 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 or which has been previously notified to the Management Committee.
- 4.7 Obtain permission, which shall not be unreasonably withheld, from a member of the Management Committee for band property to be used for purposes other than those connected with the band.
- 4.8 Not behave in a manner detrimental to the band, its name or its standing in the community.
- 4.9 Keep their subscriptions up-to-date.
- 4.10 Where appropriate, ensure the safe-keeping of any trophies, prizes, cups and certificates presented to him/her and return them at the relevant time.
- 4.11 If an elected post-holder, whether on the Management Committee or otherwise, 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

- 5.1 The level of the membership subscription for each financial year shall be proposed by the Management Committee, notified to the members and ratified as an agenda item at the Annual General Meeting.
- 5.2 Annual subscriptions may be paid as a single payment or in 4 equal payments. In all cases the first payment should be made within 28 days of the AGM. Should a member leave during the year no repayment of any proportion of the subscriptions paid shall be made other than by agreement with the Management Committee.
- 5.3 Subscription levels may be set at different levels for members of the band under the age of 18.
- 5.4 Subscription levels may be set at different rates depending on whether a member plays an instrument belonging to the band
- 5.5 In the event of extreme hardship the Management Committee may waive the right for a member to pay all or part of a subscription for all or part of a financial year. A waiver in any one year may not be automatically carried into the following year.
- 5.6 The Management Committee may waive the requirement for any non-playing member of the band to pay a subscription.
- 5.7 Honorary Life Members shall not pay any subscriptions.

6 Termination of Membership

- 6.1 If a member wishes to resign from the band, this should be done by informing the Admin Secretary in writing (including by email) who will promptly inform the Musical Director and other Officers.
- 6.2. The Management Committee may terminate the membership of any member who, in their opinion, has consistently failed to observe the band's Constitution, though due notice must be given to any such member.
- 6.3. The Management Committee may terminate the membership of any member without notice in the event of gross misconduct.

7 Band Year

- 7.1 The administration and financial period of the band shall be a period of twelve months ending on the thirty-first day of March.

8 Meetings

- 8.1 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)
- 8.2 Any meetings may be held in person or virtually (i.e. by Zoom) depending on the circumstances and / or availability of participants.
- 8.3 General Band Meetings shall be held as required.
- 8.4 The Annual General Meeting shall be held within eight weeks of the end of each financial year.
- 8.5 All members shall be notified by the Admin Secretary of the arrangements for each meeting at least fourteen days prior to the meeting (except Subcommittee Meetings and Extraordinary General Meetings).
- 8.6 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.
- 8.7 Sub-Committee meetings can be convened at short notice.
- 8.8 Only items on the agenda may be discussed at an AGM or EGM.
- 8.9 "Other Business" items are acceptable for discussion at a GBM, which may be held at the conclusion of either an EGM or the AGM.
- 8.10 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 (fourteen days in respect of changes to the constitution).

- 8.11 Only members and elected officers may vote at any meetings. Voting will generally be by a show of hands at any meeting though the Chair may call for a secret ballot in the case of any particularly sensitive matter and defer the vote to allow such secret ballot to take place. Voting may be done by Proxy if a member is unable to attend any meeting. Meetings may be held in person or virtually (eg using Zoom software).
- 8.12 The quorum for any General Meeting shall be half of its current membership including non-playing members. The quorum for any Management Committee meeting shall be half of the membership of that committee, including any non-playing members.
- 8.13 Proposals and Resolutions will be passed by a simple majority of those attending in person or by proxy, subject to the requirements of 23.3 in respect of changes to the constitution, requiring a majority of two thirds.

9 Election of Management Committee

- 9.1 The following post-holders shall be elected at the AGM to serve as the Management Committee (see 10 below):

- Chair
- Treasurer
- Admin Secretary
- Marketing Co-ordinator
- Engagements Secretary
- Safeguarding Officer

Up to 4 other members 'without portfolio' to act as representatives of the band

- 9.2 The following roles outside of the Management Committee may be filled as required by the Management Committee appointing a playing or non-playing member, including members of the elected Management Committee. Those fulfilling these roles do not need to attend every Management Committee meeting but may be asked to attend to deal with specific agenda items:
- Social Secretary
 - Inventory manager(s)
 - Librarian
 - Training Officer
 - Twinning Liaison Officer
 - Membership Officer
- 9.3 All elected post holders shall hold office from one AGM until the next and are eligible for re-election.
- 9.4 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.
- 9.5 Candidates shall be elected by a simple majority of those eligible to vote at the AGM.
- 9.6 If insufficient written nominations are received before the AGM, the Chair has the discretion to take nominations at the AGM or leave posts vacant.
- 9.7 In the event of a post falling vacant during the year for whatever reason the Management Committee has the authority to make an interim appointment. Such appointments are to be ratified at the following AGM if the individual wishes to stand for election or at an EGM if one is called for other reasons before the next AGM.

10 Management Committee

- 10.1 The Management Committee shall consist of the post-holders elected as above.
- 10.2 In addition to the Elected Post-holders, the Musical Director and others may be asked to attend the meetings ex officio as appropriate.
- 10.3 The Management Committee shall:
 - 10.3.1 Meet formally approximately once a month or as needed.
 - 10.3.2 Ensure the smooth running of the band.
 - 10.3.3 Consider and deal with matters affecting the interests of the band and its members.
 - 10.3.4 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. Minutes of MC meetings will be made available to all members unless the MC consider that there is a valid reason for withholding details of any particular discussion on the grounds of confidentiality.
 - 10.3.5 Appoint members to fulfil specific duties/roles or for limited periods of time to achieve the optimum management of the band and its interests.
 - 10.3.6 Make suitable arrangements for rehearsal venues, storage of assets etc. Any permanent change of rehearsal venue or other long-term commitment shall be the subject of an EGM.
 - 10.3.7 Agree a budget for the following financial year including the proposal for subscriptions.
 - 10.3.8 Make decisions regarding the future of any member of the band under its Conditions of Membership (see 4 above).
 - 10.3.9 Be authorised to accept provisional engagements and bookings on behalf of the band and agree any fees to be charged for any paid engagements and any costs to be incurred in respect of such engagements.
 - 10.3.10 Agree the reimbursement of any out-of-pocket expenses that have been incurred by anyone relating to the legitimate business of the band. These expenses must be submitted with valid evidence of the expenditure incurred.
 - 10.3.11 Appoint and make decisions in relation to the ongoing tenure of, and provide relevant feedback to, the Musical Director (see 20 below).
 - 10.3.12 Agree an honorarium and/or expenses for the Musical Director.
 - 10.3.13 Appoint two signatories to the band's bank mandate, in addition to the Treasurer.
 - 10.3.14 Approve ad hoc payments or gifts to any visiting musicians or deputies.
 - 10.3.15 Appoint an Inventory Manager(s) to ensure that all the band's instruments, uniforms, music library, equipment, trophies, prizes, cups, shields and other property are properly maintained and stored securely and safely. Inventory Manager(s) shall arrange for the loan of band equipment (eg instruments and uniform) to band members and keep records of such loans.
 - 10.3.16 Ensure that an annual inventory is prepared (for insurance and management purposes) of all the band's instruments, uniforms and equipment.
 - 10.3.17 Ensure the safe return of any property of the band that is loaned to either members or anyone outside the band.
 - 10.3.18 Ensure that any band property that is no longer required is either sold or appropriately disposed of.

- 10.3.19 Form Sub-Committees, as and when it considers necessary for the achievement of any objective or the fulfilment of any role such as marketing or fund-raising and may co-opt any members to serve on such Sub-Committees.
- 10.3.20 Ensure the protection of members (including children and vulnerable adults) in the band (see 21 below) through the band's Safeguarding Policy.
- 10.3.21 Be responsible for general Health & Safety obligations for the band, its members, visitors and audiences.
- 10.3.22 Responsible for the collection and processing of personal information on behalf of the Band, ensuring it is done considering all relevant Data Protection requirements.
- 10.3.23 Maintain a record of any of the band's online presence accounts and to ensure that the responsibility for each of them, including any login details, is appropriately assigned. Passwords shall be regularly changed as needed and a retrievable record of these kept by the relevant individual(s).
- 10.3.24 Appoint Trustees as appropriate (see 23 below).

11 Sub-Committees

- 11.1 Any Sub-Committee shall report to the Management Committee on its responsibilities and any decisions it takes.

12 Chair

The Chair shall.

- 12.1 Take the chair at all meetings attended.
- 12.2 Have the casting vote at all meetings attended.
- 12.3 Approve all minutes of meetings, once circulated by the secretary to those attending, for such approval.
- 12.4 Approve a member to deputise for them if they are unable to attend any meeting.

13 Admin Secretary

The Admin Secretary shall:

- 13.1 Convene, attend and take the minutes of all the MCMs, GBMs, AGMs and EGMs. In the event of the Admin Secretary being unable to convene or attend a specific meeting they may arrange for another MC member to facilitate the meeting and / or take the minutes of that meeting on their behalf.
- 13.2 Conduct any general correspondence on behalf of the band.
- 13.3 Report to the Management Committee on any actions taken on behalf of the band.
- 13.4 Unless and until a separate Membership Officer is appointed keep an up-to-date register of all band members, to include any personal/contact details that the Management Committee, having regard to General Data Protection Regulations, considers necessary to collect on behalf of the Band, based on the type of membership.

14 Engagements Secretary

The Engagements Secretary shall:

- 14.1 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, fees to be charged and costs to be incurred.
- 14.2 Organise the arrangements for any band engagements (except the music to be played).
- 14.3 Arrange, where necessary and in conjunction with the Musical Director, for any visiting musicians or deputies to take part in any band engagements (other than contests).
- 14.4 Recommend to the Management Committee any payments, gifts or expenses to be made to any visiting musicians or deputies.
- 14.5 Maintain a register of the contact details of any deputies that are used by the band.

15 Treasurer

The Treasurer shall:

- 15.1 Ensure that the band has an open bank account in the name of 'Wolverton Town Band'.
- 15.2 Ensure that the band's bank account is properly managed.
- 15.3 Ensure the sound financial management of the band including reporting to the management Committee at least quarterly and production of forecasts and budgets.
- 15.4 Maintain accurate and up-to-date financial records of the band.
- 15.5 Ensure any band funds surplus to immediate requirements, as approved by the Management Committee, are suitably invested.
- 15.6 Ensure that the band's finances are applied solely to the objectives of the band.
- 15.7 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. Note that the Treasurer may maintain a small cash float.
- 15.8 Ensure that where possible any payments are made by cheque or electronically, authorised by two appointed signatories.
- 15.9 Arrange the payment of any ad hoc payments to any visiting musicians or deputies, for attendance or agreed expenses.
- 15.10 Manage the band's Easy Fund-Raising account
- 15.11 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, or the Musical Director' honorarium and as agreed by the Management Committee.
- 15.12 Report to the Management Committee at least quarterly or otherwise as requested by the MC such report to include an analysis of monies received and paid, the current balances and a report of any future financial commitments and / or funds due to the band.
- 15.13 Ensure that appropriate insurance is taken out and maintained in respect of the band's property and activities. This may include Indemnity Insurance for Management Committee members.

- 15.14 Prepare and lay before members at the AGM end of year accounts consisting of, as a minimum, a balance sheet and income & expenditure account.
- 15.15 The accounts shall not be independently reviewed or audited unless a resolution to appoint such an auditor is passed at an EGM and the costs of any such review or audit shall be met from the band's funds.

16 Training Officer

- 16.1 Unless and until there are sufficient members requiring tuition there shall be no need to appoint a Training Officer. As and when one is required to be appointed the Training Officer shall:
- 16.2 Be responsible for teaching the basics of music and the playing of brass instruments (and percussion) to anyone accepted into the band's learner group.
- 16.3 The Training Officer will be required to hold an enhanced Disclosure and Barring Certificate with the costs of application met from band funds.
- 16.4 It will also be desirable that the Training Officer holds an appropriate qualification relevant to the teaching of brass playing in respect of both valve and slide instruments (trombones).
- 16.5 The Training Officer shall ensure that they abide by all relevant Safeguarding policies in respect of their interaction with trainees.

17 Librarian

The Librarian shall.

- 17.1 Be responsible for the maintenance, distribution and collection of the band's music.
- 17.2 Maintain an up to date and searchable electronic record of the band's music.
- 17.3 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 Co-Ordinator

The Marketing Co-Ordinator shall:

- 18.1 Publicise and promote the band and its activities using a range of appropriate channels.
- 18.2 Be responsible for the design, production, display and distribution of printed Material (leaflets, posters, concert programmes 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.
- 18.3 Manage the band's website and its domain name.

19 Twinning Liaison Officer

The Twinning Liaison Officer shall:

- 19.1 Represent the band in any Wolverton and Greenleys Town Council twinning activities, and at any associated meetings.

- 19.2 Be the band's link with both Wolverton and Greenleys Town Council and the Ploegsteert band on any twinning issues.
- 19.3 In conjunction with the Musical Director play an active part in organising the band's participation in any twinning activities.

20 Musical Director

The Musical Director shall:

- 20.1 Have sole responsibility for the musical standard of the band.
- 20.2 Make recommendations to the Management Committee on any aspect of the development of the band.
- 20.3 Decide the placement of playing members in the band according to their ability and/or the requirements of the band and individual pieces of music.
- 20.4 Make the final decision on who plays at performances.
- 20.5 Select appropriate music for each performance and prepare the band for its playing commitments.
- 20.6 Direct the band at rehearsals and performances.
- 20.7 Attend Management Committee Meetings when requested.

21 Safeguarding

- 21.1 Safeguarding covers all aspects of band life ensuring that members' welfare is a primary concern and, in particular, to ensure that all members, both vulnerable and otherwise, are respected and that they know that they can raise concerns to a named individual.
- 21.2 Any concerns raised shall be treated seriously and investigated promptly at the highest level in the band.
- 21.3 The Management Committee shall appoint an appropriate member to act as the band's Safeguarding Officer. The Safeguarding Officer shall be a full member of the band's Management Committee and may not be the Musical Director.
- 21.4 The band shall develop and publish on its website its Safeguarding Policies, which shall be kept under regular review and in line with best practice within the brass band movement.

22 Dissolution

- 22.1 The band shall not be dissolved so long as there are six playing members who are willing to:
 - 22.1.1 Regularly attend rehearsals and engagements.
 - 22.1.2 Make every reasonable effort to re-build the band.
 - 22.1.3 Undertake the duties and responsibilities of the Management Committee outlined in the Constitution, to the best of their abilities.
- 22.2 If this is not possible then a formal resolution to wind up the band shall be passed at an EGM.
- 22.3 Three Trustees shall be appointed to act in the winding up of the band, in accordance with the following instructions:

- 22.3.1 For a period of two years following the commencement of the process to wind up of the band, all of 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.
- 22.3.2 If there are insufficient funds to meet debts and on-going winding up costs then the trustees should have the bands assets valued by a reputable dealer and sufficient of them sold at market price to clear the debts and meet the band's commitments.
- 22.3.3 At any time during the two years after the commencement of 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 22.1,22.1.2 and 22.1.3 above.
- 22.4 If, after two years from the commencement of the winding up, 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 reasonable satisfaction of the Trustees that any such organisation is adequately 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 unless the Trustees consider that this is in the best interests of all parties.
- 22.5 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 band's 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 and good causes 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. Should the Trustees fail to agree unanimously application should be made to the Charities Commission for a direction.

23 Constitution

- 23.1 Changes to the Constitution can only be made at an AGM or at an EGM convened for that purpose.
- 23.2 Any proposed amendments to the Constitution must be sent in writing to the Admin Secretary a minimum of fourteen days prior to an AGM or EGM.
- 23.3 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

Only adopted versions are listed.

Date	Version	Author(s)	Comments
16 th February 2015	V7	All	Agreed at EGM held in the band room on 16 th Feb 2015
11th April 2022	V9	All	Major update to the previous version adopted at EGM on 11th April 2022