



# Band Constitution – November 2016

1. **DEFINITION:** The band shall be known as “The City of Swansea Concert Band” hereinafter called “the Band”.
2. **OBJECTIVES:**
  - 2.1. To provide an environment to encourage the art and playing of music.
  - 2.2. To facilitate and encourage members by provision of practice premises, some, but not all, instruments, music, and uniform.
  - 2.3. To entertain the public at large.
  - 2.4. All funds of the Band shall be applied solely to the stated objectives.
3. **COMMITTEE**
  - 3.1. The Committee will comprise of Chairman, Secretary, Treasurer, Librarian, Musical Director and two other members.
  - 3.2. The Committee will be elected annually at the Annual General Meeting except for the Musical Director who is appointed by the Committee. Nominations for the Committee close one week prior to the Annual General Meeting.
  - 3.3. All Committee Members will be playing members of the Band and have equal voting rights. The Committee may appoint at times co-opted members who will have no voting rights. The Chair has casting vote if required.
  - 3.4. All resolutions of the Committee will become effective by a simple majority vote.
  - 3.5. A meeting will comprise of a minimum of four members.
  - 3.6. The Committee will have the power to pass rules to govern its own activities and that of the Band.
  - 3.7. The Committee will fill any vacancy, which may occur amongst its members.
  - 3.8. The Committee will meet at least four times per year.
  - 3.9. The Annual General Meeting will normally be held in April of every year. An Extraordinary General Meeting will be held at the request of either the Committee or the signatures of 50% or more voting members of the Band (those who have paid their annual membership fee). In either case an agenda will be submitted and two weeks' notice given.
4. **Duties of Principal Officers**
  - 4.1. The **Secretary** will keep true and accurate records of all meetings and deal with all correspondence relating to the Band. The Secretary will also deal with all Band engagements and maintain a file of engagements pending and booked.
  - 4.2. The **Treasurer** will be responsible for the safekeeping of the Band funds and maintain up-to-date accounts. Two persons e.g. Secretary and Chairman will sign all cheques. No cheques will be signed by any signatory until the amount is inserted. All expenditure over £120 must have

the approval of the committee. The treasurer will be responsible for collecting the Annual Membership Subscription. The Treasurer will present a brief statement on the Band finances at each Committee meeting. The Treasurer will present formal accounts to the AGM, which will have been audited by a person approved by the Committee. The Financial Year will run from 1<sup>st</sup> April to 31<sup>st</sup> March.

- 4.3. The **Librarian** will be responsible for keeping an accurate record of the Library. To ensure that all band parts are available for concerts, missing parts to be located. Make a record of when a piece is played. Collate music packs, as requested by the Musical Director and submit receipts for any expenses incurred to the treasurer.
- 4.4. The **Musical Director** has the responsibility of preparing and rehearsing suitable programmes of music for the engagements obtained and is also responsible for the musical standard of the Band. The MD is also responsible for the purchase of music subject to the financial constraints set by the Committee.
- 4.5. The **Chairman** is responsible of the overall management of the Band, ensuring Committee meetings are held, setting the agendas, chairing the meetings and ensuring all Band Members are aware of what is happening.
- 4.6. **Committee Members** may undertake tasks as required by the Committee.

## **5. MEMBERSHIP**

- 5.1. The Musical Director will endorse applicant's suitability for membership.
- 5.2. All Members are bound by the rules of the Band and the Constitution.
- 5.3. Membership of the Band may be terminated through any infringement of the rules or Constitution or bringing the Band into disrepute.
- 5.4. No Member of the Band shall receive payment directly or indirectly for services to the Band other than for legitimate expenses.

## **6. SUBSCRIPTIONS**

- 6.1. Membership of the Band is conditional upon payment of the annual subscription. The level is determined by the Committee and is payable at the AGM.

## **7. CONSTITUTION**

- 7.1. The Constitution may only be amended at an AGM or EGM. Any amendments must have a 6:4 majority.

## **8. DISSOLUTION of the BAND**

- 8.1. In the event of dissolution, the property of the Band will be realised and, after the satisfaction of all its debts and liabilities, such property will not be paid to or distributed among the Band Members but shall be given or transferred to an institution having objectives similar to the Band objectives.