

## **1<sup>st</sup> Class Brass**

### **1. Name**

The organisation will be called 1<sup>st</sup> Class Brass

### **2. Aims and objectives**

The aims and objectives of the organisation will be:

- Provide members in Colchester and the surrounding area with safe, secure and affordable access to ensemble music.
- To further the traditions of the brass band movement and work to achieve the highest standards of musicianship.
- Develop the skills, confidence and experience of players both as individuals and as part of the team.
- To ensure a duty of care to all members of the band
- To provide of all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment

### **3. Membership**

Membership should consist of officers and members of the band.

All members will be subject to the regulations of the constitution and by joining the band will be deemed to accept these regulations and codes of conduct that the band has adopted.

### **4. Membership fees**

Membership fees will be set annually and determined at the Annual General Meeting.

Fees will be paid weekly, half termly or termly.

### **5. Officers of the band**

The officers of the band will be

- Chair and Musical Director
- Secretary and Welfare Officer
- Treasurer
- Communications and Publicity Officer
- Social Secretary
- any other relevant position at officers discretion

Officers will be elected annually at the Annual General Meeting and must be aged 18 and over.

## 6. Committee

The band will be managed through the Management Committee consisting of:

*Chair and Musical Director, Secretary and Welfare Officer, Treasurer, Communications and Publicity Officer, Social Secretary.* Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the band and held no less than *three* times a year

The quorum required for business to be agreed at Management Committee meetings will be: *Three*

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the band.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the band rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7. Finance

All band monies will be banked in an account held in the name of the band.

The Band Treasurer will be responsible for the finances of the band.

The financial year of the band will end on: 30<sup>th</sup> September.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against band funds should hold the signatures of the Treasurer and at least one other officer.

## 8. Annual general meetings

Notice of the Annual General Meeting (AGM) will be given by the Band Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 25% of band members who have a current subscription.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

#### 9. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.

#### 10. Dissolution

A resolution to dissolve the band can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain after payment of debts must be given to a charity or organisation with similar purposes to 1<sup>st</sup> Class Brass.

#### 11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

#### Declaration

1<sup>st</sup> Class Brass hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: 

DATE: 8/10/2016

NAME: ANNE RUDDOCK.

POSITION: Band Chair

SIGNED: 

DATE: 8.10.16

NAME: Elizabeth Kilby

POSITION: Band Secretary