

# **Constitution of Dodington Parish Band**

## **Name.**

The Name of the band shall be “Dodington Parish Band”, (“The Band”), a Community Brass Band.

## **Aims.**

To enable musicians of all ages to come together and make music for the enjoyment of themselves and others, and to provide a welcoming, friendly and inclusive atmosphere for its members, supported by a commitment to Safeguarding.

To strive continuously to improve each individual's understanding and performance and, in turn, the overall standard of The Band.

To be a band that is an asset to the local community, promote the public image of the Parish of Dodington and stimulate interest in brass bands in the general public.

## **Membership.**

Membership is open to all.

All playing members shall complete a probation period of a least six weeks prior to their appointment by the Band Committee as a Member of The Band.

The Band Committee may offer Membership to non-players who offer a support role to The Band, and may appoint a President, Vice President(s) or Life Membership.

Members must be prepared to comply with the Standing Orders of The Band. Membership can be suspended or terminated by the Band Committee in the event of non-compliance.

On leaving The Band a Member shall return all Band equipment promptly and in good order to a Committee Member.

## **Band Committee.**

The running of The Band, including any matter not covered by this Constitution, is entrusted to the Band Committee.

The Committee shall consist of the following Officers:

Chairperson

Secretary

Treasurer

Custodian

Librarian

and 2 Band Members, if sufficient nominations.

Only the roles of Custodian or Librarian may be shared with other roles.

A quorum for a committee meeting shall be 4 Committee Members.

Members may be co-opted to the Committee as required such as if a Committee Member leaves during the year, or to fulfil a specific role.

Officers are elected to the Committee annually at the Annual General Meeting (AGM) and are expected to hold their post for one year, after which they may offer themselves for re-election.

The Committee will meet at least 4 times a year.

The committee will maintain and ensure compliance with all relevant policies including Safeguarding, Privacy and Equal Opportunities.

The Committee will maintain liaison with the nominated Dodington Parish Councillor and Clerk as needed.

The Committee will maintain a Code of Conduct (previously known as Standing Orders) and communicate any changes promptly to The Band.

The Committee is responsible for the appointment or dismissal of the Musical Director (MD)/Conductor.

### **Finance.**

The Band will have a current bank account administered by the Treasurer.

All intended expenditure shall be approved by the Committee and ratified at a Committee meeting.

The Treasurer is responsible for maintaining a record of all Band income and expenditure.

No remuneration or other financial award will be paid to any member, officer or MD.

The Band's Financial year ends on the 31<sup>st</sup> of January each year. The Treasurer will prepare annually a Statement of Account which will be approved by an independent person.

### **AGM.**

The Band Committee will arrange an AGM to be held in March each year.

The Secretary will notify all members of the meeting date and include an Agenda, at least 28 days in advance. At this point, members are invited to present to any Committee member any items of any other business (AOB) for debate and also nominations for the Committee positions.

The MD, any President, Vice President(s) and Life Member(s) and a representative of Dodington Parish Council will also be invited.

The business of the meeting shall be to:

- Confirm the minutes of the last AGM.

- Receive reports on the past year, being:

  - Chairperson's Report

  - MD's Report

  - Treasurer's report and statement of accounts.

- Appoint the band committee for the ensuing year, any transfer of office to take place at close of meeting.

- Transact AOB where time permits. Otherwise the Committee will take forward the business appropriately.

## **EGM.**

An Extraordinary General Meeting (EGM) may be called by either a) the Committee or b) the members of The Band when an issue requires urgent and important attention and resolution.

In the case of b), such a meeting must be initiated by a proposer and a seconder and at least fifty percent of the members of The Band. A written proposal must be presented to the Secretary, giving details of the urgent matter to be discussed and signed by the members bringing the issue.

The agenda raised for this will be the sole purpose for such a meeting and no other business will be discussed.

The EGM shall be held within one month of receipt by the Secretary of the request and the members shall be given at least fourteen days notice of the meeting. The MD, any President, Vice President(s) and Life Member(s) and a representative of Dodington Parish Council will also be invited.

For any member unable to attend, the outcome of the EGM will be communicated as soon as practical.

Minutes of the meeting will be taken by the Secretary and shall be presented at the next AGM along with details of any action taken.

## **Voting**

Only Playing Members are entitled to vote at the AGM or an EGM.

The position of MD, and any President, Vice President(s), Life Member(s) or Dodington Parish Council representative do not carry any voting rights, although they are free to speak at any AGM or EGM.

Voting on all matters raised will be decided by simple majority except in the case of a) amendments to the Constitution or b) dissolution, where a two thirds majority will be required for a motion to be passed.

In the event of a tied vote the status quo will be maintained.

## **Dissolution.**

Should a resolution for dissolution be passed at an EGM, those present shall seek and appoint three Trustees who shall have full authority over The Band's property and affairs for a period of two years, starting at this EGM.

The nominated Trustees shall ensure that all debts and liabilities of The Band are cleared and that all records are true and accurate.

The nominated Trustees are to hold and maintain all of The Band's property during that period with the intention of re-starting The Band. If this is successful, The Band shall retain the name of Dodington Parish Band.

Should it not be possible to restart The Band within the two year period, any property that remains after the satisfaction of all debts and liabilities shall be given or transferred to other institutions. These institutions should be based within the Parish of Dodington or the surrounding area, having aims similar to those of The Band; should this not be possible, then to some other worthy causes at the absolute discretion of the Trustees.