

Constitution of Audley Brass

1. The Association shall exist for the formation and promotion of a Brass Band.
2. The name of the Band shall be 'The Audley Brass Band' unless decided otherwise by a majority of the membership at a general meeting.
3. The objects of the Association are:
 - a. The formation of a Brass Band in a generally recognised form.
 - b. To raise money by any legitimate means for the purpose of purchasing instruments music and equipment and the provision of a suitable building for the use of the Band.
 - c. The emphasis shall be on the musical education of young people wherever possible. To this end it will include the formation of a "Training Band" to be known as Audley 96. This Band will afford players of all abilities, but particularly those learning an instrument for the first time, the opportunity to play in a "Band" setting. The band will have its own Conductor but will remain a valued part of the main organisation under the control of the Musical Director of the organisation, the committee and its officers
4.
 - a. Membership of the Band shall be open to anyone interested in Brass Bands irrespective of race, colour, creed or disability.
 - b. A candidate for membership shall become a playing member if accepted by the Musical director.
 - c. Any person wishing to join the Band as a member shall make application for admission to membership on a form to be provided by the Secretary of the Band. Each candidate for membership shall be shown a copy of the Constitution and shall give an undertaking on the application form to accept the Constitution of the Band and to comply with any Rules. A copy of this Constitution shall always be available in the Band room and not removed.
 - d. On becoming a member, the members name shall be enrolled forthwith in the Band Registers, which shall be kept by the Secretary.
 - e. Each playing member shall attend all rehearsals, engagements and contests as arranged, unless reasonable notice of non-attendance has been conveyed, in advance, to the Musical Director, or his nominated representative. Band practices will normally be held each Friday and Sunday evening or on other such dates as may be agreed by the Band.

- f. A member who wishes to resign from Audley or Audley 96 shall give notice in writing to the Secretary. Membership of the organisation will cease after 28 days of receipt of the resignation, of earlier if the Musical Director so decides.
- g. It is the responsibility of the Musical Director to dismiss any playing member of the Band.
- h. A member has the right of appeal to a Sub Committee on dismissal. The Sub Committee on receiving such an appeal shall make a recommendation to the Musical Director regarding his/her final decision.

5.

- a. The property of the Band, other than cash at the bank, shall be vested in not less than four Trustees. They shall hold the property upon trust for the Members of the Band in accordance with the directions of the Committee.
- b. The trustees shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- c. The trustees shall be elected by the Committee and shall hold office until death or resignation, unless removed by a resolution of the Committee.

6.

- a. The general management of the Band shall be by Committee, elected by general meeting and any reference to the Band in this constitution shall be construed to include the committee where applicable.
- b. The Committee shall consist of :-
 - i) The 5 Officers of the Band:
 - a) Musical Director
 - b) Chairman
 - c) Treasurer
 - d) Secretary
 - e) Assistant Secretary
 - ii) 3 Adult playing members.
 - iii) Junior playing members.

- iv) 3 Non-playing members.
 - v) Vice Chairman
 - vi) Publicity Officer
 - c. Committee meetings shall be held at regular intervals, wherever possible not exceeding 8 weeks and be open to all members.
 - d. A quorum for a Committee meeting shall consist of 7 members of the Committee, 3 of which must be Officers of the Band.
 - e. The proceedings of each Committee meeting must be recorded in the minutes, which shall be displayed in the band room. The minutes of the previous meeting shall be read and approved at the beginning of each Committee meeting.
 - f. At the conclusion of each meeting the date for the next meeting will be agreed.
 - g. Sub Committees may be appointed by the Committee for specific purposes, one member of which must be an Officer of the Band.
 - h. A list of Committee members shall be displayed in the band room.
 - i. All Officers, other positions and members of the Committee, except the Musical Director, shall be elected at the Annual General Meeting. The Musical Director shall be appointed and / or dismissed at a full Band meeting only.
 - j. In the event of an Officer, other appointed position or Committee member resigning during his/her term of office, then a successor shall be appointed at a Committee meeting, to serve until the next Annual General meeting. If any Officer fails to, cannot or will not perform their duty of Office, they can be removed from office by a meeting of the full Band.
 - k. Should the need for an extraordinary general meeting arise, then a minimum of 7 days notice must be given. The meeting must take place within 14 days of a request by 5 members of the band. This request will normally be made to the Secretary or his/her Assistant in writing.
 - l. A minimum of 21 days notice must be given for the calling of the Annual General Meeting, which must be held within 2 calendar months after the end of the financial year.
 - m. Any officers not willing to stand for re-election must give notice by the end of the financial year wherever possible.
7. A President and Vice-Presidents of the Band shall be invited to serve until such time as they decide to step down.

8.
 - a. The Musical Director shall be responsible for the training and musical direction of the Band.
 - b. The Musical Director shall be solely responsible for deciding who plays in the Band and which instrument they shall play.
 - c. In the event of the Musical Director resigning, he/she shall give a minimum of 28 days notice.

9.
 - a. The treasurer shall draw up a set of accounts showing the financial position of the Band to the end of the financial year, March 31st. These accounts shall be audited before presentation to the Annual General Meeting.
 - b. An Auditor, not being a member of the Band or Committee, shall be appointed at the Annual General Meeting to audit the accounts and financial records of the Band.

10.
 - a. All playing members of the Band shall pay subscriptions each week to be collected by the treasurer or his / her designated representative.
 - b. The amount to be paid in subscriptions shall be reviewed annually at the Annual General Meeting with junior members, those being under the age of 18, paying a reduced rate.
 - c. Payment of subscriptions may be waived in total or in part for Individuals based on a collective decision by the Chairman, Treasurer and Secretary. A date shall be set on which to review the decision, to take into account changes in circumstance.
 - d. Should an individual fall into arrears with his/her subscription, then when such arrears reach 6 weeks without any payment the individual shall be given a reminder. Should the arrears reach 12 weeks without any payment, the matter shall be referred to the Committee.

11.
 - a. The treasurer shall maintain whatever accounts are necessary for the proper conduct of the Band finances at the National Westminster Bank or any Bank offering better facilities. Such accounts shall be in the name of the Band.
 - b. Cheques drawn on the Band Accounts shall be made in the name of the Band on the signature of any two of the following: Chairman, Secretary, or Treasurer.

12. The title deeds to the Band room and a copy of the constitution of the Band shall be lodged at the Bank currently operating the Band accounts.
13. The Band shall be registered with all necessary organisations.
14. The Band shall adequately insure the premises and instruments it owns against loss or damage.
15. A list of all instruments belonging to the Band shall be kept by the Secretary; the list will show the name of the person responsible for each one.
16. A record shall be made of the names and addresses of all members of the Band and Committee. All Officers shall keep a copy of this list.
17. A record of all key holders shall be kept by the Officers.
18. The Band will only operate on a positive equity basis.
19.
 - a. In the event of the Band failing, the winding up of the Band shall be administered by the Chairman, Treasurer and Secretary.
 - b. In the event of the Band failing for non-Financial reasons and there being no possibility of it continuing, then and only then shall:
 - i) Any instruments or equipment in which a third party has an interest cannot be disposed of in any way whatsoever without the prior permission of the said third party.
 - ii) In the event of dissolution any assets of Audley Brass Band remaining after all property and debts and liabilities have been met, shall be given or transferred to some other charitable institution or institutions having objects similar to those of the Band.
 - c. In the event of the Band failing for financial reasons, all instruments and property wholly belonging to the Band shall be sold for the highest price obtainable. Should this still not be sufficient to discharge all the Band debts then the Trustees are to contribute in equal parts sufficient cash to satisfy the deficiency. Should however the sale realise more than sufficient to satisfy the debts, then the balance remaining is to be disposed of as set out in 19. b. ii).

Audley Brass, May 2005