**Constitution of Bicester Concert Band**

**Revised 23/04/2024**

# Name

The name of the band shall be Bicester Concert Band hereinafter referred to as ‘the Band’.

# Objectives

The objectives of the Band shall be:

'to provide opportunities for concert band players to rehearse and perform music'.

# Membership

Membership of the Band shall be open to any person of a Grade 5 standard and above (or equivalent at the discretion of the musical director) interested in furthering the objects of the Band, and who has paid the annual subscription at the appropriate rate or rates as shall be determined by the Committee.

Every member shall have one vote.

The committee has the power to terminate the membership of any individual, provided that the decision of the Committee (with the exception of (i) the individual concerned if a member of the Committee and (ii) any member of the Committee making or connected with the complaint against the individual) is unanimous both as to the termination and as to there being good reason for it, and provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made.

The committee will follow up any concerns raised by the Musical Director of playing falling below the required standard and/or any other concerns or issues raised by other members of the band.

# Officers and Committee

* 1. The management of the Band shall be in the hands of a Committee consisting of the following three Honorary Officers: Chair, Secretary, Treasurer and also Librarian, and Publicity officer and up to 3 other committee members. In addition, the committee may choose to co-opt other members of the Band as necessary. The Honorary Officers and the other committee members shall be elected by and out of the Band's members at the Annual General Meeting; they shall hold office until the next Annual General Meeting and be eligible for re-election. All members must vacate their positions and be formally re-elected at each and every Annual General Meeting.

# In the event that the post of an Honorary Officer should fall vacant between AGMs the committee will agree on the appointment of another committee member to fill the position in an acting capacity. An Extraordinary General Meeting will then be called of which at least 14 days’ notice in writing shall be given to all members. At this EGM a member of the Band will be formally proposed, seconded and elected to the vacant position.

# Management

All the arrangements for the concerts and other events and the control of finance shall be in the hands of the Committee.

# Powers

In furtherance of the objectives but not otherwise the Committee may exercise the following powers:

1. power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
2. power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
3. power to co-operate with other organisations, voluntary bodies and statutory authorities operating in furtherance of the objectives and to exchange information and advice with them.

# Meetings and Proceedings of the Committee

1. The committee shall hold at least 2 ordinary meetings each year. A special meeting may be called at any time by the chair, or by any 2 members of the committee, upon not less than 14 days’ notice being given to the other members of the committee.
2. The Chair shall act as chair at meetings of the committee. If the Chair is absent from any meeting, the members of the committee present shall choose one of their number to be chair before any other business is transacted.
3. There shall be a quorum when 3 members of the committee, are present at a meeting. At least one of these members should be the Chair or the Secretary.
4. Any decision that requires a vote, the committee members shall have one vote each, but in the case of equality of votes, the chair of the meeting shall have a second or ‘casting’ vote.
5. The committee shall keep minutes of the proceedings at meetings of the committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.
6. The committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this constitution.
7. The committee may appoint one or more sub-committees, consisting of 2 or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.

# Equal Opportunities

No individual shall be excluded from membership of the Band or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

# Musical Director

The Musical Director shall be appointed and contracted by the Band and shall hold office until his/her resignation or the termination of his/her appointment and contract by resolution of the Band in an extraordinary general meeting.

There will be an annual review of the Musical Director’s appointment and this will be carried out by the committee of the band prior to the AGM.

The Musical Director shall be responsible for the selection (in liaison with the Committee with respect to the availability of music), rehearsal and performance of music by the Band.

The Musical Director shall issue a play list at the start of each term unless otherwise agreed with the committee.

The Musical Director shall advise the Librarian in advance of the music requirements for each term, rehearsal and/or concert.

The Musical Director shall advise the Committee of players that are not maintaining the required standard or are falling below the required standard, thus making an impact on the standard of the band as a whole.

# Rehearsals and Concerts

Engagements to play in concerts or at other venues shall be accepted at the discretion of the Committee in consultation with the Musical Director and the Band.

Additional players may be invited to play for concerts and may be paid appropriate expenses at the discretion of the committee.

Apart from agreed breaks, a regular weekly rehearsal will be held and the Musical Director may call additional rehearsals.

# Finance

1. The financial year shall end on 31st December every year.
2. A banking account shall be opened in the name of the band and cheques shall be signed by 2 members on the bank mandate and internet banking will be the sole responsibility of the treasurer, who will show statements to any member of the committee on request. The Band shall be able to acquire band cards – such as a debit card- in the Band name to be held by nominated committee members to purchase items on behalf of the Band.
3. The Band shall receive donations and grants in aid. Tickets for any or all of its concerts and other events shall be offered for sale to the public.
4. The income and property of the Band whencesoever derived shall be applied solely towards promoting the objects of the Band as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Band [see note 6] except in payment of legitimate expenses incurred on behalf of the Band.

# Annual General Meeting

Within one month of the end of each financial year the members shall be summoned to an Annual General Meeting of which at least 14 days' notice in writing shall be given to all members. This will normally take place in January unless there are exceptional circumstances.

The committee shall present to each AGM the report and accounts of the society for the preceding year.

Nominations for election to the committee may be made verbally by members of the Band at an AGM or EGM. Should nominations exceed vacancies, an election shall be held.

# Special (Extraordinary) General Meeting

A Special General Meeting (also known as an Extraordinary General Meeting), of which at least 14 days notice in writing must be given to members, may be called for by the Committee or upon written request to the Secretary signed by at least 5 members of the Band. The notice must state the business to be discussed.

# Procedure at General Meetings

The Secretary or other person specially appointed by the committee shall keep a full record of proceedings at every general meeting of the band.

There shall be a quorum when at least 10% of the members of the society at the time or 10 members, whichever is the greater, are present at any general meeting.

# Accounts

The financial accounts shall be audited yearly or examined to the extent required by legislation or, if there is no such requirement, scrutinized by a person who is nominated by the Committee and then submitted to the members at the Annual General Meeting. Such individual may be remunerated for services rendered.

# Personal Data

The band will handle personal data associated with its activities in accordance with the Band’s Data Protection Policy.

# Alterations to the Constitution

The constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that fourteen days' notice of the proposed alteration has been sent to all members and must include notice of the alteration proposed.

# Dissolution

The Band may be dissolved by Resolution passes by a two-thirds majority of those present and voting at a Special general meeting convened for the purpose of which 14 days notice shall have been given to members. In the event of the Band being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Band.