

Luton Concert Band Constitution

1. Name

The name of the Organisation shall be Luton Concert Band hereinafter called the Band.

2. Objectives

The objectives of the Band shall be:

- a) To play all types of music within the concert band repertoire and to develop a quality band that is an asset to the local community.
- b) 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.
- c) To strive continuously to improve each individual's understanding and performance and, in turn, the overall standard of the Band.

3. Membership

Membership is open to anyone who, in the judgement of the Director of Music, can demonstrate proficiency on a band instrument commensurate with the level of the Band's repertoire and who is prepared to comply with the membership policies of the Band as may be updated from time to time.

4. Annual Subscription

The Annual Subscription for Full Members shall be such amount as recommended by the Committee and subsequently approved at an Annual General Meeting by a simple majority of the Full Members present and entitled to vote.

A reduced Annual Subscription may be determined for concessions. Concessions will be agreed annually at the Annual General Meeting.

Annual Subscriptions shall become due on the 1st Thursday of the first School Term in September each year. Payment may be made annually or in three equal instalments, due on the first Thursday of each school term. Members joining after the start of the term will pay the appropriate membership pro-rata for the school term of joining.

Any Full Member who has not paid their Annual Subscription, or instalment thereof, within two months of a due date shall be considered in arrears. The committee may excuse payment or give a reduced subscription to members unable to pay their Annual Subscription for good cause.

5. Committee

Management of the Band shall be in the hands of a Committee, consisting of three elected Officers and up to four additional committee members. The officers will be:-

- Band Manager (Chair)
- Treasurer
- Secretary

The additional members will be expected to contribute to the running of the band and may take on particular duties for example, but not limited to, publicity, membership and librarian. Should an officer role be shared between two or more people then one of them would nominally hold the title and the other(s) be designated 'deputy' and their numbers will be counted against the four additional members.

The Director of Music shall be an ex office member of the committee with no voting powers.

6. Powers of the Committee

In furtherance of the objectives, but not otherwise, the Committee may, subject to the relevant legal requirements, exercise powers to:

- 6.1 Raise funds and to invite contributions.
- 6.2 Buy, take on lease or in exchange any property necessary for the achievement of the objectives and to maintain and equip it for use.
- 6.3 Borrow money and to charge all or part of the property of the Band with repayment of the money so borrowed.
- 6.4 Engage such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objectives.
- 6.5 Co-operate with charities, voluntary bodies and statutory authorities operating in furtherance of the objectives, or of similar charitable purposes, and to exchange information and advice with them.
- 6.7 Appoint and constitute such advisory groups as the Committee may think fit.
- 6.8 Do all such other lawful things as are necessary for the achievement of the objectives.

7. Meetings and Proceedings of the Committee

- 7.1 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 4 days' notice being given to the other members of the Committee of the matters to be discussed, but if the matter includes the appointment of a co-opted member then not less than 14 days' notice must be given.
- 7.2 The Band Manager shall normally 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.
- 7.3 There shall be a quorum when at least one third or three members of the Committee (whichever is the greater), are present at a meeting.
- 7.4 Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question, but in the case of equality of votes the Chair of the meeting shall have a second or 'casting' vote.
- 7.5 The Committee shall keep minutes of the proceedings at meetings of that Committee and any sub-Committee, and shall ensure that these are stored safely and that they are available for inspection as required.
- 7.6 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.

The Committee may appoint one or more sub-groups consisting of members of the Committee or the band 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- group.

8. Annual General Meeting

The Business Year shall be 1st April to 31st March and the Annual General Meeting shall be held before 30th June. The Secretary shall give not less than 14 days' notice of the date, time and place of such meeting. The full agenda shall be communicated to members prior to the meeting.

The business to be transacted at the Annual General Meeting shall be:

- to approve the minutes of the last Annual General Meeting and any Extraordinary General Meeting(s) and deal with matters arising therefrom
- to receive the Statement of Accounts for the previous year
- to elect the all Committee members for the ensuing year, (vacancies in the committee will be advised to band members at least 14 days prior to the meeting and volunteers solicited. Current committee members wishing to re-stand and prospective members will be confirmed 7 days prior to the AGM).
- to transact any other business relating to the affairs of the Band of which at least 14 days' notice has been given and which has been included in the agenda
- to transact, at the Chair's discretion, any other business relating to the affairs of the Band.

Twenty Full Members, or 50 percent of the membership (whichever is the lesser), who are present in person, shall form a quorum.

9. Extraordinary General Meeting

An Extraordinary General Meeting shall be called by the Secretary in the following cases:

- upon the direction of the Committee
- on a requisition signed by five Full Members of the Band stating the special object of the meeting.

The meeting shall consider only that business for which it was called.

The Secretary shall give not less than 14 days' notice of the date, time, place and special object of such meeting.

10. Voting

At all extraordinary or general meetings of the Band, every question shall be decided by a show of hands, or by ballot (if so requested by the majority of attendees), of the Members present. The Chair of such meetings shall, in addition to being entitled to vote in the first instance, have a casting vote.

11. Finance

The financial year shall end on 31st March, each year.

A banking account shall be opened in the name of the Band and cheques shall be signed by either the Treasurer, Band Manager or Secretary.

The Band shall receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events shall be offered for sale to the public.

The income and property of the Band, however derived, shall be applied solely towards promoting the objectives as above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Band except in payment of legitimate expenses incurred on behalf of the Band.

12. Alteration to the Constitution

The constitution may be altered only at a General Meeting.

- Notice of any proposed alteration shall be advised to members at least 14 days previous to the meeting.
- Any alteration must be submitted to the Secretary in writing and bear the signatures of the proposer and seconder.
- Any alteration shall require the votes of at least two-thirds of the Full Members present at such meeting.
- No alteration to the constitution is valid if it is inconsistent with the objects of the Band.

13. Dissolution Clause

A resolution to discontinue the work of the Band shall be considered at a General Meeting of which proper notice has been given and at which not less than one half of the Full Members shall be present. If passed, any property and monies belonging to the Band, after payment of expenses and liabilities properly incurred, shall not be distributed to its members, but shall be devoted to some charity or charities or other Organisations having objectives similar to those of the Band, or to some other charity.

14. 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, responsibilities for dependants, disability, political affiliation or offending background.

15. Protection of Children, Young Persons and Vulnerable Adults

The band welcomes and encourages the involvement of young people (under 18s), to foster their musical development and as a way of encouraging future membership. However, to ensure a safe environment in which young people and vulnerable adults can feel comfortable and secure while engaged in any of the bands activities we would normally ask that a young person is accompanied by a family member. Further information can be sought from the Committee as required.

16 Termination of Membership

The Committee has the power to terminate the membership of any individual, provided that the decision of the Committee is majority both as to the termination and as to there being good reason for it, with the following exceptions :-

- The individual concerned, if a member of the Committee, does not have a vote.
- Any member of the Committee making, or connected with the complaint against the individual, does not have a vote, and, provided that the individual concerned shall have the right to be heard by the Committee, before a final decision is made.

17. Final Statement

This constitution, approved at the 1st Annual General Meeting held on 22 June 2017, replaces any and every former constitution.

18. Signatories

Signed _____
Chair of the Band

Date _____

Signed _____
Secretary to the Band

Dated _____