



Constitution and Rules of the Burton Concert Band



A. Name and Objective

1. The name of the Band shall be the BURTON CONCERT BAND (BCB), hereinafter referred to as 'the Band',
2. The object of the Band shall be for the furthermore of mutual interest in Wind Band Performance.

B. Membership

1. Membership shall be open to all regardless of gender, sexual orientation, race, religion or disability, providing:
 - A suitable vacancy exists in the band
 - An acceptable level of technical and artistic ability is demonstrated
 - The prospective member does not have a conviction for violent or sexual offences against children or adults (current, past or pending)
 - The prospective member is at least 16 years old. Applicants for membership under the age of 16 will be considered on an individual basis.
2. The Band shall consist of ordinary members. A playing member who has reached the standard required, to make a good contribution to the BCB. Honorary member who contributes to the running of the band but does not necessarily play.
3. Every candidate for admission as an ordinary member shall be invited to attend for a trial period of a month at which point a decision will be made by the Section Leader following a discussion with the conductor. Section Leaders will be responsible for placing players of their section in the correct chair and this will be reviewed as and when necessary. In the event of a dispute, the conductor can make the final decision with the assistance of the Committee.
4. Any ordinary member leaving the Band will be welcome to join for occasional rehearsals for no charge.



5. The Committee may elect at their discretion honorary members.
Members may send to the Secretary names suggested for invitation.
6. The Committee will welcome Guest players to perform on a temporary basis. (Non-membership temporary basis).
7. Honorary members shall be entitled to all the benefits and privileges of membership except that they shall not be qualified to be officers or members of the Committee or to vote as members, or to claim any share of the property of the Band upon its dissolution.
8. Any member may resign their membership by giving to the Secretary notice in writing to that effect.
9. Any person ceasing to be a member of the Band shall forfeit all right to and claim upon the band and its property and funds.
10. Every member of the band shall follow the Band "Code of Conduct" Policy.
11. It shall be the duty of the Committee if they are of the opinion that the interests of the Band so require, by letter to invite any member to withdraw from the Band within a time specified in the letter and in default of such withdrawal to submit the question of the members expulsion to a meeting of the Committee within six weeks from the date of the letter. The Secretary shall inform the member in question of the time and place of the meeting and opportunity of offering an explanation. At such meeting the member may explain his or her conduct either verbally or in writing. If the members of the Committee present vote for expulsion by simple majority he or she shall thereupon cease to be a member of the Band provided that the voting at any such Committee meeting can be without the member in question being present.
12. Any band member who has previously been asked to leave the band due to not abiding to the "Code of Conduct" Policy, may not be eligible to re-join the band at a later date.
13. All members will be asked to complete a short annual questionnaire to identify any areas where the Committee may be able to improve day to day operations and members satisfaction. This will include but is not limited to:
 - Conduct of rehearsals
 - Music Choice
 - Conductor
 - Concert frequency/venues
 - Communication
 - Committee effectiveness

C. Subscription

1) General

- 1) Any subscription fees shall be determined from time to time by the Committee and ratified by the membership at the General Meeting of the Band.
- 2) All subscriptions shall be paid as per the payment terms for that band year, which shall be deemed to run from 1st September to 31st August.
- 3) All subscriptions shall be paid to the Band either in one payment or by standing order as a minimum termly.

2) New Members

- 1) Immediately upon registration, the applicant shall be requested to remit to the Treasurer of the Band after the trial month the amount of any first subscription as per the payment terms. Upon payment of which the applicant shall become a member of the Band and be entitled to all the benefits and privileges of membership and be bound by those rules.
- 2) If the subscription is not paid as per the payment terms the admittance of the member shall be void, unless a satisfactory explanation is made to the Committee for the delay in payment.

3) Ordinary members

- 1) Any member who fails to pay the subscription as per the payment terms shall be sent a notice calling his or her attention to the omission and requesting payment within two weeks from the posting of the notice. If the subscription is not paid by the agreed date the defaulter shall cease to be a member of the Band. If the member gives the Committee a satisfactory explanation for the delay the member may, at the discretion of the Committee and upon payment of the arrears be re-admitted to membership.

4) Honorary members

- 1) Honorary members shall not be required to pay subscriptions.

D. Organisational Committee

- 1) The Committee shall fulfil the role as per their job descriptions.
- 2) The Committee shall meet at least 4 times a year to discuss the accounts and arrange the affairs of the Band.



- 3) As a minimum the Chair, Secretary and Treasurer of the Committee shall form a quorum. Minutes shall be taken of all the proceedings of the Committee and shall be open to the inspection of any member upon application to the Secretary. The Committee consists of Chair, Secretary, Treasurer, Safeguarding Lead , Digital and Social Media Lead, Band Librarian, Concert Coordinator and other band representatives. Other than the Quorum, other members of the committee will attend as and when required.
- 4) Any member of the Quorum who is absent from more than three consecutive physical or digital meetings due to unforeseen circumstances, then the committee could appoint another member to fill the vacant position on a temporary basis.
- 5) The Committee shall have power to appoint a member to fill any casual vacancy on the Committee until the next Annual General Meeting. Any member so appointed shall retire at the next Annual General Meeting but shall be eligible for election as a member of the Committee at such meeting.
- 6) At the Annual General Meeting all members of the Committee shall retire and shall be eligible for re-election. Every member of the Band shall be entitled to vote for as many candidates as there are vacancies to be filled and no more. The candidates who receives most votes shall be declared elected and in the case of two or more candidates receiving equal votes the Chair of the meeting shall have a second or casting vote.



E. Annual General Meeting

1. The Annual General Meeting of the Band shall be held in the month of November in each year upon date and at a time to be fixed by the Committee for the following purposes:
 - i. To receive from the Committee a report, balance sheet and statement of accounts for the current financial year.
 - ii. To elect a new Committee, and
 - iii. To decide on any resolutions which may be duly submitted to the meeting as hereinafter provided.
2. At least fourteen days before the Annual General Meeting (AGM), a notice of intent to hold such meeting will be issued. Members who are unable to be present can vote by proxy which has to be received by the AGM.
3. Any member wishing to move a resolution at the AGM shall give two week's notice of such resolution in writing to the Secretary
4. Band members must give at least seven days' notice of any issues they wish to raise at the AGM.
5. At the AGM all band members are eligible for one vote per subject matter and if the issue is not resolved the Chair shall have a second and casting vote. Any member unable to be present can vote by proxy in writing or email the Secretary before the AGM.
6. A quorum of 60% of the band membership should be present in order for the AGM to take place.

F. Extra Ordinary Meeting

1. The Committee may at any time for any special purpose call an Extra Ordinary Meeting. Band members can also request a Extra Ordinary Meeting following a written request from any five members stating the purpose for which the meeting is required.
2. Fourteen days before the Extra Ordinary Meeting, a notice of such meeting and of the business to be transacted thereat shall be sent to every member and no business other than that of which notice has been so given shall be brought forward at such meeting.
3. At an Extra Ordinary Meeting a member may be selected by the Committee, to take the chair. Every ordinary member present shall be entitled to one vote upon the motion and in case of an equality of votes the Chair shall have a second or casting vote. The Committee shall at their discretion make regulations enabling members unable to be present to vote by proxy or in writing.

G. Rules of Membership

1. No member shall, except for services rendered at the request of the Committee, receive any profit, salary or emoluments from the funds or transactions of the Band.
2. No member of the Band shall use the name of the Band for any advertisements or business purposes without the consent of the Committee.
3. Every member of the Band shall from time to time notify the Secretary of his or her address and all notices posted to such address shall be considered as having been duly given on the day of posting.
4. The Committee shall be the sole authority for the interpretation of these rules and of any regulations made from time to time, the decision of the Committee upon any question of interpretation or upon any matter affecting the Band and not provided for by these rules or by any regulations shall be final and binding on the members.
5. These rules may be added to, repeated or amended by resolution at any Annual or Extra Ordinary Meeting, provided that no such resolution shall be deemed to have been passed unless it is carried by a simple majority.
6. The financial year of the Band shall end on the 31st August each year, to which day the accounts of the Band shall be balanced.

H. Dissolution of Burton Concert Band

1. If at a General Meeting a resolution for the dissolution of the Band is passed by a majority of the members present. Or at an Extra Ordinary Meeting and which not less than 50% of the band membership shall be present. The resolution shall be passed by a simple majority of the members voting. The members shall be given 4 weeks' notice of the intended meeting and the meeting has to be held within 6 weeks from the date of the notification. The Committee shall thereupon or at such future date as shall be specified in such resolution, proceed to realise the property of the Band and after the discharge of all liabilities shall donate the same to a charity or organisation chosen by the band membership.

