

CONSTITUTION & RULES OF UCKFIELD CONCERT BRASS
Adopted 1978, updated and adopted 8.11.16

Registered charity number 274823-R

Officers and Officials of the Band will be elected at the AGM

Management Committee Members as elected at the AGM

The President of the Band
The Vice-Presidents
The Trustees
The Business Manager
The Chairman
The Treasurer

Band Committee Members

Officers Musical Director (ex-officio)
Resident Conductor (ex-officio)
Business Manager
Secretary
Treasurer
Chairman

Three Elected Playing Members

Constitution

1. Name

The name of the Band is Uckfield Concert Brass

The band, inaugurated in 1960, is constituted under a Trust Deed re-drafted and engrossed on 23 September 1977 and registered with the Charities Commissioners (no. 274823-R)

2. Objects

The objects of the band, as stated in the above Trust Deed and condensed from the original constitution are as follows:

- a) The establishing and maintaining of a band for the performance of brass band music for the enjoyment and education of the public and to enhance their appreciation in the art of music, and in particular, brass band music, by the presentation of and appearance at concerts and other venues.
- b) To afford brass players the opportunity of playing together, and to further their musical education and technique in the performance and interpretation of band music.
- c) The band will encourage the teaching and training of beginners in instrumental playing and musical theory.
- d) To enter musical festivals, contests and competitions with other bands as the band committee determines.
- e) To assist Charitable causes at the discretion of the Band Committee.

3. Membership.

Membership of the band shall be open to any suitable player and applications will be dealt with by the band committee in consultation with the Musical Director.

4. Band Committee.

a) The day to day running and organisation of the activities of the band will be the responsibility of the Band Committee.

b) Membership of the Band Committee will consist of the following:

The Officers of the Band

A minimum of three members of the band of whom two will fulfil the posts of Librarian and Property Manager.

c) The Band Committee may from time to time delegate any of their powers to sub-committees consisting of such member or members of their body as they think fit and they may sanction the co-option of suitable persons on to such sub-committees.

d) The appointment of a new Trustee or new Trustees of the Trust Deed, when necessary, is in the power of the Band Committee, but such appointments to be confirmed at the next Annual General Meeting.

e) The Band Committee shall meet at least once in each calendar month and the quorum shall be five.

f) Members of the Band Committee shall retire annually and be eligible for re-election at the Annual General Meeting

5. Election to committee

Members of the committee shall retire annually, excluding ex-officio members, but shall be eligible for re-election at the annual general meeting.

Committee members may only be proposed and seconded by band members.

6. Officers.

The Officers of the Band shall be:

The Musical Director (ex-officio)
The Resident Conductor (ex-officio)
The Business Manager
The Secretary
The Treasurer
The Chairman

In addition, an assistant Librarian may be appointed either at the Annual General Meeting or by the band Committee at their discretion.

In addition, a Band Sergeant may be appointed either at the Annual General Meeting or by the band Committee at their discretion.

In addition, a Deputy Conductor will be appointed by the Band. However, the Resident Conductor will have the right of veto. In the event of the resignation of the Musical Director or the Resident Conductor, the committee must appoint a caretaker Musical Director.

The duties of the officers and other committee members of the band shall be within the following guide-lines:

a) Musical Director & Resident Conductor

The Musical Director will have full executive control over all matters relating to the musical well being and advancement of the Band, including the positioning of playing members and the choice of music for contests and public performances. The Musical Director will be responsible for all matters relating to public performances and will be expected to present the band in its best possible manner in all aspects of artistic and musical performance. Expenditure will be confined to sheet music; committee approval is required for items of greater expenditure.

These duties may be delegated to the Resident Conductor where appropriate.

b) Business Manager

The Business Manager will be responsible to the committee for bookings of the band at concerts, marches, fetes and any other such events that will from time to time occur, and financial matters relating to such bookings in liaison with the musical director and band committee.

The Business Manager will be responsible for liaison with booking agents, negotiations with potential sponsors of the band and the day to day administration in all matters excluding those specifically defined in other job descriptions.

A monthly report will be made to the Band Committee.

c) Treasurer

The Treasurer will be responsible for financial transactions as agreed by the band Committee and will have overall responsibility for band funds and their safe keeping. The Committee will be kept informed as to the financial state of the band accounts by means of properly maintained books and records.

The Treasurer will prepare accounts for presentation to the membership at the Annual General Meeting.

Whilst the Band Committee have overall collective responsibility for the Band finances, the Treasurer will have ultimate control of the well being and status of the band accounts.

The collection of Band members subscriptions will be the responsibility of the Treasurer.

Payment of expenses to the musical director is at the discretion of the committee and will be managed by the treasurer.

d) Secretary and contest secretary

It is the responsibility of the secretary to maintain the on-line diary scheduling (Muzodo) and update with band engagements.

The secretary will arrange deputy players for all engagements with the assistance of the committee.

The Secretary will be responsible for all matters relating to emails and general correspondence and will bring to the attention of the Band Committee all matters arising from such correspondence as will require specific action. Personnel matters such as the placement of advertisements for players and correspondence with prospective/former members will be dealt with.

The Secretary will be responsible for the accurate recording of the minutes of all Band Committee meetings and the production of the meeting agenda.

The secretary will provide minutes and agenda for the annual general meeting.

The contest Secretary will be one of the 3 elected playing members and will keep a record of members to ensure that all eligible band members are registered for contesting. The contest secretary will deal with contest administration and registration of the band and players.

e) Librarian

The Librarian will be responsible for the safe keeping and maintaining of the Band library, liaise with the Musical Director/Resident Conductor to purchase new items.

It is the responsibility of the Librarian to ensure that the music is available at all concerts, contests and rehearsals. The librarian will keep all music catalogued and update this when new music is purchased. The librarian will keep a record of any music that is borrowed by a band member or requested on loan by another band.

f) Property Manager

It is the responsibility of the Property Manager to ensure that all band property, excluding music, is catalogued and that all instruments and uniforms are kept in good repair. A stock of basic spares will be maintained.

It is required that all Band members be properly equipped at all times and that a record be kept of all issued items.

The Property Manager will have overall responsibility for the safety and maintenance of Band

property and will liaise with the Treasurer to ensure that Band equipment is adequately insured. The Property Manager will be responsible for the safe keeping and return of trophies held on trust from contest organisers and equipment on loan from other sources.

g) Chairman

It will be the responsibility of the Chairman to ensure the smooth running of meetings of the Committee and ensure liaison between Officers of the Band, Committee, Musical Director, Resident Conductor and the Band membership. The Chairman shall have the casting vote on split decisions. The Chairman will be available at all times for discussion with Band members who are in dispute with the Band Committee, The Band Management or Officers of the Band.

8. Meetings.

a) The Annual General Meeting of the band is to be convened by the Band Committee in the month of October or November of each year for the purpose of electing the officers of the band and notification of the date placed on the band website 7 days prior to the meeting. The quorum for such Annual General Meeting shall be five, and it will be presided over by the outgoing Chairman. At this meeting the reports of the Secretary, Business Manager, Treasurer and Musical Director/Resident Conductor will be presented. No matters may be raised other than those of which due notice has been given and are on the agenda.

b) Extra-ordinary Full Band Meetings.

The Band Committee may at their discretion convene a meeting of the full band on practice evenings or at any other suitable time and place for the purpose of explaining or obtaining confirmation of any matters they may have discussed or decided, or for obtaining the views of members on any pertinent matter.

Any five members may request the convening of a Full Band Meeting within 4 days.

9. Property & Finance

a) The instruments, uniforms and all assets and property of the band are vested in the Trustees who shall have the right to view and check against the inventory at any time.

b) All income and property of the Band shall be applied solely towards the objects of the band, as above, but this does not preclude proper and reasonable remuneration or reimbursement to any officer or member for valuable or professional services rendered to the band subject to Committee approval.

c) True written accounts shall be kept of all moneys received and spent by the band and the correctness of the balance sheet maintained by the treasurer.

10. Subscriptions.

Every member shall pay to the funds of the band a subscription which shall become due as soon as is elected to membership and become payable at the start of each new financial year. The subscription must be paid before the member is entitled to any of the privileges of membership. The rate of subscription shall be fixed by the committee for the year at the Annual General Meeting of the band following recommendation from the Treasurer. Written appeals may be considered by the committee for special circumstances.

RULES

- 1) Membership of the band shall be open to any suitable person and applications will be dealt with by the band committee in consultation with the Musical Director.
- 2) Full band rehearsals will be held weekly on Tuesday evenings at the band room. Extra full band and sectional rehearsals may be held at the request of the Musical Director at any time.
- 3) Members will be expected to attend practices as regularly as possible. Members are required to notify the Musical Director or secretary when it is not possible to attend rehearsals or engagements, in advance.
- 4) The Musical Director's decision as to the allocation of playing position in the band of each player should be accepted, but members having good reason may refer the matter to the Band Committee.
- 5) Members will be required to sign for instruments, uniforms and other equipment and will be held responsible for proper care of same and will be liable for any damage caused by carelessness or improper use. Damage from any cause must immediately be reported to the Property Manager. Members resigning from the band must immediately return all band property and may be called to pay for any damage not due to wear and tear.
- 6) The Musical Director shall have supreme control of the band at rehearsals and engagements, or in his absence, the deputy MD, and in the selection of programme content. Any member showing insubordination or misconduct may be reported to the band committee who have the power to expel the member concerned or take such action as appears to them to be necessary. Similar action may be taken if in his/her considered opinion any member shows insufficient musical ability.
- 7) Members assisting other bands must not thereby inconvenience their own band, nor use the band instruments for this purpose without prior permission of the Business Manager or Property Manager.
- 8) Applications for the services of the band, and quotations for the same will be dealt with by the Business Manager after approval by the Band Committee.
- 9) The tradition of welcoming to practices visiting or transient players from other bands shall be observed. Whilst every courtesy be shown to them, an invitation to play must be at the discretion of the Musical Director/Resident Conductor.
- 10) At all performances where the band is required to appear in uniform, all members must wear the full uniform provided.
- 11) Attendance at full band contests will be at the discretion of the band committee, taking into consideration other commitments and the musical and financial situation of the band at the time. Members are encouraged to enter solo, quartet or ensemble contests, and will be considered as representing the band.
- 12) The alteration or rescinding of any of these rules may be effected only at the Annual General Meeting or a Special General Meeting called for the purpose, after due notice of 14 days being given.