



# HUNSTANTON CONCERT BAND

## CONSTITUTION

### 1. Name

The band is to be known as the Hunstanton Concert Band, hereafter, referred to as the Band.

### 2. Purpose










- 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. Management Committee

- a. At an Annual General Meeting members shall elect:-

-  Chairman
-  Director of Music
-  Band Manager
-  Secretary
-  Treasurer
-  Concert Secretary
-  Membership Secretary
-  Child Welfare Officer
-  2 Player Representatives

Those elected shall hold office until the next AGM and are eligible for re-election.

- b. This committee shall carry out the administration of the Band's affairs with the Band's year running from 1<sup>st</sup> January - 31<sup>st</sup> December.
- c. A minimum of three Committee meetings shall be called during the year and four members shall form a quorum with the Chairman having a casting vote.
- d. The Committee may appoint persons to carry out specific duties necessary for the efficient running of the Band. These may include Librarian, Assistant Librarian, Chaperone, Webmaster etc. and such other posts as from time to time may be considered appropriate, but such posts do not entitle their holders to full voting Committee membership.
- e. The Committee will undertake to ensure that Local Authority requirements for children under the age of 16 to be accompanied at events by a licensed chaperone, who may or may not be the Child Welfare Officer, are met.

## **5. Officers and Duties**

### **a. Chairman**

- i. To co-ordinate the operations of the Band.
- ii. To convene and chair Committee meetings, the Annual General Meeting and extraordinary general meetings.
- iii. To set the agenda for these meetings.
- iv. Oversee the other executive positions.

### **b. Director of Music**

- i. To conduct the Band in rehearsal and in performance.
- ii. To select and acquire programme material.
- iii. To advise the Committee on matters related to the musical performance and purpose of the Band.
- iv. To make artistic decisions in consultation with the Committee.

### **c. Band Manager**

- i. To assist the Director of Music with any non musical duties.
- ii. To stage manage venues for rehearsals and performances and liaise with their managements.
- iii. To notify members of the agreed dress code and oversee it at performances.

### **d. Concert Secretary**

- i. To be the first point of contact for future engagements
- ii. To negotiate and agree dates and terms with prospective employers of the Band.
- iii. To issue, where appropriate, contracts.
- iv. To compile and circulate an up to date detailed list of future engagements.

### **e. Secretary**

- i. To issue correspondence on behalf of the Band.
- ii. To take minutes of all meetings.
- iii. To maintain a file of minutes and other significant correspondence.
- iv. To convene meetings and issue agendas as requested by the Chairman.
- v. To be a co-signatory of the Band's bank account.

### **f. Treasurer**

- i. To administer the Band's finances.
- ii. To maintain accurate accounts and records.
- iii. To be a co-signatory at the bank.
- iv. To prepare the books once a year for inspection.

**g. Membership Secretary**

- i. To administer all matters pertaining to the records of the membership of the Band, including the completion of a Membership Form when a member joins the Band.
- ii. To ensure that all personal details of the members are held securely and that any database containing personal details of the members complies with the requirements of the current General Data Protection Regulations.
- iii. To ensure that the Band's Safeguarding Policy, Privacy Policy and Website Privacy Policy are current and fit for purpose.
- iv. To maintain and administer the Band's website with the URL [www.hunstantonconcertband.co.uk](http://www.hunstantonconcertband.co.uk) and ensure that the information contained there is current.
- v. To ensure that the Members' section of the Band's website is kept secure and that all members are issued with a valid username and password to gain access.
- vi. To be the first line of contact for any 'broadcast' messages to be sent to all the Band's members, if so requested by any other Officer of the Band.

**h. Child Welfare Officer**

- i. To ensure the safety of all children under the age of 16 years at rehearsals and performances.
- ii. To apply for necessary "performers' licenses" for events in which children take part in accordance with Local Authority requirements.

**6. Rules**

The Band has few rules in addition to those dictated by common sense and responsible behaviour, but members are expected to give a high level of availability for rehearsals and engagements, to notify the Director of Music and the Band Manager in good time of unavoidable absences and to adhere to whatever dress code may be in force at the time.

**7. Equal Opportunities**

No individual shall be excluded from joining the Band or holding any office on the grounds of sex, race, colour, age, religion, disability, sexual orientation or political affiliation.

**8. Dissolution**

In the event of the Band being wound up any assets remaining, after the payment of debts and liabilities, shall be transferred to a charitable institution or institutions with similar objects to those of the Band. Disbandment requires a simple majority vote at a general meeting.

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