



# CITY OF BATH BRASS BAND

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### 1) TITLE

- a) The name of the organisation shall be the “**City of Bath Brass Band**”, hereafter referred to as the “organisation”, which comprises two bands.
  - i) The name of the main band shall be the “**City of Bath Brass Band**<sup>1</sup>”.
  - ii) There shall be an associated band hereafter called the “**City of Bath Training Band**”.

### 2) OBJECTIVES

- a) The principal objective of the organisation shall be to promote excellence and appreciation of music for brass bands. This may be achieved through training, tuition, presentation of public concerts, contesting and other activities deemed suitable by the Management Committee.
- b) The principal objective of the Training Band is to encourage persons of all ages to learn and enjoy playing a brass instrument and to reach a standard which enables progression to the main band. This may be achieved through training and playing in an enjoyable environment supported and instructed by experienced players, if needed, and experiencing opportunities to play as a group or jointly with the main band.

### 3) MEMBERSHIP

- a) Members will be required to agree to and follow the organisation’s Code of Conduct.
- b) The members of the organisation shall be those persons who pay their annual subscription as appropriate and as determined by the Management Committee. All subscriptions are payable in full.
  - i) Annually as from the start of the first full month following the AGM,
  - ii) monthly by standing order from a bank.
- c) Only members who have paid their due subscription will be entitled to vote at General Meetings.
- d) New playing members will be required to attend regularly for a probationary period of not less than 1 month before becoming full members of the organisation and final acceptance shall be at the discretion of the Musical Director (or Training Band Conductor) and

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<sup>1</sup> Previously Known as Bath Spa Band



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Management Committee. After 1 month the subscription shall be due at the rate of 1/12 annual rate for the remaining months of the year.

- e) Should any member find difficulty in paying the appropriate subscription a written request for deferment/waiver or special consideration should be sent to the Management Committee for consideration at the next Committee Meeting.
- f) If a member fails to pay the appropriate subscription or writes to request deferment/waiver or special consideration the Committee will send a formal request for payment. In the absence of a written reply or payment of arrears from the member the Committee reserves the right to request that the member either resigns or be dismissed following proper discussion at a full Committee Meeting.
- g) If a member engages in any form of inappropriate behaviour which infringes the health, safety or wellbeing of any other member of the organisation, the Management Committee may, after full consultation, request the resignation of the offending member.
- h) Membership of the organisation is open to all persons irrespective of age, disability, sexual orientation, marital status, race, religion, colour or nationality.
- i) Members will be required to sign the organisation's Safeguarding Document on an annual basis.

#### 4) OFFICIALS, MANAGEMENT COMMITTEE, TRUSTEES

- a) The **Officials of the Organisation** shall be representatives, although may not necessarily be involved with the general operations, of the Organisation. These shall be:
  - i) **President:** Elected annually, non-voting member except by invitation of the management committee.
  - ii) **Vice Presidents:** Appointed at the Organisation's discretion; non-voting members.
- b) **Management Committee**
  - i) The management of the Organisation will be conducted by a Committee consisting of a **CHAIRMAN, SECRETARY, TREASURER** (referred to as **TRUSTEES** of the organisation) and nominally five (5) other General Committee members. Additional members may be co-opted to the Management Committee at the discretion of the Chairman.
  - ii) **The Officials and Management Committee** shall be elected by the members of the Organisation at the Annual General Meeting (AGM) as set out below:
    - **Chairman:** Elected bi-annually - voting member
    - **Secretary:** Elected bi-annually - voting member



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- **Treasurer:** Elected bi-annually - voting member
- **General Committee members.** Five (5) Elected in groups of three and two on a bi – annual basis. All voting members.

#### c) Other Posts of Responsibility

- i) These positions listed below will be involved with the general operations of the Organisation but may not necessarily attend Management Committee meetings or have a vote. However, they may attend either voluntarily or be asked to attend if a specific Agenda topic is relevant to their role. For General Committee members see [below](#).

- **Musical Director:** Elected bi – annually  
non-voting member will normally be co-opted onto the Management Committee.
- **Deputy Conductor:** Elected annually – non-voting member.
- **Training Band Conductor:** Elected annually – non-voting member.
- **Contest Secretary:** Elected annually – non-voting member.
- **Librarian:** Elected annually – non-voting member.
- **Equipment Officer:** Elected annually – non-voting member.
- **Webmaster:** Elected annually – non-voting member.
- **Publicity Officer:** Elected annually – non-voting member.
- **Safeguarding Officer:** Elected annually – non-voting member.
- **GDPR/ Membership:** Elected annually – non-voting member.
- **Training Band Representative:** Elected annually – non-voting member.  
(Normally co-opted onto the management Committee).



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**d) Meetings.**

- i) Members of the Management Committee and, if appointed, co-opted members are expected to attend Committee meetings on a regular basis. Other holders of Posts of Responsibility are entitled to attend meetings in a non-voting capacity.
- ii) In order that continuity of membership shall be maintained Trustees and General Committee members are elected on alternate years thus; One year the Chairman, Treasurer and two General Committee members are to be elected and the following year the Secretary and three General Committee members are to be elected. Where possible elections for Secretary may be invited in the July of the year the office falls vacant to enable smooth transition following the A.G.M.
- iii) When an unforeseen vacancy for a Trustee, General Committee member or Official occurs, the person elected to fill the vacancy shall serve the remaining period that the original person would normally have served.
- iv) General Committee members may take on the role of any of the Posts of Responsibility This does not affect their entitlement to vote.
- v) The duties and responsibilities of Officials, Trustees and General Committee members are set out in the "Terms of Reference" (see Appendix A).
- vi) An Assistant Secretary may be appointed to assist the Secretary in their duties.

## **5) MANAGEMENT**

- a) All arrangements for concerts, other events and control of the finances of the Organisation shall rest with the Management Committee. Five members of the Committee shall constitute a quorum.
- b) Committee members are expected to attend meetings of the Management Committee. Any member who is unable to attend meetings should inform the Secretary beforehand.
- c) The meetings of the Management Committee shall be held on a regular basis.
- d) Notice of each Management Committee meeting shall be notified to members at least 7 days prior to the said meeting, together with the agenda and minutes from the previous meeting.
- e) Management meetings shall be open for attendance by any fully paid up member of the Organisation in a non-voting capacity.



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## 6) FINANCE

- a) The financial year shall end on December 31<sup>st</sup>. All accounts will be made ready for audit in time for the A.G.M.
- b) Bank accounts shall be opened in the name of the Organisation and payments made shall be authorised by two (2) Trustees of the Organisation. Signatures of the Trustees shall be registered with the bank as persons vested with responsibility for financial transactions of the Organisation.
- c) The Organisation may receive income from, but not limited to:
  - i) subscriptions, donations, grants, sponsorships, concerts and event fees.
  - ii) Sales of tickets for concerts and merchandise that may be offered for sale to the public.
- d) The income and property of the Organisation, however derived, shall be applied solely towards promoting the objectives of the Organisation as set out above. No portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Organisation except in payment of legitimate expenses incurred on its behalf.
- e) Members' subscriptions shall be reviewed at the last Committee meeting of the financial year. The revised subscription, if any, shall be submitted at the Annual General Meeting for endorsement, to apply from the first full month following the A.G.M. New members joining during the year shall be asked to pay the relevant pro-rata amount for the remainder of the subscription year under Section 3.a.i.
- f) In exceptional circumstances, the committee may propose a revision to Members' subscriptions to be submitted at an Extraordinary General Meeting (E.G.M.) for endorsement, to apply from the first full month following the E.G.M. If endorsed the remaining months of the subscription year up to the next A.G.M. shall then be treated as a pro-rata subscription at the new rate. Members paying annually under Section 3.a.i shall be asked to pay the relevant pro-rata difference for the remainder of the subscription year, and those paying under Section 3.a.ii shall be asked to update their standing orders to reflect the change.

## 7) DISSOLUTION

- a) The Organisation may only be dissolved at an E.G.M. called specifically for that purpose.
- b) There shall be at least 21 days notice given for the E.G.M.
- c) The proposal for dissolution shall be by secret ballot. The ballot may only take place if at least 75% of the paid up members of the Organisation are present or submit a response prior to the E.G.M. If a member is unable to attend, a proxy vote may be accepted.



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- d) The vote shall pass if at least 80% of members participating in the ballot vote for dissolution.
  - e) On dissolution of the Organisation, Trustees shall be appointed, if required, by the remaining fully subscribed members.
  - f) In the event of dissolution of the Organisation any assets remaining after payment of outstanding liabilities or proper debt, shall be transferred to a charitable institution, or institutions, having similar objectives.

## **8) GENERAL MEETINGS**

- a) The Annual General Meeting (AGM) shall be held before the end of February in each year at which Officers, Committee Members and Officials shall be elected as defined [above](#).
- b) Extraordinary General Meetings (EGM) shall be called by the Chairman at the request of a minimum of five fully subscribed playing members.
- c) Notifications of alterations to Band rules or Band policy shall be given to the Secretary in writing in order that it can be displayed on the Bandroom notice board fourteen days before the AGM or EGM convenes to discuss it.
- d) Nominations for officers and committee members for election at the Annual General Meeting are to be given to the Secretary in writing seven days before the meeting. The nominations should be signed by the proposer, seconder and by the nominee to indicate a willingness to serve.
- e) A simple majority vote of fully subscribed playing members, plus the Musical Director, present at any AGM or EGM shall be necessary for the election of Officers, Committee Members and Officials, or to alter Band Rules and Policy. Members may vote by sealed proxy, to be opened by the chair in the event of a contested position.
- f) The chair at any AGM or EGM, shall have a casting vote should that be necessary.

## **9) AUDITED ACCOUNTS**

- a) The financial accounts shall be audited and submitted to members present for approval at the Annual General Meeting.
- b) If the accounts are not approved by the members, an EGM shall be convened for the Treasurer to present clarification, and a further vote taken to approve the accounts.

## **10) BAND ACTIVITIES**

- a) It is the responsibility of all Band members to familiarise themselves with Band engagements and business as posted on the Bandroom notice board, or electronically.
- b) Players are expected to arrive 30 minutes before the start of any engagement, wearing the appropriate style of dress as specified by the Musical Director.



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- c) Normal rehearsals are to be held regularly on weekday evenings in the Bandroom and members are expected to be in attendance in ample time to commence playing at the stated time. Any member unable to attend rehearsals or engagements should make every effort possible to advise the Secretary or Musical Director.
  - d) Any member who anticipates prolonged absence from engagements and/or ordinary rehearsals shall notify the Secretary. The Committee shall have the right to request in writing that any member who has been absent from engagements/rehearsals for more than six weeks consecutively shall inform the Committee of their future intentions about band membership. If no such explanation is forthcoming, or if any written explanations are unacceptable to the Committee, the Committee may, after a full committee meeting, make a decision on continued membership.

### 11) INSTRUMENTS AND UNIFORMS

- a) Members receiving an instrument, uniform or any other Band property will be required to sign a receipt for the same and agree to return the same in good condition to the Equipment Officer when required, or when leaving the Band, reasonable depreciation allowed (In the case of junior members the receipt will have to be countersigned by a parent or guardian).
- b) Instruments shall be maintained in good condition. No repairs or alterations shall be undertaken without the approval of the Management Committee. Minor repairs may be approved by the Equipment Officer.
- c) All uniforms are the property of the Band and are to be supplied on the following conditions:
  - i) All uniforms may be inspected by the Equipment Officer to check their condition and the need for cleaning and repair;
  - ii) The member to whom the uniform is supplied will be responsible for keeping the uniform in good order as follows:
    - Ensuring that the uniform is kept in good repair;
    - That additional "dry cleaning" is carried out at the request of the equipment officer and at the member's expense;
    - That no alterations be made without the approval of the Management Committee.
  - iii) Coveralls to be used to convey uniforms to and from engagements on all occasions.
- d) Uniform jackets should only be worn for performances on stage.
- e) If a player is going to be absent for an engagement, their jacket should be handed back to the Equipment Officer for issue to a deputising player if needed.



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#### **12) AMENDMENTS**

- a) The constitution may be amended as per rule 8 provided that nothing herein contained shall authorise any amendment which shall have the effect of the Band ceasing to be a charity

#### **13) COMMON POLICY DOCUMENTS**

- a) Safeguarding Policy Document (available from the Band website)
- b) GDPR (available from the Band website)
- c) Code of Conduct (available from the Band website)





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**APPENDIX A: TERMS OF REFERENCE for the Management Committee and Officials of the Bath Spa Band**

**1) The MANAGEMENT COMMITTEE will:**

- a) manage the internal and external affairs of the Band with the objective of ensuring its continuance as an effective Brass Band, pursuing the aims stated in the Band Constitution. Among other things, the Committee will:
  - i) deal with all complaints and suggestions raised by Band members, and others;
  - ii) inform members of all decisions and events that affect the Band;
  - iii) keep an up to date register of Band members;
  - iv) make the constitution available to each paid up member of the band;
  - v) ensure that all the Band's assets are recorded, kept in good repair and properly cared for;
  - vi) ensure the continuing financial viability of the Band;
  - vii) appoint a temporary Conductor or professional Conductor for an engagement, rehearsal or contest in the absence of both the Musical Director and Deputy Conductor;
  - viii) be responsible for the Training Band and the appointment of their conductor;

**2) The CHAIRMAN will:**

- a) chair the Management Committee;
- b) keep the Band members informed of issues and decisions, generally addressing the Band directly but delegating the function as he sees fit, subject to the agreement of the delegatee;
- c) have a casting vote on all matters, in addition to his vote as a Band or Committee member;
- d) take decisions on behalf of the Committee, where it is not possible to hold a meeting before the decision is required;
- e) act as the Band's prime representative at official and social Band functions, taking all decisions other than those where musical performance and presentation are the main issue, consulting other Band officers as necessary;
- f) keep the best interests of the Band always in mind;



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#### **3) The GENERAL SECRETARY will:**

- a) be the point of contact for general enquiries from the public by email, phone and post and distribute to the appropriate band officer for action, as required. This may include
  - i) organising engagements (including conducting risk assessments);
  - ii) collating information to be distributed to members of the band (by email and notices at band, as required);
  - iii) booking rooms for rehearsals as required;
  - iv) making arrangements for coaches and accommodation as required for concerts and contests;
  - v) providing an agenda for committee meetings and all documentation for AGMs and EGMs as required;
  - vi) taking minutes at committee meetings and making them available to all band members by suitable means;
  - vii) collecting information from new members and passing this on, as necessary, to the GDPR/Membership postholder, the musical director and Training Band conductor;
  - viii) monitoring members' data as GDPR permits;
  - ix) maintaining and updating COBBB documentation as required to comply with national and government guidelines;
  - x) maintaining contact details for all organisations and persons to whom COBBB has connections;
  - xi) advising the committee on new policy documentation as required;
  - xii) being aware of all matters that affect the organisation and smooth running of the band and advising the management committee of any legislation which will require attention;

#### **4) The TREASURER will:**

- a) handle all receipts and payments relating to the Bands official activities;
- b) prepare monthly and annual statements of income and expenditure;
- c) prepare forecasts of income and expenditure and draw the Committee's attention to any possibility of financial difficulties or opportunities;
- d) Liaise with external auditors as required;



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#### **5) The MUSICAL DIRECTOR will:**

- a) prepare the Band for performance at concerts and contests;
- b) conduct the Band;
- c) select music for concerts;
- d) make personnel changes in conjunction with the Committee;
- e) advise the Librarian of requirements for new music;
- f) appoint any other MD's assistants as he considers necessary;
- g) respond to enquiries regarding new players;

#### **6) The DEPUTY CONDUCTOR will:**

- a) deputise for the Musical Director, in all respects, when required due to the absence of the Musical Director.
- b) conduct the Training Band as required;

#### **7) The ENGAGEMENTS SECRETARY / GENERAL SECRETARY will:**

- a) make arrangements for all concerts and other official engagements by actively making bookings and responding to requests from the public;
- b) arrange special concerts with the help of an events-organiser or committee, as required;
- c) make arrangements for small band concerts, in association with the small band co-ordinator;
- d) maintain the Google calendar of events;
- e) distribute engagement lists to members of the band;
- f) provide maps and directions to engagements, as required;
- g) provide information to the general secretary regarding engagements, for distribution to members of the Band.



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#### **8) The EQUIPMENT OFFICER will:**

- a) be responsible for ensuring that all Band equipment is available as necessary at engagements and rehearsals and is properly cared for at all times – this includes instruments and music;
- b) keep an up to date record of all Band assets, including jackets, but not music, with details of those responsible for them;
- c) advise the committee about instrument condition and necessary repairs as required;

#### **9) The CONTEST SECRETARY will:**

- a) keep the committee and Musical Director informed of all contests which are relevant to the Band's status and interests;
- b) register members for contests and provide documentation for entry by required deadlines;
- c) maintain the current band registry of players and arrange transfers as required;
- d) ensure that player registration cards are in order before each contest;

#### **10) The LIBRARIAN will:**

- a) keep an up to date, indexed catalogue of all Band music;
- b) ensure that all parts are complete and are held in sufficient quantity for efficient rehearsal and performance;
- c) report any obvious lack of care of the music to the Committee;
- d) receive catalogues of music from publishers etc, suggestions from members and recommend purchases to the Musical Director for consideration;
- e) purchase music as authorised by the Musical Director;
- f) complete Performing Rights forms and obtain copyright permission where necessary;

#### **11) The PUBLICITY OFFICER will:**

- a) generate ideas for obtaining publicity and goodwill for the Band;
- b) evaluate other members' ideas and present them to the Committee as necessary;
- c) seek help from Band supporters as necessary;
- d) write articles for the band website and regularly update news, pictures and other content;



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- e) update social media profiles;
- f) maintain the mailing list for publicity material and build relationships with band supporters;
- g) publicise all band events and news and maintain a list of press contacts;

#### **12) The TRAINING BAND CONDUCTOR will:**

- a) conduct and develop the Training Band.;
- b) suggest to the Musical Director suitable players for promotion to the main band;
- c) respond to enquiries regarding new players for the Training Band;
- d) suggest suitable music for purchase and seek opportunities for public performance;

#### **13) The WEBMASTER will:**

- a) maintain the technical aspects of the COBBB website including required annual subscriptions;
- b) provide technical support for the website;
- c) set up and support email addresses for the committee, members groups and specific roles as needed;
- d) respond to queries arising from the website as appropriate;

#### **14) The SAFEGUARDING OFFICER will:**

- a) take responsibility for safeguarding and act as a main point of contact for parents, children and outside agencies;
- b) review the effectiveness of our Safeguarding Policy and its implementation;
- c) ensure the Safeguarding Policy and Code of Conduct (see [Section 13](#)) are reviewed and updated at regular intervals;
- d) ensure that all members, parents and band officials sign the Safeguarding agreement annually;
- e) deal with all information sensitively and confidentially;



**The GDPR/MEMBERSHIP OFFICER will:**

- f) ensure that COBBB is compliant with GDPR – see [Section 13](#);
- g) ensure that all fully subscribed members are given details of the GDPR policy and information stored;
- h) Request that all members or representatives (parent or guardian) complete a GDPR agreement which will be stored electronically;
- i) Maintain a secure, accurate and up-to-date record of band members' contact details;

**TRAINING BAND (TB) REPRESENTATIVE will:**

- j) represent the interests of the TB in committee meetings and ensure that matters which directly affect them are reported back;
- k) seek input from the TB conductor before meetings and report the findings;
- l) offer comments on behalf of the TB where appropriate during discussions of band matters;
- m) be aware of all band matters and contribute to discussion as appropriate;

**15) A SPECIAL EVENT ORGANISER may be appointed, as required, to:**

- a) attend to the organisation of large scale concerts and projects (such as cd recordings), with the help of the Engagements Secretary / General Secretary, Public Relations Officer, and other Officers of the Band;