

PATCHAM SILVER BAND

CONSTITUTION

GENERAL

G1. The Band shall be known as the Patcham Silver Band. It shall comprise its Senior Band and its Youth Band, which shall be known as the Patcham Silver Youth Band. The generic title 'Band' comprises both organisations within it, as well as any others which may be formed from time to time.

G2. Patcham Silver Band shall be a not-for-profit musical organization formed for the purpose of making Brass Band music in the British Brass Band tradition. The aims of the Band shall be to uplift and entertain the wider community using Brass Band music, and to support any interested individuals who would like to learn to perform brass music within our band, particularly the young, and to benefit the wider community in other relevant ways from time to time eg by supporting good charitable causes.

G3. The Band will be financially self supporting and will own its assets according to records kept so long as the Band exists.

G4. The Band adheres to the requirements of the current Child Protection Policy and this is contained in separate documentation held by the Secretary.

G5. The Band upholds equal opportunity for all and will not discriminate against members or others on grounds of race, colour, religion, national origin, age, disability, gender or sexual orientation.

G6. The Band committee will ensure that the Band's activities are carried out as safely as reasonably practicable and with regard to minimising risks to health. The Band will comply with the Health & Safety requirements of premises owners where they rehearse or perform and with the Health & Safety Act (1974) and regulations made under it in so far as they apply to a voluntary organisation. Health & Safety issues will be considered regularly at committee meetings.

RULES FOR ORGANISATION

R-1. The Band Committee will assume responsibility for the appointment and termination of the services of the Musical Director of both the Senior Band and Youth Band. The roles and responsibilities of all committee members shall be held as part of the Band's official records.

R-2. The Band Annual General Meeting (AGM) will be held in the first half of each year and the President will be invited to the meeting. The meeting will be chaired by the Band's Chairperson. The Band committee members for the forthcoming year will be elected at this meeting. At this AGM, the Band's audited financial accounts for the previous year will be received and formally adopted. The AGM will also consist of reports from the Musical Directors and the Chairperson. There will also be a report about child protection and an opportunity for general discussion on matters concerning the Band.

R-3. The Band Committee will aim to meet at least once a quarter with a quorum of 5 members and notes of the meeting will be taken. Should a committee member resign during a term of office, the committee may co-opt a replacement until the next AGM if deemed necessary. The Musical Directors of the Senior Band and Youth Band shall be ex-officio committee members.

R-4. All members of the Youth Band are encouraged to contribute to discussions of band matters. Members of the youth band who are 14 or over are able to vote during the AGM, a parent or guardian of those under 14 may cast a vote.

R-5. All property and funds of the Band shall belong to it under the stewardship of its committee.

R-6. The Band shall not be disbanded so long as there are three playing members opposed to this happening. Should the Band be disbanded, the Band's President will be consulted as to the disposal of the Band's assets.

CHURCH LIAISON

C-1. The President of the Band will be the Vicar of All Saints Church, Patcham. His position will be ex-officio and he may nominate a representative from the Church to carry out his duties if he should so wish. This representative will be agreed with the Band committee and reviewed at the Band AGM.

C-2. The Band will maintain its links with All Saints Church Patcham by taking part in musical activity as agreed with the Church on a per occasion basis.

C-3. To further encourage links with All Saints Church, Patcham, the Band will invite the Church to nominate an active member of its congregation to be a liaison officer who keeps contact with the Band Committee.

MEMBERSHIP RULES

M-1 . Membership will be invited by the respective Musical Director who will refer prospective members to the constitution of the band and how the band operates. New members will be officially welcomed at a band practice once finalised by the musical director. The Musical Director is invited to consult with the committee in this process if wished.

M-2. A weekly subscription shall be agreed at the AGM and paid by each member. Members under the age of 16, in full time education, unemployed or pensioners need pay only half the subscription. "Life membership" may be awarded after 25 years membership and subscription waived.

M-3. Band members will attend practices regularly including extra ones scheduled for particular musical activities (e.g. contests, ensemble work). Band members will take part actively in making practices an enjoyable experience for everyone and this includes, loyalty to the band, attention to the Musical Director during practice, helping each other and being friendly and welcoming.

M-4. If an individual is unable to attend for a good reason, notice of absence is to be given to the Musical Director or if not possible, to a member of the Committee.

M-5. Members should co-operate with the Musical Director if asked to try another instrument or part if this should be for the advancement of the Band and the individual.

M-6. All band property shall be signed for by the holder. It shall be looked after and kept in good condition, good working order and clean.

M-7. When a membership ceases all property belonging to the Band must be returned and any outstanding fees paid.

M-8. Any member who feels that he/she has a justified complaint which cannot be resolved otherwise shall first discuss it with the Chairperson, who will try to facilitate resolution and/or raise it for discussion at the next committee meeting.

M-9. Copies of this Band Constitution shall be distributed to all members of the Band. Any amendment to the Band Constitution must be passed by a majority of members at the AGM.

The following responsibilities are generally to be allocated to the positions indicated. However, to suit the skills and abilities of those selected for each role at any given time it is accepted that some responsibilities may be re-allocated or delegated to other positions by mutual consent.

1. MUSICAL DIRECTOR (MD) - senior band

Responsible for taking band practice, helping the band to improve its musical performance and to prepare the band for its concerts, engagements and contests. Currently an ex officio committee member.

2. YOUTH BAND LEADER (committee post)

Responsible for the musical progress of the youth band, the associated secretarial responsibilities and collecting of subscriptions (until the youth band's requirements are such that this begins to require additional resource).

3. BAND AUDITORS-2

Responsible for checking the band accounts - produced annually.

4. BAND CHAIRPERSON (committee post)

Has overall responsibility for the welfare of the Band and its members. Presides over the committee and liaises with the President and Vice Presidents as appropriate. Chairs the annual general meeting each year. Acts as a focal point for resolving band issues and assumes overall leadership.

5. SECRETARY (a committee post)

Deals with band correspondence - day to day band running issues

- Hiring of the band hall
- Updating and distributing the band member contact information sheets
- Writing thank you letters on behalf of the band
- Organising presents /cards on behalf of the band as the occasions arise
- Takes notes of committee meetings and the AGM
- Organises the papers for the AGM

And supports the MD as required in

- Writing to prospective sources of paid engagements
- Informing the band of the engagement lists and communicating the requirements

6. TREASURER (committee post)

Deals with the band's day to day finances

- Collects band subscriptions (not youth band)
- Pays bills
- Pays band funds into the bank account
- Maintains an up to date record of the band's financial situation and prepares annual accounts for audit.
- Refers instances of bad debt to the Band Chairperson

7. DEPUTY CONDUCTOR (committee post)

The number 2 for the musical director when absent

- Takes band practice and engagements when the musical director is absent
- Helps with securing players to cover absenteeism on paid engagements and concerts (personal substitution is initially each band member's responsibility)

8. BAND MANAGER (FORMERLY ADMINISTRATOR) (committee post)

The bands focal point for organisation, department, logistics and materials (excluding music)

- Maintains the inventory details (banners, ties, stands etc.). This does not necessarily mean transporting the kit or keeping it.
- Keeps the instrument inventory (completely updated annually at the time of insurance renewal).
- Reminds the band of requirements for concerts and paid engagements and ensures that they are met e.g. taking kit, uniform demands,
- Looks after band discipline and band member personal responsibility.
- Provides maps / directions for engagements - in association with the band secretary

9. LIBRARIAN (committee post)

The person overall responsible for the band's music

- Maintains the band library record and keeps it up to date
- Brings the relevant music to practices and engagements to ensure that any missing parts can be put into the band pads at the last minute
- Organises the distribution and collection of music in liaison with the musical director
- Arranges to purchase any new music as asked by the musical director

10. CONTEST SECRETARY (committee post)

Liaises with SCABA

- Maintains the contest records of band members including band cards
- Completes the annual registration on the band's behalf
- Deals with day transfers and additional members for contests
- Ensures that contest logistics are in place

11. PUBLICITY (committee post)

This role promotes the band, set up concert arrangements, organise posters, programmes & adverts etc.

- Produces posters and programmes for concerts
- Puts adverts in the paper for players etc.
- Liaises with event / concert organisers (in conjunction with the secretary, band manager and MD)
- To keep the band web site up to date - in association with the other committee members

12. COMMITTEE SUPPORT (up to 2 posts)

If deemed appropriate by the Committee up to two additional members may be elected either for a specific role (eg to provide liaison for the youth band with the senior band) or to provide general support to the committee.

13. WELFARE OFFICER (committee post)

The role of the Welfare Officer shall be:-

- To act as a focal point for reporting any concerns in connection with the Band's Child Protection Policy (CPP).
- To check that all those who have significant access to young people in the Band are suitable for the role and have had the necessary checks in accordance with the CPP.
- To keep up to date with current safeguarding procedures.
- To advise the Band committee on compliance with all procedures described in the CPP.

The Welfare Officer shall not be the Youth Band Leader but shall be known to the Youth Band members and their parents.

PATCHAM SILVER BAND (SENIOR BAND) – MEMBERSHIP EXPECTATIONS (May 2015)

Patcham Silver Band is a friendly musical organisation which welcomes potential players to become members. The aspiration is to give enjoyment to its members but at the same time to take the playing of its music seriously and to its maximum capability.

Prospective new members and visitors / guests helping out can expect to receive a warm welcome and to be made to feel 'at home'. In return, any prospective band member would need to fit in with the band's way of being and to be willing to sign up to its general rules and regulations which are deliberately not too onerous on the individual. Essentially these are:

- Band members will take part actively in making practices an enjoyable experience for everyone and this includes, loyalty to the band, attention to the Musical Director during practice, helping each other and being friendly and welcoming.
- To attend practices regularly including extra ones scheduled for particular musical activities (e.g. contests, ensemble work). If an individual is unable to attend for a good reason, notice of absence is to be given to the Musical Director or if not possible, to a member of the Committee.
- All band members will be supportive of the Musical Director so that the band can improve and develop. This includes the attendance of band engagements and concerts and giving adequate notice of unavoidable non attendance barring any genuine emergencies.
- Members should co-operate with the Musical Director if asked to try another instrument or part if this should be for the advancement of the Band and the individual.
- All band property will be looked after and kept in good condition, good working order and clean.
- All band music folders must be handed in at the end of practice if non attendance of the next one is unavoidable. Music folders in the care of individuals must be kept in decent condition and the music in alphabetical order. All music must be given in when requested.
- No music should be removed from music folders other than to play, or at the direct request of either the Musical Director or the Librarian.
- All band members will pay subscriptions promptly and willingly.
- All band members are expected to play their part in restocking and making of tea / coffee for everyone's enjoyment according to the schedule agreed. Band members will also help with the setting up and putting away of chairs etc. for practices and engagements as needed.

N B The above is also intended to give the Musical Director and existing members guidance for recruiting prospective new members. The committee will be involved in approving application for membership. New members will be announced orally at band practice to give opportunity for a big welcome from the rest of the band membership.

PATCHAM SILVER BAND (YOUTH BAND) – MEMBERSHIP EXPECTATIONS (May 2015)

Patcham Silver Youth Band is a friendly musical organisation which welcomes both young players and adult learners to become members. The aspiration is to give enjoyment to its members but at the same time to take the playing of its music seriously and to its maximum capability.

Prospective new members, parents, family members or friends visiting can expect to receive a warm welcome. Members are expected to adhere to its general rules and regulations which are deliberately not too onerous on the individual. Essentially these are:

- Members will take part actively in making practices an enjoyable experience for everyone and this includes, loyalty to the band, attention to the Musical Director during practice, helping each other and being friendly and welcoming.
- To attend practices regularly including any extra ones scheduled for particular musical activities (e.g. contests, ensemble work). If an individual is unable to attend, notice of absence is to be given to the Musical Director.
- Members will support the Musical Director so that the band can improve and develop. This includes taking part in the band's engagements and concerts and giving adequate notice of inability to attend.
- All band property will be looked after and kept in good condition, good working order and clean.
- All band music folders must be kept in good order and handed in to the Musical Director when asked.
- Members will pay subscriptions promptly and willingly.