



Devizes Town Band

Band Constitution – Edition 3.2

Issue 1

Devizes Town Band

**Wyvern Club
Church Walk
Devizes**

DEVIZES TOWN BAND CONSTITUTION

1. NAME

The band shall be known as the Devizes Town Band, hereafter referred to as “the Band”.

2. OBJECTIVES

The Band’s objectives are to facilitate the making of music by like-minded musicians for individual and mutual pleasure, with a desire to performing for others.

3. MEMBERSHIP OF THE BAND

3.1 Full Membership of the Band is defined as, and restricted to, those who have paid their subscription for the current year or have made arrangements to pay subscriptions as defined in Para 5.

3.2 Players under the age of 18 are termed ‘Youth’ members and are not required to pay a subscription. Youth members remain the responsibility of their parent/carer. The Band will not act in Loco Parentis for these members and, if necessary, parents/carers are to arrange for a guardian to accompany their child to rehearsals and concert performances. In addition to the section for signature in the Membership Form, a Parent Consent Form will also need to be completed for certain, specific events.

3.3 On joining, members of the Band will be provided Welcome information. The Welcome Leaflet and Band constitution are available on the band website, with hard copies available on request.

3.4 Members consent will also be sought in order to allow the band to share their personal contact details with other members and for the band, as well as permission to use photographs and video recordings for publicity purposes.

3.5 Band members are responsible for their own costs in travelling to rehearsals.

3.6 Band members are responsible for their own costs in travelling to engagements and are encouraged to car share where possible, however the Committee has delegated authority to manage a Travel and Subsistence policy to support all members in cases where travel expenses are deemed to be unusually excessive.

3.7 In exceptional circumstances a member may apply to the committee for funding. Payment will be at the sole discretion of the Committee.

3.7.1 Exceptional circumstances are defined as a significant financial hardship, where the cost of commuting has a serious impact on the financial status of a members’ household.

3.7.2 The Committee reserves the right to request written evidence to support any claim for financial support.

3.8 Devizes Town Band is an Equal Opportunities Organisation.

3.8.1 The Band is committed to the pursuit of equal opportunities in the provision of entertainment to the public, and the treatment of members, volunteers and performers.

3.8.2 In accordance with its constitution and rules, all persons are eligible to apply for membership of the Band, irrespective of mental or physical ability, race, colour, ethnic or national origins, gender, marital or economic status or faith. The Band will make provision, through committee action, to understand the needs of individuals in a sensitive, discreet and respectful fashion, and in an individual, case-by-case basis. The Band will strive to make appropriate provision to

meet these needs, in as far as it is able to. However, any person applying for membership must be able to demonstrate an ability to read music and play to a standard defined by the musical director. They should commit themselves to attend band practices regularly and to perform at events.

- 3.8.3** The Committee will not tolerate any form of harassment. Harassment is defined as unwanted conduct of a sexual/sectarian/racial/disability nature or other conduct based on sex, religious belief, political opinions, race or disability affecting the dignity of persons in the Band. This can include unwelcome physical, verbal or non-verbal conduct. All such behaviour is unacceptable where it is unwanted, unreasonable or offensive to the recipient.

4. TERMINATING MEMBERSHIP

- 4.1** Members wishing to leave the band should inform the Committee Secretary, giving their reasons. Any band related reasons will be reviewed and addressed by the committee.
- 4.2** The Committee may expel any member for misconduct, for continued non-attendance, non-payment of subs or any other action deemed to be contrary to the wellbeing of the Band. The procedure preceding an expulsion shall be:
- 4.2.1** The Committee will inform the member of the proposed expulsion in writing, giving the reason(s) for such.
- 4.2.2** The member must be informed at least two weeks before the Committee meeting.
- 4.2.3** The member shall have the right to appear before the Committee to answer any charges before being expelled.
- 4.2.4** Having heard the appeal, the decision of the Committee will be final.
- 4.3** Any member being expelled or resigning from the Band shall return all Band property to a Committee Member within 14 days of terminating membership.

5. SUBSCRIPTIONS

- 5.1** Subscriptions shall be set at the Annual General Meeting and/or Extraordinary General Meeting.
- 5.2** Provision for the payment of subscriptions shall take one of the following forms:
- 5.2.1** Monthly standing order (Preferred).
- 5.2.2** Annual payment that shall be paid within the first quarter of the year.
- 5.2.3** Weekly (or other) payments by arrangement with the Treasurer.
- 5.3** All members are required to pay subscriptions unless a dispensation has been agreed to by the Committee.
- 5.4** New members shall be free of subscription payments for their first 3 months' attendance. Returning members will not receive a payment free period.
- 5.5** A discounted subscription rate is available for family members or partners living at the same address.
- 5.6** Any member who has not made provision for the payment of subscriptions does not hold a power to vote at any band meeting until payments have been made in full.

- 5.7** Non-payment of subscriptions for 3 months will be notified to the member in writing, with a warning that membership may be terminated if subscriptions remain unpaid for 6 months.

6. MANAGEMENT COMMITTEE

- 6.1** The Band will be managed by a Committee which will be answerable to the Band members.
- 6.2** The Committee will consist of four officers Chair, Vice Chair, Treasurer and Secretary; plus a Bandmaster and Publicity Officer.
- 6.3** Other band members with non-specific areas of responsibility may be voted on to the committee as required, at an Annual (or Extraordinary) General Meeting.
- 6.4** In addition to the clauses above, the Musical Director is an ex-officio member and has the right to be a member of the committee if they wish.
- 6.5** The maximum number of committee members shall be 8 plus the MD; or 9 if the MD elects not to take their place on the committee.

7. QUORUM

- 7.1** In order that the committee can continue to routinely and continuously support the band, a smaller quorum of committee members is permitted at committee meetings, with those committee members present being able to make decisions under the following terms:

- 7.1.1** The quorum shall comprise of at least 50% of the committee and must contain at least one officer of the committee.

8. RESPONSIBILITIES OF THE COMMITTEE:

- Meet at least bi-monthly, at a place and time to be decided by the Committee members.
- Act jointly and severally on behalf of the Band.
- Ensure that the band functions legally
- Take reasonable steps to protect the assets of the band and its members.
- Provide suitable premises in which to hold rehearsals and meetings.
- Account for and maintain the finances of the Band.
- Appoint an appropriately qualified Musical Director (MD).
- Respond in a timely manner to engagement enquiries, agreeing, where applicable, a fee for each engagement.
- Create concert plans, including the definitive logistics for setting up at venues and the defining of tasks and deadlines for the completion of each element.
- Define the rules for deportment and the expected standards of uniform.
- In conjunction with the MD, define, early, the set lists for each Band engagement.
- In conjunction with the MD, ensure that the band library is properly managed.
- Catalogue, file, distribute and archive the band's music holdings.
- Define a strategy for marketing and publicity of the band.
- Actively promote the Band utilising all forms of available media and advertising outlets.
- Ensure an asset register of all band equipment is produced and maintained.
- Define a strategy for recruitment and training.
- Secure, where practicable, annual sponsorship.
- Arrange social functions.

9. ELECTION PROCEDURE

- 9.1** Members of the Committee are only elected at an Annual General Meeting or by exceptional circumstance at an Extraordinary General Meeting.
- 9.2** Any band member, as described in Para 3.1, is eligible for election to the Committee.
- 9.3** Members will be given 14 days' notice of the AGM or any pending EGM.
- 9.4** Members can be nominated by any other band member, excepting a family member.
- 9.5** Members nominated for a specific committee role are also nominated for general committee membership.
- 9.6** Any incumbent committee member wishing to stand again will be automatically nominated by the committee.
- 9.7** Valid nominations are to be sent to the Secretary at least 7 days prior to the advertised AGM or EGM.
- 9.8** In the event that the number of nominations exceed the positions available;
 - 9.8.1** For specific roles, an election by secret ballot will take place.
 - 9.8.2** For general members;
 - 9.8.2.1** Nominees may volunteer to stand down, or;
 - 9.8.2.2** If nominations are still oversubscribed, then a secret ballot will take place at the next band rehearsal, once ballot papers have been produced.

10. CO-OPTED COMMITTEE MEMBERS

- 10.1** When necessary the Committee retains the power to co-opt other members of the Band to fill vacancies.
- 10.2** No-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Committee are co-opted members.
- 10.3** Chair and Vice Chair vacancies can only be filled at an AGM or EGM

11. COMMITTEE POSITIONS AND RESPONSIBILITIES

11.1 CHAIRMAN (Officer)

- 11.1.1** The Chairman is elected annually at the AGM by members of the Band.
- 11.1.2** The Chairman will chair committee meetings during a 12-month term of office and will hold the casting vote in the event of a tie on any motion.
- 11.1.3** The Chairman shall represent the Band when hosting dignitaries and special guests and offer hospitality, as appropriate, at functions.
- 11.1.4** The Chairman will define deadlines for tasks set at committee meetings and ensure that committee members fulfil their responsibilities.

11.1.4.1 Upon request, the Chairman will provide additional support for any committee member requiring assistance in a given task or role.

11.1.5 The Chairman will maintain full understanding of all tasks that are given to committee or co-opted members, especially those in relation to the delivery of Band engagements, ensuring they are carried out in the appropriate timeframe.

11.2 VICE CHAIRMAN (Officer)

11.2.1 The Vice Chairman is elected annually at the AGM by members of the Band.

11.2.2 The Vice Chairman will substitute for the Chairman in his absence.

11.3 TREASURER (Officer)

11.3.1 The Treasurer is elected annually at an AGM by members of the Band.

11.3.2 The Treasurer must maintain the band accounts on a continuous basis, ensuring that they are prepared, audited (internally) and presented for approval at each Annual General Meeting.

11.3.3 Make a monthly Income and Expenditure report available to Committee members.

11.3.4 Maintain the active collection of subscriptions from band members who have not set up a direct debit or standing order.

11.3.5 Be responsible for the cheque book.

11.3.5.1 This role moves to the Band Secretary when the Treasurer is absent for known periods of time.

11.4 SECRETARY (Officer)

11.4.1 The Secretary is elected annually at an AGM by members of the Band.

11.4.2 The Secretary will act as the single point of contact for band enquiries, and will:

11.4.2.1 Follow up any lead on potential new players.

11.4.2.2 Inform new players of their acceptance (or not) into the Band.

11.4.2.3 When necessary, tell players that they are no longer required.

11.4.3 Conduct all associated band secretarial duties; the Secretary must have sight of all correspondence.

11.4.4 In the absence of a Publicity Officer, the Secretary will ensure that the Band and its events are correctly, routinely and positively publicised across relevant media outlets and other forms of social media and online forums, as appropriate.

11.4.5 The following duties remain the primary responsibility of the Secretary, but may be delegated to other committee, or co-opted members as required:

11.4.5.1 Maintain correspondence with all engagement organisers, conducting appropriate on-site liaison during the event.

11.4.5.2 Take the minutes at all meetings.

- 11.4.5.3** Undertake all band related correspondence.
- 11.4.5.4** In conjunction with the Chairman, or Vice Chairman, book all venues.
- 11.4.5.5** Liaise with the Treasurer in advance for the payment of expenses for any guest conductor or players.
- 11.4.5.6** Maintain all records of insurance documents and contracts.
- 11.4.5.7** Ensure performance comperes are provided with the relevant information to assist them in their duties.
- 11.4.5.8** Assist in the production of programmes and song sheets.

11.5 MUSICAL DIRECTOR (Committee Appointment and Ex Officio Member)

- 11.5.1** The Musical Director shall be offered an Ex Officio position, see Para 12 below.

11.6 BANDMASTER (Member)

- 11.6.1** The is Bandmaster is elected annually at the AGM by members of the Band.
- 11.6.2** The Bandmaster shall control discipline within the Band.
- 11.6.3** Maintain overall responsibility for deportment at engagements, including dress code.
- 11.6.4** Liaise with the MD regarding staging of the band, including seating arrangements, checking stand heights and banners, and the position of the conductor's stand.
- 11.6.5** Direct, in consultation with the MD, the order of entry and exit from the performance area.
- 11.6.6** In conjunction with the MD and the Secretary, arrange for substitutes for absent players.
- 11.6.7** Introduce new players and guests to the Band.

11.7 PUBLICITY AND PUBLIC RELATIONS (Member)

- 11.7.1** The Publicity Officer is elected annually at the AGM by members of the band.
- 11.7.2** The committee shall determine the Band marketing policy covering all local media, social media and printed media; and provide appropriate instructions and guidelines to the publicity officer.
- 11.7.3** The Publicity Officer may create campaigns, which can be made public once approved by the committee.
- 11.7.4** The Publicity Officer is responsible for:
 - 11.7.4.1** Creating and maintaining the Band website and email address.
 - 11.7.4.2** Authorising content for the Band website
 - 11.7.4.3** Advertising forthcoming engagements via press, radio, Band website, social media and poster campaigns.
 - 11.7.4.4** Producing or delegate music programmes as required

11.8 VACANT POSITIONS

- 11.8.1** In the event that it is not possible to fill a position, or should a position become vacant during the term of office, then the committee shall either reallocate tasks to another committee member or seek to co-opt a member to fulfil the role.
- 11.8.2** The Vice Chairman may deputise for the Chairman for a maximum of 3 months, after which time an EGM should be called to appoint a new Chairman.
- 11.8.3** Another elected committee member may deputise as Vice Chairman, and the resultant vacant committee position may be filled by co-option.
- 11.8.4** Neither the elected Chair nor elected Vice Chair position may be co-opted.

12. COMMITTEE APPOINTMENTS

12.1 Musical Director

- 12.1.1** The Musical Director is appointed by the Committee.
- 12.1.2** The Musical Director shall be offered the position of Ex Officio member of the Management Committee.
 - 12.1.2.1** Should the Musical Director elect to decline this offer, then the Committee shall appoint one additional ordinary member to fill this vacancy until such time that the MD chooses to take up their position.
- 12.1.3** The Musical Director will receive an honorarium.
 - 12.1.3.1** A budget for the Musical Director's honorarium shall be set at an Annual General Meeting and/or Extraordinary General Meeting.
 - 12.1.3.2** The Committee shall determine the payment profile and may make regular and/or single payments not exceeding the budget set at AGM/EGM.
 - 12.1.3.3** The Committee may implement additional payments within the agreed budget, so long as there are mutually agreed objectives and an associated management process.
- 12.1.4** The Musical Director must have a thorough understanding of conducting, instrumentation, composition, and aural perception and analysis.
- 12.1.5** The Musical Director is responsible for the musical direction of the band including the selection of music to be performed.
 - 12.1.5.1** The Musical Director will propose musical programmes or themes for concerts and will consult with the committee however the Musical Director retains the final decision on performance programmes.
 - 12.1.5.2** The Musical Director will be solely responsible for the purchase of new music, but within the budget set by the committee.
- 12.1.6** The Musical Director shall improve, through rehearsals, the overall playing ability of the Band and individual band members.
- 12.1.7** The Musical Director shall maintain a thorough understanding of all developments in brass, wind and percussion instruments and performance.
- 12.1.8** Advise on the playing position of members within the Band.

12.1.9 The Musical Director shall appoint a Librarian and assign tasks accordingly.

12.1.10 During identified 'short' or 'specific' periods of absence, the MD shall appoint a suitable deputy who must be capable of fulfilling the MD's responsibilities defined in Para 12.1 above, but with the specific exception of Sub-para 12.1.6.2.

12.1.10.1 The Deputy Conductor appointment must be agreed by the committee.

12.1.10.2 The Deputy Conductor will not normally receive an honorarium; however, a payment may be made to cover reasonable expenses.

12.1.10.3 If the Deputy Conductor is not a member of the band, then a payment determined by the MD and the committee, may be made to cover reasonable expenses.

12.1.10.4 All Deputy Conductor costs shall be drawn from the MD's Honorarium budget.

13. NON-COMMITTEE APPOINTMENTS

13.1 Librarian

13.1.1 The Librarian is appointed by the Musical Director.

13.1.2 The Librarian is responsible for the cataloguing and maintaining all Band music.

13.1.2.1 Carry out any repairs to damaged music.

13.1.2.2 Arrange all music in score order before returning to the library.

13.1.3 Make available all spare music currently being played at every rehearsal.

13.1.3.1 Provide a complete set of music for any guest players.

13.1.4 Maintain a record of all music played at all Band engagements.

13.1.5 Collect all music that is not currently being played, check and put away.

13.1.6 Maintain a written record of all music loaned out and when returned.

14. BAND PROPERTY

14.1 Band Instruments. Any and all Band instruments remain the property of the Band and must be maintained in good playing order by the holder of the instrument. An instrument register shall be maintained by the Bandmaster for all Band instruments, to be completed, signed and dated by each Band member on receipt of the instrument. The register shall be updated annually for insurance purposes and held by the Bandmaster. Repairs and insurance will be paid for by the Band in the case of accidental damage.

14.2 Band members who play their own instrument will be responsible for their own repairs however the Band provides insurance for accidental damage providing that the instrument has been used in accordance with the terms and conditions of the policy, and that details of the instrument including replacement value, has been provided to the band.

14.3 Uniforms. All items of uniform issued by the band remain the property of the band. Members are requested to purchase their own black trousers/skirt, black socks/tights, and black shoes for informal occasions, and suitable black (or black and white) evening wear for concerts. Band raincoats are

available for purchase by members at a subsidised cost, and once acquired, remain the property of the member.

14.4 Loaning of Music. All music purchased by the Band remains the property of the Band. Any music purchased by Band members remains the property of the member, unless specified otherwise in writing. Any music written by a Band member remains the property of the member unless specified in writing.

14.4.1 Music may be loaned by another organisation or individual on receipt of a signed and dated letter from the person to whom the music has been loaned.

14.4.2 All loaned music must be recorded and signed for, with a date given for when the music will be returned, including an acknowledgement from the lessee that the Band will be paid for any items not returned by the agreed date, at the full current replacement cost of the music.

14.4.3 Failure by the lessee to return loaned music or scores in full, will result in an invoice for the full amount of a complete replacement, at the current rate.

14.5 Other Items. All other property purchased by the Band e.g. stand banners, mutes, music stands and other items of equipment remain the property of the Band.

14.5.1 Any other property purchased by Band members (e.g. percussion items) remains the property of the member, unless specified in writing.

14.5.2 Any item of Band property valued at £500 or less may be used for non- Devizes Town Band engagements with the permission of the Bandmaster who will duly inform the Committee. The band member requesting the loan will be responsible for any loss or damage. The Bandmaster may if they wish, refer any loan request to the Committee for discussion and final decision.

14.5.3 All items on loan must be recorded and signed for, a date given for when the items will be returned, including a written acknowledgement from the lessee that the Band will be paid in full, for any items not returned by the agreed date and in the same condition as when issued.

14.5.4 Loan requests for items valued in excess of £500 may be considered by the Committee, and if such loans are considered to be in the best interest of the Band, then the Committee may wish authorise the loan.

15. BAND REHEARSALS

15.1 Band practice is held from 8pm to 10pm every Monday (except Bank Holidays), unless otherwise informed by the Band Secretary. Extra practices may be called at the discretion of the Musical Director.

15.1.1 Band members are encouraged to be ready for rehearsals at least 15 minutes prior to the advertised start time.

15.2 The Band will host open rehearsals as required, at least annually. Attendees should be encouraged to advise the MD of their intention to play and state their instrument, previous experience and if appropriate their grade.

15.3 Members may be approached by friends; or may wish to invite guests to a general rehearsal. The band is keen to encourage new members, but all such requests must be at the discretion of the MD.

15.4 In all cases, the Librarian and Bandmaster must be informed so that appropriate music and seating can be provided, and section members must be advised before agreeing to any requests to play. Invitation to join a rehearsal does not guarantee a place in the Band.

16. BAND_MEMBERS RESPONSIBILITIES

- 16.1** Band members are expected to attend regular rehearsals and engagements.
 - 16.1.1** Members who are not sufficiently rehearsed may not be eligible to play at engagements. The Musical Director will make the final decision on a case by case basis.
 - 16.1.2** If an absence is known or expected in advance, it is to be noted as soon as possible in the Availability Calendar on the Band website, ensuring that the MD and/or Bandmaster is made aware well in advance of the absence.
- 16.2** Members must respond promptly to engagement requests.
- 16.3** Members should assist in finding a replacement player when unable to attend an engagement.
- 16.4** Members must leave music with the Librarian if not attending a rehearsal or engagement.
- 16.5** Members should assist with the setting up and packing away at engagements and rehearsals.
 - 16.5.1** Exercise care, particularly when lifting heavier items, and when using stairs.
 - 16.5.2** Always work within your own limitations.
- 16.6** Members should assist the Committee and other Band members, as required.
- 16.7** Members must comply with the Bandmaster's instructions regarding dress code and deportment. Any changes to the designated dress code can only be made with the permission of the bandmaster.
- 16.8** Members must always respect the Musical Director, at engagements and during rehearsals.
 - 16.8.1** Stop play promptly when instructed.
 - 16.8.2** Keep conversation to a minimum.
 - 16.8.3** Always listen when the MD is speaking.
- 16.9** Band rehearsals and engagements can be noisy environments. Members should:
 - 16.9.1** Avoid making unnecessary noise and be aware of others nearby.
 - 16.9.2** Make their own provision to protect their hearing.
- 16.10** Foam earplugs are always available on request at rehearsals
- 16.11** Members should not express adverse views of the band on social media, or any other public arena.
- 16.12** Members should be courteous and respectful of anybody who has cause to address the Band.

17. ANNUAL GENERAL MEETING

- 17.1** The Annual General Meeting will take place within 10 weeks of the end of the financial year, giving not less than 14 days' notice in writing to the Band membership.
- 17.2** The notification must clearly specify the object(s) to which the discussion shall be solely confined. No decision at such meetings shall be binding unless there is at least 55% of total band membership present.
 - 17.2.1** The Treasurer shall determine the number of members needed for the stated 55% by the number of members able to vote at the time of the meeting.

18. EXTRAORDINARY GENERAL MEETING

18.1 The Committee may, at their discretion, call an Extraordinary General Meeting at any time, giving not less than 14 days' notice in writing to the Band membership. The notification must clearly specify the object(s) to which the discussion shall be solely confined. No decision of such meetings shall be binding unless there is at least 55% of total band membership present at the meeting.

18.2 The Committee will call an Extraordinary General Meeting, subject to the preceding restrictions, on the written requisition of 55% of total band membership.

18.2.1 The Treasurer will determine the number of members needed for the stated 55% by the number of paid up members able to vote at the time of the meeting.

19. MOTIONS AND RESOLUTIONS

19.1 All propositions for consideration at General Meetings must be lodged with the Secretary at least 7 days before the date of the meeting. Such propositions must be made in writing by proposer and seconder, both being Band members.

19.2 There will be no 'Any Other Business' at AGMs or EGMs.

19.3 At any General Meeting only paid up members of the Band shall be entitled to vote. New members in their three-month subscription free period are not entitled to vote. Any resolution put to the vote of the meeting shall be decided by a show of hands unless a secret ballot is requested by at least 6 members present. Unless a secret ballot is so requested, a declaration by the Chairman that the resolution has, on a show of hands, been carried or lost shall be conclusive.

20. AMENDING THE CONSTITUTION

20.1 The Constitution can only be amended at an Annual, or Extraordinary General Meeting called for the purpose under Paras 15 and 16 and governed by the conditions laid down in Para 17.

21. WINDING UP THE ORGANISATION

21.1 The Band shall not be dissolved so long as there are at least 6 members opposed to the course.

21.2 If at a General Meeting a special resolution to wind up the affairs of the Band is duly proposed and passed, the Committee shall realise so much of the assets of the Band as may be required to discharge all liabilities, and any remaining assets shall be dispersed at the direction of the said General Meeting.

21.3 In this instance, no such special resolution shall be passed if there are 6 or more members opposed to the resolution. Under these conditions Paras 15 and 16 shall not apply.

21.4 Any sponsored or donated band equipment must, in the first instance, be offered back to the originator, prior to any liquidation of band holdings being conducted.