



Toddington Town Band Constitution

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Name

The organisation shall be called “Toddington Town Band”, hereafter called the “band”.

Vision

Music for pleasure, music for us, music for our community

Aims and Objectives

The band aims to:

- Provide musical entertainment for the general public by achieving the best possible musical standards in public performance and for its members to gain satisfaction and pleasure from playing in the band.
- Promote the practice and enjoyment of the art of music for recreation and to make participation in music accessible to anyone irrespective of their personal circumstances.
- Encourage all amateur musicians and in particular assist the development and education of learning musicians, recognising the positive impact playing music has on people’s health and wellbeing, and to foster and maintain a positive social community.
- Create a safe and welcoming environment where making music together is fun and enjoyable, whilst striving for individual and collective musical improvement.
- Improve and maintain links with the local community through its concert programme.
- Support new ventures, as agreed by the committee in consultation with the band where relevant, in order to further the interests of the band.
- Be an organisation which respects and values equity, diversity and inclusion.

Administration

- The band shall be administered by a committee elected by its own membership. The band committee has ultimate responsibility for the day-to-day management of the band.

Annual General Meeting (AGM) and Extraordinary General Meetings (EGMs)

- The band shall have the opportunity to elect the committee at the AGM. The AGM shall be held at such time and place as the band committee shall determine. The AGM shall be held within three months of the close of the band's financial year.
- EGMs can be convened by the band committee at any time for any purpose. An EGM can also be convened by a minimum of 5 band members in writing to the committee stating the purpose for calling the meeting.
- The quorum of an AGM or EGM shall be 51% of the current band membership, including either the chair or the secretary.
- Notice of the AGM or of any EGM shall be given to the band not less than 14 days before the date of the meeting.
- Any proposals for discussion at an AGM or EGM shall be given to the secretary not less than 7 days prior to the meeting.

Committee Meetings

- The committee will hold regular meetings, at least quarterly, to discuss the band's affairs.
- A quorum of the committee will be 5 individuals, of which no less than 2 must be elected officials, including the chair and the secretary.
- The committee may co-opt such others as may be considered necessary from time to time. The co-opted person may contribute to the business of the committee but cannot vote.
- Any band member may make a request to the chair or secretary to attend a committee meeting and may contribute to the business of the committee, but cannot vote.

Voting rights

- Any matter to be decided by a vote, whether by the committee or the band, can only take place if a quorum is present.
- All votes at committee or general meetings are passed by the overall majority of the meeting. Voting shall be by a show of hands or secret ballot at the discretion of the chair. In the event of there being a tie, the chair, or their elected deputy, will have the casting vote.
- Minutes of all committee or general meetings will be taken and kept by the secretary. The minutes (or a summary of discussions) will be made available to all band members.
- In the event of a vacancy occurring in the membership of the committee, the vacancy shall be filled by the appointment of a serving member of the committee or, if this proves impractical, by the appointment of a person outside the committee. The person appointed shall serve up to the date of the next AGM or for such shorter period as the committee shall decide.

Committee appointments

- Elected posts are:
- Chair
- Secretary
- Treasurer
- Band Master
- Band Sergeant
- Publicity Officer
- Development Band Committee Member
- Plus up to 5 committee members
- The roles of President, Vice President, Child Protection Officer, Deputy Child Protection Officer, Health and Safety Officer, Social, Secretary, Librarian, Refreshment Co-ordinator, Instrument Co-ordinator and Uniform Co-ordinator are currently considered to be elected non-Committee posts.
- A band member may hold two or more posts at any time to ensure that band and committee functions are fully supported.

Duties of Officers

- Please see Appendix 1.

Duties of Other Elected Members

- The honorary positions of President, Vice President and Life Members are to be proposed by the committee and shall be elected by majority vote at either the AGM or an EGM. Whilst these positions do not have the privileges or responsibilities of membership, they shall be invited to any relevant band functions.

Appointed Roles within the Band

- The senior band musical director and development band musical director are appointed by the band at an AGM or EGM following their application. The appointment will be confirmed by majority vote annually thereafter at the AGM. The musical director posts are subject to an initial three month probationary period, at the end of which the appointment will be mutually reviewed by the committee and the post-holder.
- The musical director(s) may be invited to attend committee meetings. If present, the MD(s) will have voting rights.

The Membership / Rights and Responsibilities

- A member is defined as someone who is a subscriber to the band. Only members who pay the regular agreed subscription to the band are entitled to the full rights of membership. This includes the right to vote, to use band property and to serve on the committee.
- New members are always welcome. A new member will be allowed to attend 4 rehearsals before being asked to make a decision about whether to join the band. Subject to approval by the musical director, the secretary will then ask the new attendee if they wish to become a full member of the band.
- New members will be given a welcome letter and a copy of the constitution. They will be required to complete and sign a personal information sheet. After this point, a new player will become liable to pay band subscriptions and subject to the constitution of the band.
- All members have equal voting status at general meetings.
- Any band member having a matter for discussion, disagreement or complaint must submit it to the secretary, who will bring it to the committee for discussion and/or decision. A response will be given within 14 days of that discussion/decision.
- No member of the band shall receive any financial reward for performance with the exception of honorariums as agreed by the committee.
- The level of subscription will be proposed by the committee and ratified by the band members at the AGM or EGM if the level of subscription is changed mid-year.
- The names and addresses of all members will be recorded in a suitable ledger. The instrument played and any band property in a member's possession will be recorded.
- Members who intend to resign should do so in writing to the secretary and return all band property within 14 days of resignation.

Concerts and Rehearsals

- The band shall rehearse weekly on an evening at a suitable venue to be decided by the committee.

- The band will meet for rehearsal throughout the year. Any breaks in the rehearsal schedule will be at the discretion of the committee and advised to band members.
- All members are expected to attend rehearsals on a regular basis. The expectation is that when a member is unable to attend a rehearsal, they should let the band sergeant know in advance.
- Band members will be advised by the band sergeant of arrival times for engagements and should make every effort to arrive punctually.
- Members should make every effort to attend band engagements and are reminded that when the band accepts an engagement, it is making a formal contract to provide a musical service, irrespective of whether a fee has been charged.
- Setting-up and packing-away before and after concerts and rehearsals is the responsibility of all band members.
- Following all rehearsals or engagements, an adult member of the band with a valid band DBS clearance certificate will remain with any unaccompanied member of the Band or guest player under the age of 18 until that child is collected, in order to ensure the safety of the child.
- All band members shall respect the accommodation provided for rehearsal purposes and obey any rules in place at that establishment.
- If a member is unavailable for a concert or an event, it is a requirement that they will give the band sergeant adequate notice of at least 7 days unless there are extenuating circumstances.
- The senior band musical director has the responsibility for choosing the band's annual repertoire. The MD also has responsibility for selecting musical programmes appropriate to each engagement throughout the year,. In the event of the MD being unavailable the band master will assume this role or nominate an assistant conductor. The MD or their deputy has full control of the band during musical engagements.
- The names of all guest or deputy players will be notified to the band sergeant. Guest players may include members of the development band.
- The treasurer is authorised to reimburse travelling expenses of deputy players. A mileage allowance will be agreed by the committee.

Uniform

- Unless otherwise stipulated the formal senior band uniform is: band uniform jacket, white formal collared shirt, band uniform tie, black formal trousers (not jeans)/knee-length skirt, black socks/tights and black shoes.
- Unless otherwise stipulated the development band uniform is: white shirt, black formal trousers (not jeans)/knee-length skirt, black socks/tights and black shoes.
- The band's summer uniform (senior and development) shall be band black polo shirt plus fleece, these shall be used for engagements when the formal uniform not required i.e. fetes or non-concert events.
- The band's winter uniform (senior and development) shall be band coat, with either formal uniform or warm clothes, depending on the engagement.
- Band members will be provided with all band uniform items which bear the band logo. Members are responsible for providing other uniform items and no assistance is available in this regard.
- When in band uniform players will uphold the dignity of the band and not do anything which would bring the band into disrepute.

- Band members must keep themselves and their uniform clean and presentable at all times.

Conduct

- Band members should conduct themselves in a way that reflects positively on the good name and reputation of the band. Any behaviour that may harm this reputation may be considered as inappropriate. Any example of inappropriate behaviour or conduct that is reported to the committee will be investigated thoroughly by a maximum of 4 committee members and may lead to disciplinary action being taken. Examples of such conduct may be, but not limited to, drunkenness, rudeness, use of bad language, aggressive behaviour towards another person, any kind of verbal or physical threat.
- Band members should show respect towards one another and towards any guest players or volunteers working with the band. Individual rights will be respected; neither bullying nor any other form of verbal or physical abuse will be tolerated. Encouragement will be given to players by the recognition of individual and collective achievements.
- In all matters of discipline the committee will try to resolve the matter in an informal manner. In more serious or complicated cases, the full committee will consider the evidence presented as a result of investigation and will determine the appropriate course of action. The committee has ultimate authority in this regard and in serious cases can terminate a player's membership. There is no appeal process and the decision of the committee is final and binding.
- Smoking (including vaping) and drinking alcohol whilst performing at an engagement is not permitted.
- All band members shall safeguard the health and wellbeing of any child or young person associated with the band by complying with the Toddington Town Band's child protection policy.

Equipment

- Any member who borrows or loans any band property is entrusted with its care. It is expected that the property, of whatever type, is kept safe from damage, theft or from anything that is liable to cause deterioration in its condition. Any defects or faults must be reported promptly to the appropriate band officer or, in the case of music, the librarian.
- It is the individual's responsibility that music taken away for home practice is made available at each rehearsal and concert. In the event of absence from a rehearsal or concert the borrower must make this music available to the band librarian or another band member.
- Players shall maintain their instruments in good playing order.
- The upkeep of the music folders is not the sole responsibility of the librarian. Members are responsible for their own music. If music is lost or misplaced the individual is responsible for reporting this, and preferably for making arrangements to secure another copy.
- Band property of whatever kind may only be lent to full members of the band with prior permission from the appropriate officer and recorded.
- Damaged caused (with the exception of that due to usual wear and tear), and the cost to repair said damage, may be the liability of the individual member; such liability would be determined by the committee.

- On no account should property belonging to the band be hired or loaned to any non-members or third party, unless approved by the committee. To do so will render the borrower personally liable for the total cost of repair or replacement.
- Band music can be loaned to other bands with the permission of the committee and with the agreement of the librarian. No music to be removed from music library without permission. All music on loan must be signed for.
- Should a band member wish to use a band instrument for any purpose outside of rehearsals or concerts/engagements they must seek written permission from the committee to do so. Band instruments are not insured for use at any events outside of official band activities.
- Music or equipment may only be purchased with the agreement of the committee, unless gifted to the band.

Financial

- All members of the band will be expected to pay a subscription. Any applications for exemption to this should be made to the chair or treasurer for confidential consideration.
- The committee will determine the level of subscriptions and this will be reviewed as required and approved at the AGM or an EGM.
- Subscriptions should be paid on time and upon request from the treasurer. Members are requested to pay in advance by bank transfer.
- The Treasurer will maintain records of all transactions.
- The financial year of the band shall run from 1st January to the 31st December.
- Audited accounts shall be presented by the treasurer at the AGM.
- All money received from any source shall be paid into the nominated bank society account.
- Access to the band's bank account shall be granted to the Treasurer, Chair and Secretary at all times.
- Band money shall be used solely for the purpose of defraying proper costs, charges and expenses incidental to the administration and management of the band and for the purchase of new or replacement equipment.
- The level of fees to be charged for band performances will be determined by the committee.

The Development Band

- The development band is an integral part of Toddington Town Band and its members are subject to the Constitution with the following supplementary points:
- The development band shall rehearse weekly on the same evening and at the same venue that Toddington Town Band rehearses.
- The development band will meet during local school term time and will break for half term, Christmas, Easter and summer holidays.
- The development band will endeavour to develop the musical ability of all its playing members, provide opportunities for performance and thereby give appreciation, satisfaction and pleasure, through social music making.
- As players reach an appropriate standard they may be invited to play with, and eventually join, the senior band.
- The development band musical director will liaise with the senior band musical director with regard to joint musical activities and the nomination of development band players to join the senior band.

- Players may join the development band at the discretion of the development band MD.
- A representative of the development band will be invited to participate in meetings of the committee.

Individual tuition

- Any individual receiving tuition may be loaned a band instrument and/or equipment under the same terms and conditions as band members.
- Individuals receiving tuition are considered associates of the band and are welcome to join any social activities. However they are exempt from paying subs and are not entitled to other rights of membership.
- In order to ensure the safety and safeguarding of individuals receiving tuition, one-to-one tuition can only be given by those members of the band appointed by the committee, and with a valid band DBS clearance certificate and shall be not undertaken in isolation from other band activities. It is the responsibility of the committee to ensure that band members undertaking individual tuition comply with the band's child protection policy (Appendix 2).

Liquidation and Dissolution

- The band shall not be broken up or disbanded as long as there are a minimum of 5 members of the band opposed to this course of action.
- A resolution to dissolve the band shall be considered at a general meeting of which proper notice has been given and at which not less than 51% of the members (a minimum of 5 people) shall be represented. If the resolution is carried the committee shall thereupon or at such future date as shall be specified, obtain the return of any properties on loan from the band and, after discharging from the funds all liabilities, divide the remaining assets among such organisations or bodies as the committee shall decide. When all liabilities have been discharged and the assets have been divided as aforesaid, the band shall be dissolved.
- In the event that the band is dissolved, the committee will act as trustees.
- The trustees will hold any remaining assets for a period of 5 years. In the event of an attempt to reform the band these assets may be released to the new membership to support this process. After 5 years, any surplus assets shall be donated to a charitable organisation, nominated by the trustees, whose aims and objectives are similar to the band.

Alteration of the Constitution

- The constitution may be altered and amendments may be made with the sanction of a resolution passed by a majority of not less than 51% of the membership who vote at the AGM or an EGM convened for that purpose.
- This constitution will be reviewed annually the Committee and will be approved by the band at the AGM.

APPENDIX 1

DUTIES OF OFFICERS

Elected committee posts

Chair

- To chair both general and committee meetings
- To keep meetings to the agenda and in a timely manner, facilitating discussion and encouraging all members to participate
- To liaise with the secretary about dates, arrangements, agendas, correspondence for committee meetings and content of minutes
- To liaise with the treasurer about the financial state of the band
- To be familiar with all the Band rules and regulations contained within the constitution
- If a vote has to be taken, to ask for formal proposal and clarify the procedure. In the event of a tie, the chair will have the casting vote
- To be the spokesperson and/or formal representative of the band as required

Secretary

- To take enquiries and bookings for band engagements
- To contact outside organisations and make enquiries about possible engagements i.e. supermarkets, garden centres etc.
- To obtain relevant collecting licences and permits
- To prepare and distribute engagement list
- To liaise with the chair in the preparation of agendas for general and committee meetings and to prepare and share minutes of general and committee meetings with all band members
- Along with the treasurer, to obtain band insurance and Performing Rights Licence
- To keep an up-to-date list of band members, their contact details and any band instruments or equipment in their possession in compliance with Data Protection legislation

Treasurer

- To receive all subs and draw monies from band members and ensure that its receipt is properly recorded
- To ensure rent is paid to the rehearsal venue on a monthly basis
- To ensure that all fees are received in a timely fashion
- To ensure timely banking of all funds
- To ensure the chair and secretary have access to bank accounts at any time
- To ensure band insurance, liability insurance and Performing Rights Licence are in place
- To provide an accurate financial picture for committee meetings
- To ensure the accounts are prepared for the auditor for checking at the end of the financial year
- To provide floats etc. where necessary

Band Master

- To act as deputy conductor for rehearsals and performances in the Musical Director's absence (or appoint a deputy if required)

- To work with the MD to select music suitable for engagements
- To arrange for the purchase of new music
- To arrange for the acquisition of new instruments and equipment as agreed by the committee
- To agree band personnel and their seating positions with the MD
- To liaise with the band sergeant in arranging cover for band members absent from performances if required

Band Sergeant

- To be point of contact for band members unable to attend any rehearsal or engagement and to report this to the MD or their deputy
- To ascertain the availability of band members for all engagements and assist the band master in finding replacement players if required
- To ensure that each member is aware of the uniform to be worn and arrival times for all engagements
- To ensure that the band is properly set up and appropriately seated in a timely and orderly manner for all engagements

Publicity Officer

- To be responsible for all publicity or marketing issues and material
- To produce posters, programmes and flyers for band events during the year
- To oversee and monitor the website and its content and update the website as necessary
- To maintain an up-to-date social media presence, in particular the Band's Facebook page

Development band committee member

- To act as a means of communication between development band members and the committee
- To represent the views of development band members to the committee as required
- To report development band activities to the committee
To inform development band members of the outcome of committee meetings
- To advise development band members of all band events and activities

Committee Members

- To attend and participate in committee meetings as regularly as possible
- To represent the views of senior and development band members to the committee as required
- To positively represent the views and decisions of the committee as required

Elected Non-Committee posts

President

- To act as a figurehead for Toddington Town Band
- To positively represent the band and its activities within the local and wider communities
- To investigate opportunities for promoting the band

Vice President

- To act as a figurehead for Toddington Town Band
- To positively represent the band and its activities within the local and wider communities
- To investigate opportunities for promoting the band
- To represent the president in their absence

Designated Child Protection Officer

- To hold a valid band DBS clearance certificate
- To provide information and advice on child safeguarding within Toddington Town Band
- To ensure that Toddington Town Band child protection policy is followed and reviewed to align with national guidelines
- To coordinate the processing of DBS clearance paperwork as required by band members
- To act as the first point of contact and support to either a child or young person, or to a band member or associated volunteer, reporting concerns of abuse
- To record an allegation of abuse made by a child to a band member using the reporting form included in the child protection policy, and take further action deemed appropriate, including passing on information to the appropriate agency
- To report any allegation of abuse made against a band member to the committee for discussion and decision regarding disciplinary action
- The designated child protection officer will continue to hold this post until any successor appointed by the Band at the AGM is in receipt of a valid band DBS clearance certificate.

Deputy Designated Child Protection Officer

- To hold a valid band DBS clearance certificate
- To undertake the role and responsibilities of the designated child protection officer in their absence
- The deputy designated child protection officer will continue to hold this post until any successor appointed by the band at the AGM is in receipt of a valid band DBS clearance certificate.

Social Secretary

- To research potential social events and ascertain their popularity with band members
- To arrange all aspects of social events including dates, venues and any ticket requirements and ensure that all band members are informed of any such events
- To collect any monies for social events as required and liaise with the treasurer regarding income/expenditure and relating paperwork
- To report on all social event activity at committee meetings

Librarian

- To be responsible for distribution of music parts as requested by the Musical Director and/or their deputy
- To obtain additional copies of parts as required
- To obtain missing parts from other sources where possible

- To collect in all music as requested by the MD and check all parts have been returned before filing
- To keep the music library list up-to-date

Refreshments Co-ordinator

- To liaise with the band secretary regarding refreshment requirements for all formal concerts hosted by the band.
- To provide suitable refreshments for formal concerts hosted by the band, taking into account availability of equipment and facilities such as hot water. This includes items such as cups, plates, serviettes, as well as refreshment items such as tea, coffee, sugar, milk, soft drinks.
- To ask band members to provide cakes or other foodstuffs if appropriate.
- To ensure people are available to serve refreshments during the concert interval.
- To ensure that the refreshment serving area is left clean and tidy after use, including any washing up, clearing of rubbish etc.
- To liaise with the treasurer regarding reimbursement of costs incurred.

Instrument Co-ordinator

- To note any repairs required to band instruments and arrange for repairs as necessary
- To advise the secretary regarding the loan of any band instruments to band members
- To undertake an annual stock-take of band instruments in advance of the band insurance renewal and pass information regarding this to the treasurer

Uniform Co-ordinator

- To be responsible for the distribution of band uniform items to all members as required
- To ensure that any deputy/guest players are equipped with the correct uniform at engagements as far as is practically possible
- To be responsible for ensuring that any uniform items are returned to the band should a member resign
- To be responsible for storage of any surplus uniform items
- To note any repairs required to uniform items and maintain adequate stock levels of reserve uniform items

Appointed Roles

Senior Band Musical Director

- To encourage and direct the band during rehearsals and live / recorded performances in order to achieve desired musical effect and to develop players in their musical ability
- To be responsible for choosing the band's annual repertoire each year
- Having liaised with the secretary, band master and band sergeant, to consider factors such as ensemble ability and size, and availability of appropriate music, in order to compile suitable programmes for all engagements
- To liaise with the librarian to ensure availability of scores and music parts as required

- To plan and schedule rehearsals to ensure music is fully rehearsed for each performance
- To position members appropriately within their section in consultation with the band master to ensure desired musical balance is achieved
- To provide the band master / deputy conductor the opportunity to conduct the band in rehearsal on a regular basis
- To ensure that Band members are made aware of intended programmes 6 weeks prior to formal concerts and a minimum of 2 weeks prior to other engagements in order to facilitate members' personal rehearsal
- To liaise with publicity officer with regard to programme publication, giving a minimum of 2 weeks' notice prior to the engagement of final programme

Development Band Musical Director

- To encourage and direct the band during rehearsals and live performances in order to achieve desired musical effect and to develop players in their musical ability
- To be responsible for choosing the band's repertoire in consultation with the senior band musical director
- To consider factors such as ensemble ability and size, and availability of appropriate music, in order to compile suitable programmes for all engagements
- To liaise with the senior band musical director regarding the appearance of the development band alongside the senior band at engagements
- To liaise with the librarian to ensure availability of scores and music parts as required
- To plan and schedule rehearsals to ensure music is fully rehearsed for each performance
- To ensure that band members are made aware of intended programmes 6 weeks prior to formal concerts and a minimum of 2 weeks prior to other engagements in order to facilitate members' personal rehearsal
- To position members appropriately within their section to ensure desired musical balance is achieved
- To liaise with the senior band musical director regarding the progression of players from the development band to the senior band