

THIRD CARRICKFERGUS BAND



CONSTITUTION

&

RULES

May 2016 V1.1

CONSTITUTION OF THE THIRD CARRICKFERGUS BAND

This is the constitution of the above mentioned organisation and as such may only be amended at an Annual General Meeting by two thirds majority vote of all members of the organisation who are eligible to vote. Twenty-eight (28) days' notice of any proposed amendment must be given to the Secretary in writing. Such proposals must bear the signature of the proposer and the seconder.

GENERAL

- This organisation shall be known as the "Third Carrickfergus Band"
- The organisation shall be a voluntary public subscription supported brass band.
- The organisation shall not have any political, sectarian or religious connotations and shall be completely impartial in these respects.
- The organisation shall not be dissolved as long as nine (9) of its members desire to keep it going.

In these rules, wherever the context so requires, the masculine shall include the feminine and the singular shall include the plural.

OBJECTIVES

- To promote the playing, understanding and appreciation of brass band music in its various forms.
- The provision of training for band members by way of regular practices, private and public musical engagements and taking part in competitions.
- To enhance the musical interests of the public, thereby publicising the name and accomplishments of the area of Carrickfergus.
- To foster good relationships and participation with other musical organisations within Northern Ireland.
- To increase facilities for the musical advancement of the members and to stimulate local interest in the musical and cultural development of the band.

MANAGEMENT

Management of the band shall be vested in the Band Committee.

Advisors and guarantors to the band shall be a group of 3 elected trustees who shall have rights of veto over the Committee's decisions that would place the band in debt and other responsibilities (see page 3).

Eligible band members shall elect the following officers annually to form the Band Committee: -

Chairman, Vice-chairman, Secretary, Treasurer, Librarian, Equipment Officer and one additional committee member.

Eligible band members shall elect the following non-committee officers: - Assistants to the Treasurer, Librarian, Equipment Officer; Press Officer, delegates to NIBA and BBL (if deemed necessary).

In the event of the death, prolonged absence or resignation of a Committee member the Committee may co-opt the services of another member to fill the vacant post until the next Annual General Meeting.

The duties of the aforementioned officers are as follows: -

CHAIRMAN

To preside over all band meetings. Supervise the workings of the Band's Committee. Sanction all band expenditure. Act as spokesman for the band. To keep the trustees informed of all major decisions of Band Committees.

VICE-CHAIRMAN

Such of the Chairman's duties as are assigned to him/her by the Committee or by the Chairman in his/her absence.

SECRETARY

Deal with all band correspondence. Take, keep and make available as necessary minutes of all band meetings. Take bookings for all band engagements and functions and keep records of same. Keep records of band membership. Arrange all band meetings and give notice of same. Register band members for contest purposes.

TREASURER

Control of the band's finances as specified in the *FINANCIAL* paragraph (see page 4). Keep the band's accounts up to date. Collect members' subscriptions. Take charge of all monies collected, granted or donated to the band. Produce an audited balance sheet for the Annual General Meeting or when required by the Committee. Organise collections at engagements where required.

LIBRARIAN

Catalogue and keep in good order by repair and replacement the band's music library and ensure that all members have the correct music available for practice and engagements.

EQUIPMENT OFFICER

Be responsible to the Committee for the care of all property owned by the band. Ensure band members are properly equipped with instruments and uniforms. Ensure that members take reasonable care of property loaned to them. Keep records of signatures for all property loaned. Ensure that collective items or equipment (stands, drapes, chairs, music etc.) are available for band use at practices and engagements. Authorise when necessary the use of band property by a band member with any other organisation when approved by the Committee. Keep the practice room tidy. Keep an up to date inventory of all band property. Maintain a temporary loan book.

MUSICAL DIRECTOR

The Committee shall, as necessary, recommend to the band the appointment of a Musical Director. His responsibilities shall be: -

Be responsible to the Band Committee for the musical advancement of the band. Ensure band discipline at practices and engagements; Select musical programs in conjunction with the music committee appropriate for the band's engagements when directed by the Committee; Arrange for the training and instruction of all band members as applicable; Arrange, in conjunction with the Secretary, requirements for any band engagements.

ASSISTANT MUSICAL DIRECTOR

As above, in the absence or at the request of the Musical Director assist the Musical Director and be responsible for the youth and training bands.

TRUSTEES

Three (3) Trustees shall be appointed by the Committee, to serve on a lifetime basis. The three Trustees should be responsible local persons and where possible have considerable band experience. Selection of new Trustees may be proposed by the existing Trustees and placed with prior notice before the band for approval. The Trustees are to select their own spokesman. The trustees may veto band Committee decisions that would place the band in debt.

DISSOLUTION

In the event of the band being dissolved the Trustees will hold all monies and properties owned by the band in trust. The Trustees may only dispose of the band monies and property if after five (5) years they are unable to reform the band. During these five (5) years the Trustees are to advertise frequently in an attempt to reform the band. The band monies and property may only be disposed of to an established Northern Ireland charitable organisation with a musical interest.

PRESIDENTS

A President is to be elected by the Band at the Annual General Meeting to serve on a lifetime basis with the right of resignation.

VICE PRESIDENTS

Vice Presidents are to be elected by the Band at the Annual General Meeting to serve on a lifetime basis with the right of resignation.

MEETINGS

An Annual General Meeting shall be held no later than the month of February.

At the Annual General Meeting reports from the Chairman, Secretary, Treasurer and spokesman for Trustees shall be made and when applicable new Committee members elected.

Committee meetings are to be held at least quarterly. Four (4) members present will form a quorum.

Extraordinary General Meetings may be called at any time at the discretion of the Committee or the Board of Trustees.

FINANCIAL

The band shall hold a current account with a clearing bank. Cheques drawn on the current account must be authorised by the Chairman and either the Treasurer or Secretary. The amount held in the current account must not exceed for more than a period of three (3) calendar months such an amount as is agreed from time to time with the Trustees.

All excess monies to be transferred at three calendar monthly intervals by the Treasurer to a Deposit Account either with the same bank or with a reputable Building Society. Withdrawals from the Deposit Account must be authorised by the Chairman and one of the Trustees. Proper accounts shall be kept of all monies received and expended by the band. Such accounts must be prepared by the Treasurer every year. The prepared accounts are to be submitted to the members attending the AGM for their approval.

MEMBERSHIP

Membership shall be open to all persons who wish to play a band instrument and who agree to abide by the band rules and with the band's objectives as set out above. No member shall receive payment directly or indirectly for services to the organisation other than for legitimate expenses incurred in the execution of its functions. Membership will be divided into the following two categories: -

1. JUNIOR MEMBERS

Playing members aged fifteen (15) years or less will not be eligible to vote at the Annual General Meeting or hold Executive Committee office.

2. SENIOR MEMBERS

Playing members aged sixteen (16) years or more will be eligible to vote at the Annual General Meeting and hold Committee office only if their subscriptions are fully paid up.

3. ASSOCIATE MEMBERS

Former Playing Members may apply to become and be eligible to vote at the Annual General Meeting and hold office only if their subscriptions are fully paid up.

Senior and Junior Members shall pay such annual subscriptions as the Band shall decide.

All new members shall be placed on probation for one month. After this time the person will be proposed and if accepted by the full band will become a duly elected member of the band.

Any member of the Band who is involved in any act, which in the opinion of the Committee brings the Band into disrepute, may be suspended from the organisation for a period of not more than two months.

The member is to be informed in writing of the Committee's decision and invited to make amends and/or explain their actions within that two month period.

If there is a continued disagreement between the said member and the Committee, the member has the right to a final hearing before the full Band, when continued membership shall be decided by secret ballot. If after two months there has been no response from the member, the Committee shall ask the full Band for permission to remove said person from the Band's membership.

All members will be supplied with a current copy of the Band rules upon payment of their annual subscription.

BAND RULES

A set of band rules shall be drawn up by the Committee governing the conduct of members at practices, engagements and in general relationship to the Band. These rules may be amended at any time by the band Committee in as much as the rules by amendment do not affect this constitution.

INSURANCE

The Committee shall ensure that all band property is adequately insured. The Committee shall ensure that all band members are insured against accidents and public liability whilst engaged in band functions.

THE THIRD CARRICKFERGUS BAND – RULES

MANAGEMENT OF THE BAND

The band is managed by an elected Committee, which meets at least quarterly.

The Annual General Meeting of the Band is usually held in February of each year.

The Constitution of the Band establishes the framework within which the Band operates, and copies are freely available from the Secretary.

All matters concerning the organisation, planning, operation and financing of the Band should be referred to the Committee for discussion and action.

Members of the Band are requested to inform the Committee, through the Secretary, or any other Committee member, of any suggestion, ideas or complaints concerning the Band's activities.

MEMBERSHIP

All persons shall have equal opportunity. The Band welcomes applications for membership and participation in its activities from any individual.

New players of aged 15 years or over may be required to serve one month probation before being invited to seek Senior membership of the Band by being formally elected at the next band meeting or practice.

Subscriptions are payable by Senior Members, with reductions for students in full time education and the unemployed. These subscriptions are reviewed annually and must be paid weekly, monthly or annually in advance.

The Band rehearses twice a week, on Tuesday and Thursday evenings (20:00 – 22:00). Visitors (playing or non playing) are always welcome. The Junior Band rehearses once a week, on Tuesday evenings (18:30 – 20:00). The Training Band rehearses on Saturday mornings (10:30 - 12:00).

Playing Members of the Band should be registered as members of the Band with the North of Ireland Bands' Association Registry. The Band itself is a member of the North of Ireland Bands' Association and the Brass Band League of Northern Ireland.

Members wishing to resign from the Band shall do so in writing to the secretary, giving at least one month's notice. Playing members who resign may seek, or be offered, Associate Membership of the Band.

The Committee shall have the power, by notice in writing to a member, to suspend his membership of the Band in any of the following events:

- If such a member is considered to be in arrears with regard to his Annual Subscription or any other monies owed to the Band.
- If such a member is guilty of any conduct which, in the opinion of the Committee, is detrimental to the Band wheresoever it occurs.

- If, in the opinion of the Musical Director, the musical standard of the individual is not maintained or improved to an adequate level and this view is endorsed by the Committee.
- If such a member is considered to be in breach of the Band's Rules and, following appropriate warnings, has not improved his conduct.

A member whose membership is terminated following the above or a member who voluntarily resigns shall return all Band property held at the termination of his membership in such a condition as shall satisfy the Committee.

CONDUCT

Members shall at all times conduct themselves in an acceptable manner and with respect and consideration for other Members and the general public.

Irresponsible behaviour and bad language will not be accepted.

The deportment, appearance and total demeanour of the Band is part of the service the band provides to its clients and is just as important as the high standard of the musical performance.

Playing Members are expected to attend each scheduled Band rehearsal and engagement.

Playing Members must indicate whether or not they are available for engagements as early as possible. In the event of their unavailability playing Members must make every effort to inform their Section Leader in person or by telephone as soon as possible.

Playing Members are expected to have their music parts available at all times for rehearsals and engagements. If, for any reason, a player cannot attend a rehearsal or engagement, he should, where possible, ensure that his music is forwarded to the Band in his absence or left in anticipation of his absence.

Band members are expected to assist with the setting up and packing away of chairs, stands and other equipment at rehearsals and engagements.

Band Members should arrive at engagement venues by the time stated and wear the full uniform specified. Sufficient time should be allowed for travelling and parking where appropriate.

UNIFORM

Band Members are expected to dress smartly and adhere strictly to the Band Uniform on all engagements unless explicitly notified otherwise.

Band uniform consists of the Band jacket, white shirt, band tie/bow tie, black trousers or skirt, black socks and black shoes.

Band Uniform for Junior Band engagements consists of a white shirt, band tie, black trousers, black socks and black shoes.

Members are expected to maintain and keep clean their Uniform at their own expense.

PROPERTY CARE

Members who are issued with Band Property will be required to sign the appropriate Property Register on issue of the property. The register will also be signed off when the item is returned to the Band.

Members are expected to maintain to good working order and keep clean any property issued to them.

Members are expected to safeguard any property issued to them.

Members will return to the Band any property issued to them, when requested by the Committee or when leaving the Band.

Playing Members are expected to keep music parts in good order and tidy within the rehearsal and engagement folders.

Members who wish to borrow music from the Library must arrange for a copy from the Librarian.

ENGAGEMENTS

Arrangements for Band engagements will be provisionally made by the Secretary in liaison with the event organisers. Members will be consulted prior to confirmation to ensure availability.

Detailed arrangements for the staging of the engagement will be made by the Musical Director and Band Members are expected to assist with these arrangements.

Detailed arrangements for the transport of equipment etc. will be made by the Equipment Officer and Band Members are expected to assist him with these arrangements.

The amended band constitution and rules were adopted by the Third Carrickfergus Band on

Chairman:

Signature:

Band Secretary:

Signature: