

NEWARK TOWN BAND

RULES (clause 26 of Constitution)

1. Rules

- 1.1. These Rules may be altered by a resolution passed by no less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include the details of the proposed alterations.

2. Membership

- 2.1. Membership shall be open to all players and non-players, regardless of disability, sex, race or creed.
- 2.2. Playing members (new and current) shall be subject to audition at the discretion of the Musical Director and may be a condition of appointment to playing membership
- 2.3. Members below the age of sixteen years shall be known as “Student/Junior Members”.
- 2.4. Membership shall be open to supporters and parents of Student/Junior Members.
- 2.5. All Members shall be required to pay a subscription in accordance with Rule 5.
- 2.6. Each Member shall be responsible for all Band property in his/her possession and shall make good any loss or damage thereto resulting from his/her neglect or carelessness
- 2.7. Membership may be terminated by a decision of the Committee for breach of these rules, bringing the band into disrepute or on any grounds they deem sufficient within the scope of the constitution.
- 2.8. Each member is expected to adhere to all band constitutional policies including child protection policies and policies relating to codes of conduct
 - 2.8.1. Each band member should demonstrate a courteous, and respectful attitude to all fellow band members
 - 2.8.2. Each band member will be provided with the band’s most up-to-date child protection policy guidelines, which they shall adopt and adhere to. Any member with convictions (or pending enquiries) associated with issues relating to any child protection policy should make it known to the

committee. Failure to disclose will result in immediate membership cancellation.

- 2.8.3. Each band member (when representing the band) should maintain an acceptable level of deportment and personal hygiene in accordance with requirement 2.8.1. This includes appropriately clean, laundered uniform, timely arrival at engagements, and acceptable levels of personal hygiene. Medical conditions affecting the member's inability to comply with this Rule should be made known to a member of the committee to prevent inappropriate interventions relating to the same.

Non-compliance of any of the above requirements is conducive to immediate committee referral and the possibility of termination of membership.

- 2.9. Honorary membership shall be offered, at the recommendation of the Committee, for the positions of President and Vice Presidents. These members will have voting rights but will not be subject to subscription payment. These positions will be re-appointed at the AGM.
- 2.10. Special Honorary membership shall be offered, at the recommendation of the Committee, for the positions of Life Vice Presidents. These members will have voting rights but will not be subject to subscription payment. These positions, once appointed at a General Meeting, will be held 'for life', or until the position is terminated by the recipient, or unless he/she brings the band into disrepute.

3. Management

- 3.1. The day-to-day administration of the Band shall be carried out by a Management Committee (the "Committee"), comprising of the Trustees and other members of the CIO. The Committee shall include the following roles:
- a) Chair of Trustees
 - b) Secretary
 - c) Treasurer
 - d) Including at least two (2) other members
- 3.2. At least two members of the Committee shall be playing members of the Band.
- 3.3. The Committee shall be elected annually at the Annual General Meeting (AGM). Nominations for members of the Committee can be made at any time prior to voting taking place.
- 3.4. The Committee may co-opt other Band members onto the Committee as is deemed necessary for the efficient administration of the Band.

- 3.5. Members under sixteen years of age shall not be permitted to stand for election as Committee members or Officials of the Band.
- 3.6. The Musical Director will be appointed by the incoming Committee at the AGM.
- 3.7. A quorum for Committee meetings shall be not less than four persons.
- 3.8. Any member of the Committee, who is a person engaged in a business or profession, may charge and be paid all the usual charges for business done by them, when instructed by the other members of the Committee provided that at no time shall a majority of the members of the Committee benefit under this provision and that the member of the Committee shall withdraw from any meeting at which their instruction, or remuneration is under discussion.
- 3.9. A member of the Committee shall cease to hold office if they:
 - 3.9.1. Become incapable by reason of disability, illness or injury of managing and administering their own affairs.
 - 3.9.2. Are absent from all Committee meetings held within a period of six months and the Committee resolve that their office be vacated or notifies to the Committee the desire to resign;
 - 3.9.3. Unable to fulfill the required obligations of their role and the Committee resolve that their office be vacated or notifies to the Committee the desire to resign.
- 3.10. The Committee shall meet regularly throughout each year. A special meeting may be called at any time by the chair or by any two members of the Committee upon not less than seven days' notice being given to the other members of the matters to be discussed.
- 3.11. If the chair is absent the members of the Committee shall choose one of their number to be chair of the meeting before any other business is transacted.
- 3.12. In the case of the committee reaching a non-consensus vote, the Chair shall be entitled to a casting vote.
- 3.13. Minutes shall be kept by the Secretary, or their nominated substitute, of proceedings at all meetings.

4. Finance

- 4.1. The financial year shall be from 1st January to 31st December, annually.

- 4.2. The Treasurer shall keep records of all financial transactions and have annual accounts prepared, subject to an independent examination. These accounts will be presented at the AGM.
- 4.3. Such bank and/or building society accounts shall be maintained as are deemed necessary by the Committee. Such accounts are to require the endorsement of two of the following – Chair, Secretary, and Treasurer.
- 4.4. The Treasurer shall be responsible for preparing a financial projection for each twelve-month period
- 4.5. The Treasurer shall report quarterly to the Committee providing up-to-date reconciled accounts and report the financial position of the band. This report is to be included in the minutes of all committee meetings.
- 4.6. The Treasurer shall provide financial projections within the 12-month period between AGM's as needed by the committee.
- 4.7. A copy of accounts ledgers will be provided by the Treasurer to be held by the Chair. If software accounts are maintained a copy of these will be held by the Chair and updated at all committee meeting as part of the committees' responsibility to data security and protection.

5. Subscriptions

- 5.1. Subscription rates shall be recommended by the committee, and approved by the membership at either an AGM or EGM, whichever is the more appropriate.
- 5.2. Any Member whose subscriptions are not fully paid up for the year, or part thereof, will not be entitled to vote at meetings.

6. Property

- 6.1. An up-to-date inventory of all instruments, accessories, uniforms, music and other equipment shall be maintained and audited at the end of each financial year by the Committee or appointed representative.
- 6.2. The Committee shall be responsible for the care and maintenance of all properties of the Band. Playing members who use band property are responsible for the care and maintenance of that property and will be held responsible for any damage caused by the misuse of that property and will be liable for the cost of repairs.
- 6.3. The Committee shall be responsible for ensuring an adequate insurance policy is in place against loss and/or damage of such properties. Playing members who use their

instruments for band engagements etc. shall have those instruments insured as part of the band's insurance policy.

Adopted at Extraordinary General Meeting held at the Bridge Community Centre on 4th October 2023.

Chair