



HARMONIE CONCERT BAND CONSTITUTION

1. Name

The name of the Society shall be HARMONIE CONCERT BAND hereinafter referred to as the Society.

2. Objects

The objects of the Society shall be:

1. to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the presentation of public concerts and recitals;
2. to further such charitable purpose or purposes as the trustees in their absolute discretion shall think fit but in particular through the making of grants and donations.
3. to provide a welcoming, friendly and inclusive atmosphere for its members.
4. to enable musicians of all ages to come and make music, for the enjoyment of themselves and others.
5. to strive continuously to improve each individual's understanding and performance and, in turn the overall quality and sonority of the Band.
6. to play all types and styles of music.
7. to develop a quality Band that is an asset to the local community.

3. Membership

Membership of the Society and position of Musical Director (MD) shall automatically entail the acceptance of the rules contained in this document.

Membership of the society shall be open to any person completing a membership application and paying the relevant subscription as determined at the Annual General Meeting (AGM).

Membership subscriptions are due three times a year.

Every member shall have one vote.

The Committee reserves the right to review the membership of any member of the society or the MD, if that member is not perceived to be working towards the objectives of the society.

4. Officers and Committee

The management of the Society shall be in the hands of a Committee consisting of the following Officers: Chairman, Secretary, Treasurer and at least 3 other members of the Society who shall have the power to act and co-opt additional support for the committee.

The MD will be entitled to participate at committee meetings.

The Officers and the other Committee members shall be elected by and out of the Society's members at the AGM; they shall hold office until the next AGM and be eligible for re-election. The Committee are the charity trustees.

5. Management

The Committee shall carry out the administration of the Society's affairs.

The Society's year shall run from 1st April to 31st March.

All the arrangements for the concerts and other events and the control of finance shall be in the hands of the Committee.

The appointment of the MD shall be agreed at an Extra-ordinary General Meeting (EGM). Three months notice will be required for any change in the position of the MD by either side unless mutually agreed between the Committee and the MD. As a non-elected member of the Society, the MD will only vote on matters that affect the artistic direction of the band.

The Committee will agree an ex-gratia payment for the MD.

The artistic direction of the Society shall be the responsibility of the MD, but should reflect the stated objectives of the Society.

The Librarian will be responsible for the keeping in good order of and the issuing of all Band music. No other person will at any time handle or interfere with the library, without the express permission of the librarian.

At public performances members must be dressed as recommended by the Committee.

The Society shall not be responsible for any injury, loss or damaged property incurred during any event or rehearsal organised by the band.

6. Powers

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

- i) power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- ii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- iii) power to employ such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objects.

- iv) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- v) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- vi) power to appoint and constitute such advisory committees as the Committee may think fit;
- vii) power to do all such other lawful things as are necessary for the achievement of the objects.

7. Meetings and Proceedings of the Committee

The committee shall hold at least 3 ordinary meetings each year. A special meeting may be called at any time by the Chairman, or by any 2 members of the Committee, upon not less than 4 days' notice being given to the other members of the Committee of the matters to be discussed but if the matter includes the appointment of a co-opted member then not less than 21 days' notice must be given.

The Chairman shall act as chairman at meetings of the Committee. If the Chairman is absent from any meeting, the members of the Committee present shall choose one of their number to be Chairman before any other business is transacted.

Five shall be a quorum for a Committee meeting.

Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question, but in the case of equality of votes, the Chairman of the meeting shall have a second or 'casting' vote.

The Committee shall keep minutes of the proceedings at meetings of the Committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.

The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this Constitution.

The Committee may appoint one or more sub-committees, consisting of three or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the Committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Committee.

8. Equal Opportunities

No individual shall be excluded from membership of the Society or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

9. Finance

The financial year shall end on 31st March.

A banking account shall be opened in the name of the Society and transactions shall be authorised by any 2 Committee members.

The Society shall receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events shall be offered for sale to the public.

The income and property of the Society whencesoever derived shall be applied solely towards promoting the objects of the Society as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Society except in payment of legitimate expenses incurred on behalf of the Society.

Ownership of the Society's assets will be invested into the Committee as custodians.

The Treasurer shall submit an up-to-date account at every committee meeting and a financial statement including the assets of the society at the AGM.

10. Annual General Meeting

Within 2 months of the end of each financial year the members shall be summoned to an AGM of which at least 14 days' notice in writing – by letter or email - shall be given to all members.

The Committee shall present to each AGM the report and accounts of the Society for the preceding year.

Nominations for election to the Committee must be made by members of the Society in writing and must be in the hands of the Secretary of the Committee at least 14 days before the AGM. Should nominations exceed vacancies, an election shall be held.

Amendments to this document may be made only at an AGM or EGM called for that purpose.

11. Special (Extraordinary) General Meeting

A Special General Meeting (also known as an Extraordinary General Meeting), of which at least 14 days' notice in writing – by letter or email - must be given to members, may be called for by the Committee **or** upon written request to the Secretary signed by at least 6 members of the Society. The notice must state the business to be discussed.

12. Procedure at General Meetings

The retiring Chairman shall conduct the AGM until election of the new Chairman who will then take the chair.

The Secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every general meeting of the charity.

There shall be a quorum when at least 50% of the members of the Society at the time or 20 members, whichever is the greater, are present at any general meeting.

13. Accounts

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinized by a person who is independent of the Committee and then submitted to the members at the AGM.

14. Alterations to the Constitution

The Constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that fourteen days' notice of the proposed alteration has been sent to all members and provided that nothing herein contained shall authorise any amendment that shall have the effect of the Society ceasing to be a charity.

No amendment may be made to clause 1 (the name of the charity), clause 2 (the objects), clause 9 iv) (distribution of assets), or clause 15 (dissolution), without the prior written consent of the Charity Commission.

The committee shall send the Charity Commission a copy of any amendment made under this clause.

15. Dissolution

In the event of the Society being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the Society. There will be an EGM called to arrange how these assets will be allocated.