



## Constitution of Cold Ash Brass

1. The name of the organisation shall be Cold Ash Brass (hereafter referred to as "The Band"). This encompasses any band formed under the Cold Ash Brass umbrella.
2. The object and aims of the Band shall be to provide for the advancement of the playing and appreciation of brass band music within the local community and of the Amateur Brass Band Movement, in accordance with the objects of Brass Bands England.
3. Performing Membership shall be solely dependent on musical ability and granted at the discretion of the Musical Director. All Performing Members will be issued with a welcome letter which sets out expected behaviour and must always be adhered to. The Committee of the Band shall be empowered to suspend or withdraw such membership at any time.
4. Performing Membership of the Band shall be by subscription. The level of subscription shall be proposed by the Committee and agreed by the Members at the Annual General Meeting.
5. The management of the Band shall be vested in the elected Committee of the Band, who shall have control over the Funds and Activities of the Band, and the sole power of incurring liabilities on its behalf.
6. As a minimum the Committee of the Band shall consist of the Musical Director, Chairperson, Secretary and Treasurer. The Committee shall have the power to create additional Committee positions. A minimum of five of the Committee Members shall be drawn from within the Performing Membership of the Band. The Committee shall have the power to create any sub-Committee deemed necessary during the course of the year.
7. Committee Members are drawn from the Performing Membership of the band and from anyone with a close connection to the band (e.g. a parent of a Performing Member). Members are invited to offer themselves for election 28 days in advance of the meeting and no later than 14 days prior to the meeting. A schedule of positions will be available at all rehearsals held in the 28 days leading up to the Annual General Meeting. In the 14 days preceding the meeting, the positions are to be proposed and seconded from within the Performing Membership.

Where the situation of a contested position arises, the candidates will be asked to present a short speech followed by a vote by the Performing Membership.



8. The duties of the Committee Members are maintained within a separate document "Cold Ash Brass Committee Roles and Responsibilities" which will be reviewed by the Committee annually prior to notification of the Annual General Meeting.
9. All Committee Members are elected annually at the Annual General Meeting except for the Musical Director(s), who is/are elected by appointment.
10. The Annual General Meeting of the Band shall be held within three months of the end of the financial year of the Band, which will be 31st December. At this meeting the following business will be transacted (as a minimum):

To receive reports from the Officers of the Band on the workings of the Band.

To receive a statement of account for the Band.

Election of Committee for the ensuing year.

Any other business.

The format of this meeting will be at the discretion of the Committee.

The date for this meeting shall be posted at least 28 days in advance of the meeting. Items for inclusion in the business of the Annual General Meeting shall be submitted in writing, proposed and seconded by Performing Members of the Band, not less than 14 days prior to the date of the meeting.

11. Voting at the Annual General Meetings will be by a show of hands. A secret ballot may be held if duly proposed and seconded. All Performing Members have one vote and voting will be based on a simple majority, with the exception that any change to this constitution will require a 2/3 majority of the Performing Membership of the Band at an Annual General Meeting or Extraordinary General Meeting.

The Chairperson will be empowered to vote only if a casting vote is required in the event of a tie.

12. Extraordinary General Meetings may be called at the discretion of the Committee or by a written request signed by at least 10 Performing Members of the Band. The powers of the Extraordinary General Meeting and voting on issues raised shall be the same as of the Annual General Meeting.

13. The Quorum for any Annual General Meeting or Extraordinary General Meeting shall be set at two thirds of the Performing Membership of the Band.



14. Committee Meetings shall be held quarterly throughout the year at a convenient date set by the Secretary. The Quorum for any Committee Meeting shall be two thirds of the elected Committee members. Voting at Committee Meetings will be by a show of hands. A secret ballot may be held if duly proposed and seconded. All Committee Members (including appointed Musical Directors) have one vote and voting will be based on a simple majority.

At any meeting the Chairperson will be empowered to vote only if a casting vote is required in the event of a tie.

15. All income shall be deposited in a current account in the name of Cold Ash Brass. Provision may be made for the opening of a savings or deposit account of whatsoever nature the Committee sees fit. The Committee of the Band shall have control over the expenditure of the Band, but discretionary power shall be vested in the Secretary to purchase Musical Instruments, Music and Accessories and to pay all running costs in accordance with the objects of the Band. All cheques shall require the signature of any two of the following: Secretary, Treasurer and Chairperson.
16. The Treasurer shall ensure that the accounts are brought up to date quarterly and the financial position is reported upon during each Committee meeting.
17. In the event of the Band ceasing to function as an organisation, the Committee will be expected to adhere to the following policy:

Grant-Purchased Instruments: For a period in accordance with the grant agreement, instruments purchased with any grant will remain the property of the Association which provided the grant, but will continue to be managed by the Committee of the Band. These instruments will be made available to some other charitable institution or institutions within the locality having objectives similar to those of the Band, until such time as the Band may be reformed. If at the end of this period the Band has not reformed the instruments will be treated in the same manner as non-grant purchased instruments.

Non Grant-Purchased Instruments: All other instruments, music and equipment owned by the Band shall be retained for a period of not less than five years, though some may be sold as necessary to raise money to ensure the continued insurance of the property and assets of the Band. If at the end of the period the band has not reformed, these assets may be donated to another Band or other charitable organisation have objectives similar to those of the Band, with preference being given to such organisations located within the local area.

18. A copy of this constitution shall be available upon request.



## Safeguarding statement

This is a Statement of Intent by Cold Ash Brass that demonstrates a commitment to safeguard from harm children/young people age 18 and under and vulnerable adults.

In that:

- a) the welfare of the child/young person/vulnerable adult is paramount;
  
- b) ensuring opportunities for all children/young people/vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, to be able to participate in brass banding in an enjoyable and safe environment;
  
- c) taking all reasonable steps to protect children/young people, vulnerable adults from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings;
  
- d) taking action swiftly and appropriately on all suspicions and allegations of poor practice or abuse;
  
- e) ensuring all bands under the Cold Ash Brass umbrella similarly accept responsibility for the welfare of the children/young people/vulnerable adults in their care.

This constitution was adopted on .....

Signed

Dated

Position

Signed

Dated

Position