

1st Class Brass: Constitution

1. Name

The organisation will be called 1st Class Brass.

2. Aims and objectives

The aims and objectives of the organisation will be:

- To provide members with safe, secure and affordable access to ensemble music.
- To further the traditions of the brass band movement and work to achieve the highest standards of musicianship.
- To develop the skills, confidence and experience of players both as individuals and as part of the team.
- To ensure a duty of care to all members of the band.
- To provide all its services in a way that ensures fair and equal treatment to present and future members.

3. Membership

Membership will consist of playing members of the band plus any committee members who are not playing members.

All members will be subject to the regulations of the constitution and by joining the band will be deemed to accept these regulations and the codes of conduct that the band has adopted.

4. Membership fees

Membership fees will be set annually and determined at the Annual General Meeting.

The membership fee may be waived for certain individuals at the discretion of the Committee.

Fees will normally be paid termly. Other arrangements may be possible by agreement with the Treasurer.

5. Management Committee

The band will be managed through a Management Committee, to include the following roles. Committee members may hold more than one role, but the role of Treasurer may not be held by a person also acting as Chair or Secretary.

- Chair
- Musical Director
- Secretary
- Safeguarding and Wellbeing
- Treasurer
- A representative from the community

Other roles may be filled according to members' availability:

- Press and Publicity
- Social Secretary
- Librarian
- Any other relevant position at the Committee's discretion

The Committee will be elected annually at the Annual General Meeting; members must be aged 18 or over.

Meetings of the Committee will be convened by the Secretary of the band and will take place no less than three times per year. All members of the Committee are entitled to vote at meetings.

The quorum required for business to be agreed at Management Committee meetings will be three members.

The responsibilities of the Management Committee include (but are not limited to):

- Overseeing the general running of the band with regard to rehearsals, concerts and social events.
- Adopting new policy, codes of conduct and rules that affect the organisation of the band.
- Appointing sub-committees and/or advisers to the Management Committee as necessary to fulfil its business
- Conducting disciplinary hearings of members who infringe the band rules/regulations/constitution, including any suspension or other disciplinary action following such hearings.

6. Finance

The Band Treasurer will be responsible for the finances of the band.

All band monies will be banked in an account held in the name of the band.

The financial year of the band will end on 31 August each year. An audited statement of annual accounts made up to that date will be presented by the Treasurer at the Annual General Meeting.

Any Band or Committee member requesting reimbursement for an expenditure on behalf of the Band must submit full receipts to the Treasurer. All such expenditures must be authorised by the Committee before they are incurred, the exception being that the Musical Director may make expenditures of up to £100 per month on items consistent with their responsibilities, without prior authorisation.

All payments from the Band's bank account must be authorised by two members of the Committee (one of whom will normally be the Treasurer) prior to the payment being made.

7. Annual General Meetings

An Annual General Meeting (AGM) will be held in October or November each year. Not less than 21 clear days' notice will be given by the Secretary to all members, to include a call for nominations for officer positions.

All members have the right to attend and vote at the AGM.

The quorum for AGMs will be 25% of band members. Decisions may be taken at an inquorate AGM, subject to ratification by the next quorate meeting.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Elections of officers will take place at the AGM.

An Extraordinary General Meeting (EGM) may be called at any time. A call for an EGM may be initiated by the Committee, or in response to a request by any group of six or more Band members. The normal 21-day notice period will apply, but may be waived in cases where the matter for discussion is extremely urgent.

8. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving it.

9. Dissolution

A resolution to dissolve the band may only be passed at an AGM or EGM through a two-thirds majority vote of the membership.

In the event of dissolution, any assets of the band that remain after payment of debts must be given to a charity or organisation with similar purposes to 1st Class Brass.

10. Amendments to the constitution

The constitution may only be changed through agreement by majority vote at an AGM or EGM.

Declaration

1st Class Brass hereby adopts and accepts this constitution as a current operating guide regulating the actions of the Band and its members.

Created: 10th July 2025

Last updated: 20th August 2026