

SOVEREIGN BRASS

Band Rules

Band Rules

1. Membership

- 1.1 Playing members of the Band shall be those persons who can provide evidence of their musical ability to the satisfaction of the Musical Director and the committee.
- 1.2 Playing members shall be either Full or Affiliate members.
 - (a) Full members are required to attend all rehearsals and other engagements, register with the relevant registration bodies as members of the Band and pay Subscriptions
 - (b) Affiliate membership can only be agreed by the Band Manager and Chair. The Affiliate member is not expected at all rehearsals, does not pay Subscriptions nor can vote at the Annual General Meeting.
- 1.3 Non-playing members shall be those persons considered by the committee as eligible so to be, subject to nomination and seconding.
- 1.4 A Full or Non-playing member shall be entitled:
 - i. To participate in the activities of the Band
 - ii. To participate fully in and vote at the Annual General Meeting of the Band.
 - iii. Subject to the Constitution, to be a candidate for election to any office or committee within the Band.
 - iv. To enjoy other facilities as may be specified in the Constitution.
- 1.5 All new playing members can be asked to audition in a suitable manner within a full band rehearsal, playing a recognised solo for their instrument if the member is auditioning for a principal position. Following this audition, the Musical Director and an appropriate section leader shall make a recommendation to the other section leaders, who will vote on this recommendation.
- 1.6 Any playing member may be asked to perform in a different seat within the band to better achieve the Band's short- or long-term goals. This request shall be made by the Musical Director and relevant section leader, having previously been approved by all section leaders.
- 1.7 In the event of the member refusing a request to move seats within the band, the member shall have right to appeal to the sectional leaders of the band, who will have the full and final decision on all such matters.
- 1.8 In the event that a playing member's attendance falls below a tolerable threshold, after which their absence negatively affects the band's performance, the Band Manager, Musical Director and relevant section leader shall, in the first instance, discuss the issue with the member and agree a plan to improve attendance or manage the absences. If the plan cannot be agreed, or is not followed by the playing member, then the Band Manager will take a recommendation to the section leaders who will vote on this recommendation.

1.9 For clarity, the section leaders consist of:

- (1) Principal Cornet
- (2) Solo Horn
- (3) Solo Euphonium
- (4) Solo Trombone
- (5) Solo Eb Bass
- (6) Lead Percussionist

1.10 At least 4 (four) section leaders must vote to be quorum.

1.11 All members shall familiarise themselves with the Band's Code of Conduct and act according to this code at all times.

1.12 Failure to follow the Code of Conduct can, if deemed a serious breach of the code by the committee, lead to a player's membership of the Band being withdrawn.

2. Officers and Committee

2.1 The day to day management of the Band shall be in the hands of a Committee consisting of:

2.1.1 Chairman

The Chairman or his / her Deputy shall chair all meetings and be the default externally facing band representative for all matters excepting concerts, contests and applications from new players.

2.1.2 Band Manager

The Band Manager shall be responsible for the general internal running of the Band, including attendance at rehearsals and all other engagements, discipline and conduct of the Band, particularly when in view of the public.

2.1.3 Treasurer

The finances of the Band shall be administered by the Treasurer with the approval of the Committee and the appointed Treasurer shall prepare accounts for annual review.

2.1.4 Fund-Raising Secretary

The Fund-Raising Secretary shall oversee and administer all requests for funds, either through grants or other means. Shall work with the Concert Secretary to ensure that every concert is considered an opportunity to maximise revenue and that self-funded concerts are properly planned and all possible means of gaining additional revenue are considered and followed up.

2.1.5 Contest Secretary

The Contest Secretary shall be responsible for entering contests as directed by the Committee, including correspondence relating thereto, submission of

fees due, contest signature forms, registration cards, transport to the venue and attending the draw.

The Contest Secretary shall keep and maintain a list of registered players and arrange annual registration, additions, and withdrawals as necessary.

2.1.6 Concert Secretary

The Concert Secretary shall be responsible for generating engagements and dealing with all enquiries and confirming all bookings from such engagements, agreeing fees, communicating any special requirements to the Band or organisers, and advising Band members initially of all future engagements.

2.1.7 Equipment / Logistics Manager

The Equipment Officer shall be responsible for all equipment, other than music and shall keep records of equipment allocated to each player, carry out periodic inspections of such equipment and draw the Committee's attention to repairs and the need for replacement as and when necessary. Will ensure that all equipment is stored safely and transported to concerts and contests safely.

2.1.8 Three Player Representatives.

2.1.9 The above Committee members shall be elected by and out of the Band members at the Annual General Meeting. Committee members shall hold office for one year and be eligible for re-election.

2.2 No one person shall hold more than two offices at the same time with the overriding provision that the Committee be never less than eight in number.

2.3 The Committee shall meet at least four times per year and at such meetings six Committee members shall be a quorum.

2.4 Each decision of the Committee shall require a majority. There shall be no casting vote and any issue attracting an equal number of votes shall result in the status quo being maintained.

3. Management

The Committee shall have full control of all financial and administrative matters, including the promotion of all concerts and other fund-raising activities and be responsible for calling the Annual General Meeting.

4. Finance

4.1 The financial year shall end on the 31st (thirty first) of December each year.

4.2 A bank account shall be held in the name of the Band and cheques signed by any two of three signatories appointed by the Committee.

4.3 The Band may receive donations in aid and financial guarantees.

4.4 The income and property of the Band shall be applied solely towards the promoting of the objects of the Band as set forth previously. No portion thereof shall be paid or transferred directly to any member or members of the Band, except in payment of legitimate expenses incurred on behalf of the Band and on the authorisation of such payment by the Committee.

4.5 In the event of the winding up or dissolution of the Band (with authority of the members), any remaining assets (after all liabilities have been discharged) shall not be paid or transferred to any member or members of the Band but shall be held in trust until a period of five years has elapsed, whereupon the Trustees shall decide on an appropriate course of action.

5. Annual General Meeting

5.1 An Annual General Meeting (AGM) shall be held each year but no longer than 15 months shall expire between meetings. The following matters shall be discussed at the AGM.

- i) To receive minutes of the previous AGM
- ii) To receive reports from:

Chairman
Treasurer
Fund-Raising Secretary
Concert Secretary
Contest Secretary
Musical Director
Band Manager

- iii) To approve the accounts for the year
- iv) To discuss any policy matters which may be raised by any members provided fourteen days notice has been given to the Chairman of the matter to be raised.
- v) To appoint Band Officers and the Committee for the forthcoming year:

Chairman
Band Manager
Treasurer
Fund-Raising Secretary
Concert Secretary
Contest Secretary
Equipment / Logistics Manager
Three other Committee members

5.1.1 A quorum for the AGM shall be 50% of the current membership.

6. Amendments

6.13 Any amendments of the aforesaid rules shall be first agreed at a full committee meeting and, once ratified, put in form of motion in writing at least fourteen days prior to the date of the AGM.

6.14 The AGM shall be open to all Full and relevant Non-playing members of the Band and other interested parties connected with the well-being of the Band. The decision of the Chairman shall be final on any question as to whether a person is considered to be an interested party.

6.15 Any member of the Band or interested party may allow his or her name to be put forward for nomination for any of the official positions at the AGM.

6.16 Only elected officials of the Band and Committee members are entitled to a vote at a meeting of the Committee.

7. Extraordinary General Meetings

7.1 Any ten members of the Band can call for an Extraordinary General Meeting (EGM) of the Band. This request must be submitted in writing to the Chairman and state the reason for wishing to call the meeting.

7.2 An EGM must be convened by the Chairman within ten days of receiving such a request.

7.3 All members must be given seven days notice of such a meeting.

8. Interpretation

The Annual General Meeting or any Extraordinary General Meeting shall be the final authority for interpretation of the Band Rules.