

## **Chalfont Concert Wind Band Constitution**

1. **TITLE:** The name of the association is 'Chalfont Concert Wind Band' (hereinafter called "the Band" or "Chalfont Wind Band").
2. **OBJECTIVES:** The objectives of the Band are to foster and encourage interest of all amateur musicians in making music, particularly in promoting the musical education of the young, to give the opportunity and experience of playing in public and to serve the local community, by way of
  - a) Regular rehearsals devoted to improving the performing capability of the ensemble, its sections, and individual Members.
  - b) Staging of concerts and other performances, whether for charity or the benefit of the Band and its Members.
  - c) Any other lawful activities as will further the development of community music, the Band and its Members.

In order that these may be successfully achieved, the Band shall be non-political, non-racial and without sexual or religious discrimination, and we are committed to safeguarding our members.

3. **MEMBERSHIP:** Application for membership shall be considered by, and be at the sole discretion of the Committee. An audition or re-assessment may be required.

Membership of the Band shall consist of:

- a) Members – those regularly playing an instrument in the Band and who have paid the relevant subscription set under Clause 6 (Subscription). All Members who are 16 years or older are entitled to vote.
- b) Honorary Members – those Members who have rendered special services to the Band, the musical arts or the local community. The proposal for election or re-election of Honorary Members shall take place by ballot of all voting Members present at a General Meeting. No subscription will be required from Honorary Members but they will not be entitled to vote.
- c) Special Honorary Members – who shall be:
  - i. The Director of Music - who shall be entitled to vote.
  - ii. The Assistant Director of Music – who shall be entitled to vote.
  - iii. The President – who shall not be entitled to vote unless as Chair of a meeting when he/she will have a casting vote.The proposal for election or re-election of Special Honorary Members shall take place by ballot of all voting Members present at a General Meeting.

4. **DISSOLUTION OF MEMBERSHIP:** The Committee shall have the power to terminate the membership of any individual due to misconduct, non-payment of subscriptions or intermittent attendance at rehearsals or performances.
5. **REGISTER OF MEMBERS:** A membership secretary shall maintain (or cause to be maintained) a Register of Members, which may be held, in

accordance with the Data Protection Act 2018, on hard copy, computer or by any other means. Any Member shall be entitled to inspect the Register of Members on giving reasonable notice.

6. **SUBSCRIPTION:** A subscription is payable, the rates and timing of payment being determined by the Committee. The Committee shall have the power to exercise discretion over non-payment of subscriptions having regard to any special circumstances pertaining in a particular case.
7. **MANAGEMENT:**
  - a) Management of the Band shall be carried out by a committee consisting of Chairman, Secretary, Treasurer, Director of Music, Assistant Director of Music and at least four other Members ("the Committee"). In addition, the Committee may include a Vice-Chairman.
  - b) The Committee shall be nominated, proposed and seconded at the Annual General Meeting each year, and shall take place by ballot of those Members present. If the vote produces an even result, the outgoing Chairman shall have a casting vote.
  - c) The Committee shall hold office for one year, but Members thereof shall be eligible for immediate re-election.
  - d) The quorum for a meeting of the Committee shall be four Members.
  - e) The Committee shall have the power to co-opt any Member for any special purpose, or to fill temporarily a vacancy arising between General Meetings, and to appoint sub-committees for such special purposes as may be prescribed by it from time to time. Co-opted Members shall not form a majority on the Committee, and the reason for any co-opting shall be clearly minuted.
  - f) Meetings of the Committee shall be held on a regular basis, and at no greater interval than termly. Any two Committee Members may call a Committee Meeting in an emergency.
  - g) The Committee shall have power to formulate rules governing the conduct of Members and the day-to-day operation of the Band.
  - h) 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 casting vote.
  - i) The Committee shall keep minutes of all proceedings of the Committee which shall be open to inspection by any Member of the Band on application to the Secretary.
  - j) The Committee shall from time to time make or alter the rules for the conduct of their business and the summoning and conduct of their meetings. No rule may be made that is inconsistent with this constitution.
  - k) All equipment including musical instruments and printed music purchased by the Committee shall remain the property of the Band.
8. **CHAIRMAN:** The Chairman shall take the Chair at all Committee meetings unless unavoidably prevented from doing so, in which case the Committee shall appoint a temporary Chairman. In the case of a General

Meeting at which the Chairman is unavoidably prevented from attending, those present shall elect a temporary Chairman for the duration of that meeting only. The Chairman (or temporary Chairman) shall have a casting vote in the event of a tie.

9. **TERMINATION OF MEMBERSHIP OF THE COMMITTEE:**

A member of the Committee shall cease to hold office if he or she:

- a) becomes incapable by reason of mental disorder, illness or injury of managing his or her own affairs;
- b) is absent without notification to the Committee for three meetings and the Committee resolve that his or her office be vacated and/or for good and sufficient reason all the other members of the Committee pass a resolution that he or she be removed from office provided that he or she shall have the right to be heard by the Committee, accompanied by a friend before a final decision is made.
- c) notifies the Committee of a wish to resign at a mutually agreed future date.

10. **MEETINGS:**

- a) The Band shall normally rehearse weekly, on such day and times, and at such venue as the Committee shall determine.
- b) The Secretary shall arrange and give not less than three weeks' notice of the Annual General Meetings which shall be held within four months after 31st August.
- c) Extra-ordinary General Meetings may be called as necessary at the discretion of the Committee. An Extra-ordinary General Meeting shall be called by the Secretary, if required in writing by fifteen paid-up members or 50% of paid-up members, whichever is the lesser number. Such a meeting shall be held within thirty days of the request, which shall specify the reason for the meeting and include any motion desired to be put by the signatories. The notice calling an Extra-ordinary General Meeting shall be circulated to all Members at least fifteen days before the meeting, shall state the business for which such meeting is called and no other business shall be conducted.
- d) No business shall be transacted at a General Meeting unless a quorum of voting Members is present. Twenty voting Members or 50% of the current voting Members, whichever is the lesser number, shall be a quorum for a General Meeting.

11. **FINANCIAL:** The Treasurer shall maintain the accounts of all income and expenditure and shall submit the accounts for the past year duly scrutinised at each Annual General Meeting. An independent examiner, not being a Member of the Band, shall be appointed at the Annual General Meeting to scrutinise and certify the accounts and books of the Band for the following Annual General Meeting.

All monies other than cash required for immediate transactions shall be kept in such bank deposit or current account, or building society account, as may be approved by the Committee. The nominated signatories for cheques or approval of on-line banking operations including withdrawals

shall be any two of Chairman, Treasurer, Secretary or another member of the Committee. Upon this approval any one of these roles may undertake on-line banking operations. The financial year shall run from 1st September to 31st August.

12. **INSURANCE:** The Band shall effect Public Liability Insurance to such sum as may be considered appropriate from time to time by the Committee having previously taken expert advice. The Committee shall also effect such other insurances as may be deemed appropriate.
13. **CONSTITUTION:** Each Member shall be provided with a copy of the Constitution and shall be informed in writing of any alteration thereto. The constitution may be revoked, added to or altered by a majority comprising two-thirds or more of the Members present at any General Meeting of which Notice has been given under clause 10 hereof specifying the intention to propose the revocation, addition or alteration together with full particulars thereof. Any Member intending to propose any amendment to the Constitution must give twenty-eight days' notice in writing to the Secretary prior to the Annual General Meeting, and such proposal must be duly seconded in writing at that time. The majority decision of the Committee shall be final in determining any matter not provided for in the Constitution.
14. **DISSOLUTION:** If the Committee decides that it is necessary or advisable to dissolve the Band it shall call a meeting of all Members of the Band, of which not less than twenty-one days' notice (stating the terms of the resolution) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting, the Committee shall have the power, after the satisfaction of proper debts and liabilities, to transfer any money and property to other institutions having similar objects as the Band, (such as the Members of the Committee shall determine) or failing that to some other charity.
15. **RESPONSIBILITIES OF MEMBERS:** The Members of the Band shall have the following responsibilities:
  - a) To pay subscriptions promptly.
  - b) To attend rehearsals regularly.
  - c) To practice as necessary the assigned pieces.
  - d) To look after music/folders and to return all music/folders in the event of leaving the Band.
  - e) To be as committed as possible for Band engagements.
  - f) To contribute to the running of the Band, e.g. by helping to manage the music library, to assist in the set-up, transportation and disassembling of equipment for practices/engagements as requested.
  - g) To support the musical development of younger Band members.
  - h) To keep themselves abreast of Band matters, e.g. by regular consultation of the Band website.

This Constitution was adopted on 28 August 2025 on behalf of the Band by the persons whose signatures appear below.

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Charlotte Vicary, Chair

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Lucy Clayton, Secretary

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**Changes to be ratified at AGM**