

# Constitution



## **1 Title**

1.1 The title of the band shall be; Maghull Wind Orchestra (hereafter referred to as “The Band”).

## **2 Mission Statement**

2.1 The aim of Maghull Wind Orchestra is to provide a high quality enjoyable musical experience for all woodwind, brass and percussion musicians within the community regardless of age, ability or standard with professional level directorship and without audition or fee.

## **3 Membership**

3.1 Membership of The Band shall be open to persons who possess the necessary skills and other qualities consistent with the aims and objectives of the band, as set out in section 2 (above).

3.2 A membership form must be completed by all members when they join The Band. Youth members (under 18 years old) must provide consent from their parent/guardian.

3.3 Membership shall continue as long as the member wishes it to and as long as the member, in the opinion of The Band Committee, continues to meet the standards of ability, personal appearance and conduct.

## **4 Equal Opportunities**

4.1 No member, potential member or guest shall receive unfair or less favourable treatment on the grounds of gender, race, colour, creed, nationality, ethnic origin, age, disability or religious belief and activity, criminal conviction or appearance.

## **5 Annual General Meeting**

5.1 The Annual General Meeting of The Band shall be held no later than three months after the end of the financial year, for which at least 21 days notice will be given. The following business will be transacted:

- a) Consider, readopt or change this constitution.
- b) Receive reports from Committee Members, as deemed necessary.
- c) Consider the Financial Statement from the Treasurer.
- d) Elect Officers to serve on the Committee (every three years).
- e) Appoint an auditor.
- f) Any other business.

5.2 Resolutions at the AGM shall be decided by a simple majority of those present, the Chairperson having the casting vote. The exception to this rule is changes to The Band Constitution (see section 13).

## **6 Special General Meeting**

- 6.1 Special General Meetings shall be convened at the request of The Band Committee or at the written request, to the Secretary, by not less than five playing members of The Band. Such meetings will only transact business specified in the request and will be held within a reasonable timescale of such a request.
- 6.2 Resolutions at an SGM shall be decided by a simple majority of those present, the Chairperson having the casting vote.

## **7 Committee Meetings**

- 7.1 Committee Meetings will be held as required, at the discretion of The Band Committee.
- 7.2 A quorum at a Committee Meeting shall be at least four of the elected officers and one of the band representatives.

## **8 Committee Members**

- 8.1 There will be elected, at the AGM, the following positions, who will each serve on the Committee for a three year Term of Office:
- 8.1.1 **Chairperson**  
Co-ordinate the activities of The Band; ensure that the Constitution is adhered to; act as chair for all meetings; have the casting vote.
- 8.1.2 **Secretary**  
Record and minute the proceedings of meetings; deal with all correspondence for The Band; keep a register of The Band membership; keep a register of The Band property and whom the property has been loaned.
- 8.1.3 **Treasurer**  
Keep an account of the Income and Expenditure of The Band; prepare and present a Financial Statement at the AGM.
- 8.1.4 **Musical Director**  
Be responsible for the musical direction of The Band; guide the Committee on the selection of music.
- 8.1.5 **Concert Secretary**  
To administer the booking of engagements for The Band.
- 8.1.6 **Social Secretary**  
Be responsible for organising social events including the booking of venues.
- 8.1.7 **Two Band Representatives**  
Accept duties which will enhance and improve the effective management of The Band as directed by The Committee.
- 8.2 In addition to the roles stated above, The Committee have the authority to temporarily co-opt Band members to The Committee in an advisory, but non-voting, position.

## **10 Elections**

- 10.1 Each Committee Member's nomination must be by a playing member of The Band and seconded by any member.
- 10.2 Nominations for election to The Committee must be submitted in writing, confirming that the nominee is willing to stand and giving the names of Proposer and Secunder, to the Secretary at least 14 days before the AGM.
- 10.3 To be elected, the Officer must receive the highest number of votes of those present.
- 10.4 If a Committee Member stands down during a Term of Office, The Committee has the authority to re-elect that position. The elected member will serve on The Band Committee for the remainder of the Term of Office.

## **11 Engagements**

- 11.1 Guidance for the level of fees shall be set by The Band Committee. The Concert Secretary shall use this guidance when raising quotations, relying on The Band Committee when in doubt.

## **12 Finance and assets**

- 12.1 The financial year of The Band shall run from April to March. Financial records and statements shall be maintained as required by law. An Annual Income and Expenditure Account shall be submitted to the Annual General Meeting of The Band.
- 12.2 All expenditure must be approved by The Band Committee.
- 12.3 All cheques must be signed by the Treasurer and one of two other appointed signatories.

## **13 Alteration or Addition to the Constitution**

- 13.1 Alteration or addition to the Constitution may be proposed by either The Band Committee or membership, to be considered at an AGM, but must receive a majority of 2/3rds the Band membership to be carried.
- 13.2 Proposed amendments must be submitted in writing, to the Secretary at least 14 days before the AGM.

## **14 Resignation and Expulsion**

- 14.1 Any member who resigns must return to the Secretary any Band property in their keeping within as short a time as is practicable.
- 14.2 The Band Committee is empowered to expel any member whose conduct is considered, in the opinion of The Band Committee, to render them unfit for membership; provided that the member receives seven days written notice of the matter under consideration and an invitation to be present when the matter is considered, to answer for his/herself.

## **15 Dissolution of the Band**

- 15.1 If a resolution is put and passed by a 2/3rds majority of those present at an AGM to dissolve The Band, then the Chairperson must set a date for a Committee Meeting to arrange the disposal of The Band's assets. The Secretary and Treasurer must prepare statements of the Band's assets for presentation at this meeting. These disposal instructions must be passed by a majority of all members of The Band Committee and notified to all existing Band members. After settling all remaining debts and liabilities, if there is any money or property remaining it shall be transferred to an organisation with similar aims and objectives, to be decided by The Committee.

## **16 General**

- 16.1 Any matters arising not provided for in this Constitution, and any interpretation thereof, shall be decided by The Band Committee.