

CONSTITUTION
THE EAST RIDING OF YORKSHIRE BAND

1. NAME

The name of the Band shall be **The East Riding of Yorkshire Band.**

2. MISSION STATEMENT

The Band is established:

- * To foster and facilitate the musical aspirations of its members.
- * To further their musical advancement, and to aspire to the highest standard of performance.
- * To encourage the appreciation of / and participation in brass music in the East Riding of Yorkshire area.
- * To give concerts, enter competitions and raise funds for its own maintenance.
- * To actively seek and develop sponsorship which will facilitate these aims and to professionally promote such links.
- * Wherever possible to involve itself in activities and fund-raising which will:
 - a) Benefit charities and organisations.
 - b) Promote the area, towns and people of the East Riding of Yorkshire.

3. NEW PLAYER SELECTION PROCESS

The Band shall have a competitive open recruitment policy.

Players shall be sought by search, advertisement or internal movement within the Band (by competitive audition, in line with ERYB equal opportunities policy) as detailed in appendix B.

Any player wishing to play within the Band must have the prior consent of the Musical Director and shall be accepted on a trial basis. At the end of the trial period of no more than one month, the Musical Director will indicate whether full membership or rehearsal membership will be offered, and this may include audition by the Musical Director and the Band Secretary, against a pre-agreed selection criteria, the criteria set being dependent on the position vacant. At the discretion of the Musical Director this may or may not include section leaders.

4. MEMBERSHIP

Membership of the Band will be dependent on a number of factors:

- a) Being committed to the maintenance of a personal high standard of performance through regular practice.
- b) Regular attendance at rehearsals, (informing Band Secretary in advance of absence).
- c) Maintaining a high standard of deportment when in uniform/ on Band duty.
- d) Maintaining what a reasonable adult would accept as an acceptable standard of behaviour, in line with equal opportunities policy.
- e) Acceptance of The East Riding of Yorkshire Band may involve a reasonable workload of concerts/contests and most certainly will involve commitment.
- f) Pay promptly a monthly/weekly subscription as agreed at the Annual General Meeting towards band expenses.

5. GUEST PLAYERS

The Musical Director may at his discretion invite guest relief players to play with the Band. Wherever possible the Band Secretary/Treasurer shall be consulted prior to such arrangements and shall take into account economic viability. Reasonable expenses as determined by the Band and set against the normal level of payment within the brass band fraternity may be paid.

6. THE MANAGEMENT TEAM

The Management team shall comprise:

Chairman

Secretary

Treasurer

Property Officer/Librarian

Three additional Band members

The Musical Director/Resident Conductor will be an ex-officio member of the Management Team with no voting rights.

At the discretion of the Management Team the following additional posts may be filled by volunteers within the Band and these posts may be held in addition to any executive posts held.

- * Instrument Administrator
- * Uniform Administrator
- * Librarian
- * Subs Administrator
- * Deputies Manager
- * Contest Secretary
- * Publicity Officer
- * Such other posts as the Management Team considers necessary for the efficient administration of band affairs

The duties of these officers are as outlined in Appendix A.

The Management Team shall be elected at the Annual General Meeting and shall remain in office for one year unless re-elected. Any of the officers of the Band shall be removable at any time by a majority of 2/3 of members present at a special general meeting called for that purpose.

Routine matters shall be determined by individual officers in accordance with their powers and duties as set out in Appendix A. Where decisions need to be taken for which individual officers do not have the necessary authority, they shall notify the chairman who will consult with the other members of the Management Team as appropriate and if necessary with the whole band. If after such consultation, there is agreement on the necessary action, the decision will be recorded by the chairman and the officer will be authorised to proceed. All such decision shall be brought to the attention of the band within seven days

Any band member may ask to see a copy of any decision record after giving the Band Secretary seven days notice of their wish to do so.

Meetings of the Management Team will be held as and when necessary to discuss specific matters at the discretion of the chairman with a minimum of three voting officers needed to form a quorum.

7. AUTHORITY OF THE MANAGEMENT TEAM

- a) The Management team shall be responsible for the day to day running of the band's affairs with routine matters delegated to individual or groups of officers as detailed in Appendix A.
- b) The management team shall be authorised to make amendments to Appendix A of the Constitution (Job Outlines) involving the transfer of responsibilities between posts as necessary to ensure the efficient administration of the band's affairs.
- c) The Management Team shall determine the type and number of engagements (including charity promotion) to be undertaken and the fees to be charged with delegated power to be given to the Secretary who shall advise the Management Team and Band members as soon as new dates are confirmed.
- d) Disciplinary Matters and Grievances
 - i. Any member aggrieved by a decision to reprimand, suspend or expel them from the band or who otherwise has an unresolved grievance shall have a right of appeal to the management team by writing to the secretary within 14 days of the initial decision or event.
 - ii. The Management Team, sitting as an Appeals Committee, shall have the power to confirm or rescind the reprimand, suspension or expulsion of that member who has infringed any rule, or whose conduct in the opinion of the Management Team has rendered them unfit for membership of the Band.
 - iii. The chairman and any other management team member involved in the initial decision shall not take any part in the appeal process and where necessary to form a quorum (of three) one or more additional band members shall be co-opted to hear the appeal.
 - iv. Such an appeal is to be considered as soon as possible, following which the appellant shall be notified in writing of the Management Team's decision.

8. EXECUTIVE EXPENSES.

The Musical Director may be paid a fee for each rehearsal/engagement, this fee to be negotiated on an annual basis, agreed by the Management Team and re-affirmed at the AGM, or at a general band meeting in the case of an interim appointment.

The Band Secretary shall receive a contribution to cover expenses incurred on Band business such as telephone , stationery and travel to and from meetings on Band business, and shall be supported by

appropriate evidence, mileage records, phone bills etc, which shall be submitted as appropriate to the Treasurer for payment.

The Band Secretary may allocate expenses from petty cash to band members/ officers who incur expenses on Band duty. These include petrol for transporting instruments and in the case of Dep Managers, phone bills.

9. TRUSTEES

There shall be three Trustees who shall have the power to scrutinise the books and accounts at any time after having given due notice to the Secretary. Such Trustees shall be elected at the AGM or Special GM called for that purpose and continue in office during the pleasure of the Band and may only be removable at a General Meeting by a majority of 2/3 of the members present. In the case of a vacancy another shall be elected at a General Meeting called for that purpose. The duties of the Trustees shall include:

- a) General responsibility of the Band's property and instruments and supervision of the Secretary/Treasurer's records and maintenance of the same
- b) Responsibility for ensuring that the said property and instruments are adequately insured (in their names)
- c) In the event of the Band's dissolution, the collection and checking of the instruments and property pending disposal thereof and the carrying out of such disposal in co-operation with the other officers of the Band concerned
- d) Following the completion of checking, the Trustees will have full responsibility for the distribution of the Band's assets to a similar organisation to commence with ensuring that the East Riding Youth Brass Band, East Riding Junior Band and Driffield Town Band are given priority to become custodians of any instruments they may require. Any instruments surplus to this should then be distributed accordingly by the Trustees to other similar organisations

In the event of a reformation of the East Riding of Yorkshire Band then the property shall be recalled from the custodians giving one month's notice before collection takes place.

10. SUBSCRIPTIONS

A weekly /monthly subscription shall be paid by members of the Band, this sum to be agreed and confirmed at the AGM or Special Meeting convened for this purpose.

11. AUDITORS

There shall be elected prior to the Annual General Meeting in each year a competent person to audit the Books and Accounts as prepared by the Treasurer and who shall sign the name as found by them to be correct or shall specially report to the Band in what respects they find them incorrect.

12. ENGAGEMENTS

The Management Team shall be at liberty to enter into any private engagement for performance by the Band. This power may be delegated to the Band Secretary provisionally to accept engagements on behalf of the Band, these to be ratified by Band members or Management Team at the earliest possible date. The Secretary shall be at liberty to agree to apply such part of the proceeds as they may think proper to guest players for travelling/out of pocket expenses incurred should this in fact be fitting and just.

13. PROPERTY OF THE BAND

Any person having in their possession any property of the Band shall, at any time when required by the Management Team, return same to the Band Secretary within seven days from receipt of written demand.

Any member resigning or ceasing to be a member shall relinquish all claims upon the Band, or in any property of the Band, and shall within seven days return to the Band Secretary any property of the Band that may be in their possession. They may be required by the Management Team to make good any damage to the instrument or other Band property that has been in their charge.

14. ANNUAL GENERAL MEETING

The Annual General Meeting of the Band shall be held during the months of April or May on a day fixed by the Management Team, of which at least 14 days notice has been posted in the bandroom. The business of the meeting shall be:-

- a) To receive reports of the year's working from the Band Secretary and Musical Director
- b) To receive the Treasurer's report and statement of Accounts and Balance Sheet
- c) To elect or re-elect Presidents, Trustees and other officers of the Band.
- d) To agree fees to be paid to the Musical Director and sum payable as subscription by Band members for the following year.

e) To transact any other business relating to the affairs of the Band, of which due notice has been given in writing to the Secretary.

15. SPECIAL GENERAL MEETING

The Management Team shall have power at any time to call a Special General Meeting, notice of which shall be given to members at least 7 days prior to such a meeting.

Any member being dissatisfied by any decision of the Management Team may demand a Special General Meeting by producing a requisition of the Management Team signed by at least seven members of the Band and which shall be submitted to the Secretary.

16. A copy of the Band's Constitution shall be posted in the Band room and an individual copy made available to any member of the Band within seven days of a request for same to the Band Secretary.

Originally approved: 5th October 2003

Amended: 27th April 2014

APPENDIX A THE EAST RIDING OF YORKSHIRE BAND

JOB OUTLINES

CHAIRMAN

- To chair meetings of the Band and Management Team.
- To ensure that all non-routine decisions are properly recorded and communicated to band members.
- To give guidance and support to other officers and band members.
- To ensure as far as is practicable that officers carry out their duties and to make alternative arrangements for the carrying out of any duties which the officer concerned is unable to fulfil.
- To represent the Band or arrange a deputy at meetings of other organisations and report back to the Management Team/Band as appropriate.
- To be responsible for the overall discipline of the Band during rehearsals and public performance and in consultation with at least one other Management team member, to reprimand, suspend or dismiss any member of the band for misconduct (subject to the member's right of appeal).
- To keep the constitution under review.

MUSICAL DIRECTOR

- Selection of music for contests and concerts
- Responsibility for the musical training and presentation of the Band.
- Selection of players for various positions in the Band.
- To advise the Secretary of new music requirements to keep the library 'up to date' in content.
- To nominate a deputy to conduct the band in his/her absence.

SECRETARY

- To convene all meetings of the Band.
- To be responsible for all correspondence and external communications except those relating to the carrying out of specific functions which are the responsibility of other officers and to maintain a record of all correspondence sent and received.
- To carry out purchase of new music in consultation with the MD and Treasurer.
- To confirm concert arrangements and communicate to the Band.
- To ensure all subscriptions are up to date with the BBR and associations we choose to participate in.
- To book rehearsal facilities and transport.

- In consultation with the Treasurer and Chairman, to set fees for engagements
- In consultation with Treasurer and Chairman to set criteria for deputies' expenses and inform Deputies' manager.
- Prepare notes of all formal meetings of the Management Team and General Meetings of the band and arrange for these to be posted in the band room or otherwise communicated to members.
- To receive apologies for absence at rehearsals and inform the resident MD.
- To oversee or undertake the work of the Contest Secretary, Deputies Manager and Publicity Officer

CONTEST SECRETARY (In consultation with the Secretary)

- To ensure all members and potential members are registered with the Brass Band Registry.
- To be responsible for the submission of contest entry and signature forms.
- To confirm contest arrangements and to communicate these arrangements to the Band.

DEPUTIES MANAGER (In consultation with the MD, Secretary and Treasurer)

- Maintain a list of possible guest players
- To arrange deputies of the appropriate standard.
- Pay deputies expenses in line with pre set criteria before progressing to book
- To ensure that receipts are obtained for all monies paid and prepare a financial summary for the treasurer after each concert.
- To hold a float of cash and to indent for additional monies as necessary.

PUBLICITY OFFICER (In consultation with the MD and Secretary)

- To issue publicity and promotional materials
- To keep up to date the Band's web site - all content to have the previous agreement of the Band Secretary before publication.
- To assist the Secretary in preparing and distributing all publicity for Band engagements, and program content advertising.
- To arrange for printing of posters and tickets for Band events when appropriate.

TREASURER

- To keep all necessary accounts and financial records on behalf of the Band.
- To ensure prompt collection of fees by the Secretary, subscriptions from members and other monies due.
- To ensure prompt payment of all accounts, fees and other expenses payable by the Band.
- To prepare a monthly report on bank balances amounts due and receivable and for the AGM details of income and expenditure for the year.
- To co-ordinate fund-raising activities.
- To co-ordinate all efforts to raise sponsorship for the Band.
- In consultation with Management team to set criteria for engagement fees, Deputies' expenses and expenditure limits for individual officers/activities
- To oversee or undertake the work of the Subs Administrator.

SUBS ADMINISTRATOR (In consultation with the treasurer)

- Responsible for the collection of subscriptions including with the agreement of members the set up of a monthly bankers order. Maintain a record of receipts to be handed to Treasurer periodically.

- Report arrears of more than one month to the Treasurer.

PROPERTY OFFICER/LIBRARIAN

- To be responsible for the safe keeping of all Band property including Music, Instruments and Uniforms
- To ensure that appropriate records and inventories of all assets are kept.
- To provide the treasurer with necessary information for insurance purposes.
- To undertake or oversee the work of the librarian, instrument administrator and uniform administrator

LIBRARIAN (In consultation with the Property Officer)

- Responsible for the safe keeping of Band music not allocated to individual players.
- Periodic sorting and cataloguing of music
- Preparation of programme items on the request of the MD
- Maintain a record of loans in or out and to ensure return of these items in due course.

UNIFORM ADMINISTRATOR (In consultation with the Property Officer)

- Keep a list of uniform items in stock and issued
- To undertake periodic audits of uniform condition and request members to clean where appropriate.
- Organise repairs and alterations.
- Make sure deputies are catered for.

INSTRUMENT ADMINISTRATOR (In consultation with the Property officer)

- Maintain an inventory of instruments owned by or loaned to the band together with serial numbers and other assets not looked after by other officers and maintain information about their allocation or location.
- Organise acquisitions/disposals/repairs as authorised by the Management team.

APPENDIX B

THE EAST RIDING OF YORKSHIRE BAND - EQUAL OPPORTUNITIES POLICY

The East Riding of Yorkshire Band is committed to providing fair and equal treatment for all members and potential members. No member or potential member shall receive less favourable treatment or consideration on the grounds of race, colour, religion, nationality, ethnic origin, gender, disability, sexual orientation or marital status or will be disadvantaged by any conditions that cannot be justified.

Sexist or racist banter, abuse or harassment will not be tolerated.

Every member/potential member of the Band shall be provided with a copy of the policy and advised that these principles will apply.

All members/potential members have personal responsibility for the practical application of The East Riding of Yorkshire Band Equal Opportunities Policy.

There will be no discrimination on account of sex, race, colour, disability, age, religion, nationality, ethnic origin, sexual orientation or marital status.

The East Riding of Yorkshire Band will appoint, train develop and promote on the basis of merit and ability.

Any member/potential member who believes he/she may have been unfairly discriminated against can peruse a complaint by means of a letter to the Management Team.

Disciplinary action may be taken against any member/potential member who is found to be in breach of this policy.

In the case of any doubt or concern about the application of the policy any member or potential member may in the first instance consult with the Band Secretary.

THE EAST RIDING OF YORKSHIRE BAND- DISABILITY POLICY

The policy of The East Riding of Yorkshire Band in all its music making activities is to actively seek out and attempt to involve members of the local community who are perceived to find difficulty in gaining access to music any disability.

All members/potential members have a personal responsibility for the practical application of The East Riding of Yorkshire Band Disability Policy.

It is the responsibility of the Management Team to ensure that access to and provision for the disabled is available at all concert venues.