

BLOWZONE CONSTITUTION

Adopted on the 3rd day of February 2011
Amended on the 27th day of September 2012

A Name

The name of the band shall be BLOWZONE (Tavistock Wind Band) herein after called “the Band”.

B Administration

Subject to the matters set out below the Band and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, to be known as “the Executive Committee”, constituted by clause H of this constitution.

C Objective

The objective of the Band (“the objective”) shall be to maintain, improve, and advance the education of the public through the promotion and practice of wind band music, and any other charitable purposes as the executive committee in its absolute discretion from time to time determine.

In particular:

- (i) To provide a band for wind players, for their enjoyment and the entertainment of the community, in Tavistock and the surrounding district.
- (ii) To promote, encourage and facilitate a high standard of music making for all, within a relaxed environment.
- (iii) To help and encourage all members to develop their musical skills, by playing with other people and in so doing, advancing their skills and finding new confidence to perform in front of audiences.
- (iv) To provide an interesting and varied repertoire of pieces.
- (v) To fulfil the philosophy behind the ‘community band’ by encouraging a varied cross-section of all ages and abilities.
- (vi) To promote and organise concerts at regular intervals and to have a policy of playing at local events such as school fairs and other charitable proceedings thereby serving the wider community.
- (vii) To provide the chance for our members to make new friends and acquaintances with similar interests in our area and offer opportunities to new members to join us.
- (viii) To encourage the formation of smaller discrete ensembles within ‘Blowzone’.
- (ix) To encourage and promote music making and performances of a wide variety with other musical groups in the area.

D Powers

In furtherance of the objective but not otherwise the Executive Committee may exercise the following powers:

- (i) Power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii) Power to buy, take on lease or in exchange any property necessary for the achievement of the objective and to maintain and equip it for use;
- (iii) Power subject to any consent required by law to sell, lease or dispose of all or any part of the property of the Band;
- (iv) Power subject to any consent required by law to borrow money and charge all or any part of the property of the Band with repayment of the money so borrowed;
- (v) Power to appoint and constitute such advisory committees as the Executive Committee may think fit;
- (vi) Power to do all such other lawful things as are necessary for the achievement of the objective.

E Membership

(1) Membership of the Band shall be open to any person, subject to the discretion of the Musical Director, over the age of seven years interested in furthering the objective and who has paid the termly subscription laid down from time to time by the Executive Committee.

(2) Every member shall have one vote. Where a member is a minor that member's vote may be cast by the member's legal guardian.

(2a) Where a vote is called for in order to establish the opinion of the members and does not result in any legally binding decision every member shall be able to cast their own vote regardless of age.

(3) The Executive Committee may by a simple majority vote and for good reason terminate the membership of any individual; provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend or legal guardian, before a final decision is made.

F Subscriptions

A termly subscription is to be paid by each playing member, the rate of subscription being determined by the Executive Committee and presented at an A.G.M. A new rate shall take effect at the beginning of the next full school term following that A.G.M.

G Officers

At the annual general meeting of the Band ("the A.G.M.") the members shall elect from amongst themselves a Chairperson, a Vice-Chairperson, a Musical Director, a Secretary, Publicity Officer, a Treasurer, a Librarian and a Child Protection Officer who shall hold office from the conclusion of that meeting. The duties and responsibilities of these officers are those set out in Appendix 1 attached to and forming part of this constitution. Voting rights shall be as set out in clause E (2) above.

H Executive Committee

(1) The Executive Committee shall consist of eleven members being:

(a) the officers specified in the preceding clause;

(b) not less than three and where the number of honorary officers elected is less than ten (due to more than one office being held by one person) not more than five members elected at the A.G.M. who shall hold office from the conclusion of that meeting;

(2) The Executive Committee may in addition appoint not more than five co-opted members but so that no-one may be appointed as a co-opted member if, as a result more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a meeting of the Executive Committee and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.

(3) All members of the Executive Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed

(4) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

I Determination of Membership of Executive Committee

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

(i) becomes incapable by reason of mental disorder, illness, injury or the need to manage and administer his or her own affairs;

(ii) is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated or

(iii) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

J Executive Committee Members not to be personally interested

No member of the Executive Committee shall acquire any interest in property belonging to the Band (otherwise than as a trustee for the Band) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

K Meetings and proceedings of the Executive Committee

(1) The Executive Committee shall hold at least three ordinary meetings each year. A special meeting may be called at any time by the Chairperson or by any two members of the Executive Committee upon not less than four days' notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 14 days' notice must be given.

(2) The Chairperson shall chair meetings of the Executive Committee. If the Chairperson is absent from any meeting, the Vice-Chairperson shall chair the meeting. If both Chairperson and Vice-Chairperson are absent the members of the Executive Committee present shall choose one of their number to chair the meeting before any other business is transacted.

(3) There shall be a quorum when at least two thirds of the number of members of the Executive Committee for the time being or seven members of the Executive Committee, whichever is the greater, are present at a meeting.

(4) Every matter shall be determined by a majority of votes of the Executive Committee present and voting on the question but in the case of equality of votes the Chairperson of the meeting shall have a second or casting vote.

(5) The Executive Committee shall keep minutes of the proceedings at meetings of the Executive Committee and any sub-committee.

(6) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

(7) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Band and chaired by a member of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee provided that all acts and proceedings shall be fully and promptly reported to the Executive Committee.

L Receipts and Expenditure

(1) The funds of the Band, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Band at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.

(2) The funds belonging to the Band shall be applied only in furthering the objective.

M Accounts

The Executive Committee shall comply with their obligations with regard to:

- (i) The keeping of accounting records for the Band;
- (ii) The preparation of annual statements of account for the Band;
- (iii) The auditing or independent examination of the statements of account of the Band;

N Annual General Meeting

- (1) There shall be an Annual General Meeting of the Band which shall be held in the month of September in each year or as soon as practicable thereafter.
- (2) Every Annual General Meeting shall be called by the Executive Committee. The Secretary shall give at least 14 days' notice of the Annual General Meeting to all the members of the Band.
- (3) The Chairperson of the Annual General Meeting shall be the Chairperson elected in accordance with clause G of this constitution at the previous years' Annual General Meeting. If he or she is not present, before any other business is transacted, the persons present shall appoint a Chairperson of the meeting.
- (4) The Executive Committee shall present to each Annual General Meeting the reports and accounts of the Band for the preceding year.
- (5) Nominations for election as Officers and/or members of the Executive Committee may be made to the Secretary of the Executive Committee in writing prior to the meeting or in person at the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot. Nominees shall be requested to leave the room where there is more than one nomination for a vacancy.
- (6) Any other matters to be included in the agenda of the meeting must be in the hands of the Secretary of the Executive Committee at least 7 days before the Annual General Meeting.

O Special General Meetings

The Executive Committee may call a special general meeting of the Band at any time. If at least 10 members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 14 days' notice must be given. The notice must state the business to be discussed.

P Procedure at General Meetings

- (1) The secretary or other persons specially appointed by the Executive Committee shall keep a record of decisions and actions at every general meeting of the Band.
- (2) There shall be a quorum when at least one third of the number of members of the Band for the time being or six members of the Band, whichever is the greater, are present at any general meeting. All the members of the Band shall be entitled to attend the meeting and to vote thereat in accordance to clause E (2) of this constitution.
- (3) Every matter shall be determined by a majority of votes of the members present and voting on the question but in the case of equality of votes the Chairperson of the meeting shall have a second or casting vote.

Q Notices

Any notice required to be served on any member of the Band shall be in writing and shall be served by the Secretary or the Executive Committee on any member either personally, via last known valid email address or by sending it through the post in a prepaid letter addressed to such a member at his or her last known address in the United Kingdom and any letter so sent shall be deemed to have been received with 10 days of posting.

R Alterations to the Constitution

Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

S Dissolution

If the Executive 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 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-third majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Band. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Band as the members of the Band may determine or failing that shall be applied for some other charitable purpose.

POLICY STATEMENT—Officers, Committee Members and Committee

1. The officers and Committee Members shall be elected at the Annual General Meeting.

The following positions shall be filled:

CHAIRPERSON
SECRETARY
MEMBERSHIP SECRETARY
PUBLICITY OFFICER
TREASURER
LIBRARIAN
MUSICAL DIRECTOR
CHILD PROTECTION OFFICER
THREE GENERAL COMMITTEE MEMBERS

2. The Duties of the above Officers shall include:-

Chairperson

- Chair committee meetings - ensure business is conducted in a pleasant but efficient manner and all committee members are given the opportunity to express their views
- Take such actions as are necessary to ensure the continuation and smooth running of the band

Secretary

- Email all members a week before start of each term to remind them of new term starting, location, subs due, any events planned, etc.
- Send out other emails throughout the year as required (keep to minimum)
- Request, chase and collate responses to Concert Availability and present to MD
- Work out dates for next term ensuring school half term falls on a non-BZ week
- Book room at Tavistock College using correct forms - supplied
- Inform MD, Membership Secretary and offshoot groups who rehearse on alternate Thursdays to BZ of dates about half a term in advance
- Inform Publicity Officer of term dates to update website (and any other updates to website required)
- Inform all committee members a fortnight in advance of a meeting and include minutes from last meeting
- Attend all committee meetings, produce an agenda, take accurate minutes and distribute to committee members ASAP after meeting and within 2 weeks
- Apply for grant money as and when required by the committee
- Inform all members a fortnight in advance of the AGM (normally held on the second rehearsal of the Autumn Term) and include minutes from previous year's meeting
- Attend the AGM, produce an agenda, take accurate minutes and distribute to all members ASAP after meeting and within 2 weeks

Membership Secretary

- Maintain and update BZ Database (MS Access) - supplied
- Ensure a good supply of 'New Member' and 'Photo Permission' forms which you ask every new member to complete at their first rehearsal
- Ensure a good supply of 'BZ Welcome Sheets' to give to new members and update information as necessary
- Print termly register and complete at each rehearsal/event
- Produce/print/distribute 'Full Membership List' approx. once a year (October-ish)
- Collect subscription money, document carefully and pass to Treasurer
- Chase uncollected subs after 3 rehearsals
- Look after polo shirt/fleece allocation, re-order when necessary
- Print paper slips for members' diaries giving term dates, when they become available from the Secretary

Publicity Officer

- Recruitment of new members
 - Maintain and manage a constant stock of “Calling All Wind Players” flyers which are handed out at events, update text as necessary
 - Recruit specific players as necessary – for example contacting local music teachers, “wanted” adverts, posters in music shops
- Advertising concerts
 - Increase bums on seats where necessary – for example, where audience capacity exceeds friends and family; especially if a door charge is being made
 - For example posters, flyers, local radio
- Regularly submit information and photos to local papers, to raise the profile of BZ
 - For example, to recruit new members, report on concerts played, advertise events in advance
- Submit information to relevant websites – for example local listings, directories of bands
- Manage and maintain the BZ website (<http://www.blowzonetavistock.co.uk/>), updating as necessary
- Manage and maintain BZ social media accounts, updating regularly
 - Facebook (<http://www.facebook.com/pages/Blowzone/156376094416373?sk=info>)

Treasurer

- To alert the committee immediately if at any time planned expenditure exceeds the bands ability to pay
- Be the authorised operator of the band's bank account
- Collect termly membership receipts from the Membership Secretary and pay these into the bank
- Collect any other receipts from whatever source and pay these into the bank
- Make payments as necessary for the purposes of the band; principally, but not exclusively, to the Musical Director and to the Education Authority for room hire
- Record all receipts and expenditure in an auditable form
- Ensure Receipts and Invoices are provided or obtained to verify expenditure and receipts
- Arrange for an annual audit of the accounts by a suitably experienced individual (note this does not imply making payment for such audit) ensuring that a short statement from the auditor is available for the AGM
- Ensure that sufficient funds are available to meet expected commitments at all times
- Provide statements on the Finances to committee meetings whenever these are held
- Provide a brief review and statement on the finances at the AGM
- To make the band's financial records and bank statements available to any committee member on request
- Attend Committee meetings and the AGM
- Maintain spreadsheet of all Blowzone's assets and music

Librarian

- Ask MD before end of term, which music is to be removed/added to folders
- Before the start of next term, ensure correct music is removed from/added to all instruments' folders and old music is returned to correct folder and filed in drawers
- Store all BZ music (3 plastic filing cabinets)
- Set up new folders in cabinet for new music - print sticky label for music and update spreadsheet with details - supplied
- Repair music and repair/replace folders as necessary
- Photocopy parts as required to fill all instrument folders currently set up
- Check all folders are returned to box after a rehearsal

Musical Director

- Source suitable new music as finances permit
- Conduct band rehearsals and performances
- Select folder music before the end of each term
- The organisation of practices (including stating the music to be played at the following rehearsal, where possible), discipline, allocation of instruments and personnel required for engagements
- Being available for a minimum of 3 performances each year

Child Protection Officer

- Make yourself available to young people if they have concerns regarding any issue that may arise in the Band
- Liaise between the members and the Executive Committee in order to report on any relevant issues
- Shall act as custodian of all letters of consent forms received from parents
- Have undergone a successful CRB check which remains valid

General Committee Member

- Attend Committee meetings and the AGM
- Give input, where necessary, to issues discussed
- Bring to a meeting any issues raised with you by band members
- Undertake other tasks as agreed by the committee

It's not a requirement to be on the committee to fulfil the role of:

Section Leader

- Responsible for providing practice copies as requested by players in your section
 - either by copying parts to hand to player at next rehearsal
 - or by scanning and emailing them to the player
 - Ensure all folders from your section are returned to the box (in order) at the end of every rehearsal.
If you are taking a folder home for copying, please inform the Librarian
-