

# Llandudno Town Band Constitution

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## 1. TITLE

The organisation shall be called “Llandudno Town Band”, hereinafter called the **Band**.

## 2. OBJECTIVES

- To foster and promote the appreciation of the Musical Arts, in particular the art of brass band playing by the presentation of concerts and other activities.
- To encourage the development of young musicians.
- To encourage the musical education of players of all ages.
- To help sustain the long-term future of brass bands in the locality.
- To be worthy ambassadors of the town of Llandudno.

## 3. MEMBERSHIP

- The opportunity for membership is open to all and the Band welcomes applications from any individual regardless of age, sex, sexual orientation, race, belief or physical or mental disability.
- Members shall be required to agree to abide by the conditions of the current **Membership Policy**.

## 4. ANNUAL GENERAL MEETING (AGM) and EXTRAORDINARY GENERAL MEETING (EGM)

- The AGM will usually be held in April or within a maximum of 4 months from the end of the financial year. All band members and Officers shall be given at least 2 weeks’ notice of the AGM or an EGM.
- Any proposed changes to the Constitution shall be notified to all members at least 7 days prior to the meeting.
- The quorum of an Annual General Meeting or Extraordinary General Meeting shall be 51% of the current band membership with a minimum number of 7 members present.

The business to be transacted at the **AGM** shall be:

- a) to approve the minutes of the last Annual General Meeting and to deal with any matters arising
- b) to include any reports from the Committee and Musical Director on the activities of the band during the past year
- c) to receive audited accounts of the Band’s financial transactions

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- d) to elect committee members and honorary members for the ensuing year (candidates for election should be proposed and seconded by full members of the band – see **Membership Policy** for eligibility for election)
- e) to transact any other business relating to the affairs of the Band of which notice has been given and is included on the agenda
- f) to transact, at the discretion of the Committee, any other business relating to the affairs of the band.

An Extraordinary General Meeting can be convened by the Band committee at any time for any purpose. It can also be convened by a minimum of 5 band members in writing to the committee, stating the purpose for calling the meeting.

## 5. COMMITTEE

There shall be no fixed roles other than for the **Musical Director**, which is an appointed position, and the **Safeguarding Lead**.

The Band shall be administered by a collective, co-operative committee ('the Committee') of no fewer than **five** members up to a maximum of **nine** members (plus two representatives from Llandudno Town Council), who will oversee the day to day running of the band and manage its activities in line with current policies and governance documents.

The Committee will operate under the following principles:

- Shared responsibilities - no single individual holds overarching authority
- Collective decision-making - decisions are made collaboratively
- Accountability - each individual provides checks and balances to ensure fairness and transparency within the committee and in the running of the band.

The Committee shall collectively manage and oversee finances and resources. A trusted person (who need not be a Committee member), will be nominated as **Treasurer** for the purposes of maintaining proper records of income and expenditure.

A Committee member will be nominated as the **Safeguarding Lead** to ensure compliance with current requirements at all times. Reference to the **Responsibilities and Roles** document should be made for more information.

The **Musical Director** is an appointed role. Reference to the **Responsibilities and Roles** document should be made for more information.

The Committee will have the authority to fill vacancies as and when necessary during the year until the next Annual General Meeting.

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All Band members will have voting rights as defined in the current **Membership Policy** but cannot normally be elected to serve on the Committee until they have been a full member of the band for **six** months. This may be varied at the discretion of the Committee.

In the event of any matter requiring urgent attention or action, any **three** Committee members will have the powers of the full Committee. These types of decisions must be properly documented and recorded.

The **Honorary** positions of President and Vice-President may be proposed by the Committee and individuals shall be elected to these roles either at the AGM or EGM. Whilst these positions do not have the privileges or responsibilities of membership, they may be invited to any relevant band functions

## 6. COMMITTEE MEETINGS

- The Committee will hold regular meetings, at least quarterly, to discuss the Band's affairs.
- **Five** Committee members shall constitute a quorum.
- All motions at Committee Meetings or General Meetings shall be passed by the overall majority of the voters at the meeting.
- Voting shall be by a show of hands or secret ballot at the discretion of the Committee.
- In the event of there being a tie, a nominated Committee member will have the casting vote.
- The (appointed) Musical Director will be invited to the Committee meetings and will have voting rights if present.

The Committee shall have the power to appoint a Sub-Committee for any purpose connected with the Band whenever it's advice or assistance may appear desirable.

## 7. FINANCE

- The financial year of the Band shall be from the 1<sup>st</sup> January to the 31<sup>st</sup> December.
- The funds of the Band shall be kept in bank or building society accounts or investments approved by the Committee.
- The Committee shall appoint at least three signatories for the purpose of signing cheques, with any two to sign, one of whom must be the nominated Treasurer.
- Authorised signatories shall not be related by birth or marriage.
- Audited accounts of the Band shall be prepared annually for each financial year and submitted to the Annual General Meeting for approval.

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## 8. TRUSTEES

- A board of **three** Trustees will be maintained to ensure the well-being of the band, its property and finances.
- The Trustees will be invited from Band membership or from those who have paid particular service to the Band in the past and are considered by the Committee to have the Band's best interests at heart.
- The board of trustees shall be reviewed at least annually by the Committee and the names of each of its three members shall be reported to the AGM and ratified at that meeting.

In the event of a trustee resigning from the Band during the year, the Committee shall have power to appoint an appropriate individual in their place in the interim until ratification at the next General Meeting.

## 9. BAND EXISTENCE

- The Band shall continue to function as long as it can achieve its Objectives.
- A resolution to discontinue the work of the Band shall be considered at a General Meeting (AGM or EGM) of which proper notice has been given and at which not less than 51% of the current Band members shall be represented.
- If the resolution is carried, the Trustees shall ensure that any property and monies belonging to the Band, after payment of expenses and liabilities properly incurred, shall not be distributed to its members, but shall be devoted to another organisation or charity having objectives similar to those of the Band.

## 10. CONSTITUTION

Any matter not provided for in the Constitution shall be dealt with by the Committee.

This Constitution revokes and replaces all previous Constitutions of the Llandudno Town Band.

## GOVERNANCE DOCUMENTS

The below governance documents have been approved and adopted by Llandudno Town Band for adherence by the members of the Band. The documents should be reviewed annually and any amendments must be made by the majority vote of the Committee and fully adopted at the next AGM or EGM. Band members wishing to make amendments should place their request, in

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writing, to the committee. Changes may also be made at a General Meeting in accordance with the Constitution.

## **CONSTITUTION**

## **SAFEGUARDING POLICY (to be reviewed annually)**

## **FORM FOR REPORTING A SAFEGUARDING CONCERN**

## **MEMBERSHIP POLICY**

## **MEMBERSHIP FORM**

## **RECRUITMENT GUIDELINES**

## **E-SAFETY/SOCIAL MEDIA POLICY**

## **GDPR/PRIVACY POLICY**

## **CODE OF CONDUCT**

## **HEALTH & SAFETY POLICY**

## **RESPONSIBILITIES AND ROLES DOCUMENT**

### **Amendments**

Sept 22 – Amend financial year (previously Apr-Mar)

Feb 23 – Amend committee/officer position

Mar 24 – Amend committee/officer position

Mar 26 – Amend committee positions and roles