

Llandudno Town Band Membership Policy

It is the policy of the Band that all persons shall have equal opportunity for membership. The Band welcomes applications for membership and participation in its activities from any individual, regardless of age, sex, sexual orientation, race, belief or physical or mental disability.

Membership

- Applications for membership shall be in writing to the Committee on the designated **Membership Form** attached to this policy or available from the Band website.
- Players are required to serve a period of probation of up to three months, prior to being formally elected as a full member. This may be waived at the discretion of the Committee.
- Election as a full member of the band will be confirmed following approval by the Committee.
- Junior members (under 18 years) are required to follow the same application procedure except that the membership form is to be signed by a parent/guardian.
- Resignation of membership should be in writing and all band property must be returned to a Committee member within 14 days of the resignation.

Member rights, expectations and responsibilities

- All senior band members will have full voting rights at band meetings. The Meeting Leader at such meetings, in addition to being entitled to vote in the first instance, shall also have a casting vote.
- Band members shall be entitled to stand for election to the Band Committee after 6 months membership. This may be varied at the discretion of the Committee.
- All band members will be expected to adhere to the **Constitution** and current **Policies** of the band. It is the member's responsibility to familiarise themselves with these documents.
- Visiting and guest players are always welcome and are expected to conduct themselves in accordance with the band's policies.
- All members shall be entitled to loan instruments and equipment in accordance with the conditions outlined in the **Code of Conduct**.
- Band members are expected to prioritise their commitments to enable attendance at all rehearsals and engagements.
- It is the responsibility of the individual to communicate absences for whatever reason to a Committee member at the earliest opportunity. A record of attendance at rehearsals and engagements may be maintained.
- A member failing to attend band practices/events for a prolonged period of **two months** will be deemed to have resigned from the band and will be obliged to return all band property. They will also be deemed to have resigned from the committee and return anything associated with that role including login details, passwords etc. The committee has the discretion to extend this period for individuals in special circumstances.

Breach of Policies

The Band Committee reserves the right to investigate any reported or suspected breaches of this and any of the other **Band Policies**, and to take any necessary action to protect the integrity of the band and its members.

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The following procedures should be adopted to ensure fairness to all parties: -

- The Band member will be informed in the first instance that an investigation is to take place.
- An investigation will be conducted to allow the Committee to gather all necessary information relating to the alleged breach.
- The individual in question will be given the fullest opportunity to submit their case to the Committee, either in writing or in person.
- Once the investigation is concluded, the Committee will consider what, if any, sanctions are required.

Sanctions may include, but are not limited to,

- appropriate warnings
- temporary suspension of membership
- dismissal from the band

Right to appeal

- The member involved will have the right to appeal a Committee decision.
- Any appeal should be made in writing within 14 days of being informed of the outcome of the investigation.
- If the individual concerned feels that relevant information has been withheld due to its sensitive nature and is not prepared to divulge this information to a full committee then the appeal can take place in either of the following formats:
 - a). with a designated Committee member, or
 - b). with the designated Committee member and two other Committee members chosen by the individual concerned.
- If the designated Committee member is subsequently deemed to have played an active part in the breach concerned, then the Committee will nominate another Committee member to deputise on their behalf. If both are actively involved in the breach then only the full Committee has the right to overturn the decision of the original investigation.

A confidential written record of the investigation, and its outcome, signed by at least two Committee members, should be completed and kept securely for the protection of all concerned.

The Committee will only use dismissal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

If the behaviour or alleged behaviour suggests that the band member may pose a safeguarding risk, **then Safeguarding procedures as outlined in the Safeguarding Policy will be followed as soon as the allegation or concern comes to light**, and statutory authorities will be informed as appropriate.