

Constitution of Cottenham Brass Band (July 2025)

1. **Title** - The band shall be known as 'Cottenham Brass.' This may include a junior band, known as 'Cottenham Brass Juniors' and/or a beginner band known as 'Cottenham Brass Beginners.' Hereafter in this document, it is referred to as 'the Band.'

2. **Objectives**

- a. The Band aims to provide musical entertainment to public audiences by achieving the best possible musical standards in performances and for its members to gain satisfaction and pleasure from playing in the Band.
- b. The Band will promote live music performance in the locality by participating in musical concerts, engagements and contests as the occasions arise.
- c. The Band is committed to ensure the continuance of the Brass Band Movement by encouragement of young people interested in playing brass instruments.
- d. The Band is committed to carrying out all our objectives without discrimination on the grounds of age, gender, race, sexual orientation, religion or disability.

3. **Trustees**

- a. The band will have five trustees who will be elected at the AGM and will serve for five years.
- b. The Committee will arrange the election of trustees in such a way that one Trusteeship is due for election at each AGM. Should a Trustee resign, or be incapable of carrying out their duties, an election will be held at the next AGM.

4. **Committee**

- a. The Committee shall be elected annually at the AGM and can include up to 2 non-players.
- b. The Committee are responsible for the affairs of the Band, including its engagements and matters of personnel discipline and grievance.
- c. The Committee will meet when required (no less than 4 times a year) and meetings should be attended by a minimum of 5 members.
- d. The Committee may co-opt other band members onto the Committee or as Band officials.
- e. The Committee is empowered to make by-laws by a majority decision, provided these are not inconsistent with this constitution.
- f. The Committee will determine when and where to advertise for new players.
- g. The Committee will determine the level of membership subscription.
- h. The Committee will consist of Chairman, Treasurer, Secretary, Bandmaster, Junior Bandmaster and up to 5 more members.

5. **Officers, Duties and Responsibilities**

The person undertaking a role may appoint other persons to act on their behalf subject to the Committee's approval.

a. Chairman

- i. Take the chair at all band meetings, both committee and general and will be responsible for the control and orderly progression of such meetings.
- ii. In the absence of the Chairman, a member of the committee will take the chair.
- iii. Responsible for ensuring that all actions agreed at committee meeting are carried out in a timely way.
- iv. Responsible for overseeing the effective running of band matters.

b. Treasurer

- i. Ensure the Band's bank account is properly managed and kept up to date.
- ii. Ensure the sound financial management of the Band.
- iii. Maintain accurate and up to date financial records of the Band.
- iv. Ensure any Band funds are suitably invested.
- v. Arrange for the payment of any expenses to visiting players or deputies.
- vi. Ensure that appropriate insurance is taken out and maintained on the Band's property and personnel.
- vii. Ensure that end of year accounts are prepared for presentation at the AGM.
- viii. Ensure any payments made by cheque are signed by 2 appointed signatories.
- ix. Ensure any payments made by BACS are authorised by 2 appointed persons.

c. Bandmaster

- i. Responsible for the selection of music, allocation of instruments and all pertaining matters.
- ii. Make the final decision on who plays at performances.
- iii. Have control of the Band at rehearsals and performances.
- iv. Determine the placement of playing members in the Band according to ability and/or the requirements of the Band.

d. Secretary

- i. Take the minutes at committee meetings, AGM and EGM.
- ii. Conduct general correspondence on behalf of the Band.
- iii. Manage engagements and bookings on behalf of the band, liaising with the Bandmaster to confirm such provisional bookings and fees to be charged.
- iv. Keep an up-to-date register of contact details of all Band members.
- v. Organise the arrangements for any Band engagements (except the music to be played).
- vi. Ensure Body of Person Approval (BOPA)/performance licenses are in place prior to an engagement as required.

e. Contest Secretary

- i. Ensure band members participating in contest are registered members of the Band.
- ii. Responsible for storage, distribution and collection of Band membership cards.
- iii. Responsible for entering the Band in any contests as requested by the Bandmaster.

f. Junior Bandmaster

- i. Responsible for the selection of music, allocation of instruments and all pertaining matters for the junior band.

g. Librarian

- i. Responsible for the maintenance, distribution and collection of the Band's music.
- ii. Keep a record of the band's music.

h. Designated Safety Officer

- i. Ensure child protection policy is reviewed annually and circulated to Band members.
- ii. Act as point of contact for any child protection concerns.

i. Property Officer

- i. Control all band property, other than music, maintaining records of Band property held by Band members.
- ii. Provide members and visiting players with Band uniform.

6. Child Protection

- a. A child protection policy will be circulated to Band members and will be available on the Band's website.
- b. The Band will ensure that there will always be more than one adult present during any rehearsals where there are players under 16 years of age.
- c. Volunteers assisting with the Junior Band will be DBS checked.
- d. The Band will ensure that there is the appropriate ratio of DBS checked volunteers for the number of children who are not accompanied by a parent/guardian at a rehearsal or engagement.

7. Membership

- a. Applications to join the Band will be reviewed and approved by the Bandmaster in consultation with the committee.
- b. Any applicant wishing to join the Band will be subject to a trial period of up to four rehearsals. An applicant will then become eligible to join the Band if they meet the required standard as decided by the Bandmaster in agreement with the Committee.
- c. Members are expected to make every effort to attend a reasonable number of practices and engagements punctually and for their duration.
- d. Members should arrive at rehearsals and engagements with adequate time to ensure that they are warmed up and ready to play at the time specified by the Bandmaster or nominated person(s).
- e. Members reasonably able to do so should be prepared to assist with the setting up and clearing away of band property at rehearsals and engagements.
- f. Members should endeavour to respond to requests for information, such as availability for rehearsals, contests and band engagements, within the timeframe specified by the Committee.
- g. Members will be expected to wear band uniform at all band engagements (except where otherwise agreed by general consent prior to the engagement).

- h. Members will be expected to promote the goodwill of the Band and assist at functions and fund-raising whenever possible.
- i. Members should ensure instruments or other property on loan from the band are kept clean and in good working order.
- j. Members are required to pay annual subscriptions promptly at levels set by the Committee.
- k. Only fully paid-up members of the band are eligible to vote (Junior band members do not have voting rights).
- l. When leaving the Band, members should return all property belonging to the band and compensate the band for any damage caused to such property, if not covered by the band's insurance.

8. Dissolution

- a. The band shall not be dissolved as long as there are 5 active playing members who are willing to attend regularly and work to rebuild the band to normal strength.
- b. In the event of dissolution, the Trustees shall, after a period of 5 years from the last AGM, and after taking reasonable steps to re-establish the band, dispose of any instruments, assets or monies in any way they deem suitable, but preferably to the benefit of another band or bands in the area.

9. Constitution

- a. Changes to the Constitution can only be made at an AGM or at an EGM convened for that purpose.
- b. Any proposed amendments to the Constitution should be sent in writing to the Committee a minimum of 1 month prior to an AGM.

Version Control

Approval Date	Comments
June 2009	Previous Version
June 2020	Role definitions added. Reference to R.E. D. removed. Document reformatted. Document approved at AGM on 25 June 2020.
May 2023	Update to role of chairman
July 2025	Update to title to reference beginner band and to section 4 to allow inclusion of up to 2 non-band members on Committee