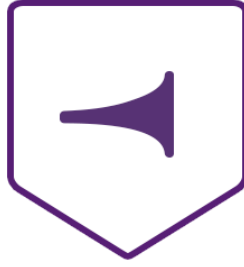


# downshire brass



## RULES AND CONSTITUTION

Adopted by Extraordinary General Meeting

Monday 20<sup>th</sup> May 2013

1. The name of the Band shall be Downshire Brass hereinafter called 'the Band'.
2. The objectives of the Band shall be the advancement of the knowledge of music among the members and the promotion of both musical and social benefits for the members. In furtherance of the above objectives the Band may:
  - a) co-operate with bodies and organisations that may contribute either directly or indirectly towards the administration and operations of the Band.
  - b) raise funds and invite or receive contributions from any person or organisation by way of subscription, donation or otherwise.
  - c) affiliate to other organisations with similar objectives.
  - d) conduct such business as may be deemed necessary in their attainment.
3. The Band will be non-party in politics and non-sectarian in religion.
4. Membership of the Band will be open, that is, irrespective of political party, religious opinion, nationality, sexual orientation, disability, age, race or colour.
5. Applications for membership will be considered by the elected Committee, who shall have the authority to reject applications which they feel would be detrimental to the Band's objectives.
6. Once a year, at a date decided by the Committee, the Secretary of the Band shall, on behalf of the Committee, call an Annual General Meeting of the Band, of which fourteen clear days notice shall be given. All individual members shall be entitled to attend for the purpose of receiving the Annual Report of the Committee and the Annual Audited Statement of Accounts; of electing Officers of the Band; of electing members to serve on the Committee; of appointing an Auditor or Auditors; of making recommendations to the meeting and for transacting such matters as may from time to time be necessary.





7. The Officers of the Band shall be: The Chairperson, Band Manager, Secretary and Treasurer. They shall retire annually at the Annual General Meeting and be eligible for re-election.
8. The Committee shall consist of the Officers of the Band together with the Musical Director and representatives of the Band members elected at the Annual General Meeting to the following posts: Librarian, Property Officer, PR Officer, Youth Development Officer, Nominated Representative of the Fundraising Committee. They shall retire annually at the Annual General Meeting and be eligible for re-election.
9. The other non-Committee posts which should be elected at the Annual General Meeting are: Registration and Contest Secretary, Assistant Librarian, Department Officer, Webmaster, Social Events Committee, Fundraising Committee. They shall retire annually at the Annual General Meeting and be eligible for re-election.
10. The Annual General Meeting shall appoint a President of the Band and may appoint one or more persons as Vice-Presidents who will be required to support and further the objectives of the Band. The President and Vice-Presidents will not be members of the Committee, will take no part in the day to day running of the Band and will not be entitled to vote. They shall retire annually at the Annual General Meeting and be eligible for re-election.
11. The Annual General Meeting shall also elect such representatives as are deemed necessary to represent the Band at: The North of Ireland Bands Association (NIBA), the Brass Band League (BBL) and any other affiliated organisations as described in Rule 2(c).
12. The Committee shall meet at least 4 times per year to discuss and direct the general management of the affairs of the Band within the terms of this constitution. It shall have the power to appoint sub-committees for specific roles and to determine their terms of reference, composition and duration. In addition the Committee will have the power to co-opt further members of the Band provided that the number of co-opted members shall not exceed one third of the total number of the Committee as already defined.
13. The Committee may employ such staff or organisations as is thought necessary for the furtherance of the Band's objectives on such terms and conditions as the Committee determine.
14. Five Committee members shall form a quorum at all meetings of the Committee. All questions and decisions requiring attention at Committee meetings will be decided by a simple majority of those present. In the case of an equality of votes, the Chairman shall have a casting vote.
15. All registered playing members of the Band shall be entitled to vote at meetings provided that their subscriptions are up to date.
16. The Committee shall have the right to terminate the membership of any member provided that the member shall have the right to be heard by the Committee before such a decision is taken.
17. Minutes shall be kept in respect of the Band's Annual General Meeting, Committee meetings, Sub-Committee meetings and General meetings and the Secretary shall maintain a correct record of all proceedings and resolutions passed or otherwise.





18. Should a serving committee member wish to relinquish their post, his/her successor will be elected at the next meeting of the Band. Such a meeting will be conducted in accordance with this constitution, however written notice will not be required.
19. The Committee shall determine any subscription to be paid by each member.
20. The Committee shall employ, or appoint as the case may be, a Musical Director, hereinafter referred to as the Conductor, who shall be completely in charge of the Band's interpretation of all music played on the day of the performance. One or more Deputy Conductors may also be appointed as the committee see fit.
21. The Chairman and Secretary, and/or the Committee, may at any time at their discretion, or within 21 days of receiving a written request signed by not less than one third of the members having the power to vote and giving reason for the request, call a Special General Meeting of the Band, of which 14 days notice shall be required to be given, for the purpose of altering the Constitution in accordance with Rule 33 or for the purpose of considering any matter which may be referred to it by the Committee, or for any other purpose.
22. If the Committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Band, it shall call a Special General Meeting in accordance with the criteria as stated in Rule 21. If such a decision is confirmed by a simple majority of those present and voting at such meeting, the Committee shall have the power to dispose of any assets held by or in the name of the Band, any assets remaining after the satisfaction of any proper debts and liabilities shall be disposed of by the Committee as the simple majority sees fit.
23. Any member of the Band may request the Secretary to call a meeting of the Committee on giving at least seven days notice and stating the reason for such meeting unless the Secretary, in consultation with the Chairman, deems the reason for so calling the Committee sufficiently urgent as to require the Committee's immediate attention, in which case the Secretary shall call the Committee together immediately following the next rehearsal.
24. Rehearsals shall take place as deemed suitable by the Committee and the Conductor. Members persistently refusing to be in attendance will be required to give reason for their absence to the Committee. If insufficient or unacceptable reasons are given, then the Committee will have the power to dismiss a member at their discretion. Members so dismissed will have their registrations retained until the Committee is satisfied that all equipment has been returned and that all debts and liabilities have been satisfied.
25. Each member will be responsible for all equipment, music stand, uniform, music and instrument belonging to the Band which may be issued to them from time to time during the course of the Band's operations.
26. Members shall present themselves at engagements in full and proper uniform and in sufficient time. Any changes to the dress uniform code at an engagement will be made by the Department Officer in good time prior to the commencement of the engagement and after consultation with the Officers.





27. No member shall be permitted to perform with the Band at any time if they are in an intoxicated state.
28. Members of the Band must conduct themselves in such a manner that will not bring the name of the Band into disrepute.
29. All monies raised by or on behalf of the Band shall be applied to further the objectives of the Band and for no other purpose. The Treasurer shall keep proper accounts of the finances of the Band. The accounts shall be audited once a year by a qualified auditor or auditors who shall be appointed at the Annual General Meeting. An auditor is considered qualified if he/she is a qualified accountant, a chartered secretary or a bank manager. The audited Statement of Accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting.
30. An account or accounts shall be maintained in the name of the Band at whatever financial institutions the Committee may from time to time determine. The Committee shall authorise in writing the Officers of the Band to sign cheques and/or withdrawals on behalf of the Band whether the account is in credit or in debit. Cheques and/or withdrawals must be signed by at least two Officers in accordance with Rule 8 and such cheques or withdrawals must be for the purpose authorised by the Committee either generally or specifically. The Committee may borrow whatsoever monies as may be required from time to time to further the objectives, the general administration or for whatever purpose is deemed necessary on behalf of the Band by the simple majority of the Committee for the benefit of the Band.
31. The title of all, and any real property which may be acquired by or for the purposes of the Band, shall be vested in trustees who shall be nominated by the Committee within 14 days of the Annual General Meeting who shall hold such property in trust for the Band. The Trustees, so appointed, shall have the power to secure any borrowing by mortgaging any or all of the Band property. The number of Trustees so appointed will not be less than three or more than six and will not be empowered to dispose of such assets without the authority of the elected Committee in accordance with Rule 23 or of the elected Committee where such disposal is in settlement of any or all proper debts and/or liabilities.
32. The Committee have the power and responsibility to see that these rules are strictly observed by all members of the Band. Persistent refusal by any member to observe any or all of these rules will render them liable to dismissal from the Band. A copy of these rules will be given to every registered member, and to any individual considering becoming a member, in order that all members are fully aware of their content. Ignorance of any of these rules will not be accepted as an excuse for the non-observance of same.
33. Any alterations to this Constitution shall receive the consent of not less than two thirds of the members of the Band who are present and who are entitled to vote at a Special General Meeting called for that purpose, provided that such notice shall have been received by the Chairman, Secretary or Treasurer in writing not less than 21 days before the meeting at which the alteration is to be brought forward. At least 14 days notice must be given to all Officers, members, President, Vice-Presidents, auditor(s), Trustees and any other individuals as may be concerned with the overall administration of the Band in accordance with the procedures as described in this Constitution.

