



Amersham Band Membership Rules

1. Constitution and Rules

In 2015 Amersham Band applied to become a Registered Charity. To meet the Governance requirements for the Charity Commission, the Constitution and Rules was divided into two parts, being (i) the Constitution for a Charitable Incorporated Organisation (the Constitution) and (ii) the Membership Rules. This document defines the Membership Rules and should be read in conjunction with the Constitution. In the event of any conflict of requirements, the Constitution shall take precedence over the Membership Rules.

2. Name

The name of the Charitable Incorporated Organisation is Amersham Band (the Band). This title covers the range of bands and groups formed by members of Amersham Band including, but not limited to, Amersham Band, Amersham Community Brass and Amersham Band Beginner Group.

3. Changes to the Membership Rules

Any changes to the Membership Rules must be agreed by the Trustees and by at least two-thirds of those Members present and voting at any General Meeting.

4. Membership

- i. Membership of the Band shall be open to any person in accordance with the Constitution
- ii. The Band shall operate an equality and diversity policy for members; membership shall be available to anyone without regards to gender, race, nationality, disability, sexual preference, religion or belief.

5. Appointment of Members

- i. On appointment, each member shall be enrolled in the Band register, which shall be kept by the Executive Committee.
- ii. Members shall be assigned to a band or group within the Band by decision of the Executive Committee. Where possible such decision shall be made in consultation with the Musical Director(s) and shall include consideration of which band or group would be most appropriate for the candidate member, based on experience, playing ability, audition, or other factors.

6. Membership Obligations

Each member of the Band shall:

- i. Agree to submit to an entry audition if required by the Musical Director.
- ii. Agree not to be a registered player with any other band during their membership of the Band without permission of the Executive Committee. For the purpose of this clause registered player means a player with a current valid registration with one or more of the officially recognised band registries.
- iii. Attend rehearsals, engagements and contests as arranged by the Executive Committee. Any member who cannot attend such rehearsals, engagements or contests for any reason shall timely inform either the Musical Director or a Committee Member.
- iv. Sign for any Band property provided to them and make good any damage caused to such Band property in their possession other than that covered by band insurance or caused by wear and tear.
- v. When they cease to be a member of the Band, return all property belonging to the Band in good condition.
- vi. Pay the Band subscription promptly as required.

- vii. Comply with the Constitution and Membership Rules of the Band and shall not act in any way detrimental or prejudicial to the interests of the Band.

7. Subscriptions

Each member of the Band shall pay a subscription, the amount of which shall be determined by a General Meeting. The Executive Committee shall have the power to discount or waive individual subscriptions on an exceptional basis, for example in case of member financial hardship.

8. Termination of Membership

Membership termination will comply with the requirements in the Constitution. If a Member desires to resign from the Band they may do so by giving written notice to the Executive Committee.

9. Executive Committee

The band shall be administered by an Executive Committee consisting of the Chairman, Treasurer, and at least one other elected Committee Member. One member of the Executive Committee must also be a Trustee. The function of the Executive Committee shall be to manage the day-to-day running of the Band. This will include taking any responsibilities delegated to the Executive Committee by the Trustees. The acts and proceedings of the Executive Committee must be recorded and brought to the attention of the Trustees as a whole as soon as is reasonably practicable.

11. Election of Officers

The following officers of the Executive Committee shall be elected at the Annual General Meeting:

- Chairman
- Treasurer
- at least one additional Committee Member.

The term of office for each elected officer is nominally one year and expires at the subsequent Annual General Meeting. The positions of Chairman and Treasurer shall only be held by adults (age 18 and over).

12. Any member may nominate a candidate for the officer posts set out above. Each candidate must be proposed and seconded by members present at the Annual General Meeting and shall be elected by a majority of members present and voting at the meeting.

13. The band also has a President and Vice President positions. These are honorary positions and are defined in the Constitution as informal or associate (non-voting) membership. They do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations. The President and Vice Presidents are appointed as and when required by election at a General Meeting.

14. Any officer may be removed by a resolution supported by three quarters of the members present and by voting at a General Meeting. The proposal to remove an officer shall be clearly included on the meeting agenda. . If an officer desires to resign from the Executive Committee before the expiry of the term of office they may do so by giving written notice to the Executive Committee. If either the Chairman or Treasurer positions become vacant, or if the number of Committee Members falls below three then a General Meeting shall be held to elect replacement officers. The term of such replacement officers shall expire at the subsequent Annual General Meeting.

16. Sub-Committees

The Executive Committee shall have the power to form Sub-Committees and delegate powers to Sub-Committees as required. Any Members may be co-opted to serve on such Sub-Committees. Each Sub-Committee shall have clear terms of reference and shall report to the Executive Committee on the matters discussed and decisions taken.

19. Chairman

The duties of the Chairman are to chair the Executive Committee meetings. The Chairman may also chair General Meetings in accordance with the Constitution. The Chairman will also represent the Band at functions or meetings that the Band engages in and will act as spokesperson for the Band when necessary.

20. Treasurer

The duties of the Treasurer are to supervise the financial affairs of the Band and to keep accounts that show all monies collected and paid out. These accounts shall meet the financial reporting requirements of the Charity Commission.

21. Secretarial Duties

The secretarial duties include the following and are carried out by Executive Committee Members.

- i. Convening, and recording the minutes of meetings
- ii. Dealing with correspondence on behalf of the band
- iii. Making bookings and arrangements of engagements, contests and other functions
- iv. Keeping a register of Members
- v. Registration of players for contesting
- vi. Collection and circulation of any relevant information within the Band.

22. Musical Director(s)

The service of one or more Musical Directors is required to lead the range of bands and groups within Amersham Band. The Musical Director(s) must be competent musicians and shall be responsible for the overall musical standard and abilities of the band or group to which they are appointed. The Executive Committee will appoint the Musical Director(s) and will authorise the level of remuneration.

23. The Musical Director(s) may be invited to attend Executive Committee and Sub-Committee meetings.

24. Band Year

The administrative and financial year of the Band shall be the period commencing on the first day of January and ending on the thirty-first day of December.

25. Financial Policy

Any bank accounts opened for the Band shall be in the name of the Band. Cheques shall be issued by the treasurer and shall be signed by two authorised signatories who are Executive Committee Members.

26. Examination of Financial Accounts

The annual financial accounts shall be examined by an independent person with appropriate knowledge of financial book keeping. The Annual General Meeting shall decide on the approval of the annual financial accounts taking into consideration this examination.

These Membership Rules were adopted at a General Meeting of the Amersham Band on _____(date)

Signed by:

Chairperson:

Meeting Secretary: