

NSBB AGM October 2022

Notes to accompany item 7 Changes to the constitution

The committee believe that the constitution should be amended to:

1. Clarify the position of Musical Director as an official appointed by the committee, not elected by the members.
2. Provide flexibility by allowing members to “job-share”.
3. Provide a process should the members fail to elect a treasurer or secretary, allowing the band to function with a smaller committee at the Chairman’s discretion.
4. Clarify the Musical Director’s role in accepting new members.
5. Extend the timeframe for holding the AGM.

North Swindon Big Band Constitution

1. The “*North Swindon Big Band*” is a non-profit making group of musicians, with income and property of the group being applied solely for promoting its aims. The division of profits or assets among the group members is prohibited.
2. The aims of the “*North Swindon Big Band*” are:
 - a. To provide an environment to enable the advancement of musical education
 - b. To undertake public performances to promote the North Swindon Big Band, focusing where possible upon fundraising functions and charitable donations to worthy causes.
3. The “*North Swindon Big Band*” will be run by a committee of officers **elected by the members together with the Musical Director. The posts of Chairman, Secretary and Treasurer are all subject to election. Each post could be shared between two or more members. If not all elected posts are filled, the chairman can proceed if he/she is prepared to run the band with the remaining elected officers. Additional members can be co-opted. The Musical director will be an officer. All elected officers will serve for 1 year but will be eligible for re-election.**
4. The “*North Swindon Big Band*” will have a position of President, as a non-executive role, for the recognition of service by a member to the band.
5. An Annual General Meeting (AGM) shall be held once every year and within **three** months of the end of the band’s financial year.

In respect of the AGM, members shall:

 - i. Receive reports and accounts
 - ii. Elect Officers
 - iii. Transact any other business
 - iv. Receive not less than 21 days’ notice of the AGM or any other extraordinary meeting
 - v. Be able to call an Extraordinary General Meeting by generating a request to the Chairman from at least 25% of the members.
 - vi. Understand that no business may be transitioned at a general meeting unless a quorum of 25% of members are present.
6. The “*North Swindon Big Band*” instrument combination can vary but should comprise:
 - a. Brass Section – Four Trumpets and Four Trombones
 - b. Woodwind Section (Saxophones) – 2 Altos, 2 Tenors, 1 Baritone (with possible doubling on Clarinet &/or Flute)
 - c. Rhythm Section – Piano, Bass, Guitar and Percussion.
 - d. Vocalists – At least one of both Female and Male (vocalists are considered as instruments here)

Note the following with respect to 6.a to 6.d inclusive

- i. Any alteration in instrumentation can only be made with the majority approval of the members.
- ii. Additional instrumentalists may be allowed to rehearse with the “*North Swindon Big Band*” at the discretion of the Musical Director and band members.

- iii. In undertaking public performances if regular band members are unavailable then suitable replacements may be engaged to enable the performance to be undertaken.
7. i. Membership of the “North Swindon Big Band” has no entry qualifications but acceptance of new members into the band will be dependent on:
- a. **Endorsement by the Musical Director**
 - b. Their ownership or use of an appropriate instrument
 - c. Applicants’ musical experience and/or aptitude for the style of music.
 - d. Availability that a vacancy exists.
- ii. Membership may be cancelled (after due process) if a member displays unacceptable behaviour, fails to attend rehearsals without good cause, or does not perform to the required musical standard.
8. The proceeds arising from any performances by the band will be used for the furtherance of the band and applied to:
- a. General Administration of the band
 - b. Purchase of equipment, music, clothing or any other item that the committee deem appropriate.
 - c. Nominal remuneration to members for travelling and associated costs of attending public performances.
 - d. Making donations to suitable charities as agreed by a simple majority of the band
9. The committee shall:
- a. Cause proper records to be kept on the band’s financial matters.
 - b. Maintain a bank/building society account in the name of the band, operated on the designated signatories of the officers or members of the band.
 - c. Arrange and maintain all necessary insurance cover for public liability and property of the band.
10. A register of all property purchased or donated to the band shall be kept and identified.
11. If at any time the band is unable to operate successfully the band activities will be wound up. This will be decided by the band members. In the event of the “North Swindon Big Band” being wound up, any remaining assets, after the payment of the band’s debts and liabilities, is to be transferred to another ‘not for profit’ organisation that holds similar musical objectives. No remaining assets will be distributed to members.

