

**Brass Band  
Conductors'  
Association**



# CONSTITUTION AND RULES OF THE BRASS BAND CONDUCTORS' ASSOCIATION

Amended 28 July 2021

(Removal of the requirement for a PRO report at the AGM)

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## 1. Name and Title

The Name and Title of the Association shall be 'Brass Band Conductors' Association' (hereinafter referred to as 'The Association').

## 2. Objectives

The Objectives of The Association shall be:

1. To advance, improve, develop and maintain public education in, and appreciation of, the art of conducting for the brass band medium
2. To promote the role of a conductor and their activities
3. To provide conducting education for its members
4. To work with other organisations whose objectives seek to promote the benefit of brass band activity
5. To provide such other services as The Association may from time to time deem necessary

## 3. Membership

Membership of The Association shall be confined to:

Members - any person who shall have an interest in the artistic leading of Brass Bands or the activities and services of The Association.

## 4. Application for Membership

1. Application for membership shall be made in the manner prescribed by the Executive Council and accompanied by the appropriate subscription.
2. The Executive Council shall be empowered to require the provision by candidates of evidence of qualification for membership.

## 5. Unprofessional Conduct

1. In the event of an allegation that a member has brought The Association into disrepute, any member shall be required to report the matter to the Chairman in writing. The member shall be called before a panel appointed by the Executive to include at least one external member. This panel will recommend appropriate action to the Executive which will be acted upon.
2. Should the matter be unresolved or if the Member or the Executive Council is dissatisfied with the outcome of the appointed panel decision, the Member shall be required to appear before the Executive Council whose decision will be final.

## 6. Subscriptions

1. Annual Subscriptions shall be agreed by the Executive. Membership fees will be payable on a rolling annual basis from the date a member joins The Association.
2. All subscriptions shall be deemed to become due one calendar month in advance of the member's annual renewal date. Payment is to be payable within one calendar month of the renewal date. After this grace period has ended membership will automatically cease. Membership will be reinstated on receipt of payment with the original renewal date.
3. The Executive Council shall be at liberty to elect a member as an Honorary Life Member, who shall be relieved of the obligation to pay the annual subscription but would not necessarily receive all membership benefits.

## 7. Executive Funds

1. All funds will be held by the Executive Council
2. Monies held by the Executive shall be used for the benefit of members in the manner determined by the Executive Council
3. Transactions drawn upon the Banking Account of The Association shall be signed by two of the Chairman, the Treasurer and the Secretary

## 8. Annual General Meeting

1. An Annual General Meeting shall be held each year on a date determined by the Executive Council.
2. The functions of the Annual General Meeting shall be:
  - a. To receive reports from the Chairman, Secretary, Treasurer, and Auditors (if required) on the business of The Association during the previous year, and the state of its affairs at the end of that year.
  - b. To elect a Chairman and Vice-Chairman for the ensuing year.
  - c. To elect a President and a Vice-President to hold active office for the ensuing year.
  - d. To elect a Secretary and Treasurer for the ensuing year.
  - e. To elect a Minute Secretary, Area representatives and PRO for the ensuing year.
  - f. To elect Auditor(s) for the ensuing year. The Auditor(s) must not be a member of the Executive Council.
  - g. To transact any other necessary business of The Association included in the notice which convenes the meeting.

## 9. Special General Meetings

1. Special General Meetings of The Association shall be convened by the Secretary either on an order from the Executive Council or upon a requisition signed by at least ten members, and shall be held as soon as possible after the receipt of such an order or requisition.
2. A Special General Meeting shall not transact any business other than that mentioned in the notice convening that meeting except at the Chairman's (or President's) discretion where he/she sees fit, on the grounds of urgency and/or pertinence, to the subject of the notice being considered.

## 10. Notice of Meetings

1. The notice convening an Annual General Meeting of The Association shall state the time and place thereof and the offices (if any) becoming vacant, and every purpose for which it is convened. It shall be sent via the registered email of the members not less than 10 days before the date of that meeting.
2. The notice convening a Special General Meeting of The Association shall state the time and place thereof and the offices (if any) becoming vacant, and every purpose for which it is convened. It shall be sent via the registered email of the members not less than 6 days before the date of that meeting.
3. No meeting shall be invalidated by non-receipt of notice by members.

## 11. Quorum

1. No business shall be transacted at an Annual General Meeting or Special General Meeting unless there are at least ten members present or 50% of membership whichever may be smaller.
2. The quorum for a meeting of the Executive Council shall be five.
3. Executive Members should give ten days' notice of known absence to the Secretary in order that he/she may inform members of the cancellation of a meeting.

## 12. Votes of Members

1. Every proposition at an Annual General Meeting or Special General Meeting shall be decided by a show of hands or a ballot by the membership. Each member present shall have one vote only for each proposition. Electronic means of voting will be acceptable.
2. Nominations for election as an Officer or other functionary role within the Association as described in Section 8 paragraph 2 (Annual General Meeting) must be made in advance or at an AGM.

3. Electronic voting forms indicating the names of those willing to stand for an office and the names of their nominees shall be emailed to the registered addresses of all members entitled to vote in advance of the Annual General Meeting.
4. All voting forms must be received by the Secretary by the start of the Annual General Meeting to be eligible to be included in the voting.
5. The Chairman shall be the sole authority in declaring the result. In the event of there being an equality of votes, the Chairman shall be entitled to a second or casting vote.

## 13. Minutes

Minutes of the proceedings of every Annual General Meeting and Special General Meeting shall be available on The Association's website after being approved by the Executive Council.

## 14. Executive Council

1. The Executive Council shall consist of:
  - a. Members of The Association elected at the AGM annually to represent Areas
  - b. The President, Chairman, Vice-Chairman, Vice-President, Secretary, Treasurer, Minute Secretary and PRO
  - c. Any additional Executive Officers elected at an AGM
  - d. An Administrator nominated by Brass Bands England to serve to support the association and accepted at the AGM
2. Any vacancy occurring on the Executive Council may be filled by the Council for the period until the next Annual General Meeting.
3. Any Member co-opted by the Executive Council for a specific purpose

## 15. Officers

The Officers of this Association shall be a Chairman, Secretary and Treasurer. They shall be elected at the Annual General Meeting to hold office for the ensuing year. All Officers of The Association must be fully paid-up members.

## 16. Honorary life members

1. The honorary position of life member may be offered to persons who have given service to The Association.

2. Honorary life members will be expected to support and promote The Association in its objectives.
3. Honorary life members may attend any non-ticketed events free of charge
4. Honorary life members may not receive all membership benefits unless they are also paid-up members of The Association.

## 17. Duties of Officers

1. The Secretary shall carry out the duties of the office under the direction of the Executive Council, as shall the Minute Secretary and PRO.
2. The position of Membership Secretary will be carried out by an appointed member of staff from Brass Bands England who shall act under the direction of the Executive Council in the duties of the office.
3. The duties of the Treasurer shall be to receive monies payable to the Executive Fund, to pay the same into the Banking Account of the The Association and to make all payments on behalf of the Executive Fund. The Treasurer shall keep a proper account of the income and expenditure of the Executive Fund and prepare a balance sheet and statement of accounts up to the 31<sup>st</sup> December in each year. The Treasurer shall submit such a balance sheet and statement of accounts, together with all vouchers, to the Auditor(s). The duties of the Auditor(s) shall be to audit the accounts of the Executive Fund and report thereon.

## 18. Expenses

1. The Association may pay reasonable travel expenses and subsistence allowances of members of the Executive Council on request.
2. Further expenses will be classed as special projects and must have prior approval by at least two of the Chairman, Secretary and Treasurer.
3. The rate to be paid for car mileage will be reviewed annually by the Executive Council and based on government guidelines.

## 19. Removal of Officers

The Executive Council by a four-fifths majority may, by special resolution, suspend or remove an Officer before the expiration of their term of office, and fill the vacancy at their discretion. If for any reason an officer ceases to be a member of The Association all official positions will be forfeited.

## 21. Honoraria and Fees

The Executive Council may with discretion grant fees or honoraria for services rendered to, or in the interest of, The Association. Any fees or honoraria granted must be minuted at an Executive Council Meeting.

## 22. Equal Opportunities

The Association does not discriminate against any individual, members or groups on the grounds of disability, race, age, gender, marital status, sexual orientation, colour or religious beliefs. The Association will operate a separate Equal Opportunity Policy.

## 23. Safeguarding

The Association recognises that safety and wellbeing is of paramount importance for our members and as such the association will operate a dedicated safeguarding policy.

## 24. Alteration of the rules

1. No revocation, amendment, alteration or addition to this Constitution or these Rules shall be made except by resolution passed by two-thirds of the members present and voting at an Annual General Meeting or Special General Meeting of The Association.
2. The Secretary shall give to each member specific notices in writing of any proposed revocation, amendment, alteration or addition with the notice convening the meeting at which these matters are to be decided.

## 25. Dissolution

1. The Association shall be dissolved only after the passing of a resolution by a majority of at least four-fifths of the members present and voting at a Special General Meeting duly convened and held solely for that purpose.
2. In the event that a member is unable to attend such a meeting, a proxy vote may be submitted in writing to the Chairman who will ensure that the vote of the member is included.
3. Upon dissolution any surplus funds shall be distributed at the discretion of the Executive Council who will give consideration to the National Youth Brass Band of Great Britain and any other brass band organisation deemed worthy.