

# Suffolk Phoenix Brass



## Constitution

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1. **The Name of the Band** – shall be “Suffolk Phoenix Brass” and its business address shall be that of the Secretary, Chairperson or other Committee member that the Band Committee shall decide.
2. **The Objectives of the Band** – shall be to make music; to improve the standard of musicianship of its members and to allow the Band to perform publicly. To provide concerts and entertainment as required.
3. **Membership of the Band** – shall be open to anyone who is keen to participate and promote the Band’s activities. They shall be expected to abide by the rules of the Band. They shall, whenever possible, attend rehearsals and engagements and maintain Band equipment in good order. Members will pay a subscription fee, as determined by the Committee, preferably by monthly bank transfer. No member may dispose of Band property or assets.
4. **Membership Termination** – The decision to terminate a membership shall be made by the Committee, but whilst having the right to elect or terminate the post of Musical Director or Chair, will only do so after full consultation with the band members. Any member wishing to resign must give notice to the Chair. All Band equipment shall be returned, in good order, on cessation of membership.
5. **Band’s Funds/Finance** – The Committee will have the power to set the level of membership subscriptions for the Treasurer to collect from each Band Member, preferably by bank transfer. The end of the financial year will be 31<sup>st</sup> December. The Treasurer will keep account of all financial dealings. A bank account and savings account will be held in the Band’s name, and one signature will be required for authorisation for account operation.
6. **Suffolk Phoenix Brass** – shall operate as a not-for-profit organisation. Any income and property of the group shall be applied solely towards promoting the objects and aims of the group. The division of profits or assets among group members is prohibited.
7. **Band Management** – The affairs of the Band will be conducted by the Committee. The Committee may reprimand any member who infringes the rules.

8. **The Committee** – shall consist of up to six members. It will consist of a Chairperson, Secretary, Treasurer and up to three other members. They shall be elected or re-elected at each Annual General Meeting. The Musical Director shall be elected or terminated by decision of the Committee. Four weeks' notice will be given by either party. The Musical Director will be invited to attend Committee meetings. The Committee may co-opt members onto the committee or form sub-committees as required.
9. **The Secretary** – shall deal with correspondence and take minutes of all meetings.
10. **The Musical Director** – shall have responsibility for music selection and will place musicians according to players' ability and the requirements of the Band. They shall have control of the Band at rehearsals and engagements.
11. **Engagements** – The Committee shall determine which engagements the Band undertakes and may grant out of pocket expenses to members, if necessary.
12. **The Annual General Meeting** – shall take place each February. Band members will receive prior notification of the AGM. Members of the Band will be eligible to vote. The Committee will be elected, annual reports, accounts and balance sheets will be received. The quorum, to enable an AGM to go ahead, will be 75% of the current membership of the Band.
13. **Extraordinary General Meetings** – may be requested by any Member, giving written notice to the Committee, stating their reason(s) for calling such a meeting. Band members will receive prior notice of such a meeting, and this notice will detail the Resolution(s) to be discussed. The quorum, to enable an EGM to go ahead, will be 75% of the current membership of the Band.
14. **Dissolution** – The Band shall at any time be dissolved, by the consent of three quarters of its members at an EGM convened for that purpose. Three Trustees shall be appointed at the meeting, to bring the affairs of the Band to a satisfactory conclusion. After all liabilities have been paid, by selling instruments and/or other assets, any remaining assets shall be donated to a charitable organisation.
15. **Amendments** – Any amendments or additions to the Constitution shall only be made at an AGM or EGM called for that purpose. Notice of any amendments will be given to members prior to the relevant meeting.
16. **All Persons** – accepted as members of the Band shall receive a copy of this Constitution.