



## **CONSTITUTION**

### **THE MEDWAY TOWNS BAND**

#### **1. TITLE**

The name of the organisation shall be 'The Medway Towns Band' hereafter referred to as 'the organisation'.

#### **2. THE BANDS**

The organisation shall consist of two bands: 'The Medway Band' and the 'Medway Concert Brass'.

#### **3. OBJECTS**

The object of the organisation shall be to promote, improve, develop and maintain public education and appreciation of the art of brass music in all its aspects by the presentation of public concerts, by the promotion of music festivals and competitions, and by such other ways as the organisation through its Management Committee shall determine from time to time.

#### **4. MEMBERSHIP**

The members of the organisation shall be those who pay the annual membership contribution at the appropriate rate or rates as shall be determined by the Management Committee (or at a reduced rate agreed by the Management Committee on a case-by-case basis for members with financial difficulties), all contributions being payable in advance, and (in the case of performing members) who shall provide such evidence of musical ability as the Management Committee may require.

#### **5. OFFICERS AND MANAGEMENT COMMITTEE**

The general control and management of the organisation shall be in the hands of a Management Committee consisting of three Officers, (a Chairman, an Hon. Secretary, an Hon. Treasurer) and six other members (three from each band in membership of the organisation); the Officers and the other Committee members shall be elected by the members of the Band at the Annual General Meeting; the Officers are to hold office for three years and the Committee members to serve for one year, all being eligible for re-election. As trustees of the organisation, the members of the Management Committee shall be responsible for ensuring that the organisation meets its charitable objectives and operates in accordance with charity law and relevant regulations and guidance.

#### **6. VOTING**

All members of the Management Committee are entitled to vote. In the case of a tied vote, the Chairman has the casting vote.

## **7. QUORUM**

A quorum of 5 members, which must include the Chairman, is required before the Management Committee can vote on any issue. If the Management Committee meets but is not quorate, no decisions can be made until the next quorate meeting.

## **8. MANAGEMENT**

All the arrangements for the concerts and other events shall be in the hands of the Management Committee but they may delegate these duties to other sub-committees or members as necessary. The control of finance, including approval of the annual accounts, preparation and approval of an Annual Report, shall be in the hands of the Management Committee and shall not be delegated to sub-committees or members.

## **9. RESPONSIBILITIES OF OFFICERS AND OTHER POST HOLDERS**

The Management Committee shall draw up role profiles outlining the responsibilities of the Officers. It may draw up role profiles for other post-holders as necessary.

## **10. FINANCE**

- a) The financial year shall end on 31<sup>st</sup> December.
- b) A banking account shall be opened in the name of the organisation and cheques shall be signed by any two officers of the organisation.
- c) The organisation may receive donations, grants in aid and financial guarantees, and tickets for any or all of its concerts and other events may be offered for sale to the public.
- d) The income and property of the organisation whencesoever derived shall be applied solely towards promoting the objects of the organisation as set forth above and no proportion thereof shall be paid or transferred either directly or indirectly to any member or members of the organisation except in payment of legitimate expenses incurred on behalf of the organisation.

## **11. POLICIES**

The Management Committee shall make policies regarding reserves, equal opportunities, and child protection, and may make other policies relevant to the running of the organisation.

## **12. DISSOLUTION**

In the event of the organisation being wound up any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objects to those of the organisation.

## **13. GENERAL MEETING**

Within eight weeks of the end of each financial year the members shall be summoned to an Annual General Meeting of which at least fourteen days notice in writing shall have been given.

## **14. AUDITED ACCOUNTS**

The financial accounts shall be audited and submitted to the members at the Annual General Meeting.

## **15. AMENDMENTS**

The constitution may be amended by a two-thirds majority of the members present at an Annual or Special General Meeting, provided that fourteen days notice of the proposed amendment has been sent to all members and provided that nothing herein contained shall authorise any amendment which shall have the effect of the organisation ceasing to be a charity.

**Agreed by the Membership  
September 2010**