

NEW FOREST BRASS CONSTITUTION

Agreed at the Annual General Meeting on 19th March 2019

AIMS

- 1 To maintain and administer an Independent Brass Band to be known as New Forest Brass, hereinafter referred to as the Band.
- 2 To encourage learning to play brass band instruments by the formation of a Training Band and other appropriate means.
- 3 To ensure the highest possible musical standards.
- 4 To give public concerts, enter contests, and seek engagements.
- 5 To raise monies for the maintenance of the Band by an appropriate means.

ADMINISTRATION

- 6 The Band shall be administered by a Committee of its members, elected at the Annual General Meeting, and comprised as follows:
 - Chairman
 - Secretary
 - Contest Secretary
 - Concert Secretary
 - Treasurer
 - Bandmaster
 - Librarian
 - Three Band Members
- 7 The Musical Director, the Assistant Musical Director and the Conductor of the Training Band shall be appointed by the Committee for an indefinite time and they shall be voting members of the Committee. Their appointments shall be confirmed at the Annual General Meeting. Any decision to terminate the services of any of these appointees shall only be made by a majority vote of the Band Members present at an Extraordinary General Meeting of the Band.
- 8 Other persons may be invited to attend Committee meetings as and when Agenda items arise which require their presence. Such persons will not have voting powers.
- 9 Decisions made by the Committee will be on the majority vote basis, with the Chairman having a casting vote.
- 10 A quorum of the Committee shall be regarded as not less than 4 voting members.
- 11 The duties of the Committee members are defined in Appendix 1 to this Constitution.
- 12 An Annual General Meeting will be held to:
 - a) Make any amendments to the Constitution
 - b) Approve the accounts
 - c) Elect the Committee for the ensuing year

- d) Decide subscription levels for the ensuing year
 - e) Consider any other business approved by the Committee for inclusion in the agenda
- 13 An Extraordinary General Meeting may be called by the Committee at any time. Any six Members may call an Extraordinary General Meeting by giving the Committee at least three weeks' notice in writing. The notice calling the meeting shall state the purpose of the meeting; no other business may be conducted at such a meeting.
- 14 The Band shall appoint three Trustees who shall be responsible for the administration of the assets of the Band, in the event of dissolution of the Band. Assets remaining after clearing all proper indebtedness of the Band shall be held by the Trustees for a period of twelve months in case the Band can be reformed. After this period, the assets shall be distributed to organisations whose aims are similar to those of the Band.
- 15 The conduct of the Band shall be governed by the Rules in Appendix 2 to this Constitution. A copy of the Rules shall be available to every Member.

FINANCE

- 16 All monies raised in the name of the Band shall be the property of the Band and shall be held in such accounts in the name of the Band, as determined by the Committee.
- 17 Cheques must be signed by two members of the Committee.
- 18 Subscriptions are to be paid by all wage-earning members. Training band members subscriptions shall be set separately.
- 19 The general level of fees charged for the services of the Band shall be decided by the Committee. However, the acceptance of an engagement and the fee to be charged may be left to the Chairman and Concert Secretary when it is obvious that complications do not exist.
- 20 Expenses may be paid to individuals acting on behalf of the Band with the agreement of the Committee.
- 21 The accounts of the Band shall be audited annually by a suitable qualified Auditor or two people appointed by the Committee.

PRESIDENTS and VICE PRESIDENTS

- 22 The Committee may seek to appoint a President or Vice-Presidents who, in its opinion, will help the Band.

AMENDMENTS TO THE CONSTITUTION, DUTIES OF COMMITTEE MEMBERS, RULES, SOCIAL POLICY MATTERS AND SAFEGUARDING POLICY

- 23 Amendments to the Constitution may only be made at a General Meeting of the Band. Duties of Committee Members, Rules, Social Policy Matters and Safeguarding Policy, in Appendix 1, 2, 3 and 4 respectively, may be amended by the Committee.

**NEW FOREST BRASS
APPENDIX 1 TO THE CONSTITUTION
DUTIES OF COMMITTEE MEMBERS**

CHAIRMAN

- 1 To chair meetings of the Band.
- 2 To ensure that the Constitution is observed and that Committee decisions are implemented.
- 3 To ensure that the duties of the other officers are carried out satisfactorily.
- 4 To call meetings of the Committee when required.
- 5 To give the casting vote in the event of any equal number of votes cast on any resolution.

SECRETARY

- 1 To be responsible for the day-to-day administration of the Band.
- 2 To bring to the notice of the Chairman any correspondence which may require a decision by the Committee.
- 3 To organise the transport as and when required.
- 4 To maintain a register of all members of the Band.

CONTEST SECRETARY

- 1 To deal with all matters of registration and entry to contests as required by the Committee.
- 2 To liaise with the Secretary in the provision of transport to contests.

CONCERT SECRETARY

- 1 To deal with all arrangements for concerts and other non-contesting engagements.

TREASURER

- 1 To maintain suitable accounts in the name of the Band.
- 2 To render accounts in accordance with the Concert Secretary's booking arrangements.
- 3 To pay all valid accounts and invoices rendered.
- 4 To maintain detailed accounts of all transactions supported by vouchers.
- 5 To ensure that the property of the Band is adequately insured.
- 6 To submit the accounts of the Band for audit at least two weeks prior to the Annual General Meeting.

MUSICAL DIRECTOR

- 1 To be responsible for the overall musical standard and discipline of the Band.
- 2 To select programme music and ensure that it is adequately rehearsed.
- 3 To select the players and ensure adequate rehearsals in preparation for contests.
- 4 To advise on the purchase and disposal of music and instruments.
- 5 To audition new players applying to join the Band.

ASSISTANT MUSICAL DIRECTOR

- 1 To deputise for the Musical Director in his absence.

TRAINING BAND CONDUCTOR

- 1 To be responsible for all musical matters relating to the Training Band.

BANDMASTER

- 1 To assist the Musical Director.
- 2 To maintain a register of the Band's instruments.
- 3 To carry out regular checks of instruments both in use and in stock.
- 4 To make arrangements for a conductor when the Musical Director is not available.
- 5 To liaise with other bands and make every effort to fill positions when Band members are not available.
- 6 To guide new players on the care of their instruments and with normal band routine.

LIBRARIAN

- 1 To assume overall responsibility for the library of music and to maintain a filing system of the Band's music.
- 2 To order new music as required after liaison with the Musical Director.
- 3 To distribute and collect music as required by the Musical Director.
- 4 To ensure that any music removed by members for personal practice is noted.
- 5 To ensure that accounts rendered for music purchased are in order and passed to the Treasurer for payment.

**NEW FOREST BRASS
APPENDIX 2 TO THE CONSTITUTION**

RULES

PRACTICES

- 1 Members shall make every endeavour to attend practices as and when these are called. They should inform the Musical Director or a Committee Member when they find it impossible to attend.
- 2 Members who are absent for three consecutive practices, or who attend spasmodically, may be asked for an explanation. Their membership may be terminated by the Committee if it is considered necessary.
- 3 Members of the Training Band should adhere to Rules 1 and 2, reporting to the Conductor of the Training Band or Committee Member involved with the Training Band.

ENGAGEMENTS

- 4 When the Band accepts an engagement, it makes a contract with its hirers to provide a FULL Band for the prescribed fee. Absence should be regarded as a serious matter – mainly because the good name of the Band is jeopardised. Every effort should be made to attend all engagements.
- 5 Whenever possible, at least two weeks' notice should be given to the Musical Director or Bandmaster or Conductor of the Training Band if appropriate when it is known that an engagement will be missed. This will give the Committee time to find substitutes from other Bands.

INSTRUMENTS AND UNIFORM

- 6 Members who are entrusted with a Band instrument are to keep it safe, clean (inside as well as outside) and in good condition. Any faults or damage are to be immediately reported to the Bandmaster. The Bandmaster may inspect a Band instrument without notice and may report their findings to the Committee.
- 7 Instruments belonging to the Band must on no account be loaned or hired to people who are not members of the Band. However, there will be no objection to members playing with other bands and using the Band's instruments for this, providing it is done solely for the value of rehearsal or for the purpose of helping the other band out in an emergency.
- 8 The recognised Band uniform is to be properly worn at all engagements.

DISCIPLINE

- 9 The person conducting the Band is in sole charge during rehearsals and 'on stage'. Every courtesy is to be shown to him/her and ad-hoc playing and conversation is to be avoided.
- 10 Every effort should be made to be ready to play at rehearsals and engagements at least 15 minutes prior to the promulgated starting time.
- 11 Smoking during performances or rehearsals is forbidden.

- 12 Every effort should be made to present the Band as a well-disciplined, well-rehearsed unit. Deportment both on and off the stage should be of the highest standard.

MUSIC

- 13 The Musical Director or, in the case of the Training Band, its Conductor, is responsible for the selection of music. However, suggestions from members will always be welcome.
- 14 Before music is taken away for private practice, permission must be sought from the Bandmaster or Conductor and the Librarian must be informed.
- 15 The existence of any damaged or incomplete parts is to be brought to the attention of the Librarian.

MEMBERSHIP AND SUBSCRIPTIONS

- 16 Any person wishing to become a member of the Band shall attend practices for three weeks before applying to join.
- 17 The Musical Director may require any player to audition before acceptance as a Member of the Band.
- 18 Subscriptions are to be paid promptly. Should a member leave, there shall be no reimbursement of subscriptions.

INSTRUMENTATION

- 19 The Musical Director or, in the case of the Training Band, its Conductor, may require any player to play any part. However, the agreement of the player will always be sought before a change of instrument is made. Members may request a change of instrument at any time. The Musical Director or, in the case of the Training Band, its Conductor, will endeavour to accommodate such requests, providing the efficiency of the Band is not jeopardised.

**NEW FOREST BRASS
APPENDIX 3 TO THE CONSTITUTION**

SOCIAL POLICY MATTERS

EQUAL OPPORTUNITIES

Any person wishing to join the main band should be of a grade 4 standard or above, but exceptions may be granted on an individual basis. Acceptance may be subject to there being an available position.

Applications to join the Training Band from children and adults who wish to learn to play brass band instruments will be welcomed.

There will be no discrimination against any band member or applicant because of his or her race, colour, national origin, ancestry, nationality, citizenship, religion, creed, age, sex, marital or familial status, sexual orientation, disability or handicap, or any other characteristic protected by applicable law.

**NEW FOREST BRASS
APPENDIX 4 TO THE CONSTITUTION**

SAFEGUARDING POLICY

The aim of New Forest Brass is to ensure that everyone who is involved with or participates in our Band is treated fairly and respectfully and discrimination, in any form or degrading treatment is avoided.

The trustees, committee members and adult players and helpers have a high duty of care to protect and ensure all children and vulnerable adults feel they are in a safe environment and do not encounter poor practice or abuse in any form.

The Band has laid down important principles which will be shared with all band members, helpers and parents and guardians of children and vulnerable adults. These best practice principles are also designed to safeguard and protect all persons from the risk of false allegations of abuse or poor practice.

Terms and abbreviations

- Anyone under the age of 18 is considered to be a child/young person.
- A vulnerable adult is as defined in law.
- 'Parent' is used as a generic term to include parents, carers and guardians and anyone with parental responsibility.
- 'Persons' includes all adult players and helpers of New Forest Brass, whether they be conductors, tutors or others undertaking tuition or general administrative or organisational duties.
- The Safeguarding Officer' (SO) is the individual within the band appointed to ensure that children/young persons and vulnerable adults are not abused in any way.

Behaviour statement

We will challenge inappropriate behaviour.

We do not:

- allow bullying.
- allow anyone to feel “down trodden” or to be made a “fool of” by any person.
- make suggestive remarks, gestures or detrimental comments in the presence of children and young people.
- swear in the presence of children and young people.
- respond with negativity or sarcasm.
- allow ourselves to be drawn into any situation which might appear improper.
- discuss children, young people or vulnerable adults in public places which can be overheard by others who could identify them.
- undress in front of children or young people.
- make/post inappropriate comments on social media.

We will:

- always be aware of the possible implications of physical contact with children and young people. We recognise that our actions, no matter how well intended, might be misinterpreted.
- make sure that a nominated person is available to supervise that children and young people are collected from band meetings and events by a parent or agreed person.
- check that reasonable precautions are taken to protect children and young people from ‘outsiders’, in particular, when attending venues for competitions or concerts.
- Inform the conductor of our whereabouts and use a rehearsal room with a window, with a member of the Committee or parent nearby outside if one to one or small group tuition is required.
- undertake a risk assessment, when deemed necessary.
- make sure that players will not participate in any activity if we believe there may be a health and safety risk to anyone in the organisation.

Applications to join the Band

All new adult members of New Forest Brass must complete and update whenever necessary an application and declaration form (in Appendix A) which will provide the following information:

- Name, address, date of birth and contact details.
- Details of any previous experience of working with children/young people.
- Details of any convictions for criminal offences against children, including “spent” convictions (Rehabilitation of Offences Act (exemptions) order 1975)
- Permission to carry out a Disclosure and Barring Service (DBS) disclosures check, if required.
- Signature.

All new members under 18 and their parent or guardian must fill in the Under 18 application form in Appendix A giving the details requested and permissions as appropriate.

Private tuition (not covered by Band's DBS)

Musical Directors and Tutors who provide private tuition to members of New Forest Brass must make it clear that such private arrangements are not made with New Forest Brass and are not covered by the Band's procedures or insurance.

Photographs / Videos

Official photographs and videos may be used to publicise and promote the Band for such purposes as the official website, Facebook page, Twitter, CD covers, DVDs, brochures, newspaper articles or other publicity media. Parents or guardians will be given the opportunity to state if they do not wish their children's photographs and/or video recordings to be used for such purposes. Individual players should not be identified by tagging on any form of social media.

Position of trust and possible abuse

- Musical Directors, Tutors and adult players and helpers will have a "relationship of trust" with the young people attending New Forest Brass activities.
- A "relationship of trust" is defined in law as where an adult (18 years or older) has power or authority in a young person's life (under 18 years) and may have a key influence on their future, by the nature of their role within an organisation.
- A person aged 18 or over is also said to be in a position of trust in relation to a younger person if they advise or train them.
- This power or influence might be abused to persuade and encourage or intimidate a child or young person into certain behaviours or activities.
- All people in the Band must recognise the legal responsibility they have to make sure they do not abuse their positions of trust.

Reporting Procedure

- Any person with any suspicions and allegations of poor practice or abuse within Band activities should report this immediately to the Band's Safeguarding Officer or other nominated person in the absence of the Safeguarding Officer.
- This should be done initially verbally and confidentially in a quiet, sensitive manner and followed up in writing with a copy emailed or sent to the Safeguarding Officer. A form (Appendix B) is available to do this and is on the band's website.
- Upon receipt of an allegation, the Safeguarding Officer or other nominated person will report it, as appropriate, to Hampshire County Council's Multi Agency Safeguarding Hub:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection/mash>

For concerns about a child or young person, telephone Hampshire Children's Services on 0300 555 1384. For concerns about a vulnerable adult, telephone Hampshire Adult Services on 0300 555 1386. Office hours are 8.30am to 5pm Monday to Thursday or 8.30am to 4.30pm on Friday. At all other times telephone 0300 555 1373 to contact the Out of Hours service.

If there is an immediate concern, telephone 101 or 999.

Appendix A: New Forest Brass – Adult Member Details Form

All new adult members and helpers of New Forest Brass must complete this application form. This is required by the General Data Protection Regulation (2018) and Brass Bands England and the Band’s Safeguarding Policy.

| | | | |
|---|--|-----------|--------|
| Forename and surname | | | |
| Date of birth | | | |
| Address | | | |
| Telephone mobile/home | | | |
| email address | | | |
| Band instrument and serial number | | | |
| Details of any previous experience of working with children/young people or vulnerable adults. | | | |
| Details of any convictions for criminal offences against children or vulnerable adults including “spent” convictions (Rehabilitation of Offences Act (exemptions) order 1975). If none, please state so. | | | |
| Disclosures and Barring Service (DBS) disclosures checks may be required for all new members and helpers. I hereby give permission for New Forest Brass to carry out a DBS disclosures check on me, if necessary. A DBS check carried out for another organisation within last 5 years may be accepted by New Forest Brass. | | | Yes/No |
| As a New Forest Brass adult member or helper, I acknowledge receipt of, and confirm I have read and agree to comply fully with, the New Forest Brass Safeguarding Policy (Appendix 4 in the Band’s Constitution). | | | Yes/No |
| I agree to keep all contact details for players confidential and not to circulate to any other person or organisation. | | | Yes/No |
| Date | | Signature | |

| | | | |
|-----------------------------------|--|--------|--|
| I agree that my image may be used | on the NFB website | Yes/No | |
| | on the NFB Facebook page | Yes/No | |
| | In advertising e.g. articles in local papers | Yes/No | |
| | even if I have left the NFB organisation | Yes/No | |
| Signed | | Date | |

New Forest Brass – Under 18 Member Details Form

All new under 18 year old members of New Forest Brass and their parent/guardian must complete this application form.

This is required by the General Data Protection Regulation (2018).

| | | | |
|--|---------------------------------------|-----------|--------|
| Forename and surname | | | |
| Date of birth | | | |
| Address | | | |
| Telephone mobile/home | | | |
| email address | | | |
| Band instrument and serial number | | | |
| Emergency Contact Details | | Name | |
| | | Address | |
| | | Telephone | |
| Do you have any Health issues that NFB should know about | Yes/No If yes, please give details | | |
| I agree that my personal information be held on the NFB database. | | | Yes/No |
| I agree that my personal information be held on the NFB database after I leave. | | | Yes/No |
| I agree that NFB may contact me after I leave for future events, e.g. a reunion. | | | Yes/No |
| I agree to keep all contact details for players confidential and not to circulate these to any other person or organisation. | | | Yes/No |
| Date | | Signature | |

| | | | | |
|---|--|-----------------|------|--|
| I agree that my image may be used | on the NFB website | Yes/No | | |
| | on the NFB Facebook page | Yes/No | | |
| | In advertising e.g. articles in local papers | Yes/No | | |
| | even if I have left the NFB organisation | Yes/No | | |
| I hereby give permission for my children's image to be used as indicated above | | | | |
| Signed | | Parent/guardian | Date | |
| I, or my nominated adult, will deliver my child to and collect my child from the rehearsal room. Unless agreed 2 weeks in advance, I, or my nominated adult, will accompany my child to all band events and be responsible for them throughout the event. | | | | |
| Signed | | Parent/guardian | Date | |

Appendix B: New Forest Brass - Reporting Allegations of Abuse

| | | | |
|--|--|-----------|--|
| Name of person affected | | Age/DOB | |
| Address including postcode | | | |
| Name of parent/guardian | | Tel no | |
| In what capacity are you reporting your suspicions/concerns/allegations? e.g. as a witness, on behalf of a witness or as anyone else. Please include details | | | |
| | | | |
| Brief description of concerns (include date/s, time/s, location etc) | | | |
| | | | |
| Have you spoken to the person affected? Have you spoken to the parent/guardians? Give details | | | |
| | | | |
| Has anybody been alleged to be the abuser? If so, give details, including relationship with the person affected. | | | |
| | | | |
| Have you consulted/discussed this matter with anyone else? If so, give details, e.g. date and name of person | | | |
| | | | |
| Your name and position and contact details | | | |
| Date | | Signature | |