

# THE RULES OF WITNEY TOWN BAND



## 1. NAME

The Club shall be called the Witney Town Band.

## 2. OBJECTS

The objects of the Club shall be the study and practice of brass band music in order to foster public knowledge and appreciation of such music by means of public performance.

## 3. MEMBERSHIP

3.1. All persons of any age shall be eligible for membership.

3.2. There shall be two types of membership

a) **Orchestral:**

All members shall be elected by the Committee and any person desiring to become a member shall give such evidence of his or her musical ability as the Committee may from time to time require.

b) **Ordinary:**

Any person interested in furthering the object of the Club may become an ordinary member.

3.3. The name and address of all new members shall be entered in the Register of Members and the new member will be furnished with a copy of the Rules and shall pay such membership fee (if any) as the Committee may from time to time decide.

- 3.4. It is the policy of the club to safeguard the welfare of young and vulnerable members by protecting them from neglect and from physical, sexual and emotional harm. The club is committed to:
- a) taking into account in all its considerations and activities the interests and well-being of young and vulnerable people
  - b) the rights, wishes and feelings of the young and vulnerable people with whom it is working
  - c) taking all reasonable practicable steps to protect them from neglect, physical, sexual and emotional harm
  - d) promoting the welfare of young and vulnerable people and their protection within a relationship of trust
  - e) ensuring, as far as is reasonably practicable, the prevention of all forms of bullying among Members
- 3.5. A member shall continue to be a member until such time as he resigns or is expelled by the Committee or fails to pay his annual subscription (if any) within one month after it has become due provided that in the last event the Committee may at their complete discretion waive the operation of this Rule and reinstate any member whose membership has elapsed as a result thereof without such member having to be proposed and re-elected.
- 3.6. Any member may resign his membership by giving to the Secretary (or if there be a vacancy in that office, the Chairman) notice in writing to that effect. Such notice will take effect from the date specified therein unless no date is specified when it shall take effect forthwith. The giving of such notice shall not restrict the right of the committee to expel such member during the running of such notice under the next succeeding clause.
- 3.7. It shall be the duty of the Committee if at any time they shall be of the opinion that the interests of the Club so require, by letter to invite any member to withdraw from the Club within the time specified in such letter, and in default of such withdrawal to submit the question of his expulsion to a general meeting to be held within four weeks after the date of such letter. Not less than one week's notice of the meeting shall be given to the member. It shall be the duty of the Secretary to inform the member in question of the time and place of the meeting and the nature of the complaints against him in sufficient time to afford him a proper opportunity of offering his explanations. At such meeting the member shall be allowed to offer an explanation of his conduct verbally or in writing and if thereupon two thirds of the members present shall vote for his expulsion he shall thereupon cease to be a member of the Club provided that the voting at any such special general meeting shall be by ballot if not less than five members present thereat shall so demand.
- 3.8. Any person shall upon ceasing to be a member forfeit all right to and claim upon the Club and its property and funds.

#### 4. COMMITTEE

- 4.1. The Committee shall consist of members appointed as hereinafter provided to the following offices namely:

President, Musical Director, Band Master, Chairman, Secretary, Treasurer, Librarian, Property Member, Child Welfare Officer together with three other members so appointed and one nominee appointed by the Witney Town Council.

- 4.2. The first Committee shall be appointed by those persons who attend the inaugural meeting and shall hold office until the first annual general meeting. At the first annual general meeting and all subsequent annual general meetings the Committee shall retire but shall be eligible for re-appointment. Any two members may propose any other member as a candidate for appointment to the Committee. Where more than one person is proposed, the appointment will be by a simple majority of those present and eligible to vote
- 4.3. A Committee member may resign from the Committee, and in the event of a Committee member ceasing to be a member of the Club for any reason he shall forthwith vacate his office as Committee member. In either event the vacancy thereby created shall be filled by appointment by the other Committee members. The Appointee shall hold office as a Committee member until the next annual general meeting when he/she shall be eligible for re-appointment.
- 4.4. The function of the Committee shall be to administer the Club on behalf of the members.

The function of the Officers shall be as follows:

<u>President</u>	To preside over the welfare of the Club and to represent it at such functions as the Committee deem appropriate
<u>Musical Director</u>	To decide the musical policy of the Club after the consultation with the Committee and to effect such policy.
<u>Bandmaster</u>	To be responsible under the direction of the Musical Director for the carrying out of the musical policy of the Club including the arrangement of rehearsals, the training of the musicians, and the general discipline and morals of the members.
<u>Chairman</u>	To Chair the meetings of the Club and the Committee, to assist actively in all ways open to him to promote the Club's interest, and to ensure that the views of the members are made known to the Committee and given due consideration.
<u>Secretary</u>	To supervise and organize the general administration of the Club, to keep adequate minutes of all the meetings and to maintain the Register of Members.
<u>Treasurer</u>	To keep proper books of accounts at all times and to make the same available for inspection by any member and the Witney Town Council on reasonable notice. To prepare an annual account at the end of the financial year and to have the same audited in time for the annual general meeting by the Auditor appointed for that purpose by the Committee.
<u>Librarian</u>	To keep all the Club music and a proper record thereof in good order and condition at all times.



- 6.2. All Committee members and all members of the Senior Band on the date of any meeting of the Club shall be entitled to vote thereat.
- 6.3. The Committee may at any time for any special purpose call a special General Meeting of the Club and shall do so forthwith upon the requisition in writing by any five members stating the purpose for which the meeting is required.

## 7. WITNEY TOWN COUNCIL

The Witney Town Council shall have the right at all times to appoint a representative of the Club. Upon appointment such representative shall become an ordinary member of the Club and an ex-officio of the Committee. They shall not be required to pay a membership fee and Rules 3.4, 3.5 and 3.6 shall not apply to them. Their appointment shall cease upon a resolution of the Witney Town Council to that effect.

## 8. CHANGE OF RULES

- 8.1 Any proposal to change any of these Rules or to wind up the Club shall not be put to a General Meeting unless written notice thereof shall have been sent to each member and to the Witney Town Council so as to reach them in the normal course of at least 28 days before such Meeting. No amendment shall be made which would cause the Club to cease to be a charity at law. No alteration, addition or deletion may be made in the Objects clause, the Dissolution clause or this clause.
- 8.2 The adoption of any proposed resolution of a kind referred to in the preceding clause shall require a three-quarters majority of those members present and entitled to vote. In all other votes a simple majority of those present and entitled to vote shall suffice.

## 9. DISSOLUTION

Any Band equipment and assets remaining on the dissolution of the Club after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Club but shall be placed in the custody of the Witney Town Council to be held for the use of any future properly constituted 'Witney Town Band'.