

CONSTITUTION OF SOUTHWARK CHILDREN'S BRASS BAND

1. Name

The name of the charity is Southwark Children's Brass Band (the "Society").

2. Objects

The objects of the Society shall be:

1. To provide musical education for the children of Southwark, particularly those from low income families, through the provision of tuition and training in brass instrument playing as part of a brass band and the presentation of public concerts and recitals;
2. To further such charitable purpose or purposes as the Committee in their absolute discretion shall think fit but in particular through the making of grants and donations.

3. Membership

i) The Society shall have the following classes of membership:

1. **Full Members** are eligible to vote and shall comprise:

- a) **Playing Members** of the brass band who are over the age of 18;
- b) **Parent Members** who are the parents or guardians of Players in the brass band under the age of 18, having one vote for each Player that they represent;
- c) **Committee Members** who were not previously Full Members.

2. **Associate Members** are not eligible to vote and shall comprise:

- a) **Players** in the brass band who are under the age of 18.

3. **Honorary Members** are not eligible to vote, such membership may be offered to individuals as deemed appropriate by the Committee.

ii) Nobody shall be considered a member of the Society until their name has been recorded by the Secretary.

iii) The Committee has the power to terminate the membership of any individual, provided that the decision of the Committee (with the exception of (a) the individual concerned if a member of the Committee and (b) any member of the Committee making or connected with the complaint against the individual) is unanimous both as to the termination and as to there being good reason for it, and provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend if desired, before a final decision is made.

4. Officers and Committee

i) The management of the Society shall be in the hands of a committee of trustees (the "Committee").

ii) The Committee shall consist of the following Officers: a Chair, a Secretary, a Treasurer and not fewer than 3 or more than 12 other members.

iii) The Officers and the other Committee members shall be elected by the Full Members and out of Full Members and Honorary Members of the Society at the

Annual General Meeting ("AGM"); they shall hold office until the next AGM and be eligible for re-election.

- iv) Where the full complement of the Committee is not reached at the AGM, the remaining spaces may be filled during the year by the resolution of the Committee subject to such members standing down at the next AGM, when they may seek re-election.
- v) Members of the Society, or other individuals may seek attendance or be invited to attend meetings of the Committee to observe proceedings ("Observers"). Observers are not members of the Committee and shall not be entitled to vote.
- vi) The Committee are the charity trustees.

5. Management

All the arrangements for the musical education, the concerts and other events and the control of finance shall be in the hands of the Committee.

6. Powers

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

1. Power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
2. Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
3. Power subject to any consents required by law to borrow money and to charge all or part of the property of the Society with repayment of the money so borrowed;
4. Power to employ such staff (who will not be members of the Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and super-annuation for staff and their dependents;
5. Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
6. Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
7. Power to appoint and constitute such advisory committees as the Committee may think fit;
8. Power to do all such other lawful things as are necessary for the achievement of the objects.

7. Meetings and Proceedings of the Committee

- i) The Committee shall hold at least 3 ordinary meetings each year. A special meeting may be called at any time by the Chair, or by any 2 members of the Committee, upon not less than 4 days' notice being given to the Committee of the matters to be discussed but if the matter includes the appointment of a co-opted member then not less than 14 days' notice must be given.

- ii) The Chair shall act as chairperson at meetings of the Committee. If the Chair is absent from any meeting, the members of the Committee present shall choose one of their number to be chairperson before any other business is transacted.
- iii) There shall be a quorum when at least one third of the current members of the Committee, or three members of the Committee (whichever is the greater), are present at a meeting.
- iv) Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question, but in the case of equality of votes, the chairperson of the meeting shall have a second or 'casting' vote.
- v) The Committee shall keep minutes of the proceedings at meetings of the Committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.
- vi) If any member of the Committee has a conflict of interest they must declare it and leave the meeting whilst this matter is being discussed or decided.
- vii) The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this constitution.
- viii) The Committee may appoint one or more sub-committees, consisting of three or more members of the Committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the Committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Committee.

8. Equal Opportunities

No individual shall be excluded from membership of the Society or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

9. Finance

- i) The financial year shall end on 31 August.
- ii) A banking account shall be opened in the name of the Society and cheques shall be signed by at least 2 members of the Committee.
- iii) The Society shall receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events shall be offered for sale to the public.
- iv) The income and property of the Society whencesoever derived shall be applied solely towards promoting the objects of the Society as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of the Society except in payment of legitimate expenses incurred on behalf of the Society.

10. Annual General Meeting

- i) Within 4 months of the end of each financial year the Full Members shall be summoned to an AGM of which at least 21 days' notice in writing shall be given to all members.
- ii) The Committee shall present to each AGM the report and accounts of the

Society for the preceding year.

- iii) Nominations for election to the Committee must be made by Full Members or Honorary Members of the Society in writing and must be in the hands of the Secretary of the Committee at least 14 days before the AGM. Should nominations exceed vacancies, an election shall be held.

11. Extraordinary General Meeting

An Extraordinary General Meeting ("EGM"), of which at least 14 days' notice in writing must be given to members, may be called for by the Committee **or** upon written request to the Secretary signed by at least 10 members of the Society. The notice must state the business to be discussed.

12. Procedure at General Meetings

- i) The Secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every general meeting of the Society.
- ii) There shall be a quorum when at least 10% of the Full Members of the Society at the time or 10 Full Members, whichever is the greater, are present at any general meeting.

13. Accounts

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinized by a person who is independent of the Committee and then submitted to the members at the AGM.

14. Alterations to the Constitution

The constitution may be altered by a two-thirds majority of the Full Members present and voting at any General Meeting, provided that 14 days' notice of the proposed alteration has been sent to all members and provided that nothing herein contained shall authorise any amendment which shall have the effect of the Society ceasing to be a charity.

15. Dissolution

In the event of the Society 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 Society.