

City of Wollongong Brass Band Incorporated Constitution

1.0 NAME

- 1.1 This organisation shall be known as the "*CITY OF WOLLONGONG BRASS BAND INCORPORATED*", hereafter referred to as the *BAND*.

2.0 PURPOSE

- 2.1 The *BAND* shall consist of any number of members for the promotion, knowledge and love of music and true friendship.
- 2.2 The committee may authorise the formation of other groups within the organisation for the purpose of teaching and tutoring players for the *BAND*. As such, the provisions of this Constitution shall apply to all members of these groups.

3.0 GOVERNMENT

- 3.1 The *BAND* shall be governed by a committee consisting of the executive (President, Vice-President, Secretary and Treasurer), the ex-officio officer (the Musical Director of the *BAND*), and up to six playing/non-playing members.
- 3.2 The function of the executive shall be as follows.
- 3.2.1 **President** - the President shall preside at all meetings, and shall have a casting vote on all questions in case of equal vote. He/she shall ensure that the requirements of this constitution are complied with at all times
- 3.2.2 **The Vice-President** – the Vice President shall perform the functions of the President when requested by the President or in the President’s absence.
- 3.2.3 **Secretary** - the Secretary shall keep accurate minutes of all meetings, accounts presented and all monies recovered and paid. He/she shall conduct all correspondence and general business for and on behalf of the *BAND*. He/she shall produce the books for inspection whenever required to do so by the committee. The Secretary shall call any special meeting of the committee or the *BAND* whenever he/she considers it necessary, after consultation with the executive, or committee.
- 3.2.4 **Treasurer** - the Treasurer shall pay all routine accounts on their being rendered, together with all other accounts authorised by the committee. He/she shall deposit all monies received in any account held by the *BAND* at any Bank, Building Society or Credit Union that the committee may nominate. He/she shall keep accurate records of all financial transactions and present the books for inspection whenever required to do so by the committee. In addition, he/she shall have the books audited after the 31st of March each year and prior to the Annual General Meeting.
- 3.3 The committee shall meet at least once a month between the months of February and December inclusive to control and conduct the affairs of the *BAND*.
- 3.4 Any member of the *BAND* may attend a committee meeting should they have a specific matter to raise. They shall not move or second any motion at that meeting.
- 3.5 Subject to section 3.2.1, only the committee executive, elected committee officers and the ex-officio officers may vote at committee meetings.
- 3.6 Any member of the committee absenting themselves from two consecutive committee meetings without reasonable cause shall be deemed unworthy and that person's seat on the committee shall be vacated.

President _____
Wiebe Wilbers

Secretary _____
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- 3.7 Any vacancy occurring on the committee shall be filled by election of a replacement at the earliest possible date.
- 3.8 The Musical Director of the *BAND*, and leaders of other groups in the *BAND*, as defined in section 2.2 shall be appointed by the *BAND* at the Annual General Meeting or at a special meeting called by the Secretary. These appointments shall be for an indefinite period and not require re-appointment annually at the Annual General Meeting. Appointments may be terminated at any time by the Appointee, or by the committee at a special meeting called for that purpose, provided that a minimum of 14 days notice has been given by way of announcement at a regular practice session of the *BAND*.
- 3.9 The election of the committee and all officers shall take place at the Annual General Meeting, which is to be held as close as practical to the end of April each year, the committee having given a minimum of 14 days notice for such election by announcement at all regular practice sessions.
- 3.10 All registered members aged 14 years or over at the date of the meeting, who have been a member of the *BAND* for six months or more and not on probation shall be eligible to vote and move motions at the Annual General Meeting and all special meetings.
- 3.11 The retiring President shall appoint the ex-officio member as the Returning Officer for such elections. The Returning Officer shall conduct the ballots, and finally determine and confirm all results.
- 3.11.1 In the event of the absence of the ex-officio member at an election or where the ex-officio member is being elected, the President shall appoint any eligible member (see 3.10) as the Returning Officer. In such circumstances, the Returning Officer shall not vote at the election.
- 3.11.2 Subject to section 3.11.1, all members other than ex-officio members and those on probation (section 4.4) shall be eligible to vote and move motions at the Annual General Meeting and all special meetings.
- 3.12 The method of Ballot will be at the discretion of the returning officer.
- 3.13 Other than ex-officio officers, only members having served 12 months or more shall be eligible for election to positions on the committee or any other office.
- 3.14 The committee shall be elected in the following order - firstly the committee executive, followed by ex-officio officers if necessary (refer to section 3.8) and then the remaining committee members, as defined in section 3.1. After the committee election, such officers as deemed necessary by the retiring committee shall be elected. Subject to section 3.13, all members are eligible for election as officers including those already elected to the committee, other than any member deemed unworthy (sections 3.6 and 3.15).
- 3.15 Any member deemed unworthy by the committee during the year shall be ineligible for election to any office at the Annual General Meeting following their removal from office, and at any by-election held prior to the Annual General Meeting the following year.
- 3.16 New officers and committee persons shall take up office within one month after the election.

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- 3.17 Any member of the *BAND*, including committee members, who in the opinion of the committee is required to make a significant contribution to the running and welfare of the *BAND* above that required of ordinary Members shall be entitled to payment of an Honorarium. Approval for payment and the amount of payment shall only be allowed when authorised by the *BAND* Members at the Annual General Meeting or at a special meeting called for that purpose.
- 3.18 The committee may make rules to assist in the orderly operation of the *BAND* and the application of this constitution - such rules not being in conflict with any section of this document.
- 3.19 Any rules made by the committee (section 3.18) shall be enforceable immediately. Such rules must be discussed and either vetoed or approved at the next ordinary meeting of *BAND* Members held after their making.
- 3.20 The Secretary shall keep a record of all rules approved of by the *BAND* Members.

4.0 MEMBERSHIP

- 4.1 Membership shall be classified into the following categories. The names and classification of all members shall be recorded and maintained by the Secretary.
- 4.1.1 *Playing Member* shall be any person who plays a musical instrument used in the *BAND* and who has paid the prescribed playing membership fee (section 4.3)
- 4.1.2 *Non-Playing Member* shall be any other person not described in 4.1.1 desirous of membership who has paid the prescribed non-playing membership fee (Section 4.3)
- 4.1.3 *Life Membership* may be awarded to any registered member of the *BAND* who in the opinion of the committee has given long and meritorious service to the *BAND*. Such members shall be exempt from any membership fees (Section 4.3)
- 4.2 Any member having given ten (10) years of service to the *BAND* shall be eligible for the long service medal
- 4.3 All members shall pay the *BAND* the applicable membership fee. Fee rates shall be set by the committee, and become enforceable only after ratification by the *BAND*, by way of a special meeting called for that purpose
- 4.4 All applicants shall enter the *BAND* on probation for a period not exceeding two months. Applicants deemed unsuitable by the committee during or at the end of this probation period, shall have their application denied.
- 4.5 Members requiring any leave of absence must notify the committee in advance. The Secretary shall note the request in the minutes of the next committee meeting.
- 4.5.1 Members seeking a leave of absence that exceeds six (6) consecutive months shall return all *BAND* property for the duration of the leave, unless otherwise authorised by the *BAND* committee.
- 4.4 Members absenting themselves from two consecutive practices or engagements paid or otherwise, without satisfactory explanation, will be brought to the attention of the committee

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- 4.5 The committee may expel any member for misconduct, persistent non-attendance or for appearing at practice, any parade or engagement under the influence of intoxicating liquor or drugs.
- 4.6 No member shall belong to any other brass band organisation and shall not use any *BAND* instrument for any other service except *BAND* business, unless a written application to the committee is approved.
- 4.7 All members of the *BAND* shall be given a copy of this constitution, and shall sign a form designated by the committee agreeing to abide by these rules as a member.

5.0 MEETINGS

- 5.1 All musical groups in the *BAND* shall meet at least once a week for practice, unless the Committee authorises a recess.
- 5.2 An appropriate time shall be set-aside during practise for members to receive any report from the committee or an authorised representative, or discuss other business
- 5.3 No member shall speak on any question more than once without the permission of the Presiding Officer, except in explanation or on address in reply. This rule applies to all members at all meetings, including committee meetings and the Annual General Meeting.
 - 5.3.1 Any member not complying with rule 5.3 may be expelled from the meeting.
- 5.4 Extra practices may be called from time to time as required.
- 5.5 The Musical Director, or in his/her absence, the conductor shall have complete control over the *BAND* at all practices and performances.
- 5.6 Members shall attend all engagements and contests in full uniform. Failure to do so will be dealt with by the Band Sergeant and may result in exclusion from the engagement or contest.
 - 5.6.1 The above mentioned uniform shall be defined prior to the engagement or contest by the committee
- 5.7 Any member wishing to leave the stand or performance area must first obtain the permission of the Musical Director or conductor, and shall return before commencement of the next item unless otherwise authorised by the Musical Director or conductor.

6.0 PROPERTY

- 6.1 The ownership of the whole of the instruments, music, music stands and all other property and buildings belonging to the *BAND* at No 3 Ellen Street, Wollongong, shall be vested in the hands of the committee,
- 6.2 The *BAND* shall not be counted as being disbanded whilst six adult playing members remain. In the event of the *BAND* being disbanded or deemed defunct, all properties are to be held by the committee for a period of three years, then sold, and any creditor to receive first consideration, the remainder of the proceeds to be handed over as quickly as possible to some charitable or like institution nominated by the committee and in terms of the procedures for disbandment set down by the Department of Fair Trading.

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- 6.3 No member of the *BAND* shall have control of any *BAND* property beyond what his/her vote entitles him/her to, and on leaving the *BAND*, must return all *BAND* property to the committee.
- 6.4 The Secretary or delegated member of the committee shall record the name and serial number of any *BAND* property given to each member of the *BAND*. Each member on receiving any *BAND* property shall sign a receipt book and shall be held responsible for their value when issued, or cost of equivalent repairs, in the event of their being abused or neglected.

7.0 CONSTITUTIONAL AMENDMENTS

- 7.1 This constitution shall not be altered or revised except by notice of motion given at least one month prior to the committee meeting at which same shall be discussed; notice to be given in writing to the Secretary. If the committee approves the motion, the Secretary shall call a meeting of *BAND* members for final discussion and voting on the motion; the Secretary having given a minimum of fourteen days notice for such meeting by announcement at a regular practice session.
- 7.2 Upon approval by the members, the original copy of this constitution as altered or revised shall be signed and dated by the President and Secretary of the *BAND* on all pages of the document.

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