Version history:

01/05/2019	2.3 amended so that the committee is made up of a minimum of the Chair, Secretary, Treasurer and two other committee members
29/01/2020	2.6 added to state that incoming committee members must accept and sign a “code of conduct”
20/05/2020	New 3.0 added to cover how meetings can be held (i.e. virtually video conference, telephone conference or physically)
15/07/2020	2.5 amended to confirm attendance of the Musical Director and Deputy Musical Director at committee meetings

NEWARK & SHERWOOD CONCERT BAND

LOTTERY FUNDED

Established: September 1997

Newark and Sherwood Concert Band (the "Band")

1. Membership

1.1. Membership shall be open to all who are interested in participating in and promoting the Band subject to there being a playing vacancy and, in the opinion of the Musical Director, the appropriate skill level having been attained.

1.2. Membership is open to all irrespective of age, disability, ethnicity or religion.

1.3. No audition is required.

1.4. There is an expectation that players shall be of minimum ABRSM Grade 5 (or equivalent) standard (but not necessarily having passed any examination) or, in the opinion of the Musical Director, be of sufficient skill or to have sufficient potential.

1.5. There shall be two classes of membership:

- Playing member (junior/student and adult); and
- Non-playing member.

1.6. The Secretary shall be responsible for membership administration.

2. Committee and trustees

2.1. At the Annual General Meeting, the membership shall elect the committee and committee officers of the Band.

2.2. Elections shall be by simple majority.

2.3. All committee members shall sign and adhere to a Code of Conduct.

2.4. The Band shall be administered by a committee comprising at least:

- The Chairperson
- The Treasurer
- The Secretary
- Two other committee members

2.5. The Musical Director and the Deputy Musical Director shall be invited to attend all committee meetings, except when either position is being considered, but shall have no vote.

2.6. Notwithstanding clause 7.3 of the Constitution, there shall be no maximum number of three year terms for which a committee member can serve although after a maximum of three terms a committee member must resign and seek to be re-elected.

3. Conduct of meetings

3.1. In these Rules and in the Constitution, in respect of all and any meetings, the expression "meeting" includes, except where inconsistent with any legal obligation:

- a physical meeting;
- a video conference, an internet video facility or similar electronic method allowing simultaneous visual and audio participation; and
- telephone conferencing

4. **The Musical Director**

4.1. The Musical Director shall have the responsibility for rehearsing, choosing appropriate music and conducting the Band at concerts.

4.2. The Musical Director shall be responsible for deciding which members play which parts.

4.3. The Musical Director's appointment shall be reconsidered each year at or before the AGM.

5. Subscriptions

5.1. Membership subscriptions shall be decided by the Committee and reviewed annually.

5.2. Membership subscriptions shall be paid in one amount by 30 April in each year for the period 1 April to 31 March.

5.3. Any member experiencing financial difficulty will be given such assistance as the Committee sees fit to ensure that nobody is prevented from joining or remaining a member because of their personal financial circumstances.

6. Rehearsals

6.1. Rehearsals shall generally be held weekly.

6.2. The rehearsal venue is, for the time being, The Dome, Kelham Hall, Newark, Nottinghamshire but this may change from time to time depending on availability.

6.3. The Committee may decide that on certain occasions (e.g. Christmas, school holidays) no rehearsal will take place.

6.4. Members are expected to attend rehearsal regularly and in particular, at rehearsals leading up to and immediately before a concert.

6.5. All members are, as far as possible, expected to help with setting up and taking down equipment, chairs, etc. at each rehearsal.

7. Respect

7.1. Every member shall treat every other member with respect.

7.2. Any personal disagreement shall be brought to the attention of a member of the Committee so that assistance can be given to resolve it.

7.3. Any concerns by any member about any matter at any time shall be raised with a member of the Committee in confidence.

8. Concerts

8.1. Members are expected to make themselves available, as far as possible, for each concert performed by the Band.

8.2. Dress for concerts will be agreed by the Committee and the Musical Director and it is expected that members performing at concerts will wear the agreed dress.

9. Communication

9.1. Communication with members will be by a number of methods including:

- Email
- Muzodo
- Newsletter
- Website
- SMS text message

10. Safeguarding

10.1. The committee shall establish and maintain a Child Protection Policy.

10.2. Parents may always stay for rehearsals.

10.3. The Policy shall be provided on request.

10.4. The Band will have at least one named Safeguarding Officer.