



Sevenoaks and Tonbridge Band Operating Policies

Adopted on 10 November 2017

The following policies are applied within the framework of The Sevenoaks and Tonbridge Band Constitution, as the band's overall governing document.

1. Purpose

- 1.1 The Sevenoaks and Tonbridge Band exists to support:
 - (1) A Concert Band (the Sevenoaks and Tonbridge Concert Band); and
 - (2) A Training Band (the Sevenoaks and Tonbridge Training Band).

- 1.2 Within its objects the band seeks
 - (1) To provide opportunities for musicians to meet and make music;
 - (2) to give training, assistance and advice to encourage individual members to improve their skills;
 - (3) to give public and private recitals and concerts for the promotion and appreciation of music and the arts; and
 - (4) to join with other societies, both instrumental and choral, in joint ventures of a like nature.

2. Committee

- 2.1 The Committee shall consist of Chair, Secretary, Treasurer, Musical Director, Training Band Conductor, Concert Band Representative, Training Band Representative and such other members as the Committee shall from time to time co-opt.
- 2.2 Co-opted members shall not vote at Committee meetings.
- 2.3 Retiring members of the Committee may offer themselves for re-election to a different position. If no nominations are received for a successor to a retiring Committee member, they may continue to serve in the same position for another year, when nominations must again be invited.
- 2.4 All members present at an Annual General Meeting or Special General Meeting may vote for the posts of Chair, Secretary, and Treasurer. Concert Band members only may vote for one Member to act as Concert Band Representative. Training Band members only may vote for one Member to act as Training Band Representative.

- 2.5 Concert Band members only will have voting rights on matters that exclusively affect or concern them, and Training Band members only will have full voting rights on matters that exclusively affect or concern them.
- 2.6 The Musical Director and the Training Band Conductor will be appointed by the Committee. Their positions will be reviewed annually prior to the Annual General Meeting.
- 2.7 Nominations for Band Representative must be from two members of the relevant band.
- 2.8 The position of Chair should alternate between a member of the Concert Band and a member of the Training Band. If no nominations are received from the relevant band, a new Chair may be appointed from the same band as the previous incumbent.
- 2.9 Nominees for the position of Secretary must be from the Concert Band.
- 2.10 The Secretary must prepare voting papers to be distributed at the Meeting.
- 2.11 The papers must state the number of vacancies to be filled, the names of retiring members of the Committee who wish to offer themselves for re-election, and of other persons nominated to stand for election to the Committee.
- 2.12 Where there is only one nominee for a position, the vote may be determined by a show of hands.
- 2.13 Where there is more than one nominee for a position, members of the band (or in the case of the election of the Band Representative, the Members of the relevant band), may vote by making a mark against the names of those persons he or she wishes to fill the vacancies, and returning the voting paper.
- 2.14 Two scrutineers must be appointed, one from each Band and agreed by the Committee, who shall declare the number of votes in favour of or against each proposal.
- 2.15 The votes for each name must be counted, and the vacancies filled by those with the most votes.

3. Meetings

- 3.1 A General Meeting of the Band must be held in every year, not later than 60 days after the financial year to be taken as 31 March 31, and must:
 - (a) receive, and if approved, adopt a statement of the Band Accounts to the year ending 31 March.
 - (b) elect members of the Committee
 - (c) appoint a qualified Financial Advisor to examine the annual accounts for the past year. Copies of these audited accounts will be presented to the membership.

4. Membership

- 4.1 Membership is open to any person who, in the opinion of the Musical Director and/or Training Band Conductor, has attained sufficient skill in any wind, brass, percussion or other relevant instrument to enable them to play in either the Concert Band or the Training Band as appropriate.

- 4.2 Prospective new members shall be invited to play at three rehearsals of whichever band is considered appropriate by the Musical Director and/or Training Band or, after which the relevant conductor shall decide whether to invite the proposed new member to join their band.
- 4.3 Prospective new members considered to be below the standard required for the Concert Band shall be given the opportunity to play in the Training Band and prospective new members considered to be above the standard required for the Training Band shall be given the opportunity to play for a trial period in the Concert Band.
- 4.4 On acceptance, the new member shall be given a welcome pack including a copy of the constitution, and advised of the proportion of the annual subscription which is required and any deposit needed for the uniform.
- 4.5 A person shall be deemed a full member of the band on payment of the annual Concert Band or Training Band subscription, as relevant.
- 4.6 Any member who has not paid their annual subscription within eight weeks of the due date (1 September), will automatically have their membership suspended from all band activities until the subscription is paid.
- 4.7 The election of an honorary member may be made by the decision of a majority of the trustees at a meeting attended by all the trustees, following a notice of the proposal to elect an honorary member at that meeting. Honorary members will not be required to pay any annual subscription or fee, but may vote at general meetings.
- 4.7 On resigning from the band a member should notify the Secretary in writing, return uniform or other equipment lent to them by the band and repay the outstanding balance of any loan immediately
- 4.8 Any Concert Band member whose standard of playing is unsatisfactory in the opinion of the Musical Director shall have their membership and/or participation in performances reviewed, subject to appeal to the Trustees.

5. Membership fees

- 5.1 The annual subscription for the Concert Band shall be recommended by the Committee and agreed by the Concert Band Members at the Annual General Meeting. The annual subscription for the Training Band shall be recommended by the Committee and agreed by the Training Band Members at the Annual General Meeting. All subscriptions are due on 1 September each year, and should be paid within four weeks of this date.
- 5.2 New members of the band will be expected to pay subscriptions after three attendances, with a pro rata discount proportionate to the part of the year for which they have not been members.
- 5.3 A refund of half the annual subscription will be paid to any member leaving the Band before 1st February of the current year.

6. Promotion

- 6.1 Promotion from the Training Band to the Concert Band shall be at the discretion of the Musical Director in consultation with the Training Band Conductor.
- 6.2 Prior to promotion, Training Band members will be invited to play in the relevant section of the Concert Band.

7. Uniform

- 7.1 At concerts Concert Band members are required to wear the agreed Concert Band uniform, and Training Band members are required to wear the agreed Training Band uniform.
- 7.2 Any deposit paid for the loan of uniform shall be refundable on return of the uniform.

8. Bank account

- 8.1 Three Officers or Committee Members must be authorised by resolution of the Committee to sign cheques and a Bank shall be instructed to honour cheques signed by any two of them.
- 8.2 A copy of the authorising resolution signed by the person who chaired the meeting at the time the resolution is passed is sufficient authority to the Bank.
- 8.3 No expense or liability in excess of £100 shall be incurred by any member of either Band (other than for routine administration expenses) unless agreed by the Treasurer and three Committee members in advance. The Treasurer should notify the Committee of any such expenditure in their financial report at each Committee Meeting.