

# THE COUNCIL OF THE WEST OF ENGLAND BRASS BAND ASSOCIATIONS

## CONSTITUTION

### 1. NAME

The Council of the West of England Brass Band Associations.

### 2. OBJECTS

The Council is established for the advancement of the playing and appreciation of brass band music including:

1. Discussion of all matters relevant to the best interests of the members as defined in the membership clause (3) below.
2. To promote and participate in discussion with any Regional Committee Member Associations, and Kapitool Promotions Ltd the organising body of the National Brass Band Championships of Great Britain other areas of the Amateur Brass Band Movement through the United Kingdom.
3. The organisation and management of the West of England Regional Championships.

### 3. MEMBERSHIP

(a) Membership of the Council shall be open to the following Brass Band Associations:

• Cornwall Brass Band Association • Gloucestershire Brass Band Association • South West Brass Band Association • Wessex Brass Band Association

(b) Membership may also be extended to any other Brass Band Associations or groupings of Bands as may from time to time be appropriate or necessary.

### 4. ADMINISTRATION

(a) The Council shall be made up of three (3) members of each Association, this being twelve (12) members of the existing Associations, but can be increased should membership be extended to other Associations or grouping of Bands (as per 3(b)).

(b) The Officers of the Council shall be elected at the Annual Meeting and shall consist of:

Chairperson Vice-Chairperson Secretary Treasurer Registrar

No Association shall hold more than two (2) of the above offices.

The post of Secretary to The Council may be appointed from outside the Council as and when appropriate. The person so appointed will not have voting rights at meetings of the Council.

(c) Each Association appointee shall be informed of the nominations for the position of Officers of the Council at least fourteen (14) days prior to the Annual Meeting.

(d) In the event of an Officer of the Council standing down prior to an Annual Meeting, all appointees will be informed of any nominations to replace that Officer fourteen (14) days before the meeting to elect the replacement Officer.

## 5. MEETINGS

- (a) The Council shall meet as and when required.
- (b) The Annual Meeting of the Council shall normally be held during the month of September.
- (c) Each appointee shall have one vote and vote as he/she so desires. In the event of a tied vote, the Chair of the Meeting will have a casting vote.
- (d) A quorum shall consist of seven (7) appointees at any Meeting.
- (e) In the absence of the Chairperson at any Meeting, the Vice-Chairperson shall be nominated to take the Chair.
- (f) Member Associations may extend invitations for "visiting delegates". One person per association) to attend Council meeting for the purpose of education/gaining experience/succession planning. No voting rights (see 5c) extended although participation and input into meetings anticipated and welcomed. Subject to prior 14 day notification to Secretary of attendance. Confidentiality rules apply to delegates at all times.
- (g) At any Meeting, all Resolutions, Propositions or Motions must be duly proposed and seconded before taking a vote.

## 6. FINANCE

- (a) The financial year shall end on 30th June and the Treasurer will present the Accounts duly examined by a competent person (if required) at the Annual Meeting.
- (b) All income shall be deposited in a Bank Account in the name of the Council of the West of England Brass Band Associations from which all running costs of whatsoever nature will be permitted to be paid.
- (c) Such income as may be derived from any source whatsoever must be applied to the Objects of the Council and will include any out-of-pocket expenses incurred by the Officers or Appointees of the Council on its behalf in its day to day running or in pursuance of its Objects. Signatories will be any two (2) of either the Treasurer, Chairperson or Vice Chairperson on cheque transactions. Internet banking only 1 signatory, the Treasurer.
- (d) The Accounts shall be confidential to the appointees of the Council as at (4a). Verbally reported abridged accounts to be given at Association Meetings.

## 7. GENERAL

- (a) Any changes to the Constitution must be approved by an Extraordinary Meeting, made at the request of at least seven (7) Members of the Council and convened for that purpose. Any proposed changes in the Constitution of the Council must be circulated to all appointees at least fourteen (14) days before the Meeting at which they are to be discussed. All constitute Associations must be represented at any such meetings.
- (b) The Council shall only be wound up with the agreement of the Associations involved.
- (c) In the event of the Council being wound up any assets to be shared equally among the constitute Associations.

(d) The Council will have a Website and Social media presence – any content can only be agreed and decided by the Council.

## 8.OBLIGATIONS

By way of separate documentation, the Council will ensure appropriate policy and procedures in regard to:

- 1) Health Safety and Environmental requirements including Risk assessments
- 2) Safeguarding - Young Persons and Vulnerable adults
- 3) Data Protection and privacy

The above list is not considered definitive recognising that legislation, reporting requirements and change is constant and requirements to protect all stakeholders will need to be kept under regular review.

First formal meeting of Council held on 20th April 1980, the Constitution being adopted later in that year

Constitution updated at an Extraordinary Meeting held on 9th March 1985

Constitution amended at an Extraordinary Meeting held on 26th September 2003

Constitution amended at an Extraordinary Meeting held on 17th September 2011

Constitution amended at an Extraordinary Meeting held on 14th September 2013

Constitution amended at an Extraordinary Meeting held on 23rd January 2016

Constitution amended at an Extraordinary Meeting held on 25th March 2017

Constitution amended at an Extraordinary Meeting held on 24<sup>th</sup> September 2022