

#### 4.2. Key Functions

- Managing BBL finances
- Development of events and activities to advance brass banding.
- Promotion of events and activities to enhance the image and standing of the Brass Band Movement.
- Revision of rules and their presentation for approval to the BBL.
- Develop and present a rolling 5 year plan and interim plans to achieve the objectives of the BBL.

### 5. FINANCE

#### 5.1. Financial Year

The financial year of the BBL starts on the 1st November and ends on the 31st October. All monies due must be paid on or before the date of the Annual General Meeting. Band representatives will not be entitled to vote or be put forward for election to the Executive unless all fees are paid.

#### 5.2. Audit of Accounts

The finances of the BBL will be audited annually. Two auditors will be elected at the Annual General meeting. They cannot be members of the Executive Group. The auditors will be afforded access to all financial records.

#### 5.3. Income

The Executive Management Group shall manage the finances of the BBL to ensure that it maintains a positive balance. It shall not commit the BBL to debt unless approved by a full meeting of the League. The Executive Management Group is empowered to maximise fund raising through band subscription and grant aid in order to achieve BBL objectives.

### 6. RELATIONS WITH OTHER BAND MOVEMENTS

BBL members enter into relationships with other band movements. However a BBL member is not authorised to speak or provide information on behalf of the BBL.

### 7. RULES

#### 7.1. Promulgation

Rules can only be changed at an annual or special meeting. When a change is desired, notice of the change must be given in writing to the Secretary and presented four weeks prior to the Annual General Meeting.

#### 7.2. Contests

North of Ireland Bands Association registration, transfer and contest rules will apply in full at all contests organised by the BBL.

#### 7.3. Notice of Rules

A copy of all rules and subsequent changes will be forwarded to the Secretaries of member bands and League representatives.

#### 7.4. Reviews

The Executive Management Group shall review all rules at least bi-annually and report on their status at the Annual General Meeting.

transactions taken on behalf of the BBL. He will present an audited set of accounts to the Annual General Meeting for approval.

- Assistant Treasurer: To support the Treasurer, deputise in the event of absence and undertake specific duties as agreed with the Treasurer.
- Secretary: To record the minutes of the Executive Management Group and manage correspondence on behalf of the BBL.
- Assistant Secretary: To record the minutes of League meetings and undertake specific duties agreed with the Secretary.
- Executive Members: Four additional members will be elected as Executives. The Chairperson may task them with specific functions to enable the attainment of the objectives of the BBL.

The above officers compromise the Executive Management Group.

The election empowers the Executive Group to conduct the day to day business of the League, including the development and execution of plans to achieve the objectives of the League.

### 3.4. League Meeting

Full meetings of the League will take place on the first Saturday of each month (except July and August) to hear and discuss reports from the Executive Groups and to bring forward any item designed to further the BBL objectives.

The meeting will be presided over by the Chairperson or his deputy. The business of the meeting will be recorded by the Assistant Secretary. The quorum will be five bands.

Items for the agenda should be forwarded to the Assistant Secretary four weeks in advance of the meeting.

### 3.5. Special Meetings

Members have the right to call for a special meeting. A special meeting will be called on the receipt of a written request from the secretaries of seven or more bands. The request shall state the reason for the meeting. The request shall be forwarded to the Secretary of the BBL. The meeting should be held within 4 weeks of the receipt of the request.

### 3.6. Record of Attendance

Representatives are responsible for signifying their attendance by signing the Attendance Register.

## 4. EXECUTIVE GROUP

### 4.1. Executive Meetings

The Executive Group will meet on the first Saturday of each month or at another suitable date as agreed by the Executive Management Group, between the months of September and June. The Chairperson shall preside at Executive Group Meetings. The Chairperson may appoint sub-groups and sub-group leaders to manage specific functions designed to advance the objectives of the BBL. The business of the Executive Management Group will be recorded by the Secretary. The business of sub-groups will be recorded and progress reported to the Executive Management Group.

### 2.3. Notification of Representatives

It is the responsibility of band secretaries to notify the BBL secretary prior to the BBL Annual General Meeting of the names and contact details of their band representatives. The following information is required: -

- Band Name
- Representatives; Forename and Surname
- Address and Telephone Number (Day) (Evening) if applicable.
- E-mail address if available
- In the event of a change in representative the name of the person being replaced must also be given.

## 3. MANAGEMENT OF THE BBL

### 3.1. Annual General Meeting

The Annual General Meeting of the BBL will normally be held on the first Saturday in December to: -

- Elect Officers and the Executive Management Group.
- Present and approve the accounts.
- Present and approve the Secretary's report.
- Discuss the previous year's events.
- Discuss and agree the annual plan.

### 3.2. Election of Non-Executive Officers

The President or his nominated Deputy will preside for the election of Officers. The following officers will be elected: -

- President: The President will be a non-executive officer. The President will conduct the election of Executives and be invited to represent the BBL at major events. Presidents may hold office for up to three years.
- Vice-Presidents: A number of Vice-Presidents may be elected. Their role will be to support and deputise for the President.

The President and Vice-Presidents are required to support and further the objectives of the BBL.

### 3.3. Election of Executive Officers

- Eligibility: Only band representatives to the BBL will be eligible for election to posts as Executive Officers.
- Chairperson: The Chairperson leads the BBL. The Chairperson shall preside at all meetings of the League and Executive Management Group. The Chairperson is responsible for the calling and conduct of meetings, appointing sub-groups and their tasks. The Chairperson, with the agreement of the Executive Management Group can co-opt up to three additional BBL members to the Executive Management Group.

In the absence of the Chairperson the Vice-Chairperson shall preside. The Chairperson in the case of a vote will only have the casting vote.

- Vice-Chairperson: To support the Chairperson and to deputise in the event of absence.
- Treasurer: To manage the finances of the BBL and to support the attainment of the BBL objectives. The Treasurer will make available, annually, for audit all records of financial

# GENERAL RULES

The full title to be known as The Brass Band League (Northern Ireland) and more commonly as the BBL.

## OBJECTIVES:

To: -

- Promote and encourage all efforts tending to the continual improvement of the cultural and advancement of Brass Bands throughout all sections of the community in Northern Ireland irrespective of religious, sexual or ethnic background or physical status.
- Foster and develop links with other brass bands in the wider society.

The BBL shall actively seek to: -

- Encourage the development of brass bands and their members by devising and promoting a range of activities such as contests, workshops and festivals.
- Bring enjoyment and promote harmony in the wider community by bringing brass band music to the widest selection of people possible.
- Encourage all sections of the community to become involved with their local brass band.

## RULES:

### 1. MEMBERSHIP

#### 1.1. Full membership

Only amateur bands shall be admitted as members of the League

Bands shall be admitted to the League on: -

- Being already members of the North of Ireland Bands Association.
- Paying an annual subscription, the amount of which will be determined by the Executive Committee. The annual subscription is due on or before the Annual General Meeting.
- Signifying their agreement to the objectives and rules of the BBL.

#### 1.2. Associate Membership

Amateur bands being members of the North of Ireland Bands Association may be admitted as Associate members at the discretion of the Executive. Associate members are expected to become full members within two years of admission. Associate members are expected to support the objectives and rules of the BBL.

### 2. REPRESENTATION AT BBL MEETINGS

#### 2.1. Full Members

Each band is entitled to have three representatives to the BBL. Only one delegate is entitled to vote at meetings.

#### 2.2. Associate Members

Representatives of Associate Member bands may attend League meetings but will not be entitled to vote. They can take part in discussions with the permission of the chairperson.





**BRASS BAND LEAGUE  
(Northern Ireland)**

**Rules 2003**