



BRASS BANDS NORTHERN IRELAND CONSTITUTION

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1. NAME AND TITLE

The full title to be known as Brass Bands Northern Ireland (known locally as the Brass Band League) hereafter referred to as the BBL.

2. OBJECTIVES

To: -

- Promote and encourage all efforts tending to the continual improvement and the cultural 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.

3. EQUAL OPPORTUNITIES

The BBL does not discriminate against any individual, members or groups on the grounds of disability, race, age, gender, marital status, sexual orientation, colour or religious beliefs. The BBL will operate a separate **Equal Opportunity Policy**.

4. SAFEGUARDING

The BBL recognises that safety and wellbeing is of paramount importance for our members and as such the BBL will operate a dedicated **Safeguarding Policy**.

5. MEMBERSHIP

Only amateur bands shall be admitted as members of the BBL

Bands shall be admitted to the BBL by: -

- Paying an annual subscription (see section 8), 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.
- Providing the name and contact details (mobile number and email address) of the Band Secretary.

Application for membership shall be made in the manner prescribed by the Executive Committee and accompanied by the appropriate subscription.

6. REPRESENTATION AT BBL MEETINGS

Each band is entitled to have three representatives (delegates) to the BBL. Only one delegate is entitled to vote at meetings. It is the responsibility of the band to inform the BBL which delegate is voting on behalf of the band.

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

- Band Name
- Name of representative(s)
- Telephone Number
- E-mail address

In the event of a change in representative the name of the person being replaced must also be given. It is the responsibility of the band secretary to notify the BBL in a timely manner of any changes to committee positions within the band.

7. OFFICERS OF THE BBL

7.1 Non-Executive Officers

President: The President will conduct the election of Executives and be invited to represent the BBL at major events.

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.

7.2 Executive Officers

All officers of the BBL must be fully paid-up members of their associated band.

Chairperson: The Chairperson leads the BBL. The Chairperson shall preside at all meetings of the BBL and Executive Committee. 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 Committee can co-opt up to three additional BBL members to the Committee. 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: The receive monies payable to the BBL, to pay the same into the Banking Account of the the BBL and to make all payments on behalf of the BBL. The Treasurer shall keep a proper account of the income and expenditure of the BBL and prepare a balance sheet and statement of accounts up to the **31st December** in each year. The Treasurer shall submit such a balance sheet and statement of accounts, together with all vouchers, to the Auditor(s). The duties of the Auditor(s) shall be to audit the accounts of the Executive Fund and report thereon. They 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 any meetings and manage correspondence on behalf of the BBL plus any other duties deemed necessary by the Executive Committee.

Assistant Secretary: To support the Secretary, deputise in the event of absence and undertake specific duties as agreed with the Secretary.

Executive Members: Four or more 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 comprise the Executive Committee.

The election of officers at the Annual General Meeting empowers the Executive Committee to conduct the day to day business of the BBL, including the development and execution of plans to achieve the objectives of the BBL.

The Executive Committee shall review the Constitution and any supporting documentation at least once every two years and report on their status at the Annual General Meeting.

8. SUBSCRIPTIONS

Annual Subscriptions shall be agreed by the Executive Committee.

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 delegates will not be entitled to vote or be put forward for election to the Executive unless all fees are paid.

9. BBL MEETINGS

9.1 Delegate Meetings

Delegate meetings of the BBL will take place not less than 4 times per year to hear and discuss reports from the Executive Groups and to bring forward any item designed to further the BBL objectives. Bands will be notified of a Delegate meeting at least 2 weeks prior to the date of the meeting.

The meeting will be presided over by the Chairperson or their deputy.

The quorum will be five bands.

Items for the agenda should be forwarded to the Secretary not less than 1 week in advance of the meeting.

No meeting shall be invalidated by non-receipt of notice by members.

9.2 Annual General Meeting

The Annual General Meeting of the BBL will normally be held once a year on a date agreed by the Executive Committee to: -

- Elect Non-Executive Officers (as specified in section 7.1)
- Elect the member of the Executive Committee (as specified in section 7.2).
- Present and approve the accounts.
- To elect Auditor(s) for the ensuing year (Auditor(s) cannot be members of the Executive Committee).
- Present and approve the Secretary's report.
- Discuss the previous year's events.
- Discuss and agree the annual plan.
- To conduct any other necessary business of the BBL included in the notice which convenes the meeting.

The meeting will be presided over by the Chairperson or their deputy. The President or their deputy will preside over the elections of officers. The business of the meeting will be recorded by the Secretary or Assistant Secretary. The quorum will be ten bands or 50% of membership (whichever may be smaller).

Bands will be notified of the time and place and any other necessary details of the meeting not less than 14 days prior to the date of the meeting.

Any additional items for the agenda should be forwarded to the Secretary not less than 1 week in advance of the meeting.

No meeting shall be invalidated by non-receipt of notice by members.

9.3 Special General Meetings

A special meeting may be called by the Executive Committee at any time as considered necessary. Bands will receive at least 2 weeks notification of any special meeting called by the Executive Committee.

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.

A Special General Meeting shall not transact any business other than that mentioned in the notice convening that meeting except at the Chairman's discretion where they see fit, on the grounds of urgency and/or pertinence, to the subject of the notice being considered.

The meeting will be presided over by the Chairperson or their deputy. The business of the meeting will be recorded by the Secretary or Assistant Secretary. The quorum will be ten bands or 50% of membership (whichever may be smaller).

No meeting shall be invalidated by non-receipt of notice by members.

9.4 Executive Meetings

The Executive Committee will meet not less than four times a year. The Chairperson or their appointed deputy shall preside at Executive Committee 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 Committee will be recorded by the Secretary or their

deputy. The business of sub-groups will be recorded and progress reported to the Executive Committee.

The quorum for a meeting of the Executive Committee shall be **seven**.

9.5 Meeting Votes

Every proposition at an Annual General Meeting or Special General Meeting shall be decided by a show of hands or a ballot by the membership. Each band present shall have one vote only for each proposition. Electronic means of voting will be acceptable.

Nominations for election as an Officer or other functionary role within the BBL as described in Section 7 (Officers of the BBL) must be made in advance or at an Annual General Meeting.

The Chairman shall be the sole authority in declaring the result. In the event of there being an equality of votes, the Chairman shall be entitled to the casting vote.

9.6 Meeting Minutes

The business of the meeting will be recorded by the Secretary or Assistant Secretary. Once the minutes for the Delegate Meetings, Annual General Meetings or Special Meetings are approved they will be uploaded to the BBL website.

10. BBL FUNDS

All funds will be managed by the Executive Committee 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 Committee is empowered to maximise fund raising through band subscription and grant aid in order to achieve BBL objectives.

Monies held by the Executive Committee shall be used for the benefit of Bands in the manner determined by the Executive Committee.

Transactions drawn upon the Banking Account of The BBL shall be signed by two the Executive Committee.

The Executive Committee may with discretion grant fees or honoraria for services rendered to, or in the interest of, the BBL. Any fees or honoraria granted must be minuted at an Executive Committee Meeting.

11. UNPROFSSIONAL CONDUCT

In the event of an allegation that a Band or one of its members (including Executive members) has brought The BBL into disrepute, the Band shall be required to report the matter to the Secretary in writing. The Band shall be called before a panel appointed by the Executive to include at least one external member. This panel will recommend appropriate action to the Executive which will be acted upon.

Should the matter be unresolved or if the Band or the Executive Committee is dissatisfied with the outcome of the appointed panel decision, the Bands representative/s shall be required to appear before the Executive Committee whose decision will be final.

12. BBL CONTEST RULES

North of Ireland Bands Association registration, transfer and contest rules will normally apply, however, the BBL Executive may decide alternative rules for specific events.

The BBL will notify bands of the rules which will apply to any particular contest when entries are being sought.

13. ALTERATION OF THE CONSITUTION

No revocation, amendment, alteration or addition to this Constitution or these Rules shall be made except by resolution passed by two-thirds of the Bands present and voting at an Annual General Meeting or Special General Meeting of the BBL.

The Secretary shall give to each member specific notices in writing of any proposed revocation, amendment, alteration or addition with the notice convening the meeting at which these matters are to be decided.

Reviewed and Adopted at a