



# **BRASS BANDS NORTHERN IRELAND CONSTITUTION**

# Contents

1. Name and Title
2. Objectives
3. Equal Opportunities
4. Safeguarding
5. Membership
6. Representation at BBNI Meetings
7. Officers of the BBNI
8. Subscriptions
9. BBNI Meeting
10. BBNI Funds
11. Unprofessional Conduct
12. BBNI Contest Rules
13. Alteration of the Constitution
14. If the BBNI Ceases to Exist

## **1. NAME AND TITLE**

The full title to be known as Brass Bands Northern Ireland (formally known as the Brass Band League NI) hereafter referred to as the BBNI.

## **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 BBNI 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 BBNI does not discriminate against any individual, members or groups on the grounds of disability, race, age, gender, marital status, sexual orientation, political opinions, religious beliefs or dependant status.

## **4. SAFEGUARDING**

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

## **5. MEMBERSHIP**

Only amateur bands shall be admitted as members of the BBNI

Bands shall be admitted to the BBNI 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 BBNI.
- 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 BBNI MEETINGS

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

It is the responsibility of band secretaries to notify the BBNI 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 BBNI in a timely manner of any changes to committee positions within the band.

## 7. OFFICERS OF THE BBNI

### 7.1 Non-Executive Officers

**President:** The President will conduct the election of Executives and be invited to represent the BBNI 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 BBNI.

### 7.2 Executive Officers

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

**Chairperson:** The Chairperson leads the BBNI. The Chairperson shall preside at all meetings of the BBNI 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 BBNI 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 BBNI, to pay the same into the Banking Account of the BBNI and to make all payments on behalf of the BBNI. The Treasurer shall keep a proper account of the income and expenditure of the BBNI and prepare a balance sheet and statement of accounts up to the 31<sup>st</sup> October 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 BBNI 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 BBNI.

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 BBNI, including the development and execution of plans to achieve the objectives of the BBNI.

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 BBNI starts on the 1<sup>st</sup> November and ends on the 31<sup>st</sup> 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. BBNI MEETINGS**

### **9.1 Delegate Meetings**

Delegate meetings of the BBNI 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 BBNI 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 BBNI 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 BBNI 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 accidental non-receipt of notice of the meeting 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 BBNI. 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 BBNI. 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 must exceed half of the elected members.

### **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 BBNI as described in Section 7 (Officers of the BBNI) 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 BBNI website.

## **10. BBNI FUNDS**

All funds will be managed by the Executive Committee to ensure that the BBNI maintains a positive balance. It shall not commit the BBNI to debt unless approved by a full meeting of the BBNI. The Executive Committee is empowered to maximise fund raising through band subscription and grant aid in order to achieve BBNI 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 BBNI 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 BBNI. Any fees or honoraria granted must be minuted at an Executive Committee Meeting.

## **11. UNPROFSSIONAL CONDUCT**

### **11.1 Disciplinary Process**

Any complaint must be made, in writing, to the Secretary of the BBNI within 1 month of the incident occurring. The complaint or report of misconduct must be accompanied by a fee of £50, which will be forfeited if the complaint is not upheld.

The BBNI Executive Committee shall appoint three persons from BBNI to investigate any allegation of misconduct, disciplinary report, breaches of the rules or constitution of the BBNI. No two persons on the committee shall be from the same band.

The designated Disciplinary Committee will enquire into the incident or report. In dealing with the enquiry the Committee shall have the power to investigate the facts, examine relevant

documentary evidence and to seek any other relevant reports or information in relation to the incident.

The affected individual/band will be asked to present their case for consideration in writing to the Disciplinary Committee.

All information gathered will be shared with the Disciplinary Committee for consideration.

The decision will be a majority decision of the Disciplinary Committee.

The Disciplinary Committee will recommend the outcome and/or sanction for ratification by the BBNI Executive Committee

The outcome of the investigation will be communicated to all interested/affected parties within 2 weeks of the decision being ratified by the BBNI.

Possible sanctions:

No action

A warning

A fine

Suspension of membership

Removal of the status of an official

Termination of membership. The expelled individual/band shall still be required to discharge all financial obligations outstanding for the current year.

### **11.2 Appeals Process**

Appeals against the decision of the BBNI shall be made within 2 weeks of notification of the decision of the BBNI. The appeal must be made in writing to the Secretary of the BBNI., giving notice of the intention to appeal, clearly setting out the grounds for such appeal, and accompanied by a fee of £50. This fee shall be forfeited to the BBNI if the original decision of the Executive Committee is upheld or increased.

The Appeals Committee shall comprise the Chair BBNI (or their nominee) and three members of the BBNI Executive Committee. The Appeals Committee shall be distinct from the Disciplinary Committee and shall not include any members of the Disciplinary committee.

The appeal shall be a completely new process and review of the matter.

## **12. BBNI CONTEST RULES**

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

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

## **13. ALTERATION OF THE CONSTITUTION**

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 BBNI.



The Secretary shall give to each member band, 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.

**14. IF THE BBNI CEASES TO EXIST**

If the Executive Committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the BBNI, it shall call a Special General Meeting in accordance with the criteria as stated in Rule 9.3. If such a decision is confirmed by a simple majority of those present and voting at such meeting, the Executive Committee shall have the power to dispose of any assets held by or in the name of the BBNI, any assets remaining after the satisfaction of any proper debts and liabilities shall be disposed of by the Executive Committee through donation to a charity with similar purposes.

*Reviewed and Adopted at a .....*