Fakenham Town Band – Rules – V.1.3

Revision History

Date
0.1 Draft for approval 23/01/1988
1.0 Approved 05/06/1989
1.1 AGM amendment 27/02/1992
1.2 AGM amendment 16/02/1995
1.3 AGM Amendment. Key changes include:

- Modernise and simplify language to create clarity
- Amend rule 3 to replace generic instrument family names with specific instruments
- Amend rule 6 to include the office of Child Protection Officer and requirement for security check
- Amend rule 9 so that all members are due to pay subscriptions, removing the exemption for members where FTB is not his / her first commitment
- Amend Rule 10 to remove 'At all assembles no noise or movement unhelpful to the purpose should be indulged in' and replace with 'and to provide a good environment to achieve this' in the opening paragraph 24/01/2008

1.4 AGM amendment 28/01/2016

- Amendment to Rule 7 Para 1 concerning the ability of the MD or Bandmaster to allocate playing positions. New wording of this paragraph.

1. Band Name

The full and correct name of the band is Fakenham Town Band. The former use of words 'additional' to this name has been abandoned. The name of the band may not be changed except by means of a change of rule. See rule 15.

2. Trusteeship

The band shall continue its activities under the trusteeship of the Fakenham Town Council or a body that may inherit the council's authority.

3. Instrumentation

The band shall continue to operate as a brass band as the term 'brass band' is understood at the present time within the United Kingdom. Permitted instruments shall be:

- Eb Soprano Cornet
- Bb Cornet
- Flugel Horn
- Eb Tenor Horn
- Bb Baritone
- Bb Euphonium
- Bb Tenor Trombone
- Bass Trombone
- E(E)b Bass (Tuba)
- B(B)b Bass (Tuba)
- Percussion and effects usually undertaken by percussion players.
  Other types of instruments shall not be employed except for a temporary reason at the discretion of the musical director or bandmaster.

4. Annual General Meetings

An Annual General Meeting (AGM) shall be held within one month of the band's financial year, for the reading of accounts, for the election of officers and committee, for the hearing of officers' reports, for business on the prepared agenda, and for any other business. Those eligible to vote are paid up registered band members, two representatives of the trustees, two members of a finance support committee if applicable, presidents and vice-presidents. Non-voting visitors may attend at the discretion of the chairperson.

5. Association Membership

The band shall retain membership of the East Anglian Brass Band Association paying its dues and observing its rules. Acceptance as a member of the band shall imply agreement with the rules of the Association. The band shall not relinquish membership of the Association except by a decision of the band's AGM.

6. Committee Officers

The recognised officers are:

- Musical Director or Bandmaster
- Deputy Bandmaster
- Secretary
- Treasurer
- Band Manager
- Librarian
- Child Protection Officer

One person may not hold more than two elected offices, and in any case will possess only one vote at meetings.

In addition to the above, the AGM, or a full extraordinary meeting, may appoint a Musical Director paid by means of a drawn-up contract, or unpaid. In these cases the office of deputy bandmaster may be suspended.

All of the above mentioned are Committee Members by reason of their office.

In addition to the elected officers, up to five playing members together with non-playing band supporters may be elected to the committee.

All officers except Musical Director, Bandmaster, and Deputy Bandmaster may have assistants chosen by themselves. Such assistants will possess a vote pertaining to the office only in the absence of the elected officer.

All members of the Finance Support Committee, if applicable, may attend meetings, with one member voting on behalf of all.

The first committee meeting for the forthcoming year shall be fixed by the AGM. Dates for subsequent regular committee meetings will be planned at the first committee meeting held after the AGM or on a rolling basis at the discretion of the committee.

Additional committee meetings may be called at the request of three or more members. If less than a quorum of five is present, a meeting shall be abandoned and a new date arranged.
The decisions of a quorum shall be honoured by absent members.

The person holding the post of Child Protection Officer must be in possession of a recognised security check according to current laws. The band will pay any essential costs incurred to obtain this certification.

7. Playing Positions

The musical director or bandmaster has the responsibility of allocating players into the most suitable playing position for the band. No decision shall be taken without the musical director or bandmaster discussing any proposed change to any playing position with the player(s) concerned and then seeking the approval of the committee.

The personal ownership of an instrument conveys no right to occupy any particular seat in any section.

The MD/BM may refuse to allow a personally owned instrument or accessory of unsuitable quality or condition to be used.

Players using his/her own instrument may, after giving fair notice, require the band to provide an instrument for his/her use.

8. New Members

A new applicant shall, after the first four weeks of regular attendance, be invited by a member of the committee to state if he/she wishes to continue.

An accepted applicant should, as early as possible, be offered the free loan of an instrument and accessories, uniform, and other benefits entitled from an established member at the same time being required to commence paying subscriptions.

A copy of the band's rules will be brought to his/her attention.

The acceptance of a new member should be marked by an expression of cordiality from the Musical Director.

9. Subscriptions

A weekly subscription as determined by the AGM shall be paid by all members to the treasurer or assistant.

By agreement, a member may pay at other intervals provided that an accumulation of arrears would not arise.

The committee may fix a reduced subscription for members still at school, or unemployed, or long-term sick.

A resigning member is expected to pay any arrears before leaving the band. A member about to commence a long spell of enforced absence may be excused payment fully or partly at the discretion of the committee.

10. Members Responsibilities to Deportment & Equipment

Members are expected to behave with proper regard for their band's good reputation and to provide a good environment to achieve this.

No member shall by speech, appearance or behaviour, incur the risk of causing the band to suffer reproof, contempt or ridicule.

Band property issued to members should be kept in sound and clean condition. Wear, damage and defects should be reported promptly to the band manager. All articles issued to members must be signed for and entered into the register.

Accessories to the uniform, which are purchased at members' own expense are expected to conform with the approved types and colours. They should be worn in a manner conforming to the accepted appearance. There should be no ostentatious jewellery or highly decorated gear.

Persistent non-attendance and unpunctuality will be referred to the committee.

11. Members' Responsibilities to Musical Standards

Members are expected by diligent personal practice and study to keep themselves in as efficient playing condition as they are able to achieve. A member consistently failing to reach a standard acceptable to the MD/BM may be asked either to improve or resign.

12. Fees & Expenses

No member shall receive payment for playing an instrument within the band.

A professional musical director or bandmaster may receive fees agreed to by the AGM, or by an extraordinary full meeting as under Rule 6.

An amateur MD or BM may receive an agreed emolument or honorarium in recognition of his/her services.

Honoraria to other officials not paid at the present time may be the subject of future consideration.

Re-imbursement at a rate set by the AGM may be paid to owners of vehicles who convey themselves and/or other members to engagements for which the band receives a fee. The payment is subject to the availability of funds, and may not be claimed as of right.

Purchases by members of pre-approved articles will be paid for by the treasurer on the signing of a receipt.

13. Members' Responsibilities when Playing with other Band's or Musical Groups

A member intending to lend his/her services to another band or musical group will inform the MD/BM of his/her intention.

The personal ownership of an instrument does not relieve a member from observing this rule.

No member should be playing for another organisation when the band has an activity at the same time except by prior agreement.

Permanent transfers are effected under the rules of the EABBA.

14. Dissolution

In the event of reduced membership and lesser activity, the band shall not be assumed to be defunct until fewer than four registered members are prepared to meet for regular practice. A group of four or more such members shall be regarded as constituting the Fakenham Town Band, with full rights to its name and benefits, and with a view to rebuilding it strength and resuming its functions.

15. Amendment of the Rules

A reconsideration of the rules shall occupy a permanent place on the agenda of the AGM. The approval of a new rule, the revocation of or any change to an existing rule may be effected only by the AGM or other full band meeting. Any new rule, cancellation or alteration of a rule must be brought to the notice of the trustees before coming into effect.