



STROUD AREA WIND ORCHESTRA

Stroud Area Wind Orchestra Constitution

1. Name

The name of the Society shall be Stroud Area Wind Orchestra hereinafter referred to as SAWO.

2. Objectives

The objectives of SAWO shall be:

1. To advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects, including through the presentation of public concerts and recitals.
2. To provide a welcoming, friendly and inclusive atmosphere for its members.
3. To enable musicians of all ages to come and make music, for the enjoyment of themselves and others.
4. To strive continuously to improve each individual's understanding and performance and, in turn the overall quality and sonority of the Band.
5. To play all types and styles of music.
6. To develop a quality Band that is an asset to the local community.

3. Membership

Membership of SAWO and position of Musical Director (MD) shall automatically entail the acceptance of the rules contained in this document.

Membership of SAWO shall be open to any person completing a membership application and paying the relevant subscription as determined at the Annual General Meeting (AGM).

Membership subscriptions are due either in full at the beginning of the year or in three instalments throughout the year.

Every member shall have one vote.

4. Officers and Committee

The management of SAWO shall be in the hands of a Committee consisting of the following officers: Chairman, Secretary, Treasurer, Librarian (up to 2 members may be elected for this position), Musical Director, Concert Manager and 2 other members of SAWO. There will also be 2 representatives for our Beginner Band.

Chairman:



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Chair meetings, provide the agendas, communicate with the membership, consult with others concerning concert venues, oversee social activities and refreshments.

Treasurer:

Maintain accounts, collect subscriptions from band members.

MD:

Devise concert programmes, select music, conduct rehearsals/performances, consult over venues, source guest players, arrange parts/make technical adjustments, select soloists.

Secretary:

Take minutes, deal with email enquiries, deal with paperwork concerning concerts, tickets, publicity, and posters. (Other persons may be engaged to design posters).

Librarian(s):

Ensure that all members and guest players have the correct music. When necessary make up extra folders for guest or new players.

Concert Manager:

Liaise with secretary, MD and band members to arrange set up, rehearsals at venues and storage of equipment during concerts. Set up stage and seating plan for each concert. Organise ticket and refreshment volunteers and organise refreshments at each concert. Any other duties relating to concerts.

Beginner Band Representatives:

Act as a point of contact for our Beginner Band. Be responsible for recruitment, advertising and enquiries. Liaise with concert manager and MD for concerts where the Beginner Band performs at.

Each committee member can seek a verbal nomination and a seconder at the AGM and will remain an active member of the committee until the following year's AGM, unless they leave the band then their position of the committee will cease.

All committee members shall behave in an acceptable manner at all times.

5. Management

The Committee shall carry out the administration of SAWO's affairs.

SAWO's year shall run from 1st September to 31st August.



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All arrangements for the concerts and other events and the control of finance shall be in the hands of the Committee.

The appointment of the MD shall be reviewed by the Committee on a yearly basis and the appointment of a new MD must be approved by the Committee. One month's notice will be required for any change in the position of MD by either side.

The Committee will agree an ex-gratia payment for the MD.

The artistic direction of SAWO shall be the responsibility of the MD, but should reflect the stated objectives of SAWO.

The Librarian(s) will be responsible for the keeping in good order and the issuing of all band music.

At public performances, members must be dressed as recommended by the Committee.

6. Powers

1. Power to raise funds and to invite contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
2. Power to buy, take on lease or in exchange any property necessary for the achievement of the objectives and to maintain and equip it for use.
3. Power to provide remuneration to such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objectives.
4. Power to co-operate and co-ordinate with charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or of similar charitable purposes and to exchange information and advice with them.
5. Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objectives.
6. Power to appoint and constitute such advisory committees as the Committee may think fit.
7. Powers to do all such other lawful things as are necessary for the achievement of the objectives.

7. Meetings and Proceedings of the Committee

The committee shall hold at least 3 ordinary meetings each year. A special meeting may be called at any time by the Chairman, or by any 2 members of



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the Committee, upon not less than 7 days' notice being given to the other members of the Committee. If the matter includes the appointment of a co-opted member then not less than 14 days' notice must be given.

The Chairman shall act as chairman at meetings of the Committee. If the Chairman is absent from any meeting, the members of the Committee present shall choose one of their number to act on behalf of the Chairman before any other business is transacted.

Three shall be a quorum for a Committee meeting.

Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question, but in the case of equality of votes, the Chairman of the meeting shall have a second or 'casting' vote.

The Committee shall keep minutes of the proceedings at meetings of the Committee and any sub-committee, and shall ensure that these are stored safely, and that they are available for inspection as required.

The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this Constitution.

The Committee may appoint one or more sub-committees, consisting of three or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the Committee, would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Committee.

8. Equal Opportunities

No individual shall be excluded from membership of SAWO or de-barred from any official capacity on the Committee on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

9. Finance

The financial year shall end on the 31st August.

A balance sheet shall be maintained with the total income, outgoings and any expenditure of the Band. All transactions shall be authorised by any 2 Committee members.



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SAWO may receive donations, grants in aid and financial guarantees. Tickets for any or all of its concerts and other events shall be offered for sale to the public, through any media deemed necessary.

The income and property of SAWO when so ever derived shall be applied solely towards promoting the objectives of SAWO as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of SAWO except in payment of legitimate expenses incurred on behalf of SAWO.

The Treasurer shall submit an up-to-date account at every committee meeting and a financial statement including the assets of SAWO at the AGM.

10. Annual General Meeting

Within 2 months of the end of each financial year the members shall be summoned to an AGM of which at least 14 days' notice in writing – by letter or email - shall be given to all members.

The Committee shall present to each AGM the report and accounts of SAWO for the preceding year.

Nominations for election to the Committee must be made by members of SAWO in writing and must be in the hands of the Chairman of the Committee at least 14 days before the AGM.

Should nominations exceed vacancies, an election shall be held, while the nominated persons are excluded from the room.

If it is necessary to fill a vacancy during the year it can be done at an Extraordinary AGM, using the procedure as above.

Amendments to this document may be made only at an AGM or EGM called for that purpose.

11. Special (Extraordinary) General Meeting

A Special General Meeting (also known as an Extraordinary General Meeting), of which at least 14 days' notice in writing – by letter or email - must be given to members, may be called for by the Committee or upon written request to the Chairman signed by at least 4 members of SAWO. The notice must state the business to be discussed.

12. Procedure at General Meetings



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The Chairman shall conduct the AGM.

The Secretary or nominated person shall keep a full record of proceedings at every general meeting.

There shall be a quorum when at least 50% of the members of SAWO at the time, are present at any general meeting.

13 Accounts

The financial accounts shall be audited or examined to the extent required by legislation or, if there is no such requirement, scrutinized by a person who is independent of the Committee and then submitted to the members at the AGM.

14. Alterations to the Constitution

The Constitution may be altered by a two-thirds majority of the members present and voting at any General Meeting, provided that fourteen days' notice of the proposed alteration has been sent to all members.

15. Dissolution

In the event of SAWO being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be transferred to a charitable institution or institutions having similar objectives to those of SAWO. There will be an EGM called to arrange how these assets will be allocated.