

## TODMORDEN COMMUNITY BRASS

### CONSTITUTION -APRIL 26th 2001

#### 1. Name

The name of the organisation is Todmorden Community Brass ("TCB").

#### 2. Administration

TCB shall be administered and managed in accordance with this constitution by the members of the Management Committee constituted by clause 7. (see below).

#### 3. Objects

TCB shall provide education and performance opportunities for local people, of any age, to enjoy learning and playing music with the Todmorden Community Brass Band.

#### 4. Powers

In furtherance of the objects but not otherwise the Management Committee may exercise the following powers:

(a) power to raise funds and to invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.

(b) power subject to any consents required by law to purchase, sell, lease or dispose of the property of TCB as necessary for the proper pursuit of the objects.

(c) power to employ such staff (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects.

(d) power to co-operate with other organisations operating in furtherance of the objects and to exchange information and advice with them.

#### 5. Membership

Membership of TCB shall be open to anyone interested in furthering the objects and who has paid the annual membership fee laid down by the Management Committee. Every member shall have one vote. An appointed parent/guardian shall be required to vote on behalf of a member under the age of 18.

The Management Committee may by unanimous vote and for good reason terminate the membership of any individual: the individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

The Membership Secretary shall keep a record of all members of TCB and any TCB equipment in their possession.

**6. Honorary Officers**

At the Annual General Meeting (AGM) the members shall elect a Chairman, a Secretary, a Treasurer and a Membership Secretary who shall hold office from the conclusion of that meeting.

**7. Management Committee**

The Management Committee shall consist of not less than 6 members nor more than 12 members including the honorary officers. One member of the Management Committee may be under the age of 18 years to represent the views of the Junior members. At least 75% of the Management Committee must be resident in Todmorden, if this ceases to be true during the elected term then an SGM must be called to elect additional Committee members. All the members of the Management Committee must retire from office together at the AGM and they may be re-elected.

**8. Meetings and Proceedings of the Management Committee**

The Management Committee will meet monthly; the chairman or a nominated attendee will chair each meeting in his/her absence. A quorum of one half is required and every matter shall be determined by a majority of votes, with the chairman having a casting (second) vote in the case of equality of votes. The Secretary shall keep minutes to record the proceedings of the Management Committee meetings.

**9. Accounts, Receipts and Expenditure**

A bank account, in the name "Todmorden Community Brass", shall be managed by the Treasurer for all receipts and expenditure. At least two signatories from the Management Committee will be required on all cheques. The Treasurer shall prepare monthly accounts for the Management Committee and final accounts for the AGM.

**10. Property**

The Management Committee will be responsible for ensuring that all TCB property is insured and maintained in a good order. No member of the Management Committee shall acquire any interest in TCB property.

**11. Annual General Meeting (AGM)**

The AGM shall be held every twelve months, 21 days notice shall be given to all members who shall be entitled to attend and vote. The Management Committee shall present to the meeting the Annual Report and Accounts for TCB. Nominations for election to the Management Committee must be submitted in writing to the Secretary at least 14 days prior to the AGM. Nominations for unfilled positions may be taken at the AGM.

**12. Special General Meeting (SGM)**

The Management Committee may call an SGM at any time if at least 10 members request such a meeting in writing stating the business to be considered. The secretary shall give 21 days notice of the purpose of the meeting to all members who shall be entitled to attend and vote.

**13. Procedure at General Meetings**

The Secretary shall keep a full record of proceedings at every General Meeting. A quorum of the Management Committee must be present.

**14. Alterations to the Constitution**

The constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. No amendments may be made to Clause 1 (Name), Clause 3 (Objects) and Clause 7 (Management Committee). The notice of the General Meeting must include notice of the resolution, setting out the terms of the proposed alteration.

**15. Dissolution**

If the Management Committee decides that it is necessary or advisable to dissolve Todmorden Community Brass, it shall call an SGM of the membership in accordance with Clause 12. If the proposal is confirmed by a two thirds majority of those present and voting, then the Management Committee shall have the power to realise any assets held by or on behalf of Todmorden Community Brass for the satisfaction of any proper debts and liabilities.

Any remaining assets shall be placed with the Todmorden Town Council for allocation to other local organisations with similar objects to Todmorden Community Brass.

**16. Equal Opportunities and Child Protection**

Todmorden Community Brass shall have appropriate equal opportunity and child protection policies for the proper pursuit of the objects.

**17. Arrangements until first AGM**

Until the first AGM takes place this constitution shall take effect as if references in it to the Management Committee were references to the persons whose signatures appear at the bottom of this document.

The constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

**Chairman:**

Signed: M. Greenwood Name: MAURICE GREENWOOD Dated 27/1/02  
Address: 12 ISBROTHOYD AVENUE, TODMORDEN, OL14 5NY

**Membership Secretary:**

Signed: Lyn Luddington Name: LYN LUDINGTON Dated 27-JAN-02  
Address: SCATCLIFFE MILL HOUSE, TODMORDEN OL14 7DQ