



ROYAL BURGH OF LINLITHGOW REED BAND

CONSTITUTION and BYELAWS

CONSTITUTION

1. The band shall be designated the Royal Burgh of Linlithgow Reed Band.
2. The objects of the Band shall be to advance the education of the public in the art of Wind Band music by the presentation of public performances and other like activities. In furtherance thereof, the Band shall seek to
 - a) cultivate the art of music among its members
 - b) provide musical entertainment to the public, in particular to the local community
 - c) provide practical tuition to young and new players.
3. No person shall be treated differently by reason of any characteristic.
4. All funds of the Band shall be used for the expenses of the Band. Any profits, as audited, shall be used for the general purposes and furtherance of the Band, though not necessarily in the same year as their accumulation.
5. The Band shall be governed by a President, (who shall act as Convener), a Vice-President, a Secretary, a Treasurer, and five members of Committee who shall together form a General Committee for the purpose of administering and conducting the general business of the Band.
6. An Honorary President shall be elected *I* re-elected at each Annual General Meeting from persons of good standing who can be relied upon to represent the interests of the Band within the broader community. Such Honorary President shall not form part of the General Committee.
7. All instruments, music, uniforms and other property of the Band shall be vested in the said General Committee as Trustees for the said Band.
8. Dissolution. If the General Committee determines that it is necessary or appropriate that the Band be dissolved, it shall convene a meeting of the members, not less than 21 days' notice of the meeting (stating the terms of the proposed resolution) shall be given.
9. If a proposal by the General Committee to dissolve the Band is confirmed by two-thirds majority of those present and voting at the general meeting convened under section 8, the General Committee shall have power to dispose of any assets held by, or on behalf of the Band – and any assets remaining after the satisfaction of the debts and liabilities of the Band shall be transferred to some other charitable body or bodies similar to those of the Band; the identity of the body or bodies to which such assets are transferred shall be determined by the members of the Band at, or prior to, the time of dissolution.
10. For the avoidance of doubt, no part of the income or property of the Band shall (otherwise than in pursuance of the Band's charitable objects) be paid or transferred (directly or indirectly) to the members, either during the Band's existence or dissolution.
11. Wherever practical, a Training Band and Beginners Band shall be maintained for less experienced players.
12. The General Committee may propose the election / re-election of one or more Honorary Members of the Band as a mark of recognition of outstanding service to the Band. Such proposals must be approved by the majority of members present at an Annual General Meeting. Such Honorary Members shall be subject to all the rights, privileges and rules of ordinary membership but shall not be required to pay any membership fees.
13. An Annual General Meeting of the Band shall be held in October or November of each year. The members shall proceed to elect the General Committee as per Section 5 of the Constitution. The General Committee shall retire at each AGM but shall be eligible for reelection. The date of the AGM shall be advertised on the band's website approximately 4 weeks before the date of the AGM. The General Committee will also form the Trustees of Linlithgow Reed Band. Anyone who has been disqualified from being a charity trustee or company director, anyone who has an unspent conviction for dishonesty or any who has an undischarged bankruptcy will not be eligible to join the General Committee. Anyone under the age of 16 who is elected to the committee will not be considered a Charity Trustee.
14. Should a vote be required to elect one or more General Committee posts (or should a vote be called for in order to establish the opinion of members) at an Annual or Extraordinary General Meeting, then every member of the Band shall have one vote. Where a member is a minor, that member's vote may be cast by the member's legal guardian.
15. An extraordinary general meeting of the Band may be requisitioned at any time by a notice in writing to the Secretary signed by at least 12 members of the Band and giving a full note of the reason for the requisition. Such extraordinary general meeting shall be held within 3 weeks of the notice.
16. The General Committee shall meet to transact such business as is necessary for the proper administration and conduct of the Band, five members to form a quorum. The Committee may appoint sub-committees as required, whose duties shall be determined by the General Committee and who shall present reports to each meeting of the General Committee until such sub-committees are disbanded.
17. The General Committee shall be able to remove a committee member from office with a simple majority if there is a belief that said committee member is not acting in the best interests of the Band. It will be open to the General Committee to co-opt another member until the next General Meeting.
18. The Secretary shall keep a record of all business transacted at meetings of the Committee. Such records of business shall be approved by the relevant committee at the next meeting.
19. A committee member shall be designated as the Membership Secretary to keep accurate records of the name and number of Musical Instruments belonging to the Band, and the name and address of each member to whom it is lent. They shall also keep like records of uniforms and other items lent to members.
20. The Treasurer, subject to the direction of the General Committee, is responsible for all monies due to the Band, and for all expenditure made by the Band. They shall keep an account of the same which shall close on the last day of September in each year and shall be submitted to two auditors approved by the General Committee. They shall prepare a statement of each year's financial transactions which shall be submitted to the auditors along with their records and presented to each Annual General Meeting.
21. The General Committee shall be vested with full powers to engage a Bandmaster and to appoint a deputy when required, both at a

rate of remuneration to be determined by the General Committee. Such Bandmaster and/or deputy shall be musical advisors to the General Committee but shall not be members of that committee.

22. Qualifications for Membership. Membership shall be open to anyone who can demonstrate their ability to play the instrument of their choice suited to the general structure and style of the Band or who wishes to learn to play a relevant instrument.
23. Application for Membership. Any person who wishes to become a member will be invited to apply via the online process. New membership requests will be approved by the Membership Secretary. The Committee may, at their discretion, refuse to admit any person to membership.
24. Membership Subscription. A membership subscription is to be paid by each band member, the rate of subscription being determined by the General Committee and presented at an Annual General Meeting. Any new rate shall take effect at the beginning of the next month following that Annual General Meeting. A reduced annual subscription may be determined for members who are students in full-time further education or who are aged at least 65 years. The General Committee may, at its discretion, excuse payment or determine a reduced subscription for any member who is unable to pay his subscription through good cause.
25. Register of Members. The General Committee shall maintain a Register of Members, setting out the full name and address of each member, the date on which they were admitted to membership, and the date on which they ceased to be a member. For any member, ongoing membership of the Band remains at the discretion of the General Committee.
26. Withdrawal from Membership. Any person who wishes to withdraw from membership shall lodge with the Band Secretary, a written notice to that effect; on receipt of the notice by the Band, they shall cease to be a member.
27. The General Committee may frame such byelaws for the administration and conduct of the Band as they may think necessary. Such byelaws must, however, be approved of by the majority of Members of the Band present at a General Meeting. No alteration can be made to any part of the Constitution or byelaws except at the Annual General Meeting of the Band or at a properly convened Extraordinary General Meeting, notice of any proposed alteration must be lodged in writing with the Secretary not later than three weeks prior to this meeting.
28. The General Committee shall appoint a Band Sergeant who shall be in charge of dress, deportment and choice of marches during marching engagements.
29. At the first meeting of the General Committee after each AGM, a Band Librarian shall be nominated by the General Committee. The duties of the Librarian shall include but not be restricted to keeping the library in an orderly condition, indexing, and filing music, issuing and withdrawing music, replacing missing parts as reported and ensuring that enough parts are available. The Band Librarian does not form part of the General Committee unless previously elected as per Section 5 of the Constitution.

BYELAWS

1. Each prospective new member shall be placed in the band most appropriate to their playing ability, as determined by the Bandmaster with advice from other Committee members or music tutors as necessary.
2. Twice per year the conductors of the Beginners Band and Training Band shall be invited to nominate musicians who have attained a sufficient standard to move up to the Training Band or the main Reed Band.
3. On receiving an instrument, book, uniform or other item lent by the Band, each member of the Band shall be responsible for their repairs to the satisfaction of the General Committee in the event of their being abused or damaged, and for their actual cost in the case of being lost, unless it can be proved to the satisfaction of the General Committee that the damage or loss was the result of an unavoidable accident..
4. Each member of the Band whilst on duty in concert work is bound to conform to the instructions and directions of the Bandmaster or his deputy.
5. Each member of the Band whilst on duty in marching work is bound to conform to the instructions and directions of the Band Sergeant.
6. Any member of the Band deemed to be bringing discredit on the Band, shall be expelled for the remainder of the day and shall forfeit all claims to expenses or payment for that day. The power for such action shall lie with the Bandmaster or his deputy during concert work and with the Band Sergeant during marching work. All such cases must be reported to the General Committee.
7. If any dispute arises amongst the members of the Band, it shall not be discussed in public, but shall be referred to the General Committee, whose decision shall be final; any member of the Band finding cause to complain shall do so in writing to the Secretary for consideration at the next meeting of the General Committee.
8. On a member leaving the Band, all items lent by the Band shall be returned promptly and be subject to satisfactory inspection of the items as per bylaw no. 3.
9. Each member of the Band must attend practices regularly. Any Band member being absent for two consecutive weeks without prior notification to a committee member may be asked by the committee for a reasonable explanation and may be required to return some or all items lent to them by the Band. The General Committee shall decide on any further action.
10. A copy of the Constitution and byelaws shall be issued to all members and a copy of these published on the band website.
11. On joining the Band, each prospective member be provided with a copy of the Constitution and byelaws and shall be requested to make themselves thoroughly conversant with them, as they will be strictly enforced by the General Committee.
12. On acceptance of the membership application by the General Committee, each member shall sign a declaration that the Constitution shall be adhered to at all times.