



Suffolk Concert Band

Members Handbook 2012



Contents

| | |
|--|----|
| Welcome | 2 |
| Overview | 3 |
| Background | 3 |
| Organisation..... | 4 |
| Charity..... | 4 |
| Information | 5 |
| Website | 5 |
| Finance..... | 6 |
| Attendance | 6 |
| Rehearsals..... | 7 |
| Concerts..... | 7 |
| Uniform..... | 8 |
| Music..... | 9 |
| Honorary Members..... | 10 |
| Useful Contacts | 11 |
| Suffolk Concert Band Constitution..... | 12 |
| Concert Diary 2012 | 28 |



Welcome

Welcome to the Suffolk Concert Band Members Handbook. The aim of this booklet is to give members an overview of the band, our aims, organisation and inner workings. If you have been in the band for a while, you will probably know most of this already, but for new members, this will be a useful introduction to the band.





Overview

The Suffolk Concert Band is a community based charitable organisation (Reg. No. 1094345). Our aim is to educate the public in the art and science of wind band music. This involves putting on concerts and in doing so we hope to provide entertainment for the public as an audience, and ourselves as musicians.

Background

The band has been around for more than 40 years in its current form, but we take our roots and the foundations of our music library from the disbanded 4th Btn. Suffolk Regiment TA band. We're very proud of our history and still have strong links with the Suffolk Old Comrades association.



Organisation

A committee, elected at our Annual General Meeting, runs the band. There are a number of executive and non-executive posts within the committee, each with different responsibilities. These are: Chairman, Secretary, Treasurer, Membership Secretary, Librarian, Concert Manager, as well as general committee positions, with no specific responsibilities.

We are always looking for new people to get involved in the running of the band, so if you want to be part of the decision making process, please talk to an existing committee member.

Charity

We are a charitable organisation and so we are bound by the terms and conditions of the charity commission. This has several impacts on the band and organisation, predominantly in the areas of finance and organisation.

We are bound by a constitution that has been adopted by the band and accepted by the charities commission. This governs the way the band is managed. An explanation of all this is outside the scope of this handbook, but if you would like to know more, there is more information on the website.



Information

As members, you can be kept informed of any new events or changes by announcements at rehearsal. If you miss any of these, our notice board usually displays any current notices and letters, so make sure you have a look there occasionally to see what is going on.

We also have an excellent website (more on this later) and a monthly newsletter, for which the editor is always on the lookout for contributions – so if you have anything you would like to include, please let them know.

Website

www.suffolkconcertband.org.uk

Our website, originally created by Andrew Farthing and now maintained by Angela Hope, is full of information about the band. It contains a lot of useful information about past and future concerts, our music library and also has a private members area for accessing committee meeting minutes, our constitution and much more.

The member's area can be accessed using the password "walker1931".



Finance

The Band receives money from member's subscriptions, donations, paid performances, fundraising and grants. The current rate for membership is £60pa, £25.00pa for those in full-time education, payable annually in a lump sum, or monthly by standing order.

We spend money on the hire of the rehearsal venue, MD expenses, new printed music, publicity and administration. In order to keep our subs as low as we can, we aim to take paid jobs and rely on attendance of our members. However, throughout the year, we perform at some regular, expenses only concerts.

If you wish to pay by standing order the SCB bank details are as follows:

Bank: *NatWest*

Account Number: *67013139*

Sort Code: *60-20-49*

Attendance

The Membership Secretary is responsible for collating information about member's availability for both rehearsals and concerts. This is an onerous task for such a large organisation, so please keep them informed if you can't make a rehearsal or a concert; sudden changes can have far-reaching consequences for the band as a whole.



Rehearsals

Our rehearsal venue is Holy Trinity Church Hall, Back Hamlet, Ipswich, where we practice every week on Wednesdays at 7.30 – 9.30pm, with the exceptions (usually) of August and Christmas week.

If you are not playing in a particular concert, we ask members not to play at the preceding rehearsal so the MD and band can get a proper feel of how the band will sound. Similarly, if you are playing in a concert, please make every effort to attend the rehearsals leading up to the event.

Concerts

One of our main reasons for existence is to put on concerts. We hope these are enjoyable experiences for everybody involved. We take on a variety of concerts throughout the year. The committee is aware that all members have lives outside the band, so we try to keep the concert schedule manageable for everyone and aim not to exceed one concert per month in any given year.

Every year, our concert schedule changes, although we are involved in a number of regular concerts (principally Barham Hall in June and Remembrance Sunday in November). These follow more or less the same format every year and so may not be discussed at rehearsal.

If there are any arrangements you need to know about, please ask.



Uniform

The band concert uniform consists of a band jacket, white shirt, black bow tie, black trousers with black socks or black skirt with black tights and black shoes. All members are issued with a jacket, white shirt and bow tie.

Once you have a uniform, please look after it! They are expensive to repair or replace. Whilst they remain the property of the band, it is the individual member's responsibility to keep them in good shape – dry-cleaning as appropriate.

We aim to present a professional image when on stage, so it is very important to stick to these details, as one member without proper uniform is enough to spoil the effect.

If you require a new shirt or bow tie, these are available to purchase at a cost of £16.83 for a shirt and £4.20 for a bow tie.



Music

The band's music library is stored in the FADOS rehearsal hall in Felixstowe. Our library contains over 2000 pieces, catalogued in a database. This is on our website, so please have a look through and see if there is anything you would like the band to play. We are always interested in member's views on repertoire, though the MD reserves the final judgment!

We enjoy playing new music and regularly buy and commission new pieces. If you have any suggestions, please send them to the librarian. If you have any problems with printed music, please see the librarian as extra rehearsal copies can be made.

We have two different selections of music at any one time within the band.



Honorary Members

At the Annual General Meeting, the committee may propose honorary membership to any member of the band who, in the committee's opinion, has given outstanding service to the band.

The committee uses the following criteria to select such members:

- i) A person who has been a playing member of the band for at least 10 years and served at least 3 terms on the committee.
- ii) A person who has been a playing member of the band for at least 10 years and reaches the age of 80 years old.
- iii) Only 5% of current paying members can be honorary members at any one time.



Useful Contacts

| | | |
|-----------------|----------------------|------------------------------|
| Angela Hope | Secretary | 01473 611488 07801 892713 |
| Gordon Scopes | Membership Secretary | 01449 722019 07563 341901 |
| Simon Pulham | Chairman | 01473 710290 |
| Tom Rumbold | Librarian | 01473 434157 |
| Mark Cheadle | Treasurer | 01473 717712 |
| Russell Banyard | Concert Manager | 01473 270989 |
| Adrian Budgen | Trustee | 01473 726426 |
| Heulwen Livesey | Trustee | 01473 711640 |



Suffolk Concert Band Constitution

PART 1

1. ADOPTION OF THE CONSTITUTION

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

2. THE NAME

The association's name is Suffolk Concert Band (and in this document it is called the Charity).

3. THE OBJECTS

The Charity's objects (the Objects) are to advance the education of members and the public in the art and science of music, in particular (but not by way of limitation) through the presentation of concerts, recitals and performances and to assist and further such charitable institutions and charitable purposes as the committee shall from time to time determine, having first consulted the members and honorary members of the Charity.

4. APPLICATION OF THE INCOME AND PROPERTY

- (1) The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- (2) A Trustee may pay out of, or be reimbursed from, the property of the Charity reasonable expenses properly incurred by him or her when acting on behalf of the Charity.
- (3) None of the income or property of the Charity may be paid or transferred directly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent:
 - (a) a member who is not also a Trustee from receiving reasonable and proper remuneration for any goods or services supplied to the Charity; a Trustee from buying goods and services from the Charity in the capacity of a beneficiary of the Charity or as a member of the Charity and on the same terms as other members.
 - (b) the purchase of indemnity insurance for the Trustees against any liability that by virtue of any rule of law would otherwise attach to a trustee or other officer in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Charity but excluding:
 - (i) fines:



- (ii) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Trustee or other officer;
 - (iii) liabilities to the Charity that result from conduct that the Trustee or other officer knew or ought to have known was not in the best interests of the Charity or in respect of which the person concerned did not care whether the conduct was in the best interests of the Charity or not.
- (4) No Trustee may be paid or receive any other benefit for being a Trustee.
- (5) A Trustee must absent himself or herself from any discussions of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter.
- (6) In this Clause 4, "Trustee" shall include any person firm or company connected with the Trustee.

5. DISSOLUTION

- (1) If the members resolve to dissolve the Charity the Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.
- (2) The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.
- (3) The Trustees must apply any remaining property or money:
- (a) directly for the Objects;
 - (b) by transfer to any charity or charities for purposes the same as or similar to the Charity;
 - (c) in such other manner as the Charity Commission for England and Wales ("the Commission") may approve in writing in advance.
- (4) The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity and the Trustees must comply with the resolution if it is consistent with paragraphs (a) – (c) in sub-clause (3) above.
- (5) In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a charity).
- (6) The Trustees must notify the Commission promptly that the charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send to the Commission the Charity's final accounts.



6. AMENDMENTS

- (1) The Charity may amend any provision in Part 1 of this Constitution provided that
 - (a) no amendment may be made that would have the effect of making the Charity cease to be a Charity at law;
 - (b) no amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the Charity;
 - (c) no amendment may be made to Clause 4 without the prior written consent of the Commission;
 - (d) any resolution to amend a provision of Part 1 of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- (2) Any provision contained in Part 2 of this constitution may be amended, provided that any such amendment is made by resolution passed by a simple majority of members present and voting at a general meeting.
- (3) A copy of any resolution amending this constitution must be sent to the Commission within twenty-one days of it being passed.

PART 2

7. MEMBERSHIP

- (1) Membership is open to individuals or organisations who are approved by the Trustees. Those members under 18 years of age may not be appointed as Trustees nor do they have the right to vote at general meetings of the Charity.
- (2)
 - (a) The Trustees may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.
 - (b) The Trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
 - (c) The Trustees must consider any written representations the applicant may make about the decision. The Trustees' decision following any written representation must be notified to the applicant in writing and shall be final.
- (3) Membership is not transferable to anyone else.
- (4) The Trustees must keep a register of names and addresses of the members which must be made available to any member on request.

8. TERMINATION OF MEMBERSHIP

Membership is terminated if:



- (1) the member dies or, if it is an organisation, ceases to exist;
- (2) the member resigns by written notice to the Charity unless, after the resignation, there would be less than three members;
- (3) any sum due from the member to the Charity is not paid in full within eleven months of it falling due;
- (4) the member is removed from membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (a) the member has been given at least twenty-one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;
 - (b) the member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

9. GENERAL MEETINGS

- (1) The Charity must hold a general meeting within twelve months of the date of the adoption of this constitution.
- (2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- (3) All general meetings other than annual general meetings shall be called special general meetings.
- (4) The Trustees may call a special general meeting at any time.
- (5) The Trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed. If the Trustees fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this constitution.

10. NOTICE

- (1) the minimum period of notice required to hold any general meeting of the Charity is fourteen clear days from the date on which the notice is deemed to have been given.
- (2) A general meeting may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- (3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so.



- (4) The notice must be given to all members and to the Trustees.

11. QUORUM

- (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is:
20 members entitled to vote upon the business to be conducted at the meeting; or
one tenth of the total membership at the time, whichever is the greater.
- (3) The authorised representative of a member organisation shall be counted in the quorum.
- (4) If:
 - (a) a quorum is not present within half an hour from the time appointed for the meeting; or
 - (b) during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the Trustees shall determine.
- (5) The Trustees must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date, time and place of the meeting.
- (6) If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting, the members present at that time shall constitute the quorum for that meeting.

12. CHAIR

- (1) General meetings shall be chaired by the person who has been elected as Chair.
- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Trustee nominated by the Trustees shall chair the meeting.
- (3) If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- (4) If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one their number to chair the meeting.

13. ADJOURNMENTS

- (1) The members present at a meeting may resolve that the meeting shall be adjourned.



- (2) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be re-convened unless those details are specified in the resolution.
- (3) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- (4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date, time and place of the meeting.

14. VOTES

- (1) Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.
- (2) A resolution in writing signed by each member (or in the case of a member that is an organisation, by its authorised representative) who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members. Any such resolution shall be given in due form to the secretary of the Charity at least 14 days before a general meeting.

15. REPRESENTATIVES OF OTHER BODIES

- (1) Any organisation that is a member of the Charity may nominate any person to act as its representative at any meeting of the Charity.
- (2) The organisation must give written notice to the Charity of the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The nominee may continue to represent the organisation until written notice to the contrary is received by the Charity.
- (3) Any notice given to the Charity will be conclusive evidence that the nominee is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the nominee has been properly appointed by the organisation.

16. OFFICERS AND TRUSTEES

- (1) The Charity and its property shall be managed and administered by a committee comprising the Officers and other members elected in accordance with this constitution. The Officers and other members of the committee shall be the trustees of the Charity and in this constitution are together called "the Trustees".
- (2) The Charity shall have the following Officers:
A chair,
A secretary,
A treasurer.



- (3) A Trustee must be a member of the Charity or the nominated representative of an organisation that is a member of the Charity.
- (4) No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Clause 19.
- (5) The number of trustees shall not be less than three but (unless otherwise determined by a resolution of the Charity in general meeting) shall not be subject to any maximum.
- (6) The first Trustees (including Officers) shall be those persons elected as Trustees and Officers at the meeting at which this constitution is adopted.
- (7) A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.

17. THE APPOINTMENT OF TRUSTEES

- (1) The Charity in general meeting shall elect the Officers and the other Trustees.
- (2) The Trustees may appoint any person of the Charity who is willing to act as a Trustee. Subject to sub-clause 5(b) of this clause, they may also appoint Trustees to act as officers.
- (3) Each of the Trustees shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.
- (4) No-one may be elected a Trustee or an Officer at any annual general meeting unless prior to the meeting the Charity is given a notice that:
 - (a) is signed by a member entitled to vote at the meeting;
 - (b) states the member's intention to propose the appointment of a person as a Trustee or as an Officer;
 - (c) is signed by the person who is to be proposed to show his or her willingness to be appointed;
- (5)
 - (a) The appointment of a Trustee, whether by the Charity in general meeting or by other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this constitution as the maximum number of Trustees.
 - (b) The Trustees may not appoint a person to be an Officer if a person has already been elected or appointed to that office and has not vacated that office.

18. POWERS OF TRUSTEES



- (1) The Trustees must manage the business of the Charity and have the following powers in order to further the Objects (but not for any other purpose):
 - (a) to raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations.
 - (b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
 - (c) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993;
 - (d) to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Trustees must comply as appropriate with sections 38 and 39 of the Charities Act 1993 if they intend to mortgage land.
 - (e) to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
 - (f) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
 - (g) to acquire, merge with or enter into any partnership or joint venture arrangement with any other charity formed for any of the Objects;
 - (h) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
 - (i) to obtain and pay for such goods and services as are necessary for carrying out the work of the Charity;
 - (j) to open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000;
 - (k) to do all such other lawful things as are necessary for the achievement of the Objects.
- (2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.
- (3) Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.



19. DISQUALIFICATION AND REMOVAL OF TRUSTEES

A Trustee shall cease to hold office if he or she:

- (1) is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (2) ceases to be a member of the Charity;
- (3) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (4) resigns as a Trustee by notice to the Charity (but only if at least three Trustees will remain in office when the notice of resignation is to take effect); or
- (5) is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated.

20. PROCEEDINGS OF TRUSTEES

- (1) The Trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- (2) Any Trustee may call a meeting of the Trustees.
- (3) The secretary must call a meeting of the Trustees if requested to do so by a Trustee.
- (4) Questions arising at a meeting must be decided by a majority of votes.
- (5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- (6) No decision may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made.
- (7) The quorum shall be two or the number nearest to one third of the total number of Trustees, whichever is the greater, or such larger number as may be decided from time to time by the Trustees.
- (8) A Trustee shall not be counted in the quorum present when any decision is made upon a matter upon which that Trustee is not entitled to vote.
- (9) If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.



- (10) The person elected as Chair shall chair meetings of the Trustees.
- (11) If the Chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to chair that meeting.
- (12) The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the Trustees.
- (13) A resolution in writing, signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a committee of Trustees duly convened and held.
- (14) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

21. DELEGATION

- (1) The Trustees may delegate any of their powers or functions to a committee of two or more Trustees but the terms of any such delegation must be recorded in the minute book.
- (2) The Trustees may impose conditions when delegating, including the conditions that:
 - (a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - (b) no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Trustees.
- (3) The Trustees may revoke or alter a delegation.
- (4) All acts and proceedings of any committees must be fully and promptly reported to the Trustees.



22. IRREGULARITIES IN PROCEEDINGS

(1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Trustees, or of a committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise,

if, without:

- the vote of that Trustee; and
- that Trustee being counted in the quorum,
- the decision has been made by a majority of the Trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a committee of Trustees if the resolution would otherwise have been void.

(3) No resolution or act of:

- (a) the Trustees;
- (b) any committee of the Trustees;
- (c) the Charity in general meeting,

shall be invalidated by reason of the failure to give notice to any Trustee or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the Charity.

23. MINUTES

The Trustees must keep minutes of all:

- (1) appointments of Officers and Trustees made by the Trustees;
- (2) proceedings at meetings of the Charity;
- (3) meetings of the Trustees and committees of Trustees including:

- (a) the names of the Trustees present at the meeting;
- (b) the decisions made at the meetings; and
- (c) where appropriate the reasons for the decisions.

24. ANNUAL REPORT AND RETURN OF ACCOUNTS



- (1) The Trustees must comply with their obligations under the Charities Act 1993 with regard to:
 - (a) the keeping of accounting records for the Charity;
 - (b) the preparation of annual statements of account for the Charity;
 - (c) the transmission of the statements of account to the Charity;
 - (d) the preparation of an annual report and its transmission to the Commission;
 - (e) the preparation of an annual return and its transmission to the Commission.

- (2) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commission, unless the Trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

25. REGISTERED PARTICULARS

The Trustees must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

26. PROPERTY

- (1) The Trustees must ensure the title to:
 - (a) all land held by or in trust for the Charity that is not vested in the Official Custodian of Charities; and
 - (b) all investments held by or behalf of the Charity,

is vested either in a corporation entitled to act as custodian Trustee or in not less than three individuals appointed by them as holding Trustees.

- (2) The terms of the appointment of any holding Trustees must provide that they may act only in accordance with lawful directions of the Trustees and that if they do so they will not be liable for the acts and defaults of the Trustees or of the members of the Charity.

- (3) The Trustees may remove the holding trustees at any time.

27. REPAIR AND INSURANCE

The Trustees must keep in repair and insure to their full value against fire and other usual risks all the buildings of the Charity (except those buildings that are required to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employer's liability.

28. NOTICE

- (1) Any notice required by this constitution to be given to or by any person must be:
 - (a) in writing; or
 - (b) given using electronic communications.

- (2) The Charity may give any notice to a member either:



- (a) personally; or
 - (b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - (c) by leaving it at the address of the member; or
 - (d) by giving it using electronic communications to the member's address.
- (3) A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- (4) A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- (5)
- (a) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
 - (b) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.
 - (c) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

29. RULES

- (1) The Trustees may from time to time make rules for the conduct of their business.
- (2) The rules may regulate the following matters but are not restricted to them:
 - (a) the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (b) the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;
 - (c) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
 - (d) the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by this Constitution;
 - (e) the keeping and authenticating of records. (If regulations made under this clause permit records of the Charity to be kept in electronic form and require a Trustee to sign the record, the regulations must specify a method of recording the signature that enables it to be properly authenticated.)
 - (f) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.



- (3) The Charity in general meeting has the power to alter, add to or repeal the rules.
- (4) The Trustees must adopt such means as they think sufficient to bring the rules to the notice of members of the Charity.
- (5) The rules shall be binding on all members of the Charity. No rule shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.

SUFFOLK CONCERT BAND RULES (made under the provisions of section 29 of the Constitution)

MEMBERSHIP

- (a) There shall be members and honorary members of the Charity.
- (b) The members of the Charity are required to pay the annual subscription at the appropriate rate or rates as shall be determined by the members voting in general meeting.
- (c) With the approval of a majority of members voting at a general meeting, the Trustees may propose honorary membership to any member of the Charity who, in the Trustees' opinion, has given outstanding service to the Charity.
- (d) The Trustees may terminate membership on grounds of misconduct, systematic non-attendance at rehearsals and concerts, failure to pay the appropriate subscription or disregard of the constitution and rules.

PRESIDENT AND VICE-PRESIDENTS

- (a) The President of the Charity ("the President") shall be a person chosen by the Trustees, in consultation with the membership, for his or her interest in and support for the Charity and its Objects. He or she shall hold office for a maximum of three years from the date of assuming the Presidency, subject to an option for renewal by mutual consent for subsequent terms of office.
- (b) The President shall normally take the chair at general meetings and shall be entitled to a casting vote.
- (c) In the absence of the President at any general meeting of the Charity a Vice-President shall be invited to chair the meeting and to exercise a casting vote.
- (d) The Trustees may invite to serve as Vice-Presidents of the Charity ("Vice-Presidents"), in consultation with the membership at an annual general meeting, such persons who, in their opinion, have made substantial contributions to the Charity in some appropriate capacity.
- (e) The Vice-Presidents shall be entitled to attend and to speak at any general meeting of the Charity but shall not be entitled to vote.



- (f) The President and Vice-Presidents shall be deemed honorary members.

OFFICERS

- (a) In addition to the officers of the Charity identified in the constitution there shall be the following officers filled by election at the annual general meeting:

The membership secretary;
The librarian;
The concert manager.

- (b) Other members of the committee may be elected at a general meeting

MUSIC DIRECTOR(S)

- (a) The Music Director(s) of the Charity shall be appointed by the Trustees in consultation with the members.
- (b) The Music Director(s) shall be regarded as independent contractors. and shall be entitled to receive fees and reasonable out-of-pocket expenses incurred on the Charity's business at rates determined by the Trustees.
- (c) The Music Director(s) shall be entitled to attend meetings of the Trustees' committee but shall not be entitled to vote nor to hold any post as Officer or Trustee of the Charity.

SUBSCRIPTIONS

- (a) It shall be the responsibility of the Trustees to recommend to the members at an annual general meeting the appropriate subscription rates required to meet the Charity's commitments and liabilities and to allow it to operate in such a way as will be compatible with its Objects.
- (b) Subscriptions shall be payable by any means approved by the Trustees.

REHEARSALS AND PERFORMANCES

- (a) Non-members who wish to play at rehearsals may do so at the discretion of the Music Director in consultation with the Trustees.
- (b) Prospective playing members shall normally be allowed to attend for three rehearsals having received an application form from the Membership Secretary explaining the Objects of the Charity and outlining the membership procedure.
- (c) Guest players may be invited to participate in rehearsals and concerts at the discretion of the Trustees in consultation with the Music Director.



PROPERTY

- (a) Responsibility for the music, equipment, uniforms and all other property of the Charity is vested in the Trustees of the Charity.
- (b) The Trustees shall cause proper records to be maintained, annual checks to be made and shall make appropriate arrangements for the safe-keeping of all the Charity's property at all times.
- (c) The use of the Charity's instruments, music, equipment or uniforms for any purpose other than the Charity's rehearsals or engagements shall only be allowed with the prior consent of the chair and one other appropriate officer.



Concert Diary 2012

| | |
|--|---|
| Sunday 24 th June, 2.00pm | Open Gardens Barham Hall |
| Thursday 28 th June, 5.30pm | High Sheriff of Suffolk Reception Stoke By Nayland |
| Friday 6 th July, 7.30pm | Summer Concert, Holy Trinity Back Hamlet, Ipswich |
| Saturday 7 th July, 7.30pm | Summer Concert, St.Peters Kirkley, Lowestoft |
| Wednesday 3 rd October, 7.30pm | St. Peters Music Festival Ipswich |
| Sunday 11 th November, 10.30am | Remembrance Sunday Shotley Church |
| Sunday 8 th December, 7.30pm | Christmas Concert Shotley Village Hall |
