

Band Rules and Constitution

We often receive requests from bands for a copy of a recommended Constitution and set of rules suitable for a band. We have pleasure in publishing the Constitution and Rules of the band recently formed by the Paignton Urban District Council (Surveyor's Depart.), which we think are so good that they will be of general interest to other bands, and from which, if not practicable to adopt in their entirety, may be very useful as a model upon which to form suitable rules. We are indebted to the Chairman of the band for permission to publish them.

Rules

Membership

1. Applications for membership shall be made on the appropriate form to the Secretary, who shall submit the same to the General Committee at their meeting next following the receipt of the application.

The Committee's decision on the application shall be final and the Committee shall not be required to give reasons for any decision made.

Every member shall on election give an undertaking to strictly observe the Constitution and Rules.

Membership Fee

2. Every member shall regularly pay a membership fee of threepence per week.

Accounts

3. No payment shall be made from the band fund other than in pursuance of a resolution of the General Committee.

Vacancies on Committees

4. Casual vacancies on committees shall be filled by the General Committee. Such persons appointed shall hold office until the annual meeting next following.

Resignation from any committee shall be effected by the giving of at least one month's notice.

Conduct of Members in Uniform

5. Whilst in uniform members must uphold the dignity of the band at all times, presenting a smart appearance and engaging in no action that would bring the band or the Council in disrepute. The Bandmaster shall refer to the Disciplinary Committee any breach of this rule by any member.

Interest

6. Every member shall use his best endeavours in every possible way to add to the efficiency of the band, and every member is expected by practice at times other than the regular practice meetings to perfect the performance on his instrument, realising that it is only by co-operative effort that the band will attain a high level of performance.

Authority of Bandmaster

7. The Bandmaster or, when so authorised, the Deputy Bandmaster, is at all times in sole control of the band, and his instructions are to be instantly and without question obeyed. The Bandmaster shall refer to the Disciplinary Committee any breach of this rule by any member.

Inefficiency

8. To the intent that membership of the band shall depend on the efficiency of the member, the Bandmaster is to report to the General Committee on any member who, in his opinion, is incapable of becoming an efficient musician. On receipt of such representation, the General Committee shall consider all relevant facts and pronounce its decision.

Recruitment of Boys

9. At the absolute discretion of the Bandmaster, boys over the age of 14 years may join the band as learner members, and such boys shall pay a membership fee of one penny per week.

Absence from Practice

10. The Bandmaster shall report to the General Committee any member absent from practice on frequent occasions without permission. The Committee may, in its absolute discretion, order that the name of such member shall be removed from the register and such member shall forthwith return any band property in his possession.

Insurance

11. The General Committee shall insure and at all times keep insured, the whole of the property of the band against fire, theft and damage to the full value of such property. During the period that any legal charge exists on the band property, such insurance shall be effected in the manner required by the holder of such charge.

Appearance of Instruments

12. Each member is responsible to the Bandmaster for the cleanliness of the instruments in his charge.

Instruments Provided by Members

13. In cases where by permission of the Bandmaster, members use their own instruments, the same shall be insured by the General Committee, and the premium thereon shall be paid from the band fund.

Fines

14. The General Committee may institute a system of fines on members for breaches of these Rules. Such fines shall, however, not be inflicted except in pursuance of a resolution of the Committee in each case.

Uniforms

15. Members are individually responsible for ensuring that the uniforms supplied are at all times kept in a clean and smart condition.

Register of Property

16. The Secretary shall prepare and maintain a register of all property of the band including uniforms, instruments and all other property whatsoever, and the Librarian shall supply the Secretary, for inclusion in the property register, with a list of the contents of the music library.

Such complete list of property shall be kept in safe custody and a copy thereof and all amendments thereto shall be supplied to the Surveyor to the Council.

THE BAND OF THE PAIGNTON URBAN DISTRICT COUNCIL

(SURVEYOR'S DEPARTMENT)

Inaugurated June, 1939

Constitution

Name

1. The name of the organisation shall be "The Band of the Paignton Urban District Council, Surveyor's Department." No member of the band or any committee thereof, either singly or collectively, shall act in the name of the Council.

Annual Meeting

2. The annual meeting of the members of the band shall be held in the month of June in each year, at which meeting a financial statement for the year ending the previous 31st March shall be submitted.

Committees

3. The following committees shall be appointed at the annual meeting:—

General Committee. Consisting of six members, four of whom shall be playing members of the band.

Disciplinary Committee. Consisting of two members who shall not be also members of the General Committee.

Other Committees may be appointed by the annual meeting.

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Officers

4. The following officers shall be appointed:—

President, Chairman, Secretary, Treasurer, Bandmaster, Librarian, Deputy Bandmaster.

All officers shall hold office between one annual meeting and the next following.

The President, Chairman, Secretary, Treasurer and Bandmaster shall be nominated by the General Committee and be appointed by the annual meeting.

The Deputy Bandmaster shall be nominated by the Bandmaster and be appointed by the annual meeting.

The Librarian shall be nominated by the Bandmaster and be appointed by the General Committee.

Duties of Officers

5. *President.* The President shall take the chair at the annual meeting and at other meetings of the members of the band, but not at meetings of the General or other committees. In the absence of the President the chair shall be taken by the chairman.

Chairman. The Chairman shall take the the chair at meetings of the General Committee and Disciplinary Committee and of such other committees as may from time to time be appointed by the annual meeting. Provided that the annual meeting may appoint other persons to be chairmen of such other committees. In the absence of the President and the Chairman, the meeting shall appoint its own chairman.

Secretary. The Secretary shall convene, attend and take minutes of all meetings and conduct the correspondence; he shall at all times act under the direction of the General Committee, and on retirement from office shall hand to his successor or to the Chairman, all books and records belonging to the band. The Secretary shall prepare an annual report on the activities of the band and such report shall include a statement of attendances and possible attendances of members at all meetings.

Treasurer. The Treasurer shall attend all meetings and shall record and conduct the finances of the band. He shall prepare and submit the annual financial statement and such other statement of accounts as may be required by the General Committee. All moneys received by the Treasurer shall forthwith be paid to the band's bankers.

Bandmaster. The Bandmaster shall at all times act under the instructions of the General Committee, but shall be in sole control of the personnel of the band during performances and practice. He shall report to the Disciplinary Committee on any breach of the rules by any members of the band. The Bandmaster shall be responsible to the General Committee for the preservation of the instruments and other assets of the band (including money).

Deputy Bandmaster. The Deputy Bandmaster shall at all times act under the instructions of the Bandmaster.

Librarian. The Librarian shall be responsible to the Bandmaster for the proper care of the music library and for recording the contents of same. He shall be present at all performances of the band and shall ensure that all band parts are properly distributed to the band personnel.

Voting

6. At all meetings of the band or its committees, an absolute majority of those

present and voting shall carry any motion submitted.

The following officers shall be *ex-officio* on all meetings of the band or its committees, but shall not vote thereat except that the President and Chairman shall each have a casting vote:—

President, Chairman, Secretary, Treasurer, Bandmaster.

Power to Convene General Meeting of Members

7. Any ten members of the band may in writing, require the Secretary to convene a meeting of the members and shall specify the subject requiring the consideration of the meeting. The Secretary shall on receipt of the requisition forthwith convene such meeting specifying the reason thereof, and at such meeting only the subject specified shall be discussed.

Property

8. The property and assets of the band shall (subject to the rights of any person having a legal charge thereon), vest in the members of the band and be controlled by the General Committee. No member of the band shall have the use of any instrument or other property without the consent of the General Committee.

Bankers

9. The account of the band shall be kept at bankers appointed by the members and all drafts on such bankers shall be signed by the Chairman and Treasurer.

Notices to Members

10. Every member shall be deemed to have been properly notified of any event, happening, meeting, election or otherwise, if the notice thereof shall have been conspicuously exhibited at the Cecil Road Depot for a period of at least 72 hours before any action by the band member is necessary.

The General Committee may, however, cause copies of such notice to be exhibited elsewhere or to be delivered to members as they may think fit.

Music Library not a Realisable Asset

11. It is hereby declared that on disbandment, or at any other time if so decided by the annual meeting of members, the music library shall vest in the Urban District Council of Paignton and such library shall not be deemed to be an asset for realisation at any time.

Realisation of Assets

12. On the liquidation of the assets of the band, trustees, not being members of the band and not exceeding four in number, shall be appointed by a general meeting of members, to supervise the realisation of the assets and such trustees, after satisfying themselves, that all the assets have been realised and that all debts have been paid, shall then pay the overplus to the Treasurer of the Paignton and District Hospital.

Approval of Paignton Urban District Council

13. Without the consent of the Paignton Urban District Council, no amendment shall be made to clauses numbered 1, 11, 12, and this clause, nor shall any additional clause to this Constitution which would in any way whatsoever affect the intention of clauses numbered 1, 11, 12 and 13 be added without such consent.