

Section A: TITLE, OBJECTS AND STRUCTURE

- A1 This Association shall be known as "The Oxfordshire and District Brass Band Association"
- A2 Subject to matters set out below, the Association shall be administered and managed in accordance with this constitution by the Members constituted by Clause B of this Constitution. The Association is subject to the Law of England and Wales. The Association is non-sectarian, non-political, and non-racial. The Association has a stated Child Protection Policy.
- A3 The Objects of the Association shall be:
- a) to raise the status of brass bands in the Association's area
 - b) to obtain for bands belonging to the Association all possible privileges and advantages consequent upon an organized body
 - c) to foster the spirit of good fellowship among its members
 - d) to aim to organise, on an annual basis, events and competitions for bands and individuals.
- A4 The Trustees of the Association (who need not be band representatives) shall be:
- i) CHAIRMAN
 - ii) GENERAL SECRETARY
 - iii) TREASURER
 - iv) PROPERTY MASTER

The above Trustees shall retire at each Annual General Meeting but will be eligible for re-election.

Any person, who is nominated by any other person holding normal voting rights detailed in Clause E2, may stand for election as a Trustee.

No person under the age of 18 shall be permitted to stand for office.

- A5 The same four Trustees, together with a minimum of six appointed members, shall constitute an Executive Committee. These members shall be elected for a period of up to one year, but may be re-elected at the Annual General Meeting.
- A6 No Trustee, President, Honorary Life Vice-President or member of the Executive Committee shall be entitled to payment for carrying out his/her duties. However the Executive Committee shall be empowered to reimburse any reasonable expenses incurred during the execution of the Association's business.
- A7 A minimum of 50% plus one person of the elected Executive Committee (at least one of whom must be a Trustee) is required to be present at meetings in order to form a quorum. In the case of a tied vote, the Chairperson (or an appointed deputy) shall have the casting vote.

Section B: MEMBERSHIP

- B1 Membership of the Association shall be open to any brass band ("a member band") from within Oxfordshire; the surrounding area (limited to within 30 miles of Carfax Tower), or other bands invited for affiliate membership at the discretion of the Executive Committee, and which is interested in furthering the work of the Association.

- B2 A band or combination of players desirous of joining the Association shall complete an application form (obtainable from the General Secretary).
- B3 Membership of the Association is subject to a membership fee, of an amount to be suggested by the Executive Committee, and approved at the Annual General Meeting. The membership year starts on January 1 and ends on December 31. Applications for membership may be received at any point of the year, but will be due for renewal on January 1.

Section C: POWERS OF THE EXECUTIVE COMMITTEE

In furtherance of the Objects but not otherwise the Executive Committee may exercise the following powers:

- C1 Power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall comply with all legal obligations
- C2 Power to buy, take on, lease or exchange any property necessary for the achievement of the Objects and maintain and equip it for use.
- C3 Power subject to any constraints required by law to sell, lease or dispose of all or any part of the property of the Association.
- C4 Power to co-operate with other voluntary bodies, charities and statutory bodies operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
- C5 Power to establish or support any charitable trusts associations or institutions formed for all or any of the Objects.
- C6 Power to appoint and constitute such advisory committees as the Executive Committee might think fit.
- C7 Power to do all such lawful things as are necessary for the achievement of the Objects
- C8 Power to co-opt additional members to the Executive Committee.
- C9 Power to appoint and remove Honorary Life Vice-Presidents.
- C10 Power to recommend an Association President for election.

Section D: ACCOUNTS

The Executive Committee shall follow guidelines set under the Charities Act 1992 (or statutory re-enactment or modification of that Act) with regard to:

- D1 The keeping of accounting records for the Association.
- D2 The preparation of Annual Statements of Account of the Association.
- D3 The Independent Examination of the Statements of Account of the Association.

Section E: GENERAL MEETINGS

- E1 The Association shall hold an Annual General Meeting within three calendar months of closing the accounts. The financial year shall end on the 31st August.
- E2 Attendance at a General Meeting is open to the general public, but only the Association President and Honorary Life Vice-Presidents, members of the current and emeritus Executive Committee, and two representatives from each member band (voting only on behalf of the relevant member band) shall be entitled to vote. No other person and no person under the age of eighteen shall be permitted to vote.
- E3 The function of the Annual General Meeting shall be:
 - i. To adopt the accounts.
 - ii. To elect Trustees for the forthcoming year.
 - iii. To elect members of the Executive Committee for the forthcoming year.
 - iv. To deal with other items of business as defined on the agenda
- E4 The agenda for the Annual General Meeting shall be submitted to the nominated representative of member bands and other members of the Association as notified to the General Secretary not less than twenty-eight (28) days prior to the meeting.
- E5 The agenda for the Annual General Meeting shall allow for any other business to be heard subject to the requirements of Clause E6. The Executive Committee is not obliged to allow a vote, but may do at its discretion.
- E6 Member bands may request an item/items to be placed on the agenda under Any Other Business but such requests must be in writing and must be submitted to the General Secretary by the end of the financial year.
- E7 Ten attendees, formed in any proportion of representatives of member bands, Association President and Honorary Life Vice-Presidents, or Executive Committee shall form a quorum. In the case of a tied vote, the Chairperson (or an appointed deputy) shall have the casting vote.
- E8 Decisions (excepting those detailed in clauses G and H) will be by simple majority

- E9 An Extra-ordinary General Meeting may be called by the Executive Committee at any time during the year or by the General Secretary upon written requests by six member bands. The General Secretary shall give twenty one (21) days written notice to all members of the Association.
- E10 The business to be conducted at an Extra-ordinary General Meeting shall be clearly stated on the agenda and no other business shall be heard.
- E11 Voting rights at an Extra-ordinary General Meeting shall be as those at an Annual General Meeting.
- E12 Association Presidents are appointed at the recommendation of the Executive Committee, and must be approved by majority vote at a General Meeting. Presidents shall hold office until death or resignation, unless they are removed from office on the recommendation of the Executive Committee by a resolution approved by a simple majority at a General Meeting.

Section F: COMPLAINTS AND INFRINGEMENTS

- F1 Any member band having a complaint must notify the General Secretary in writing. Such complaint/s shall be considered initially by the Trustees of the Association, and any appropriate action deemed necessary will be taken. Appeals will be heard by the Executive Committee in accordance with the Association's Appeal Procedure. Any decision reached by the Executive Committee shall be final.
- F2 Any infringement of the Rules of the Association by a member band or individual shall be considered by the Executive Committee and any remedial action taken as deemed necessary. In the event of serious infringement the Executive Committee shall have the power of suspension if considered necessary.
- F3 Any member band or individual found to be guilty of bringing the Association into disrepute shall be subject to disciplinary action as specified in the discipline policy of the Association.

Section G: DISSOLUTION OF THE ASSOCIATION

- G1 In the event of severe operational difficulties, the Trustees may recommend that the Association be moth-balled for a maximum period of two (2) years. If the recommendation is accepted at a Extra-ordinary General Meeting, the two years will run from the date of the meeting. Day-to-day administration of the Association will be the responsibility of the Trustees.
- G2 No membership fees shall be levied against member bands during this period.
- G3 After two years has elapsed, if it is decided that all reasonable attempts to revive the Association have been unsuccessful and that restarting the Association is impossible, the General Secretary will call an Extra-ordinary General Meeting for the purpose of dissolution.
- G4 The Association may only be dissolved by a Resolution passed by a 75% majority of those present and voting at a General Meeting convened for the purpose of which thirty (30) days notice shall have been given to the member bands.

- G5 After a vote to dissolve the Association has been passed, the Trustees shall dispose of the Association's assets and property to settle any debts owed by the Association. Any remaining assets and property will be distributed equally among member bands who were in good-standing with the Association before the two years prior to the suspension of membership fees.

Section H: ALTERATION OF THE CONSTITUTION

- H1 Amendments to this constitution may only be made at a General Meeting.
- H2 All amendments should be proposed, seconded and subjected to a general vote.
- H3 Amendments shall be approved by a 75% majority vote.

This Constitution was adopted by the Annual General Meeting of the Oxfordshire and District Brass Band Association at Kidlington Band Hall on November 17 2013 and revokes all previous versions.

Signed: Chairperson

Signed: Treasurer

Signed: General Secretary

Signed: Property Master

Signed: Member

Signed: Member

Changelog:

6th November 2016, clause B1. Changed from: "Membership of the Association shall be open to any brass band ("a member band") from within Oxfordshire; the surrounding area (limited to within 30 miles of Carfax Tower), or other bands invited for membership at the discretion of the Executive Committee, and which is interested in furthering the work of the Association."

6th November 2016, clause B3. Changed from: "Membership of the Association is subject to a membership fee, of an amount to be suggested by the Executive Committee, and approved at the Annual General Meeting. The membership year starts on January 1 and ends on December 31. Applications for membership may be received at any point of the year, and membership fees will be prorated to the nearest quarter. Membership applications received in the final quarter will only be accepted upon payment of the final quarter, plus full payment of the fee prescribed for the following year."

28th November 2021, clause E7. Changed from: "Twelve attendees, formed in any proportion of representatives of member bands, Association President and Honorary Life Vice-Presidents, or Executive Committee shall form a quorum. In the case of a tied vote, the Chairperson (or an appointed deputy) shall have the casting vote."