**The Wind Band Association (WBA)**

**Members’ Guide and Code of Practice**

# Introduction

This members’ guide and code of practice has been produced by the committee. Its purpose is:

1. to help ensure that membership is an enjoyable and rewarding experience for all.
2. to ensure that all members are treated fairly and know what to expect.
3. to provide the framework within which we can present events which attract attendees.
4. to enable WBA to adopt best practice as an amateur music association.
5. to assist in the smooth running of the association and avoid unnecessary organisational workload.
6. To advance the musical arts for the public benefit by facilitating performances by Wind Bands, Concert Bands and Community Bands of the United Kingdom and to further their musical traditions and engender high standards of performance.
7. To establish a distinct profile for amateur Wind Bands, Concert Bands and Community Bands to the public, through concert presentations and community engagements; the commissioning and advancement of music from UK composers and arrangers; and masterclasses presented by the Association.
8. To advise amateur Wind Bands, Concert Bands and Community Bands in developing relationships and partnerships with their local communities through the medium of music.
9. To promote a positive equal opportunities policy and practice programme, which is documented as Appendix 1 of this Constitution.
10. To carry on any other activities which further any of the above objects.
11. To purchase, take on lease, hire, or otherwise acquire, any property or rights, which are suitable for the association's activities.
12. To effect insurance of all kinds (which may include officers' liability insurance).
13. To invest any funds which are not immediately required for the association's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments).
14. To liaise with other voluntary sector bodies, local authorities, UK government departments and agencies, and other bodies, all with a view to furthering the association's objects.
15. To register with the Information Commissioner, as necessary.
16. To take such steps as may be deemed appropriate for the purpose of raising funds for the association's activities.
17. To accept grants, donations, and legacies of all kinds (and to accept any reasonable conditions attaching to them).

# Organisation

1. WBA operates as a not-for-profit music association, and is constituted as an unincorporated association, registered with the Charity Commission for England and Wales as a charity (Charity No: ?) and with the Office of the Scottish Charity Regulator (OSCR) (Charity No: ?). It is funded through a combination of members’ subscriptions, sponsorship, private patronage, and surpluses on events.
2. WBA is managed by a voluntary elected committee, members of which undertake specific tasks in the areas of event organisation, administration, finance, publicity, and fundraising. If you would like to join the committee, or if you are willing to help with the organisation of the association in any other way, then the committee would be delighted to hear from you.
3. Event planning is the responsibility of the committee. All members are invited to make suggestions, which will be appraised for feasibility.
4. An annual general meeting of members takes place once the accounts have been finalised (usually October). Each member present has a vote at the meeting.

# Subscriptions

1. The running costs of the association, including public liability insurance, professional fees, venue hire, and music purchase are funded mainly by members’ subscriptions.
2. All members are required to pay subscriptions at the rates agreed at the Annual General Meeting.
3. Subscriptions are charged annually on 1st April. Members are encouraged to pay by bank transfer, as this minimises the administrative workload. However, subscriptions can also be paid in cash or by cheque.
4. Subscription rates (effective from October 2011) are £15 per annum reviewable annually.
5. Subscriptions are non-refundable.
6. Any member experiencing genuine difficulties in paying their subscriptions should speak in confidence to the chairman or treasurer.

# Office Bearers

1. The Committee comprises the following officers:
2. Chairperson
3. Secretary
4. Treasurer

and not less than one or more than eight other members of the association. The maximum members of the committee shall be eleven. This represents three office bearers and eight regional representatives.

1. The Chairperson shall preside at all meetings of the committee
2. The Secretary shall: -
3. Keep records of the members of the association.
4. Advise the Treasurer of the association when a member resigns or otherwise ceases to be a member of the association.
5. Convene all meetings and other functions of the association as directed by the committee.
6. The Treasurer shall: -
7. Collect subscriptions.
8. Operate a bank account on behalf of the association but subject to the control of the association committee.
9. Prepare a statement of the Income and Expenditure of the association up to the 30th June in each year and a Balance Sheet of the association's Assets and Liabilities as at 30th June in each year and shall present the same to the Annual General Meeting of the association
10. In the absence of the association Chairperson, the committee shall elect one of its members to be chairperson at the meeting
11. If for some reason committee meetings cannot be held in person, they may be held online but the reasons for this decision must be recorded to demonstrate good governance. This is particularly important if by not holding the committee meetings it may make it difficult to finalise the annual reports and accounts.

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# Annual General Meeting

1. The business of each annual general meeting must include: -
2. A report by the chair on the activities of the association
3. Consideration of the annual accounts of the association
4. The election/re-election of members of the committee.
5. Review of annual subscription.
6. Committee members will serve for no longer than three years. They may offer themselves for re-election at the annual general meeting immediately following the expiry of their term of office.
7. If for some reason the AGM cannot be held in person, it may be held online but the reasons for this decision must be recorded to demonstrate good governance. This is particularly important if by not holding the AGM it may make it difficult to finalise the annual reports and accounts.

# Operation of Accounts and Holding of Property

1. The signatures of two out of three signatories appointed by the committee shall be required in relation to all operations (other than lodgement of funds) on the bank and building society accounts held by the association. At least one out of the two signatures must be the signature of a member of the committee.
2. No liabilities shall be incurred in excess of the current assets of the association and in particular no bank account shall at any time be overdrawn without the previous written consent attained at a general meeting.
3. The title to all property (including any land or buildings, the tenant's interest under any lease and (so far as appropriate) any investments) shall be held either in the names of the chair, treasurer and secretary of the association (and their successors in office) or in name of a nominee company holding such property in trust for the association. Any person or body in whose name the association's property is held shall act in accordance with the directions issued from time to time by the committee.