

# Derby Hospital Band Constitution

## 1. Name

1.1 The band will be called Derby Hospitals Band.

## 2. Aims

2.1. To provide an opportunity for staff of Derby Hospitals, other local NHS communities, and any other individuals who support the aims and objectives of the band, to play together collectively for pleasure.

2.2. To raise money for Derby & Burton Hospitals Charity.

2.3. To improve the playing standards of the band as a whole and of individual members.

2.4. To promote a spirit of friendship and cooperation through musical and social activities.

## 3. Objectives

3.1. To perform in public at appropriate venues at various times throughout the year.

3.2. To positively promote the band, its members and the Hospitals Charity.

3.3. To make grants/donations from funds raised at concerts to such cause(s) agreed upon by the band.

3.4. To help and encourage inexperienced players.

## 4. Membership

4.1 Membership shall be open to all regardless of gender, sexual orientation, race, religion, or disability, providing:

a) A suitable vacancy exists in the band

b) An acceptable level of technical and artistic ability is demonstrated

c) The prospective member does not have a conviction for violent or sexual offences against children or adults (current, past, or pending)

d) The prospective member is at least 18 years old.

4.2 In the interests of balance in the band, the Committee, in discussion with the Musical Director, may restrict any sections of the band at that time, or if necessary, increase it for training purposes, or may ask any multi-instrumentalists if they would be willing to consider either a temporary or more permanent instrument swap where required to cover a specific performance or longer-term gap.

4.3 All members shall be classed full members and subject to the constitution. Anyone joining the band shall be deemed to accept this constitution and the band Code of Practice, below.

4.4 All members, (with the exception of the Musical Director/acting MD) shall pay a regular subscription by direct bank transfer, such fee to be set and agreed annually at the AGM. It is the individual band member's responsibility to set up / delete payments. If a band member wishes to leave the band, the secretary or treasurer should be notified, and any regular payment cancelled. Refunds cannot be issued. Where the payment of a subscription may preclude a member joining the band or cause potential financial challenges, the Treasurer, in conjunction with the Committee will review the situation on an individual basis.

4.5 Regular weekly rehearsals shall be held on Thursdays from 7.00 – 9pm with a 15 minute break and members are expected to attend as many rehearsals as possible. Additional rehearsals may be called by the Musical Director/Committee if required.

4.6. Membership of the Band gives implicit consent for any videos or photos of the Band and its members to be used for general publicity purposes via social media. Where any member does not wish to appear in any such material, they must inform the Secretary and Marketing and Publicity Manager.

4.7 Band members are expected to follow the band dress code for performances as follows:

- Informal concerts such as bandstands, fetes, Band polo shirt (supplied) with black trousers or skirt and black shoes. Black jeans and trainers are not permitted.
- Formal concerts such as band own concerts, any combination of black and pillar-box red again excluding jeans and trainers.
- Concert wear requirements may be amended as required by the Committee in agreement with the majority of band members.

4.8 Where an individual notifies the Committee of their intention to leave the band or cancels a standing order and does not attend rehearsals, a Leavers Questionnaire will be issued to their contact email address to obtain feedback on reasons for leaving. This will enable the Committee to identify and address concerns.

4.9 All members will be asked to complete a short annual questionnaire to identify any areas where the Committee may be able to improve day to day operations and member's satisfaction. This will include but is not limited to:

- Conduct of rehearsals
- Music choice
- Musical Director
- Rehearsal venue
- Concert frequency/venues
- Communication
- Committee effectiveness

The Committee, may at their discretion, undertake this exercise every two years where results remain stable and no issues have arisen during the period.

## **5. Code of Practice**

5.1 All members are expected to promote and present the band (and by association the Hospital/Hospitals Trust) in a positive and encouraging way. Particularly attention should be paid to how the general public might perceive the band e.g., what may be uploaded/posted to social media sites and the like. All members are expected to respect and encourage fellow band members and to engage in rehearsals in a friendly, co-operative and positive manner.

5.2 Punctuality and common courtesy are expected at all times and discipline maintained during rehearsals and performances.

5.3 Actions which may be considered as hate speech, bullying, harassment, or which cause concern to band members, whether intentional or not, will not be tolerated. Where any member of the band is identified as having engaged in actions which have caused distress or harm to other band members, or have resulted in a complaint being raised to the Committee, this will be dealt with via the following process:

- Committee to review and discuss the matter in question and to determine next steps to resolve the matter. This may be via an informal intervention/mediation or may require a more formal discussion/apology to be delivered.
- Documented discussion to be held with the individual concerned to outline the impacts of their behaviour and agree the steps to be taken to address this and ensure no repeat of the issue. This document to be agreed by the parties concerned as a true record and held on file by the Committee Secretary.
- Where the individual is unwilling or unable to agree to the Committee requirements, or the issue is repeated with either the same or other band members, the Committee will convene a special meeting to discuss the individual's ongoing membership.
- Where it is felt that the presence of the individual within the band is in contravention of the band's code of practice, its ethos, or brings the potential for operational or reputational harm to the band, its members or the wider Hospital Charity, the Committee will have no alternative other than to vote on removing the individual from the band on a permanent basis.
- Once a band member has been asked to leave, they will not be permitted to be reinstated and the Committee majority decision will be final.
- Any band member thus excluded will be notified in writing along with arrangements for the return of any band property such as music, stand covers, band polo shirts etc.

The membership of any individual unable or unwilling to comply with the constitution and code of practice will be reviewed by the Committee. If there is good and sufficient reason, membership may be terminated by the Committee via a majority vote provided that the individual shall have the right to be heard by the Committee before a final decision is made.

5.4 Safeguarding. The Band is committed to providing a safe, inclusive and supportive space for all members, including individuals who may be considered as vulnerable. Further details of this are contained within the Band's Safeguarding Policy. As membership is only available to individuals aged over 18, there is no requirement for this document to cover safeguarding of minors.

5.5 Any government health protocols, for example Covid, are to be followed by band members when required. Detailed information will be communicated via email as necessary.

5.6 To ensure compliance with fire regulations, a register of attendance must be held for each rehearsal and be available for inspection if required.

## **6. Officers of the Band/Annual General Meetings**

6.1 The general running of the band will be overseen by a Committee made up of:

- Chair
- Treasurer
- Secretary
- Librarian.

Additionally, at least four members will be elected to share the burden of administration.

6.2 All appointments are annual and Committee members will be elected at the AGM. Outgoing officers will be eligible for re-election. Any non-elected member of the band shall be invited to meetings and eligible to vote.

6.3 Nominations for office seconded and with the approval of the nominee, shall be lodged with the Secretary at least 7 days before the AGM.

6.4 While not a voting member of the Committee, the Musical Director may wish to attend Committee meetings where the agenda includes performance and musical matters.

6.5 Committee members do not have to be an employee of University Hospitals of Derby and Burton, with the exception of the Chair and Treasurer.

6.6 Notification of the AGM shall be given by the Secretary, along with an Agenda, to all members a minimum of 14 days before the AGM which shall be held in January of each year. Any items for the Agenda should be given to the Secretary in good time in order to be included on the Agenda.

6.7 The AGM will receive reports from the Chairman, Treasurer and Musical Director.

6.8 Other than the AGM, meetings will be held as the Committee deem necessary. Such meetings shall be deemed quorate with five members present. An EGM may be called by the Committee or by any five members of the band if requested in writing.

6.9 The Quorum for AGM/EGM's shall be 50% of the band membership + 1.

6.10 Any matters on which a vote is required will be considered as passed via a majority vote,

## **7. Finance**

7.1 The band Treasurer will be responsible for the finances of the band. The financial year shall end on 31st December. An audited statement of annual accounts will be presented by the Treasurer at the AGM for agreement. All monies shall be banked in an account held in the name of the band and operated under the signatures of the Chair and Treasurer. All expenditure must be jointly authorised.

7.2 Monies raised for Derby Hospitals Charity shall be held separately from subscriptions etc.

## **8. General**

8.1 Prospective engagements for the band shall be presented as soon as is practical to band members to determine their availability. Engagements will only be accepted by the Committee if, after consultation with the Musical Director, there are sufficient band members available to play and present the Band in the best light possible. A good balance of parts will be necessary. Members will be asked to make a decision as to their availability within 3 rehearsals of the original request to perform.

8.2 The band will accept such requests to play for others as is practical. It will also present at least one annual concert of its own promotion where circumstances allow.

8.3 In certain circumstances, additional musicians may be brought in, to supplement sections or cover absences to enable concert commitments to be honoured. Due to the charitable nature of the band, no fee will be payable to these individuals, although in certain circumstances a token payment towards expense may be offered and agreed at the outset, particularly where the individual is traveling a significant distance. It is expected that they will attend rehearsals prior to the concert to ensure full familiarity with the planned programme.

8.4 A copy of the Constitution shall be given to each member and also to any individuals deputising at concerts. The Constitution will be re-issued to members annually as part of the AGM process.

## **9. Dissolution**

9.1 A resolution to dissolve the Band shall only be passed at an AGM or EGM with a majority vote of the current members. In the event of dissolution any assets of the Band will become the property of Derby Hospitals Charity.

## **10. Amendments to the constitution**

10.1 The constitution shall only be changed through agreement by majority vote at an AGM or EGM.