

# **Constitution of the Southern Counties Amateur Bands Association**

## **1. Name**

This Association shall be called the Southern Counties Amateur Bands Association, hereinafter referred to as "scaba".

## **2.**

This Constitution shall also apply to any training band or other group organised under the Auspices of scaba and to the members of such groups. These groups may have their own Musical Director and organisers, but their Officers and Committee members shall be the same as scaba.

## **3. Aims and objectives**

- a) to raise the playing standard and/or awareness of all member bands by organising, running and managing competitions, festivals, training opportunities or any other event the Executive Committee deems appropriate.
- b) to encourage an atmosphere of fellowship and co-operation between scaba members.
- c) to facilitate the opportunity for a fair exchange of views between member bands and/or members of the Executive Committee.
- d) to enter into membership of any other group with like-minded objectives, as agreed at the Annual General Meeting.

## **4. Membership**

Membership of scaba is open to any brass band based in Bedfordshire, Berkshire, Buckinghamshire, Essex, Hampshire, Hertfordshire, Kent, London Boroughs, Middlesex, Oxfordshire, Surrey, Sussex and The Channel Islands. Applicants must submit scaba's membership form and requisite fee to the Secretary.

Associate Membership of scaba is open to any individual, not currently associated with a member band, who has an interest in brass bands. Individuals should write to the Secretary who will provide an application form, including fee detail.

The Executive Committee shall have the right to accept or refuse Membership or Associate Membership. Should an application be refused, the fee will be refunded. Membership is to be renewed annually.

Members and Associate Members agree to abide by the scaba Constitution, Safeguarding policy and any associated rules and regulations. They also agree to abide by any decisions and resolutions passed by scaba. Any Member or Associate Member who acts, in the opinion of the Executive Committee, in a manner not consistent with the aims and objectives of scaba may be suspended or expelled from scaba.

Member Bands and Associate Members shall hereinafter be referred to as "Members" of scaba. Honorary Life Membership may be extended to bands at the Annual General Meeting; these bands shall not have a vote.

## **5. Officers and Management of scaba**

The following shall be Officers of scaba, and shall be elected at an Annual General Meeting. They must be a representative of a Member band, or an Associate Member:

- a) Chairperson
- b) Secretary
- c) Treasurer

The Executive Committee of scaba shall be the three Officers plus the following, each of whom must be either a representative of a Member band or an Associate Member:

- d) Safeguarding Officer
- e) Contest Administrator
- f) Minute Secretary
- g) Property Officer
- h) up to seven (7) individuals who must be either a representative of a scaba Member band, or an Associate Member.

No band may have more than two (2) representatives on the Executive Committee.

Any Officer or Executive Committee member of scaba may perform one or more roles as listed in d-h above. Details of each role and its responsibilities can be found in Appendix 2.

The Executive Committee shall be elected at the Annual General Meeting. The Executive Committee shall have the power to co-opt suitable individuals to:

- a) fill any vacancies, howsoever they arise
- b) provide any specific or technical assistance required by scaba.

No member of the Executive Committee shall be held personally responsible either jointly or severally for any debt incurred on behalf of or by scaba, nor any legal liability (criminal or civil) incurred by any other Executive Committee member or scaba as a whole.

## **6. Finance**

- a) the financial year shall end on 31<sup>st</sup> December.
- b) income shall be deposited in a bank/building society account in scaba's name. Monies may be moved to deposit accounts in scaba's name, as the Treasurer sees fit.
- c) signatories to all cheques shall be any 2 out of 4 designated members of the Executive Committee.
- d) monies may be used, as the Executive Committee sees fit, to fulfil the aims and objectives of scaba. Monies may also be used to repay reasonable expenses incurred on behalf of scaba, and also to pay Honoraria as decided at the Annual General Meeting.
- e) the accounts shall be scrutinized annually by an independent scrutineer.

## **7. Meetings**

All meetings will be minuted. Minutes for each meeting will be approved at the subsequent meeting and signed by the Chairperson.

All meetings shall be chaired by the scaba Chairperson. In the absence of the Chairperson, the Executive Committee shall nominate a suitable replacement.

Should a vote be required, each Member shall have 1 vote. Executive Committee Members shall also have one vote each, regardless of the number of positions held. If an Executive Committee Member is also the representative of a Member band, they shall have 2 votes: one for their band and one in their own right.

All votes will go with a simple majority. The Chairperson shall have a casting vote if required.

### **Quorums:**

AGM and EGM must have a minimum of two (2) officers, plus five (5) Executive Committee members and representatives of two (2) Member bands.

ECM must have a minimum of 5 Executive Committee Members, to include at least one (1) Officer.

### **7.1 Annual General Meeting (AGM)**

- a) The AGM shall be held no later than 10<sup>th</sup> April each year.
- b) 21 days' notice of the AGM shall be provided to all Members and to the current Executive Committee, President and Vice Presidents. A copy of this Constitution and Safeguarding Policy (appendix 1) shall be made available to all notified. All members must have paid the membership fee for the current year to be eligible to attend.
- c) items for inclusion on the agenda shall be submitted to the Secretary, with supporting paperwork, at least 7 days before the meeting.
- d) the scrutinized accounts will be presented at the meeting.
- e) the Officers of scaba will present their reports on the preceding year.
- f) the Constitution and Safeguarding Policy shall be reviewed and amended as necessary.
- g) the Officers shall be elected for a period of three (3) years at the AGM. One (1) Officer will be elected each year.
- h) the Executive Committee shall be elected for a period of one (1) year.
- i) Honorary Life Members, Honorary Vice-Presidents and the President shall be appointed, with their consent, at the meeting.
- j) all scaba fees shall be agreed at the meeting.
- k) there shall be no provision for "Any other business".

### **7.2 Extraordinary General Meeting (EGM)**

- a) An EGM may be called by the Executive Committee or by the Secretary at the written request of representatives of five (5) different Members of scaba.
- b) 21 days' notice of the meeting shall be provided to all Members and to the current Executive Committee, President and Vice Presidents. The notice shall state the reason why the meeting has been called, and by whom.
- c) discussion at the meeting will be restricted to the matter for which it was called.
- d) If the meeting is to discuss a motion of No Confidence in the Chairperson it shall be chaired by the Secretary.

### **7.3 Executive Committee Meeting (ECM)**

ECMs shall be held at least quarterly, and will discuss matters pertinent to running scaba.

Any Member may attend, provided notice has been given to the scaba Secretary prior to the meeting, however they may be asked to leave the meeting at any point that the Chairperson feels it is appropriate for the Executive Committee to discuss a matter privately.

## **7.4 Forum Meetings**

Forum meetings shall follow on from the AGM or ECM and shall be open to any Member or representative of a Member band, without prior notification to the scaba Secretary.

## **8. General**

- a) the scaba Contesting and Registration Rules (appendix 3) shall apply at all full band contests organised by scaba. They are binding on all entrants, whether Member or Non-member bands. They are available on the scaba website. The Rules may be amended by majority vote at any Executive Committee Meeting.
- b) additional rules and conditions for solo, duet, quartet and ensemble contests may apply to these contests only. They are binding on all entrants, whether Member or Non-member bands. They will be available on the scaba website. The rules and conditions may be amended by majority vote at any Executive Committee Meeting.
- c) this Constitution, the Safeguarding Policy (appendix 1) and Executive Committee Roles & Responsibilities (appendix 2) may only be altered at an AGM or EGM.

## **9. Dissolution**

If the Executive Committee considers that scaba should be dissolved, for whatever reason, they must call an EGM to discuss and decide the matter. If that meeting decides that dissolution is necessary, the Officers of the association plus one other Member elected by that EGM shall act as Trustees for the Members in the proceedings.

The assets of scaba shall be disposed of by the Trustees in order to discharge any liabilities scaba may have incurred. Any surplus or deficit shall be divided at the discretion of the trustees. All bands in membership of the scaba on the date of notification of the EGM will be considered in the dissolution of the association. If the year is less than 16 weeks old, any band in membership for the preceding year, but not for the current year, will be included.

A Statement of Account shall be provided by the Trustees to all current Members, Vice Presidents and the President of scaba.

Once dissolution is complete, the duties of the Trustees shall cease.

*Constitution updated by EGM 29 October 2017*

## **Appendices to Constitution:**

Appendix 1: scaba Safeguarding Policy

Appendix 2: Roles & Responsibilities of scaba Executive Committee members

Appendix 3: scaba Contesting & Registration Rules