



THE CITY OF CARDIFF
MELINGRIFFITH
BRASS BAND

BAND PRES
DINAS CAERDYDD
MELINGRIFFITH

Governing Document/ Constitution

Adopted: 09th February 2026

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1. Name

- 1.1. The organisation shall be known as The City of Cardiff (Melingriffith) Brass Band, hereinafter called the "Band".

2. Objective

- 2.1. The overall objective of the organisation shall be to promote, improve and develop public education and appreciation of the art and science of music, in particular, brass band playing, by performances at both public and private engagements; and for such other purposes as shall be exclusively charitable, as the trustees may from time to time decide.

3. Membership

- 3.1. There shall be the following categories of membership:
 - Adult playing members. (Aged 18 years or over)
 - Junior playing members. (Under the age of 18 years)
 - Non-playing members.
 - Honorary Members.
 - Life Members.
- 3.2. To qualify for adult, junior or non-playing membership, an individual shall pay an annual subscription at the rate for their category of membership, proposed by the Executive Committee and approved at an Annual General Meeting of the Band. In addition, playing members shall be required to demonstrate such level of musical ability as the Executive Committee, in conjunction with the band's conductors, shall require.
- 3.3. Candidates for Honorary (fixed term) or Life Membership shall be persons who have given outstanding service to the Band, or have the potential do to so. Candidates shall be proposed by any member of the Executive Committee and agreed by a two-thirds majority vote at a meeting of the Executive Committee. Life Membership shall be bestowed at the Annual Gala Concert or at any other time at the discretion of the Executive Committee. Honorary or Life Members shall not be required to pay a subscription.
- 3.4. The Executive Committee may, for very good reason and by a two-thirds majority vote, terminate the membership of any individual; provided that the individual concerned has been afforded the right to be heard by the Executive Committee, accompanied by a friend, if required, before a final decision is made.
- 3.5. Where the status of a member changes part way through a year, or they leave the band, subscriptions paid in advance will only be refunded at the discretion of the Executive Committee, considered on a case by case basis.

4. Administration

- 4.1. Subject to the provisions set out below, the Band, its Charity and property shall be administered and managed in accordance with this Constitution by members of an Executive Committee established under Clause 5 of this Constitution.

5. Annual General Meeting

- 5.1. There shall be an Annual General Meeting (AGM), open to members of all categories, held on the first Monday in February, or as soon as practicable thereafter.
- 5.2. The AGM shall be called by the Executive Committee through the Secretary, who shall give at least 21 days' notice to all members.
- 5.3. The Chair in office shall preside over the AGM. In their absence, the Vice-Chair shall preside, but in the event that neither is present, the Executive Committee shall appoint a member present, to act in this capacity.
- 5.4. It shall be the responsibility of the AGM to elect the Honorary Officers and Executive Committee Members to serve until the end of the next AGM following the date on which they came into office. Nominations to these posts shall be submitted to the Secretary, in writing, including details of both the proposer and the seconder, at least seven days before the AGM. In the event that nominations exceed vacancies, a ballot, determined by simple majority vote, shall be held. No person under the age of 18 years shall be eligible for nomination or election to the Executive Committee.
- 5.5. Voting at an AGM shall, unless otherwise directed by the Chair, be by way of a show of hands. Except for the election of Officers and Executive Committee members (see 5.4 above) voting will be determined by a two-thirds majority of votes cast. Every member aged 18 years or over, who has fully paid their subscription for the previous year, shall be afforded a vote.
- 5.6. An opportunity for any member to make a proposal for the benefit of the organisation shall be afforded at the AGM. A member wishing to make any such proposal should submit details to the Secretary, in writing, not less than seven days before the AGM in order that it may be placed on the agenda for the meeting. In exceptional circumstances, the Chair, at their discretion, may allow such a proposal to be heard under "Any other Business".

6. Extraordinary General Meeting

- 6.1. The Executive Committee may call an Extraordinary General Meeting (EGM) of the Band at any time.
- 6.2. The Executive Committee shall call an EGM of the Band if at least ten members request such a meeting, in writing, setting out the business to be considered.
- 6.3. In each case, the General Secretary shall be responsible for giving Band members at least 21 days' notice of the meeting, setting out the purpose of the meeting and outlining the business to be discussed.
- 6.4. The EGM shall be conducted in accordance with the procedures adopted at an AGM.

7. Executive Committee

7.1. Structure

- 7.1.1. The Executive Committee elected at an AGM in accordance with Clause 5, shall comprise the following officers ("Officers"):
- Chair.
 - Vice Chair.
 - Treasurer.
 - General Secretary.
 - Safeguarding Officer.
 - Melingriffith Band 1 (M1) Band Manager.
 - Melingriffith Band 2 (M2) Band Manager.
 - Melingriffith Band 3 (M3) Band Manager.
 - Melingriffith Band 4 (M4) Band Manager.
 - Melingriffith Community Brass Band Manager.
- 7.1.2. In addition, up to four (4) additional Executive Committee Members may be elected at the Annual General Meeting, or co-opted onto the Executive Committee during the year.
- 7.1.3. No individual member of the Executive Committee shall hold or undertake more than one Executive Committee role, except that in the case of a vacant Officer role, another Officer or Committee Member may fulfil that role until such time as a person is appointed to the vacant Officer role, and provided that at least two different persons shall always act as cheque/bank account signatories as required under clause 12.4.
- 7.1.4. The Officers of the Executive Committee shall also be the Charity Trustees and will be legally responsible for the general administration, management and conduct of the Band, its charity and all property owned, leased or otherwise held by the organisation.
- 7.1.5. No member of the Executive Committee shall have or acquire any interest in property owned, rented or leased by the Band, or receive remuneration or have an interest in any contract entered into by the Executive Committee.
- 7.1.6. In the event that any trustee with "Band Manager" in their role title resigns mid-term or has been left vacant at an AGM, a new band manager may be elected as per the below:
- For the bands M1, M2 and Community Brass, the position will be advertised. Following this, the Chair of the Executive Committee will lead a ballot with the members of the relevant band to elect a new band manager for the relevant band. Voting shall, unless otherwise directed by the Chair, be by way of a show of hands determined by simple majority vote.
 - For the bands M3 & M4, the position will be advertised. Following this, the committee will decide on an appointment by a simple majority vote.
 - All appointments as determined by the processes outlined in 7.1.6.1. & 7.1.6.2. will hold ex-officio trustee positions within the Band. At the next AGM or EGM, these posts will be confirmed as normal trustee roles as per 5.4.

7.2. Roles

7.2.1. The **Chair**

- Chair of both the Executive Committee and the organisation as a whole.
- Oversees the management of the organisation's affairs and ensures that business is carried out in line with the Constitution and supporting Operational Guidelines.
- Chairs meetings of the Executive Committee as well as AGMs and EGMs.
- Only votes on proposals submitted at meetings when a deciding vote is needed in order to reach consensus.
- With assistance from the rest of the Executive Committee, draws up and maintains a ten-year Business Plan for the organisation that is agreed by the Executive Committee and presented to the organisation each year at the AGM for approval.
- Prepares an annual report on the Band's activities for presentation at AGMs.
- Is a signatory for cheques.

7.2.2. The **Vice Chair**

- Carries out the responsibilities of the Chair in the latter's absence.
- Manages specific projects that affect the organisation as a whole.
- Chairs temporary sub-committees set up to deal with specific projects or issues.
- Is a signatory for cheques.
- Is the organiser and coordinator of the Annual Gala Concert, working closely with the Band Managers and other Committee members as necessary.

7.2.3. The **Treasurer**

- Is responsible for, and shall account for, all monies received into and paid out of the organisation's funds.
- Maintains appropriate records of income and expenditure and reports the current financial situation at each meeting of the Executive Committee.
- Authorises financial expenditure:
 - (i) for single purchases up to £200, following due consideration of the impact on the overall budget; and,
 - (ii) for single purchases over £200, or any expenditure in excess of a previously approved budget sum by £100 or more, following additional approval from the Executive Committee.
- Prepares a full financial report for presentation at the AGM.
- Arranges for the annual financial report to be independently examined and signed off by a qualified accountant.
- Prepares a full Budget Forecast for presentation and approval at the AGM.
- Maintains the organisation's current, and if appropriate, deposit/investment accounts.
- Chairs Fundraising Committee.
- In conjunction with the Band Managers, tracks the location and use of all band instruments and equipment, and ensures band assets are properly insured.
- Is a signatory for cheques.

7.2.4. The **General Secretary**

- Prepares agendas and keeps accurate minutes of all Executive Committee Meetings, AGMs and EGMs, or delegates this responsibility to another Committee member.
- Responsible for general correspondence.
- Liaises with the landlord and 3rd party service providers.
- Point of contact with the Charity Commission.
- Represents the band at Association meetings etc. (or delegates this responsibility to another Committee Member) and reports back to the Executive Committee.

7.2.5. The **Safeguarding Officer**

- Responsible for communicating the organisation's approach to Safeguarding and ensuring compliance with the Safeguarding Policy.
- Manages the DBS process for the organisation and ensures that all relevant volunteers and externals obtain a DBS.
- Provide safeguarding guidance to band managers and the executive committee.
- Apply for Body of Persons Approval with the relevant local government body in advance of concerts and performances involving under 16s.
- Respond to any safeguarding concerns raised in line with Safeguarding Policy.

7.2.6. The **Band Managers**

For their band, the Band Manager:

- Is responsible for the day to day organisation of their respective band, working within guidelines laid down by the Executive Committee.
- Deals with the overall organisation, and keeps members informed, of rehearsals, concert and contest appearances.
- Organises other members of their band to share the responsibility of running the band, as appropriate. Reports any significant issues to the monthly meetings of the Executive Committee.
- Acts as the direct point of contact for their band's Conductor.
- Maintains membership records.
- Ensures competition entries are submitted correctly and on time, and maintains registration of band members, and ensures that competition rules are understood and complied with.
- Represents the band at the registration/draw at competitions, or delegates this to another suitable person.
- Ensures that trophies and certificates are safely displayed, preserved and returned to contest organisers on time, where necessary and arranges for trophies to be engraved where appropriate.
- Works closely with other Band Managers to ensure all bands work in harmony and exploit opportunities to share players and resources where possible, and to coordinate concert and jobs appearances across the organisation, and works closely with the Vice Chair and other Band Managers for the organisation of the Annual Gala Concert.

- The Band Manager is also responsible for, but may choose to delegate, the following activities to members of their band:
- Books venues and liaises with venue management for performances, engages additional artists to perform where required , engages and liaise with comperes, and collates programme notes. Arranges printing of tickets and programmes and ensures help is available to sell tickets and programmes on the door etc.
- Works with band's music library team to ensure the issuing and returning of music is properly controlled.
- Tracks the location and use of all band property in conjunction with the Treasurer, and ensures that instruments and equipment are safely transported to and from engagements.
- Each Band Manager may be assisted by a small working group of their band members who will liaise with their counter-parts in the other bands. Between them they will be responsible for the day to day organisation of their respective bands and they can engage other members of their bands to assist them in the smooth running of the bands and assist in the e.g management of the music library, cleaning of the band room etc, on an informal basis.

7.2.7. The **Library and Resources Manager**

- Manage the Band's library and music loaning system.
- Catalogue and record all new music acquisitions.
- Source missing scores and parts where required.
- Maintain and update the Band's library database.
- Manage the Band's instrument loaning system – including liaising with band managers and members to record instrument loans.
- Maintain and update the Band's instrument database.
- Maintain a clear record of temporary instrument and accessory loans.
- Keep the Band and its members updated with all relevant processes and any changes implemented.

7.3. Meetings

- 7.3.1. The Executive Committee will meet on a regular basis, with a minimum of four meetings per year. The Chair (or in their absence, the Vice Chair) shall preside over meetings of the Executive Committee, which shall require an attendance of not less than one-third of members of the Executive Committee to form a quorum.
- 7.3.2. Matters at meetings of the Executive Committee shall be decided by simple majority vote, except for decisions regarding the utilisation of Band financial reserves (see 12.4) or Honorary/Life Membership (see 3.3), which shall require a two-thirds majority vote amongst a quorum of not less than least two-thirds of the Executive Committee members, with the Chair of the meeting having an additional casting vote in the event of the vote being tied.
- 7.3.3. Proceedings of the Executive Committee shall not be invalidated by any vacancy in their number or by any failure to appoint, or any defect in the appointment or qualification of a member.
- 7.3.4. Proceedings of meetings of the Executive Committee shall be fully minuted by the General Secretary (or their delegate), who shall be responsible for their retention.

- 7.3.5. The Executive Committee may appoint one or more sub-committees consisting of three or more members to examine, organise or supervise any function it considers appropriate. Any such sub-committee shall report its findings and recommendations to the Executive Committee for its consideration.
- 7.3.6. The Executive Committee shall have power to co-opt any member of the Band on to the committee for the purpose of representing any particular group or to make use of an individual's expertise in any subject.
- 7.3.7. Notwithstanding that no person under the age of 18 years shall be elected to the Executive Committee, the Executive Committee may invite a member of the Band who is under the age of 18 years to attend specific meetings in order to express the views of the junior members of the Band but will not be entitled to a vote on Committee decisions. The person so invited shall have been nominated by the junior members to be their spokesperson.

8. Powers

- 8.1. In furtherance of the objectives in Clause 2, but not otherwise, the Executive Committee may exercise the following powers:
 - 8.1.1. Power to raise funds and to invite contributions, provided that in raising funds the committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirement of the law.
 - 8.1.2. Power to buy, take on lease or exchange any property necessary for the achievement of the objectives and to maintain and equip it for use.
 - 8.1.3. Power, subject to any consents required by law, to borrow money and to exchange all or part of the property of the Band, with repayment of the money so borrowed.
 - 8.1.4. Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives, or similar purposes, and to exchange information and advice with them.
 - 8.1.5. Power to establish or support charitable trusts, associations or institutions formed for all or any of the objectives.
 - 8.1.6. Power to appoint and constitute such advisory committees as they think fit.
 - 8.1.7. Power to do all such other lawful things as are necessary for the achievement of the objectives.

9. Special Meeting of the Executive Committee

- 9.1. A Special Meeting of the Executive Committee shall be held, if requested, in writing, by at least three members of the Executive Committee, setting out the purpose of the meeting and details of the business to be discussed and addressed to the Chair or General Secretary.
- 9.2. Such Special Meetings shall be called within 21 days of the request being received.
- 9.3. The meeting shall be conducted in accordance with the procedures adopted at regular meetings of the Executive Committee, with minutes kept by the General Secretary.

10. Additional Officers- ex-officio

10.1. Band Conductors

Following consultation with band members, Band Conductors shall be appointed by the Executive Committee to be responsible for training the bands and conducting them at public performances, including , where appropriate, competitions. The conductors, in conjunction with the relevant sub-committee where necessary, shall decide the items of music to be played at concerts and "own choice" contests.

10.2. Guest Conductors

When necessary, a Guest Conductor shall be engaged by a Band Manager in agreement with the Executive Committee, either to deputise for a Band Conductor who is unavailable for a rehearsal or engagement, or to meet a specific performance requirement that cannot be fulfilled by a Band Conductor.

11. Presidents/Vice-Presidents

11.1. At its discretion, the Executive Committee may recommend the appointment of a President and up to five Vice Presidents at the Annual General Meeting, who will support the Band in completing its objectives and be available as a resource for consultation and advice.

12. Finance

12.1. The financial year for the Band shall end on 31st December each year.

12.2. All subscriptions, donations, prize monies, grants, bequests and other income shall be placed in Band funds and deposited into the bank account(s) held in the name of the Band and approved by the Executive Committee. The Treasurer shall administer the account(s).

12.3. The Band's funds shall only be used as authorised by the Executive Committee for any Band necessities, events or as deemed expedient for the efficiency of the Band. The Executive Committee may also authorise expenditure from the Band's funds in support of any organisation that shall be wholly charitable in nature.

12.4. Reserves policy: The Band shall maintain at all times reserves of at least £6000 in its deposit or investment account, unless the Executive Committee has agreed, by a two-thirds majority vote with a quorum of at least two-thirds of Executive Committee members present, to utilise part of the reserves for operational or capital expenditure. In any event the reserves in its deposit or investment account shall not fall below £1000.

12.5. All cheques drawn on the Band's funds shall be signed by at least two members who the Executive Committee shall have so nominated.

13. Obligations

13.1. The Executive Committee shall comply with its obligations under the Charities Act, 2011 (or any statutory re-enactment or modification of that Act) with regard to:

- The keeping of accounting records for the Band.
- The preparation of annual statements of account for the Band.
- The auditing or independent examination of the statements of account of the Band.
- The preparation of an annual report for the Band.
- The transmission of a copy of the statements of account and report of the Band to the Charity Commission.

14. Property, tuition and travel costs.

- 14.1. Subject to availability, there shall be issued to each Band member an instrument and equipment needed to fulfil Band engagements, except, in the case of instruments, where the member owns and prefers to use a suitable instrument of their own.
- 14.2. Each Band instrument, music, all items of equipment and other articles provided for the use of Band members shall remain the property of the Band. Members using items of Band property shall be held responsible for keeping same in a reasonable, clean and efficient condition. All items of Band property shall be made available to the Executive Committee upon request. All necessary repairs or maintenance expenses shall be defrayed from Band funds.
- 14.3. Tuition shall be free to Band members, as shall be the use of the band room, music, stands and equipment.
- 14.4. The band will not pay travel expenses for band members. Where it is necessary to hire a coach or similar means of group travel to a band performance, a portion of the associated cost will be recovered from the members of the relevant band, as determined by the Executive Committee. All accommodation costs will be paid in full by the members, unless otherwise determined by the Executive Committee.
- 14.5. Band members will meet the cost of providing their own uniform.

15. Conduct

- 15.1. Every member shall be expected to uphold the general prestige of the Band, whether in or out of uniform, on stage or on parade, by maintaining strict personal discipline and appearance.
- 15.2. The Executive Committee shall have overall control of discipline.
- 15.3. Breaches of discipline shall be reported to the Executive Committee who shall decide the action to be taken. In the first instance, action shall normally consist of a written warning. In serious cases, however, or in the event of repetition, membership may be terminated under clause 3.4.

16. Notices

- 16.1. Any notice required to be served upon any member of the Band shall be in writing and shall be served by the General Secretary or other nominated member of the Executive Committee on the member, personally, or by sending it through the post in a prepaid letter addressed to such member at their last known address. Such notice sent by post shall be deemed to have been received within 10 days of posting.

17. Child Protection Policy

- 17.1. Whenever the Band membership includes one or more members under the age of 18 years, the Executive Committee shall cause an appropriate Child Protection Policy to be adopted and applied. It shall be a duty of all members to ensure that the welfare of junior members is paramount and they are treated with respect at all times.
- 17.2. The Conductors and Band Managers of all bands will be required to undertake DBS checks as soon as possible after they are appointed.

18. Equal Opportunities and Data Protection

- 18.1. No individual shall be excluded from membership of the Band or debarred from any official capacity on the grounds of sex, race, colour, creed, religion, sexual orientation, disability or political affiliation.
- 18.2. The Band shall maintain a Data Protection Policy compliant with the requirements of current applicable UK laws.

19. Amendments to Constitution

- 19.1. Subject to the following provisions, this Constitution may be amended or otherwise altered by a resolution, passed by no fewer than two thirds of the members present and voting at an Extraordinary General Meeting. This providing 21 days' notice of the meeting, setting out the terms of the proposed alteration/amendment, has been given to all members.
- 19.2. No alteration/amendment shall be made to:
 - 19.2.1. Clause 1. Name.
 - 19.2.2. Clause 2. Objective.
 - 19.2.3. Clause 7.1.5 Executive Committee: Members not to have personal interest; or
 - 19.2.4. Clause 20. Dissolution.
without the prior, written, consent of the Charity Commission.
- 19.3. No alteration/amendment shall be made which would result in the Band ceasing to be a charity in law.
- 19.4. The Executive Committee shall, promptly, send a copy of any alteration/amendment made under this Clause to the Charity Commission, together with a copy of the minutes of the meeting at which the change(s) was/were approved. The minutes shall be endorsed "I certify that this is a true copy of the original minutes of the meeting held on (date)" and be signed and dated by the Chair/General Secretary of the Band.

20. Dissolution

- 20.1. On dissolution, all residual funds/assets remaining after satisfaction of outstanding debts/liabilities shall be distributed to one or more other charities of similar purpose.

21. References

- 21.1. This constitution was adopted on the 09th day of February 2026 by the Membership of the band and witnessed by the Officers of the Band whose name and signature appear below:

Chair: Kieran Richards

Vice Chair: Hollie Horsell

General Secretary: Gabriella Boyle

Treasurer: Giles Ballisat