

# Gugge 2000 Constitution & Membership Commitments

## 1. Band Name

The band shall be known as GUGGE 2000.

## 2. Objectives of the Band

- To provide entertainment through musical and visual performance in the style of 'Guggenmusik' (as originated in Switzerland).
- To provide the opportunity for musical expression, enjoyment and improvement amongst the members.
- To provide the funds required to meet the Band's operational costs through membership subscriptions, performance fees and collections.

## 3. Membership

Any person aged 16 years or older who supports the objectives of the band may be considered a candidate for membership provided that:

- The candidate's musical abilities are deemed to be acceptable to the Tambourmajor\* and respective Section Leader.
- A vacancy exists – bearing in mind that a reasonable balance in section size must be maintained.
- The candidate's demeanour 'fits' and members are generally in favour.

*(\*Tambourmajor – in traditional swiss Gugge bands the "Tambourmajor" is a central figure of the band, effectively the 'conductor'. The Tambourmajor determines which music is played, the speed and the general performance of the band. Normally, the Tambourmajor's costume is more extravagant than the other members.)*

All prospective candidates for membership will be required to undertake a discretionary probationary period lasting no longer than 3 months after which time a decision will be made as to their suitability for membership.

In addition, candidates, and in exceptional circumstances, current members may be required to formally audition at the discretion of the Tambourmajor and relevant Section Leader when there is any doubt as to their ability to play to the required standards.

New members will be asked to sign an acknowledgement and understanding of this constitution and member commitments.

All members may remain in the Band as long as a satisfactory level of musical competence is demonstrated, and the Member Guidelines below are adhered to.

The Band is not a Youth Band and therefore makes no provision for the care of young persons under the age of 16 years. If a young person is permitted to play with the band at rehearsal or a performance, they must be accompanied by a responsible adult or guardian. The Band cannot accept responsibility for their care.

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It is not the intention of the Band to have 'casual members' who may choose to play from time to time as it suits them, however persons may be permitted to attend rehearsals and performances with the Band on a non-regular basis at the discretion of the Tambourmajor and relevant Section Leader where this will benefit the band.

### 4. Band Administration

The primary administration, key decision-making authority and direction of the Band is vested in the following elected posts:

- Band Leader
- Tambourmajor
- Treasurer
- Gig Secretary

The above roles cannot be combined.

The following non-elected roles may, as appropriate, be entrusted to other members of the Band.

Where there is more than one applicant a Band vote may be appropriate.  
(posts may be combined):

- Music Librarian
- Costume Coordinator
- Inventory & Department Officer
- PR, Social & Recruitment Officer
- Fundraising Coordinator
- Section Leaders (agreed by section members)

Election of posts will be carried out annually at an Annual General Meeting.

Nominations for posts will be accepted up to one week before the meeting or on the day of the meeting where there are no objections.

Elections will be by ballot rather than a show of hands where there are multiple candidates.

If an elected post becomes vacant during the tenancy, then members will be invited to submit nominations and vote accordingly as above at an extraordinary general meeting.

### 5. Band Finances

Band members will be required to pay an annual membership fee which will be set at the Annual General Meeting. Payments are due on the 1<sup>st</sup> of January, April & September.

The Band is a non-profit making organisation and as such will perform for a fee or on a collection basis. The fee will be agreed by the primary administrators and may be adjusted for individual engagements.

If permitted, the band may choose to collect or allow a collection to be made on behalf of a charitable organisation of the Band's choice, and by agreement prior to the engagement.

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Monies earned will be used for the operational costs incurred by the band and reinvested in music, uniforms etc.

Cheques drawn/withdrawals must be signed/approved by at least two of the primary administrators one of which must be the Treasurer.

An audited set of accounts will be presented at the Annual General Meeting.

### **6. Provision for Dissolution of the Band**

The Band may be dissolved by a resolution passed by a 75% majority of those present and voting at an Extraordinary General Meeting convened for which 21 days' notice shall have been given.

Upon dissolution of the Band, the surplus assets (if any) remaining after the settlement of any debts and liabilities shall not be paid or distributed amongst the members of the Band but shall be given or transferred to such charitable organisations as the members of the Band shall at, or before the time of dissolution, determine at the meeting.

### **7. Amendments to this Constitution**

Any proposed amendment/s to this constitution must be presented to the Band members at least 7 days before the Annual General Meeting to vote on the amendment/s.

Of the membership present, a majority not less than two-thirds in favour must be obtained to carry the amendment/s.

### **8. General Member Commitments**

#### **8.1 General Attendance**

To ensure the best possible performance, members commit to attend rehearsals and engagements.

Members commit to update availability for engagements at the earliest opportunity, and more importantly NOT to uncommit at short notice unless unavoidable as this could seriously impact the band and more importantly the engagement organiser.

Where attendance is not possible apologies shall be communicated to the Band. As much notice as possible should be given to the Section Leader, Band Leader or Tambourmajor.

Whilst attending rehearsals and engagements, members must allow sufficient time to ensure that they are ready to play at the start time. In the event of lateness, the Band will commence without a member, where this is possible.

In the event a member frequently fails to attend rehearsals or engagements, they may be asked to stand down from engagements.

Persistent failure may result in suspension from the Band.

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## 8.2 Rehearsals

Rehearsals will be held as determined by the Band administration at a nominated rehearsal venue on a designated day of the week which is agreed with by the majority of members.

The venue and periodicity may change from time to time as necessary.

Rehearsals commence at a time determined by the Band administrators and members commit to arrive in good time to maximise available rehearsal time and out of respect for other members.

## 9. Membership Subscriptions

To contribute to the band's operational costs (e.g. hall hire, music, public liability insurance, gig expenses, uniforms, social events, etc.) an annual subscription is payable by all members over 16 years of age.

Payment is to be made in full each January in advance or by instalments with the agreement of the Treasurer. In any case subscriptions are payable in advance.

The subscription amount shall be determined at the Annual General Meeting.

No reduction or refund of subscriptions will be given unless there are exceptional circumstances which will be agreed by the primary Band administrators.

The preferred method of payment is by direct bank transfer or standing order.

The Treasurer will provide members with the Band's bank details.

## 10. Band Costume and Presentation

The Band's appearance is a vital part of the performance.

We wish not only to provide exceptional entertainment but also to appear professional always. Many of our engagements are paid and there will be a level of expectation.

Our appearance, as well as our sound, will also impact our ability to attract new members and gain repeat and new bookings.

All members will be issued with a Band Jacket and music pad. Full costume is always required unless advised to the contrary.

Members are required to pay for their own additional items such as trousers, polo shirts, hats, etc.

All uniforms MUST conform with the dress code below and current Band colours (Black & Yellow).

Care MUST be taken to ensure that multiple shades of yellow are avoided and that as close a match to the jacket yellow is achieved. Items of clothing or accessories that obviously differ will not be permitted. These will detract from the effect we are trying to achieve.

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No other colours than black & the band shade of yellow must be visible (e.g. brown shoes, other coloured clothing visible under or over band uniform, coloured gloves, accessories or hats, etc).

The core uniform comprises of the following:

- Band jacket (this may be adorned with Gugge related badges/items)
- Gugge 2000 Polo Shirt (latest version)
- **Black** trousers (tight fitting leggings/jeggings or shorts are NOT permitted)
- **Black** shoes\* (sandals, flip flops, knee length boots are NOT permitted)
- Gugge 2000 black cap (optional) – exception to this is during Xmas or other festivals

Members are expected to ensure their appearance is always clean and tidy, and that their costume is maintained in a presentable condition.

\* Black shoes with yellow 'decoration' are permissible where the shade of yellow matched the band colours and is agreed with the Department Officer.

Where band equipment is loaned to a member it is the responsibility of the member to notify any damage or loss of band property. It is the responsibility of the member to effect any repairs or replacement of lost equipment. It is advised that the member insures any loaned equipment.

Where a band jacket or equipment is lost or damaged through lack of care a replacement may be required at the cost of the member.

### 11. Behaviour

In the interests of promoting and maintaining the Band's image, members are required to behave in a manner that is not prejudicial to the Band's interests or public acceptability.

This includes general behaviour, unnecessary noise, consideration to others and excessive alcoholic consumption that may impact the ability to play.

### 12. Nominated Roles & Responsibilities

Tambourmajor (Elected Representative)

- Overall musical direction of the Band
- Responsible for musical control of Band rehearsals & engagements
- To ensure that rehearsals and engagements promote the Guggenmusik style
- To be a key decision maker regarding the suitability of engagements
- To select and ensure a balanced and varied musical programme
- Determining which members may play at an engagement based upon playing ability and adherence to band uniform standards
- Interact with the audience where appropriate (shared responsibility)
- Determining with fellow Band representatives the suitability of new players
- Determine with fellow Band representatives when a player is to be asked to leave the Band
- Coach members as required
- Composition (or purchase/commissioning) of new pieces

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## Band Leader (Elected Representative)

- Overall management/coordination of Band matters
- Chair for the AGM
- Convene regular quarterly meetings with fellow elected Band representatives
- Ensure Band members are kept informed of Band matters
- Assist fellow Band representatives as necessary (i.e. gig planning, travel, finances, etc)
- Act as a second signatory to the Treasurer
- Represent the Band in external matters and act as a focal point for communications
- Ensure all new members are welcomed and informed of the Band constitution
- Determine with fellow Band representatives the suitability of new players
- Determine with fellow Band representatives when a player is to be asked to leave the Band
- Act as the 'go to' person where a member has a grievance or an idea to benefit the band
- Ensure the Band meets legal requirements (i.e. GDPR, DBS, licenses, insurance, performing rights, etc)

## Treasurer (Elected Representative)

- Manage the financial matters of the band
- Act as a mandatory signatory for Band cheques
- Act as the person responsible for bank liaison
- Maintain accurate, receipted books
- Prepare annual audited accounts and present to the Band
- Receiving all monies from engagements, counting such and banking of
- Ensure all member subscriptions are collected
- Settlement of all Band expenses/debts
- Payment of the rehearsal facilities

## Gig Secretary (Elected Representative)

- Responsible for managing gig enquiries, discussing suitability with fellow elected representatives, and responding to the requestor
- Communicating gig details to members (i.e. location, timings, transport arrangements, gig organisation, etc)
- Regularly update members regarding future gigs
- Ensure the Band website engagements page is current and completed by members
- Ensure that monies due from an engagement are collected and passed to the Treasurer
- Explore and pursue any identified gig opportunities
- Determine the Band members availability for a gig
- Arranging/coordinating transportation for the band gigs

## Music Librarian

- Maintain the current library of music in good condition
- Maintain an inventory of music and parts
- Print and laminate music as required by the Band/individual members

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## Costume Coordinator

- Maintain an inventory of members/spare jackets
- Ensure that Band jackets are available to members as required
- Source a provider in the event new jackets are required
- Store spare jackets
- Source and order as required additional uniform items (e.g. caps, Polo shirts, T-Shirts, Hoodies, Fleece etc.)
- Monitor the condition of members jackets and arrange for repair/replacement as necessary

## Inventory & Department Officer

- Maintain an inventory of the Band's equipment and issue to members (i.e. kits, instruments, drums, blocks, staging stools, advertising hardware, etc.)
- Ensure the Band has adequate equipment insurance.
- Ensure that equipment is recovered in the event a member leaves the Band
- Ensure equipment is serviceable
- Organise transportation of Band equipment for performances
- Ensure that all members comply with the Band uniform requirements
- Ensure that the Band looks professional in terms of presentation (i.e. cleanliness/condition of uniforms and equipment, behaviour, etc.)

## Public Relations, Social & Recruitment Officer

- Overall coordination of PR, social and recruitment activities
- Support the Band in advertising and recruiting new members
- Undertake publicity as required (i.e. press articles, media interviews, website blogs)
- Coordinates 'master of ceremonies' during public performances
- Custodian of Band advertising signage, and effective use thereof
- Band website management
- Social media (i.e. Facebook, WhatsApp, Instagram, etc)
- Arranging Band social activities
- Delegate tasks to other members to support activities based upon member skills/willingness to assist

## Fundraising Coordinator

- Responsible for Band fundraising initiatives
- Idea generation including for example:
  - CD Sales
  - Branded merchandise design & sourcing
  - Raffles
  - Collection initiatives

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## Member Commitment Declaration

The undersigned, upon acceptance as a member of Gugge 2000, undertakes to abide by the member commitments detailed within Section 8 of the band constitution in all respects.

This shall apply for any junior band members for which the undersigned is responsible.

The undersigned accepts responsibility for any band owned property that may be supplied and is responsible for the upkeep replacement/repair should it become lost or damaged, and, the return of all such property in the event of membership being terminated.

Member Name:

Signature:

Date: