

THE ROYAL BRITISH LEGION BAND POLICY



**THE ROYAL BRITISH LEGION**

**BAND POLICY**

**September 2010**

## **PREFACE**

The aim of The Royal British Legion Band Policy is to provide a structure and guidelines, by which Legion bands may become established, and flourish, whilst ensuring that The Royal British Legion and all band members, including children and young people, are protected under The Royal British Legion Duty of Care Policy and the Legion's Youth Policy and Statutory Practices document. The Policy also reflects the requirements of the Charities Act 1993 and The Royal British Legion Royal Charter and Schedules.

The bands of The Royal British Legion, are valued assets of the Legion. They play an important part in promoting the image and values of the Charity to the public by demonstrating their commitment and pride within their local communities, nationally and abroad. We, in the Legion, are proud of and nurture our bands, and it is for that reason that I commend this Policy to all those within the Legion who give up their time freely *to make music!*

**John Farmer**  
**National Chairman**

## CONTENTS

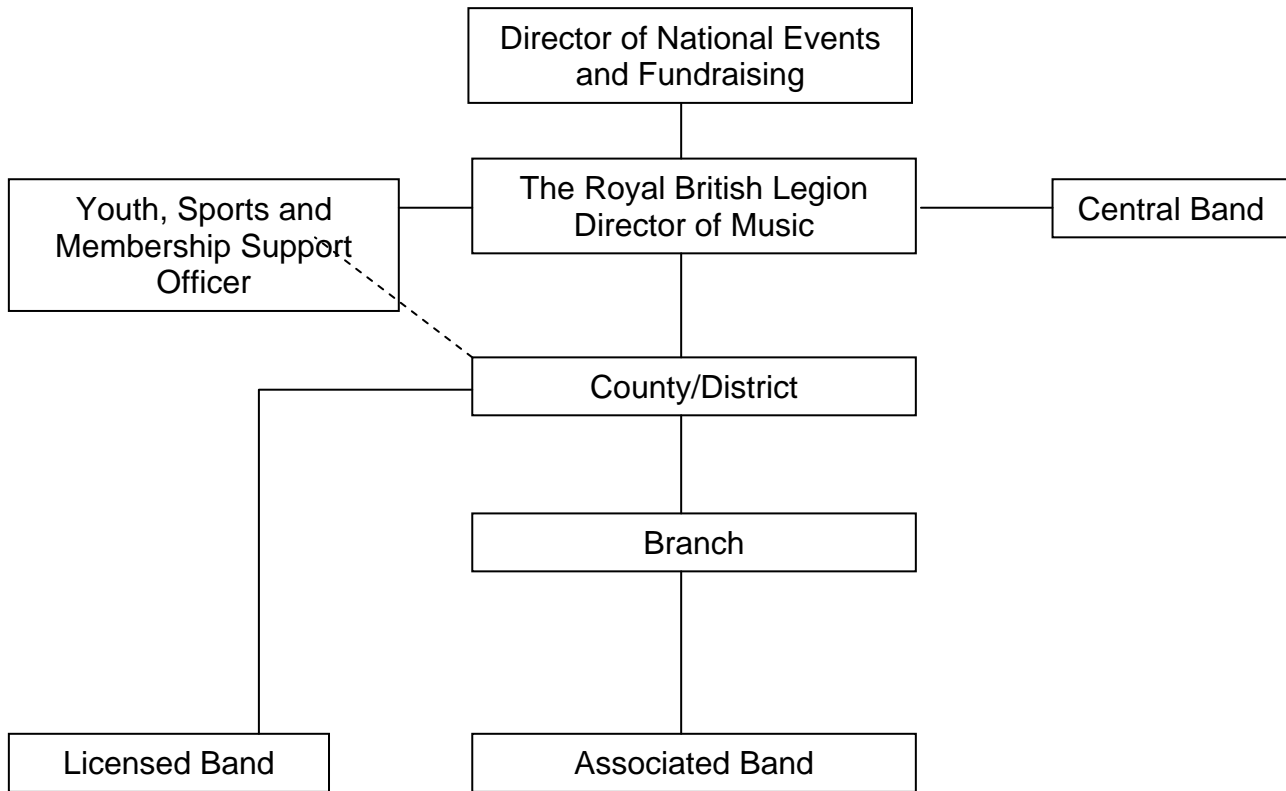
|        |  |
|--------|--|
| Part 1 | Definitions and Structure  |
| Part 2 | Introduction, Responsibilities, Requirements and Guidance<br>Annex A to Part 2 - Parental Responsibility Consent Letters   |
| Part 3 | <b>LICENSED BANDS</b><br><br>The Procedures for <b>Licensed</b> British Legion Bands<br>Annex A to Part 3 - Application for Formation or Adoption<br>Annex B to Part 3 - Band Licence  |
| Part 4 | <b>ASSOCIATED BANDS</b><br><br>The Procedures for <b>Associated</b> British Legion Bands<br>Annex A to Part 4 - Application for Formation or Adoption<br>Annex B to Part 4 - Constitution and Rules<br>Annex C to Part 4 - Associated Band Insurance |



## **PART 1 - DEFINITIONS AND STRUCTURE**

- 1.1. Band** - a “The Royal British Legion Band”, which may be a Band, Corps of Drums, Bugle Section, Marching Band, Majorette Troupe, Pipe Band, Bugler or Choir that uses the name of The Royal British Legion. There are two categories of band:
- a) **Licensed Band** - a band independent of the Royal British Legion wishing to apply annually to purchase a License to use The Royal British Legion name.
  - b) **Associated Band** - a band that is associated with a Royal British Legion formation (usually a Branch) and is a subordinate part of that formation;
- 1.2. Branch** – a The Royal British Legion formation responsible, through the Branch Committee, for monitoring procedures of bands associated with the branch and ensuring compliance with all Legion policies and procedures (eg The Royal British Legion Youth Policy and Statutory Practises).
- 1.3. County/District** – a The Royal British Legion formation overseeing a number of Branches and responsible, through the County/District Committee, for monitoring procedures of all Associated and Licensed Bands within their County/District and ensuring compliance with all Legion policies and procedures (eg The Royal British Legion Youth Policy and Statutory Practises).
- 1.4. Director of Music of The Royal British Legion** – the person responsible for ensuring Royal British Legion bands maintain musical and administrative standards in accordance with The Royal British Legion Band Policy.
- 1.5. Leader of Band** – responsible for band activities, complying with The Royal British Legion Band Policy, The Royal British Legion Youth Policy and Statutory Practices documents and liaising with the appropriate Legion formation(s).
- 1.6. Youth, Sports and Membership Support Officer** – responsible for liaison with The Royal British Legion Director of Music and assistance in providing guidance on Child Protection and advice to Youth Bands and Majorette Troupes and Adult Bands with Young people (ie under 18 years of age) on the organisation and administration of a Royal British Legion Band.

## 1.7. Organisation Diagram



----- Where band has young people (ie under 18 years)

## **PART 2 - INTRODUCTION, RESPONSIBILITIES, REQUIREMENTS AND GUIDANCE**

### **2.1. Background**

2.1.1. The purpose of this Band Policy Document is to provide clear guidance and instructions to those members of the Legion, including members of the Women's Section, responsible for the supervision and conduct of The Royal British Legion Bands. It also gives guidance to any person or body considering registering as a Royal British Legion Band.

2.1.2. Any band that carries the name of The Royal British Legion is required to conform to this policy in order to protect the name of The Royal British Legion, its trustees and its members.

### **2.2. Aim**

2.2.1. The purpose of The Royal British Legion Band Policy is also:

a. To provide a structure within and by which The Royal British Legion bands will be controlled and, in the case of Associated Bands, make them an integral part of The Royal British Legion, subject to the Royal Charter and the Charity Commission Statement of Recommended Practices that The Royal British Legion observes.

b. To encourage and support the development of Legion Bands, including Youth Bands and Majorette Troupes.

### **2.3. Structure**

2.3.1. The outline structure by which Band activities will be implemented in The Royal British Legion is in diagrammatic format in 1.7 above.

### **2.4. Responsibility**

2.4.1. It is the responsibility of the Legion formations concerned to be aware of The Royal British Legion Band Policy and to ensure that its provisions are rigorously applied when and where a band, with the exception of The Central Band of The Royal British Legion, is using the name of The Royal British Legion in its title.

2.4.2. Bands that use the name of The Royal British Legion are responsible for ensuring they comply with the requirements of The Royal British Legion Band Policy. Failure to do so may result in the cancellation of the Legion's License or the closure of the Associated Band.

## **2.5. Child Protection/Screening**

2.5.1. All bands that have members under the age of 18 years must comply with the Child Protection Policy laid down in Part 4 of the Youth Policy and Statutory Practises document.

2.5.2. All adult members of a Royal British Legion Youth Band or Majorette Troupe are required to undergo a screening by the Criminal Records Bureau in accordance with The Royal British Legion Screening Policy.

2.5.3. Adults in a Royal British Legion Band who have young persons (ie those under 18 years of age) as members of their band, who are in a position of responsibility (eg Band Leader, Music Instructor) or those whose normal duties include caring, training, supervising or being in sole charge of children or young people, are required to undergo a Screening by the Criminal Records Bureau under the terms of The Royal British Legion Screening Policy.

2.5.4. All adults who have been screened and hold a certificate from the Criminal Records Bureau must show proof of this certification annually to the Director of Human Resources of The Royal British Legion at Head Office.

## **2.6. Parental Consent and Next of Kin**

2.6.1. Where bands have youth members (ie under 18 years old), they must ensure that before any young person is accepted into the band a letter is sent to their parents/guardian informing them of the application to join, and requesting their consent. In addition, when events are planned that require members to be away from home, a letter of parental consent is required. Suggested examples of both letters are shown at Annex A to Part 2.

2.6.2. Records of Parental Consent when first joining a band and for events where members are away from home, must be maintained and kept for scrutiny if required.

2.6.3. A record of the person who should be notified (ie Next of Kin) in the event of an emergency, accident, incident or who should be sent requests for permission for the member to attend an event, should be kept and maintained for each youth member of the band.

## **2.7. Data Protection Act (1998)**

2.7.1. All bands are to be familiar with The Royal British Legion's Data Protection Policies and Procedures and the relevant data protection principles set out in the Data Protection Act. The Royal British Legion will, through Counties, Districts and branches, regularly monitor compliance by bands with these policies and procedures. Advice on

Data Protection Issues can be obtained from Legion County/District Offices.

## **2.8. Health and Safety**

2.8.1. Band must ensure that all members are adequately protected under the Health and Safety at Work legislation etc

2.8.2. Any premises used by the band must be checked before use to ensure the following minimum requirements:

- a. The building has a current Fire Certificate.
- b. The building is supplied with adequate fire fighting appliances.
- c. Fire Exits are clearly marked and not obstructed.
- d. Electrical and Gas appliances used are in good order.
- e. An adequate First Aid Kit is available.
- f. A telephone is available for use in the case of an emergency.

2.8.3. Each band should [must] have at least one qualified First Aid Trained member, whose qualification must be kept up to date.

2.8.4. If the band has its own vehicle, it must be in good working order, have a current MOT and insurance certificate and be suitable for its purpose. The insurance must be suitable for the use of the vehicle by the band. The person responsible for driving Royal British Legion band members should be familiar with safety regulations and have a current driving licence for the type of vehicle being used.

## **2.9. Music Copyright**

2.9.1. It is illegal to photocopy music. The Music Publishers' Association have produced a Code of Fair Practice between composers, publishers and users of printed music.

2.9.2. If a musical work is in copyright (which it will be if any of the composers, editors or authors have not been dead for more than 70 years, or if the printed edition has been published in the last 25 years, whichever is the longer) then copying the work and/or arranging it are infringements of the copyright unless the person doing so has either gained permission from the copyright owner to do so, or if they fall under any of the exceptions to the rule listed in the Code.

2.9.3. To view the Code and all its exceptions, go to the Music Publishers' Association website. [www.mpaonline.org.uk](http://www.mpaonline.org.uk).

## **2.10. Royal British Legion Membership**

2.10.1. With the exception of those who are under 12 years old, it is a Legion requirement that all band members are members of The Royal British Legion. Those under 12 years of age may be Honorary

Members of the band without being members of the Legion until they reach 12 years of age when they will be required to become Youth Members of The Royal British Legion if they wish to continue to be band members.

## **2.11. Dress**

2.11.1. The purchase and upkeep of Service style uniforms is too expensive for many bands (particularly youth bands). The Royal British Legion cannot provide uniforms, instruments or equipment; therefore bands should purchase such items from suppliers using their own funds.

2.11.2. If uniforms are purchased, they should be of a style and quality in keeping with the dignity and bearing expected of the Legion.

2.11.3. The minimum standard of dress for a Royal British Legion Youth Band should be blazer and grey trousers, or equivalent, with Royal British Legion buttons and tie or scarf and Royal British Legion Membership Badge. Shoes should be polished and clothes smartly pressed. Majorette troupes should conform with the dress standard, without compromising their public appeal.

2.11.4. Badges, buttons, ties, pullovers and some other small uniform items can be purchased from the SupplyLines, RBL Industries, Aylesford, Kent ME20 7NL, telephone 01622 795900.

## **2.12. Standard of Playing**

2.12.1. Steps should be taken to ensure that the playing standard of the band is of sufficient quality to be a credit to The Royal British Legion.

2.12.2. It is recommended that a suitably qualified and experienced Band Leader be appointed to achieve the best possible musical and performance standard.

## **2.13. Fundraising**

2.13.1. Great care must be taken when fund-raising for a band. It must be made clear that the funds raised are for the benefit of the band and not The Royal British Legion.

2.13.2. One of the main means of fund-raising for a band should be from the engagements undertaken. A fee should be charged to sponsors of each engagement, which should take into account the cost of uniform upkeep, any travelling and out of pocket expenses and equipment/instrument repair and maintenance.

2.13.3. Other suggested fund-raising activities are:

- a. Raffles
- b. Jumble and Car Boot sales
- c. Sale of recordings
- d. Fund-raising concerts.

## **2.14. Conclusion**

2.14.1. A band should not take lightly the use of the name of The Royal British Legion, should at all times represent the ideals of The Royal British Legion to the general public and endeavor to stimulate membership. All queries or requests for advice should be obtained from the Legion's Director of Music or National Youth Officer at Head Office Royal British Legion or office telephone number 01304 389304.

2.14.2. There are benefits to Royal British Legion formations, which have an Associated Band. The benefits include musical support for important events such as Remembrance Parades and Standard Dedications. In addition, merely having The Royal British Legion in the name of a good musical organization generates good public relations within the community.

2.14.3. There are also benefits to the band from the goodwill in using the name of The Royal British Legion. Associated bands may also benefit by provision of a rehearsal room and storage facilities at the associated branch, County/District or club premises.

**PARENTAL RESPONSIBILITY CONSENT**

Below are suggested letters to be used to communicate with the person with parental responsibility and ask their permission. Copies of all letters of Parental Responsibility Consent are to be kept in a file together with the response from the appropriate adult.

**CAUTION:** Such agreements do not diminish the responsibility of arranging events carefully and safely.

Dear (Person with Parental Responsibility)

*(Name of young person)*, a young person for whom you have Parental Responsibility has applied to join *(name of band)*.

Before we can accept *(first name of young person)* as a member we wish to advise you of the application, and request that you confirm in writing your agreement to the application.

If you have any questions or do not wish *(first name of young person)* to become a member, please contact [Name of Person] at the above address or telephone number.

Yours sincerely

Dear (Person with Parental Responsibility),

The *(name of band)* is running the following event:

to take place on ..... at.....

Before we can allow *(Name of young person)* to take part, we wish to advise you about the event, and request that you confirm in writing your agreement to him/her taking part in the event.

If you have any questions or do not wish *(first name of young person)* to take part, please contact [Name of Person] at the above address or telephone number.

Yours sincerely

## **PART 3 - THE PROCEDURES FOR LICENSED BRITISH LEGION BANDS**

### **3.1. Formation and Licensing**

3.1.1. Guidelines for anyone considering forming or adopting an Associated Royal British Legion Band and for County, District or Branch Committees are at Part 4.

3.1.2. Any band wishing to become a Licensed Royal British Legion band (and thus use the title "The Royal British Legion") must apply to its local Royal British Legion County or District. Where a band does not sit within a County or District, or where doubt exists, the initial application must be made direct to the Director of Music at the Royal British Legion Head Office. The application must be made on the form set out in Annex A to Part 3. As much detail as possible about the band should be given with the form.

3.1.3. The County/District should, if it approves the application, forward to The Royal British Legion Director of Music the completed application form, a copy of the band's latest accounts, any additional information supplied and a signed copy of the Band's Constitution and Rules.

3.1.4. The Royal British Legion Director of Music will consider the application and notify, in writing, the band and the appropriate County/District of his decision. Once the application has been vetted and approved by the Director of Music, it will be sent to the National Youth Officer at Head Office, The Royal British Legion for retention.

3.1.5. A licence (a specimen is Annex B to Part 3) will be issued annually by the Director of Music to approved bands. The contents of the licence and the issuing of it are at the discretion of the Board of Trustees and the Director of Music respectively.

3.1.6. County/District Offices are to maintain a register of bands in their area of responsibility. The register must contain the name of the band and the contact details for the Band Leader and the Administration Secretary. It must also include the names of any adults in a position of responsibility or whose normal duties may include caring, training, supervising or being in sole charge of children or young people (ie those under 18 years old - see The Royal British Legion Youth Policy and Statutory Practices document) although their address does not need to be recorded.

3.1.7. This information must be kept up to date and updates must therefore be forwarded to The Royal British Legion Director of Music and National Youth Officer on at least a six monthly basis.

3.1.8. Further advice and assistance can be obtained from The Royal British Legion Director of Music or the Youth, Sports & Membership

Support Officer, Head Office Royal British Legion, 199 Borough High Street London SE1 1AA (Telephone number 020 3207 2343).

### **3.2. Finance**

3.2.1. Licensed bands are responsible for their own fundraising and maintaining appropriate financial records.

3.2.2. Any funds raised for the use of a band must be accounted for specifically in the name of the band and not The Royal British Legion. It must be made clear that any fund-raising is for the band and not The Royal British Legion.

3.2.3. Though licensed to use the Royal British Legion name, licensed bands are not permitted to use the Royal British Legion charity number.

3.2.4. Licensed Bands must produce a financial statement of accounts annually to their overseeing County/District for audit/examination, in accordance with The Royal British Legion requirements, together with details of the band's governing body.

### **3.3. Insurance**

3.3.1. Licensed Bands are not covered by the Royal British Legion central insurance policy and must therefore ensure that they have adequate insurance cover to meet all likely eventualities.

**APPLICATION FOR THE FORMATION OR ADOPTION OF THE ROYAL  
BRITISH LEGION LICENSED BAND**

Proposed Name (or Current Name if applicable)

.....

Number of Adult Members:..... Number of Youth Members:.....  
(ie under 18 years of age)

Type of Band: .....  
(eg Youth/Adult/Mixed Band, Majorette Troupe, Choir)

Location of Band: .....

Applicants: Name: .....

Address.....

.....

.....

Telephone Numbers: Daytime..... Evening.....

Email: .....

Brief Reason for application: (use additional sheets if necessary)

I attach a copy of:

- (i) the band's constitution
- (ii) the band's latest accounts.

If the license is granted, the band agrees to abide by the terms of the licence and The Royal British Legion Band Policy.

Signed.....Appointment.....

Name & Initials in BLOCK CAPITALS

Legion Membership No.

.....

.....

**ANNEX A to Part 3**

TO BE COMPLETED BY COUNTY/DISTRICT

The ..... County/District supports this application.  
(name of County/District)

Signed ..... County/District Chairman

.....  
Name & Initials in BLOCK CAPITALS

Date.....

Additional Comments (if any):



# THE ROYAL BRITISH LEGION

## BAND LICENCE

The Board of Trustees of The Royal British Legion, subject to the under-mentioned conditions, authorises the use of the following title for the period 1 October 2010 – 30 September 20[11]:

- .....
1. All members of the Band must be members of The Royal British Legion (“the Legion”).
  2. The Band and its members undertake to further the aims, objects, principles and policies of the Legion.
  3. The management committee of the Band shall ensure that the Band’s members’ undertake suitable training for the fulfilment of their duties.
  4. An annual return to the Board of Trustees (“the Board”) of the Legion shall be made giving such information as shall reasonably be required by the Board.
  5. The Band shall operate in accordance with its Constitution which shall not conflict with the aims and objects of the Legion.
  6. The Band shall comply with the Legion’s Band Policy decided from time to time by the Legion and notified in writing to the Band.
  7. The Board shall be entitled to appoint representatives to carry out a Visit of Inspection of the Band. They shall be entitled to inspect the premises, documents, accounts, books of account, other records, equipment, uniforms etc of the Band.

8. This Licence may be withdrawn by the Board if the Band fails to comply with the terms of this Licence or its Constitution or both, or for such other reason or reasons as the Board shall in its absolute discretion decide.
9. If this licence is withdrawn, the Band shall immediately cease to use the Legion's name in its title and shall take such other action as the Board shall require.
10. The Legion has no responsibility for the acts or omissions of the Band.
11. This Licence remains the property of the Legion and must be returned to the Legion upon request.
12. Notice for the purpose of the conditions in this Licence shall be deemed to have been duly given if sent by post to the last known address of the Band's Secretary.

Signed:..... The Royal British Legion.



## **PART 4 - THE PROCEDURES FOR THE ROYAL BRITISH LEGION ASSOCIATED BANDS**

### **4.1. Formation**

4.1.1. Guidelines for anyone considering forming or adopting a Royal British Legion Band and for County, District and Branch Committees are as follows.

4.1.2. Any band wishing to become an Associated Royal British Legion Band must apply to their local County/District or Branch using the Form in Annex A to Part 4. The application must be accompanied by a copy of the band's accounts (if any) and a signed copy of the Constitution and Rules (Annex B to Part 4).

4.1.3. As much detail as possible about the band should be given in the application.

4.1.4. The application is to be progressed through the Branch (if appropriate) and the County or District. If approved, the latter will forward the application etc to The Royal British Legion Director of Music who will consider the application and notify the County/District or Branch of his decision.

4.1.5. He will also send details to the National Youth Officer at Head Office, The Royal British Legion for retention.

4.1.6. Further advice and assistance can be obtained from The Royal British Legion Director of Music or the National Youth Officer, Head Office Royal British Legion, 199 Borough High Street London SE1 1AA (Telephone number 020 3207 2341).

### **4.2. Registration**

4.2.1. Details of all Associated Bands, with the exception of The Central Band of The Royal British Legion, are to be recorded by the County/District Office, The Royal British Legion Director of Music and the National Youth Officer.

4.2.2. County/District Offices are to maintain a register of bands in their area of responsibility. The register must contain the name of the band and the contact details for the Band Leader and the Administration Secretary. It must also include the names of any adults in a position of responsibility or whose normal duties may include caring, training, supervising or being in sole charge of children or young people (ie those under 18 years old - see The Royal British Legion Youth Policy and Statutory Practices document) although their address does not need to be recorded.

4.2.3. This information must be kept up to date and updates must therefore be forwarded to The Royal British Legion Director of Music and the National Youth Officer on at least a six monthly basis.

### **4.3. Finance**

4.3.1. The band's financial accounts must be a sub-account to The Royal British Legion Branch or County/District Account, although the money may be held in a separate bank account. End of year figures must be included in the Branch or County/District accounts under 'Other Funds'.

4.3.2. Any funds raised for the use of a band must be accounted for specifically in the name of the band and not The Royal British Legion. It must be made clear that any fund-raising is for the band and not The Royal British Legion.

4.3.3. Only funds raised specifically for the band may be expended on the band. No other Royal British Legion funds may be used by, or on behalf of, a band.

4.3.4. Bands must show the Royal British Legion Charity Number (219279) on their letterhead, the Band Bank Account cheques, publicity material etc.

4.3.5. With the exception of The Central Band of The Royal British Legion, bands are required to provide to their associated Branch or County/District as soon as possible annual accounts (unaudited) to the end of the Legion's financial year and supporting documentation, which will be incorporated into the Branch or County/District Account under 'Other Funds'. The complete documentation will be subject to audit/examination in accordance with The Royal British Legion requirements.

### **4.4. Insurance.**

4.4.1. **Property Insurance.** The responsibility for insurance of band property and band members' personal property including instruments, uniforms, equipment, music, band furniture and any other assets (including property which has been hired or borrowed) lies with the individual and/or the band, and it is important that all insurance is reviewed from time to time to make certain that the insured values and the scope of the cover is adequate.

4.4.2. **Public Liability Insurance.** All associated bands and band members are covered by the central insurance Public Liability cover maintained at Head Office and paid from central funds which covers all formations of The Royal British Legion in Great Britain, Northern Ireland, Channel Islands and the Isle of Man including their Associated Band activities.

4.4.3. The policy provides an indemnity against legal liability in respect of accidental injury or disease of third parties or loss of or damage to their material property arising from the activities of The Royal British Legion. The limit of indemnity is £10,000,000 for any one occurrence.

#### **4.5. Major Exclusions.**

4.5.1. The major exclusions are as follows:

a. Loss of or damage to any property which is owned by or held in trust by or in the custody, or control of the insured other than:

(1) premises and their fixtures and fittings leased or rented to the insured where such legal liability has not been accepted by agreement;

(2) premises and their contents loaned to the insured for a consecutive period exceeding 60 days any one premises.

4.5.2. It is important to avoid contractual indemnities with third parties wherever possible as otherwise onerous responsibilities may be accepted which extend far beyond the policy cover.

4.5.3. Finally, as regards Legal Liability risks of other organisations which might take part in or organise band/troupe activities, it is recommended that you make sure that these other organisations have adequate Public and Products' Liability in their own name.

#### **4.6. Personal Accident.**

4.6.1. Even in the best run events, accidents can happen where no liability can be identified. Consideration should therefore be given to personal accident insurance either on an annual basis or for a particular "one-off" activity.

**APPLICATION FOR THE FORMATION OR ADOPTION OF THE ROYAL  
BRITISH LEGION ASSOCIATED BAND**

Proposed Name (or Current Name if applicable)

.....

Number of Adult Members:..... Number of Youth Members:.....  
(ie under 18 years of age)

Type of Band: .....  
(eg Youth/Adult/Mixed Band, Majorette Troupe, Choir)

Associated with: .....RBL Branch or County/District

Applicants: Name: ..... Address:.....

.....

.....

Telephone Numbers: Daytime.....Evening:.....

Email: .....

Brief Reason for application: \_\_\_\_\_

If authorised I agree to abide by The Royal British Legion Band Policy and  
The Royal British Legion Band Constitution and Rules.

Signed.....Appointment.....

Name & Initials in BLOCK CAPITALS

Membership No.

.....

.....

**ANNEX A to Part 4**

TO BE COMPLETED BY ASSOCIATED BRANCH/COUNTY/DISTRICT

The ..... Branch/County/District supports this application.  
(name of Branch/County/District)

Signed ..... Branch/County/District Chairman

.....  
Name & Initials in BLOCK CAPITALS

Date: .....

**The following is only to be completed if the associated Legion formation is a branch.**

ENDORSED BY THE COUNTY/DISTRICT YOUTH OFFICER (or  
County/District Secretary if no County/District Youth Officer) on behalf of the  
County/District Committee.

Comments (if any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed ..... Appointment .....  
(County/District Youth Officer or  
County/District Secretary if no County/District  
Youth Officer) on behalf of the County/District  
Committee.

.....  
Name & Initials in BLOCK CAPITALS

Countersigned by County/District Chairman.....

Name & Initials in BLOCK CAPITALS.....

Date.....

**THE ROYAL BRITISH LEGION ASSOCIATED BAND  
CONSTITUTION AND RULES**

**THE (name of band)  
OF THE ROYAL BRITISH LEGION**

**CONSTITUTION AND RULES**

1. Title. As authorized by letter dated .... from ..... , *(insert name of associated Legion formation)* the..... *(insert type of band e.g. band/youth band)* shall be known as:.....

**THE (name of band)  
OF THE ROYAL BRITISH LEGION ("the band")**

2. Objectives. The objectives of the band shall be to:
- (a) maintain at all times the highest possible standard of musical and visual presentation in order to promote and enhance the public image of The Royal British Legion.
  - (b) develop the musical and other relevant skills of all members by encouraging individuals to reach their full potential within the band.
  - (c) conduct the finances of the band on a non-profit making basis, generating sufficient income from performances and sale of associated items so as to meet all operating costs, travel expenses for members, and make provision for future purchase, repair and replacement of essential equipment. Any surplus over and above such income shall be donated to The Royal British Legion Poppy Appeal.
3. Membership.
- 3.1. Membership of the band shall be open to persons who possess the necessary skills and other qualities consistent with the aims and objectives of the band as set out in clause 2 above.
  - 3.2. Such persons must, unless they are under 12 years of age, be members of The Royal British Legion and must comply with the requirements of this Constitution and Rules.

3.3. Membership shall continue as long as the member wishes it to and as long as the member, in the opinion of the band Management Committee, continues to meet the standards of ability, personal appearance and conduct or have other skills required by the band.

4. Equal Opportunities Policy.

No member, potential member or guest shall receive unfair or less favourable treatment on the grounds of gender, race, colour, creed, nationality, ethnic origin, age, disability or religious belief and activity, criminal conviction or appearance.

5. Band Management Committee.

5.1. At a general meeting (see paragraph 9 ) members shall elect a Band Secretary, a Band Treasurer and four other members who together will constitute the Band Management Committee of 6 persons.

5.2. The members of the Management Committee shall be elected for a period of 3 years. However, during the first 2 years from the date of this constitution, one third of the Management Committee will retire each year and an election shall be held to fill the vacancies. Retiring members may offer themselves for re-election.

5.3. The Management Committee shall appoint, and may remove, a Band Leader. The person appointed shall have the suitable attributes, qualifications and experience to be the Band Leader. The duties and responsibilities of the Band Leader shall be set out in a Job Specification which may be varied from time to time by agreement between the Band Leader and Management Committee.

5.4. The Management Committee, in conjunction with the Band Leader, shall be responsible for the policy and general management of the band and shall meet on a regular basis, but not less than once each quarter. **The ultimate authority and responsibility for the management of the band shall reside with the Band Leader.**

5.5. On a rotational basis, each member of the Management Committee will act as Chairman for a meeting of the Committee, the Chairman shall have a casting (second) vote when required.

5.6. Four members shall form a quorum.

5.7. When time does not permit the holding of a full Management Committee meeting the Band Secretary shall act in conjunction with the Band Leader or one or more Management Committee

members as appropriate. Any action so taken shall be reported to the next Management Committee meeting.

5.8. The Secretary and the Treasurer are authorized to enter into, and sign contracts on behalf of the band. They, together with one other member of the Management Committee, may also be designated as signatories for cheques, on the authorisation of the committee of the associated The Royal British Legion Branch or County/District.

## 6. President and Vice Presidents.

6.1. The band may, by the assent of its members at a General Meeting, invite a suitable person of high standing within The Royal British Legion to be its President. The President shall be expected to promote the interests of the band at the highest levels and be associated with all major policy decisions of the band in an advisory capacity.

6.2. The members may invite one or more persons having a special interest in the well being of the band to be a Vice-President. Whilst this position carries no specific responsibility, a Vice-President shall be expected to support the President and deputise for the President as occasion demands. The term of office for these positions shall be mutually agreed between the holders and the Management Committee.

## 7. Ancillary Appointments.

7.1 The Management Committee may appoint persons to carry out specific functions necessary for the efficient running of the band. These may include the following:

a. *Engagement Manager* - to organise the details of each engagement.

b. *Librarian* - to purchase and maintain the music library.

c. *Quartermaster* - to be responsible for the purchase, care and upkeep of uniform and other band equipment.

7.2 In addition, honorary Non Commissioned Officers rank may be awarded by the Management Committee to members in recognition of the acceptance of special responsibilities within the band.

7.3 Appointment to an ancillary position does not confer on the appointee membership of the Management Committee.

## 8. Finance and assets

8.1. The assets of the band, including its funds, property equipment and instruments, are the assets of the Royal British Legion and are to be accounted for in the accounts of the associated Branch, County or District of The Royal British Legion.

8.2. The financial year of the band shall be the same as The Royal British Legion's Financial Year. Financial records and statements shall be maintained as required by law and The Royal British Legion. An Annual Income and Expenditure Account shall be submitted to the Annual General Meeting of the band and a copy sent to the Treasurer of the associated The Royal British Legion Branch or County/District.

8.3. All money due and owing to the band shall be recoverable by law in the name of the The Royal British Legion.

## 9. General Meeting.

9.1. The Annual General Meeting of the band shall be held no later than the end of November each year. The Band Leader shall act as Chairman of the meeting, but in the event of his absence, he shall appoint a member of the Management Committee to deputise. The following business will be transacted:

- (a) To read and approve the minutes of the previous AGM.
- (b) To receive reports of the year's activities from the Band Leader and Secretary and any other as may be deemed necessary.
- (c) To receive and approve the statement of accounts for the financial year.
- (d) To decide upon any resolution which may have been submitted to the meeting as hereinafter provided.
- (e) To deal with any matters which the Management Committee wishes to bring before the members, and to receive suggestions or proposals from members for consideration by the Management Committee.
- (f) To elect members to fill any vacancies on the Management Committee.
- (g) To elect two members who are not on the Management Committee to act as auditors for the forthcoming year.

9.2. Extraordinary General Meetings shall be convened at the request of not less than 20% of band members or at the request

of the Management Committee. Such meetings will only transact business specified in the request and will be held within 21 days of such a request.

9.3. No member shall move any resolution at an AGM without the consent of the Chairman unless notice thereof shall have been given in writing to the Band Secretary not less than ten days before such meeting.

9.4. Not less than 14 days notice of any General Meeting shall be given to members.

9.5. Resolutions at General Meetings shall be decided by a simple majority, the Chairman having a casting (second) vote.

9.6. No business shall be conducted at any General Meeting unless a quorum of 20% of members is present.

9.7. Members intending to stand for election to the Management Committee must be willing to share in the workload of running the band and be willing to devote such time as this may reasonably require.

9.8. Nominations for election to the Management Committee must be submitted in writing, confirming that the nominee is willing to stand, and giving the names of Proposer and Seconder, to the Secretary at least 7 days before the AGM.

#### 10. Rules Relating To Membership.

10.1. Whilst recognizing the voluntary status of the band, and that members have other demands upon their time due to responsibilities of their work and family, members should realise the high level of commitment that is required to its activities.

10.2. Members are expected to sustain a high level of availability for engagements and to give the band priority after the above mentioned responsibilities. Any members whose attendance record suggests that they are using the band as a "Rehearsal Band" will not be welcome. If members are going to be absent from rehearsals or engagements due to unavoidable circumstances they are expected to give as much notice as possible to the Secretary.

10.3. Members are expected to maintain a high standard of personal appearance and conduct at all times when representing The Royal British Legion.

10.4. The Management Committee shall have the right to accept, withhold or terminate the membership of any person. In the case of a termination within the context of this section, reasons will be

given and the member shall have the right of appeal to the Management Committee and thereafter to the Band President.

10.5. Members shall be personally responsible for the proper maintenance and safe keeping of all items of equipment issued to them. Any item lost, damaged, or allowed to deteriorate through lack of care, will be charged to the individual at the current repair or replacement cost.

10.6. Members may be reimbursed from band funds for travel and sustenance incurred in giving their services at engagements. The rates for reimbursements will be determined from time to time by the Management Committee, and will be based on the intention that, over the course of a year, no member should be out of pocket as a result of representing The Royal British Legion.

10.7. Reimbursement will normally be made annually at the last rehearsal in November or at such other times during the year as may be agreed.

11. General. Any matters arising not provided for in this Constitution or Rules and any interpretation thereof shall be decided by the Management Committee.

Signature.....

Name in BLOCK CAPITALS.....

Appointment .....

Witness Signature.....

Name in BLOCK CAPITALS.....

Date.....