

# CONSTITUTION OF Leixlip Community Youth Band Committee

ADOPTED on Thursday 2nd August 2018

## **1 Name**

The name of the Group shall be: **Leixlip Community Youth Band Committee**

## **2 Aims**

The aims of the Group shall be to: Promote and develop the Leixlip Community Youth Band as follows:

- Inspire band members to perform at various local/national events
- Enrich the Leixlip community by being a musical organisation in which band members can enjoy/explore music and improve their skills in music performance and/or creative movement

## **3 Powers**

In order to achieve its aims the Group may:

- a. Raise money
  - b. Open bank accounts
  - c. Take out insurance
  - d. Organise courses and events/concerts
- Work with other groups and exchange information
- e. Do anything that is lawful which will help it to fulfil its aims

## **4 Membership**

- a. Membership of the Group shall be open to any person under 18 with Parental Permission or any person over 18 who is interested in helping the Group to achieve its Aims and willing to abide by the rules of the Group
- b. Only individual members over 18 shall have one vote at General Meetings.
- c. The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

## **5 Management**

- a. The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.
- b. The Management Committee shall meet at least 4 times a year.
- c. The Chairperson shall Chair all meetings of the Group.
- d. The quorum for Management Committee meetings shall be 4 members.
- e. Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- f. The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- g. The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

## **6 Duties of the Officers**

- a. The duties of the Chairperson are to:
  - chair meetings of the Committee and the Group
  - represent the Group at functions/meetings that the Group has been invited to

- Act as spokesperson for the Group when necessary

b. The duties of the Secretary are to:

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
- maintain the membership list
- deal with correspondence
- collect and circulate any relevant information within the Group

c. The duties of the Treasurer are to:

- supervise the financial affairs of the Group
- keep proper accounts that show all monies collected and paid out by the Group

## **7 Finance**

a. Any money obtained by the Group shall be used only for the Group.

b. Any bank accounts opened for the Group shall be in the name of the Group.

## **8 Annual General Meeting**

a. The Group shall hold an Annual General Meeting (A.G.M.) in the month of \_\_\_\_\_ October \_\_\_\_\_.

b. All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be 10 members.

c. The business of the A.G.M. shall include:

- (i) receiving a report from the Chairperson on the Group's activities over the year
- (ii) receiving a report from the Treasurer on the finances of the Group
- (iii) electing a new Management Committee and
- (iv) considering any other matter as may be decided.

## **9 Special General Meeting**

A Special General Meeting may be called by the Management Committee or by any members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

## **10 Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

## **11 Dissolution**

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting.

This constitution was adopted at a general meeting of the Group on the 2nd August 2018

\_\_\_\_\_ [date]

Signed by:

Chairperson: Maeve Townsend

Secretary: Geraldine Convery

Treasurer: Jennifer Fitzpatrick

