



AoBBA

the association of
brass band adjudicators

CONSTITUTION AND RULES OF THE ASSOCIATION OF BRASS BAND ADJUDICATORS (AoBBA) Amended Jan 2024

1. NAME & TITLE

The Name and Title of the Association shall herein and thereafter be known as the Association of Brass Band Adjudicators (AoBBA).

2. OBJECTIVES

The Objectives of the Association shall be: -

2.1 to maintain a professional level of adjudicating and to protect and enhance the status of AoBBA adjudicator members.

2.2 to organise and promote, in support of our members and the brass band movement, conferences, seminars and workshops. These events will additionally support our programme of professional development for our membership.

2.3 to maintain and foster good relationships with all brass band promoters and other bodies who support and encourage brass band activities.

3. MEMBERSHIP

3.1 Membership of the Association shall be open to any person, who (in view of the Executive Committee) fulfils the necessary requirements of AoBBA's membership criteria as outlined on the membership application form, and in whom the Executive Committee have confidence that he or she will be able to comply with item 4 of this constitution.

3.2 The association may appoint an Honorary President when is deemed appropriate and will be ratified at the Annual General Meeting subject to nomination by the members of AoBBA.

3.3 Members who have not attended CPD (Continuing Professional Development) within a period of two (2) years (opportunities for CPD will be given twice a year at the AGM and in the summer, tba), may be requested to prove additional relevant CPD has been undertaken in the same time period. Examples of additional relevant CPD may be related to a members' employment. A member who cannot satisfy either condition may be asked to resubmit their membership application in order that the association can be satisfied that their qualification to adjudicate is still valid. This is not applicable to Honorary Members.

3.4 There will be three tiers of membership:

(i) Adjudicator

Adjudicator membership is awarded to applicants who (in view of the Executive Committee) have gained the necessary qualifications and experience required to become a full member of the association. All potential members are required to apply, using the current official current application form, in writing and decisions regarding the award of membership are decided by the Executive Committee on a majority vote.

(ii) Trainee Adjudicator

Trainee Adjudicator members are granted temporary membership for a period of two years whilst undergoing training and are granted full membership after satisfying the criteria described in the AoBBA Trainee Adjudicator handbook. Trainees are mentored by AoBBA members and are required to follow the training programme as outlined in the handbook. Trainees are obliged to attend the AGM.

Trainee members will be monitored throughout their training period (two years) but their membership of the scheme may be terminated at any time should their progress be deemed unsatisfactory. The member concerned will be informed in writing of the reasons for the termination and will have seven (7) days to lodge an appeal – please see 6 below.

(ii) Honorary Member

Honorary members are appointed at the discretion of the Executive committee or by the membership at the Annual General Meeting or at ordinary Executive meetings. Honorary membership is granted to members who have given long service to the association who no longer wish to adjudicate but wish to remain members of AoBBA. Honorary members will not be required to pay membership fees however, their details will not appear in the adjudicator directory.

4. CODE OF CONDUCT

4.1 Members are to uphold the objectives of AoBBA and to exercise professional skills and judgement in a professional manner, with integrity and impartiality throughout and during their assignments. In addition, no member shall act or behave at any time during their period of membership in such a way as to bring the association or its members into disrepute, including on social media.

4.2 Any member who realises that they have, or may have, a conflict of interest in adjudicating a contest must inform the contest organisers immediately. Examples of such conflicts of interest are:

- Accepting an adjudicating assignment at a contest where a member has conducted, played with or advised a competing band within three months of the date(s) of the contest and the 'active' contact with the band.
- Accepting an adjudicating role if a parent, spouse, sibling or child is playing in or conducting a band in the contest in question.

An adjudicator who is invited to adjudicate and is, or becomes aware of, either examples must refuse any such invitation.

4.3 members should be aware and act appropriately when posting on social media sites. Please refer to the explanatory notes in the appendix to this constitution.

5. DISCIPLINARY PROCEDURE

5.1 Where deemed appropriate by the Executive Committee or by the Officers of AoBBA acting on behalf of the Executive Committee, written complaints or allegations addressed to AoBBA regarding the conduct of, and/or comments made by a Member during an adjudicating appointment or at any other time that may bring disrepute to the Association will be investigated by the Executive Committee.

5.2 Written evidence to be submitted by complainant(s) together with statements provided by relevant observers or witnesses.

5.3 A member of the Executive committee shall be appointed to collect evidence and/or statements on a neutral basis; such evidence to be presented to the Executive Committee who will decide if there has been a breach of appropriate conduct. The executive member collecting the evidence will not be allowed to vote during the decision-making process.

5.4 The Member(s) cited, will be informed in writing within 14 days of the decision by AoBBA of their intention to investigate the complaint. The Member(s) will be requested by the

Executive Committee to provide a written statement responding to the assertions/allegations regarding their conduct and/or comments.

5.5 A decision on the findings will be made within 30 days of the date the initial complaint was first discussed by the AoBBA's Executive Committee. The member(s) concerned will be notified in writing regarding the outcome.

5.6 Should the member(s) concerned wish to represent themselves, or appoint a personal representative to offer evidence, the member(s) should notify the Secretary in writing at least seven (7) days prior to the 'hearing'.

5.7 If the complaint is upheld by the findings of the investigation; the Executive Committee will have the authority to sanction the said Member(s).

Sanctions may take the form of additional CPD and/or; verbal warning, a written warning, or suspension from Membership, or in extreme circumstances expulsion from AoBBA. The sanction will depend upon the severity of the breach of conduct.

5.8 The findings and decision to be formally recorded together with the timescales relating to any period of suspension and length of time that a verbal or written warning will remain on file.

6. RIGHT OF APPEAL PROCEDURE

6.1 The said Member(s) will have the right to Appeal against the decision and must state whether the Appeal is against the findings, the sanction, or both. Full reasons for the Appeal must be specified in writing.

6.2 Intention to Appeal against the decision must be confirmed within seven (7) days of the date that the disciplinary decision by the Executive Committee is issued to the said Member.

6.3 Appeals must be heard by the Executive Committee.

6.4 The Appeal to be heard within 14 days of receipt of the notification of an “Intention to Appeal” by the said Member(s).

6.5 The findings and decision to be formally recorded as stated in Paragraph 5.8

7. EQUAL OPPORTUNITIES

7.1 AoBBA will not discriminate against Members, individuals, groups or organisations on the grounds of disability, race, colour, religion, age, marital status, sexual orientation or gender.

8. SUBSCRIPTIONS

The Annual Subscription shall be agreed at the Annual General Meeting: -

8.1 all subscriptions shall be deemed to become due on the 1st December and payable by the 27th day of February in each year at the latest.

Any Member whose annual subscription is not paid by the due date will automatically cease to be a Member and as such shall only be readmitted to Membership on such terms and conditions as the Executive Committee may determine.

8.2 All members are required to pay subscriptions by BACS transfer or annual standing order determined by the timescale in 8.1. Cash and/or cheques are not acceptable.

9. ANNUAL GENERAL MEETING

An Annual General Meeting of this Association shall be held each year on a date and at a place as may be determined by the Executive Committee.

The functions of this Annual General Meeting shall be: -

9.1 to receive from the Chairperson, Secretary, Treasurer, Public Relations Officer and Training Officer, Reports upon the business of this Association during the previous year and the state of its affairs at the end of such period.

9.2 to elect an Executive Committee as follows: -

(i) Chairperson

(ii) Vice Chair

(iii) Secretary

(iv) Treasurer

(v) Public Relations Officer

(vi) Training Officer

(vii) 4 Ordinary Executive Members (4 of whom retire every 2 years by rotation)

Other roles as required by the Executive Committee to support the governance of the association.

The number of Ordinary Executive Members to be periodically but only temporarily increased from four (4) to five (5), with the temporary fifth officer being in an Ex Officio capacity.

Applicants for any of the above positions should submit their intention, along with a proposer and seconder, no less than 14 days prior to the date of the AGM.

9.3 to elect two (2) Auditors from the Membership

9.4 to transact any other general business included in the notice convening the meeting and receive written reports from officers, consider minutes and the auditor's report.

10. SPECIAL GENERAL MEETINGS

Special General Meetings of this Association shall be convened by the Secretary either on an order of the Executive Committee or upon a requisition by ten (10) Members and shall be held as soon as possible after the receipt of such an order or requisition. A Special General Meeting shall not transact business other than that mentioned in the notice convening the meeting.

11. NOTICE OF MEETINGS Notices convening every Annual General Meeting or Special Meeting shall state the time and place thereof and the officers (if any) becoming vacant, and every purpose for which it is convened by producing an agenda. This agenda and accompanying

notice shall be posted or sent to the registered address of the Members not less than 21 days before the date of the meeting.

No meeting shall be invalidated by the non-receipt of notice thereof by any Members.

12. QUORUM

No business shall be transacted at an Annual General Meeting or Special General Meeting unless there are at least ten (10) Members present. The quorum of the Executive Committee shall be five (5).

13. VOTES OF MEMBERS

Every motion, duly proposed and seconded at an Annual General Meeting shall be decided by a show of hands, when each Member, except the Chairperson, shall have one vote only. The Chairperson shall be the sole authority in declaring the result. In the event of there being an equality of votes, the Chairperson shall be conclusive to a casting vote.

14. MINUTES

Minutes of the proceedings of every Annual General Meeting, Special General Meeting and of every meeting of the Executive Committee and of the attendance, shall be kept by the Secretary in files (hard copy or electronic data) provided for these purposes and confirmed as correct at the next subsequent meeting.

The minutes shall include all matters discussed by the meeting.

15. REMUNERATION

Reasonable travelling expenses and subsistence allowances of Members of the Executive Committee may be paid (recorded and receipted) by the Association on request.

In addition, members may be paid a fee (to be reviewed annually) for professional services carried out by members or Executive Officers for extra duties over and above that normally expected during their membership or Officer role. Examples include:

- Preparation and delivery of workshops
- Mentoring trainee adjudicators
- Young adjudicators scheme
- Test Piece Reviews

16.DUTIES OF THE OFFICERS

The Secretary, Public Relations Officer and Training Officer shall carry out the duties of their respective offices under the direction of the Executive Committee.

The duties of the Chair are;

Provide leadership - Leading the Executive and the organisation to enable it to fulfil its purpose (as per the AOBBA constitution)

Ensure the organisation functions in an orderly manner

Chair all meetings when available (Exec and AGM)

Act as spokesperson and figurehead

Attend meetings with outside partners

Be involved in any disciplinary investigations

Sign off any press releases

Maintain a close liaison with officers of the Executive

The duties of the secretary are:

The secretary is responsible for:

- Minutes of all meetings
 - Accurate minutes are to be taken at all meetings at which the secretary is present. When the secretary is absent, a nominated executive officer will stand in place. The minutes shall be agreed by those present. These will then be uploaded to the website in the suitable folder, safeguarded as appropriate.
 - The secretary and Chair represent the association and the executive in an annual meeting with Kapitol following the regional qualifiers.
- Paperwork of the Association
 - Agendas
 - The secretary shall draw up the agenda based on standing items and requests for agenda items by those indicate their presence at any meeting.
 - Minutes
 - The secretary shall ensure that all paperwork as required by agendas of meetings are collated and distributed in a timely fashion. These may include but are not limited to reports from officers, voting ballots, bank accounts and any other documents as required. Officers must supply the secretary with documents they are responsible for in a timely fashion.
 - Bank account
 - The secretary also will securely keep records of bank accounts (in case the treasurer is unavailable).

- Communication
 - To Members

The secretary shall, on behalf of the executive, be responsible for communication with members in all matters except where the Chair takes a direct lead.
 - With contest organisers

Where liaison, support or intervention is requested by any party.
 - Correspondence

When general enquires are addressed to the Association, the secretary shall reply, after consultation as necessary. - Social Media and Website

The secretary shall have access to these though the PRO is directly responsible for them. The secretary is responsible for the creation of members' profiles following successful application. The secretary shall upload paperwork before and after AGM and Executive Meetings as appropriate.
 - Applications
 - The secretary is the point of contact for applicants to membership, either full or trainee adjudicator status. Following due procedure the secretary will reply to applicants accordingly, including the treasurer and trainee mentor, where appropriate.

- The secretary shall carry out other tasks as reasonably required or directed by the Chair or Executive.

The duties of the Treasurer are:

To receive all monies payable to the Association, to pay the same into the banking account of this Association and to make all payments on behalf of the Association. He/she shall keep an accurate account of all income and expenditure of the Association and prepare a balance sheet and statement of accounts up to 30th November in each year and shall submit such a balance sheet and statement of accounts to the Auditors, whose duties shall be to audit the accounts of the Association and present the said accounts at the Annual General Meeting for approval of the Members present.

The duties of the Training Officer are:

To support the trainees by assisting with placements and organising supervision during their assignments. Also, to facilitate the completion of the necessary documentation by the trainee and presenting the portfolio to the Executive Committee at the end of the training period for a decision on the award of full membership of AoBBA.

The duties of the Public Relations Officer are;

- Write, edit, and review all media content and press releases (to include FB, Twitter, Instagram sand other SM outlets)
- Handle any PR related issue that may arise, in liaison with the secretary.

- Maintain good relationships with brass band media houses (eg 4BR, BBW, BB etc...)
- Organize PR activations to promote the company's image and serve as the spokesperson when deemed appropriate.
- Keep up with media and audience opinions regularly.
- Regularly submit PR reports. To the Executive
- Any other tasks as requested by the Executive Committee.

17.REMOVAL OF OFFICERS

The Executive Committee may by a special resolution, and by a majority decision, remove any Officers or Ordinary Executive Members before the expiration of his/her term of office or Membership, subsequently filling the vacancy on a temporary basis until the next AGM takes place.

18.BANKING ACCOUNT

The treasurer is responsible for AoBBA's banking account, including online transactions. One other officer (chair or secretary) shall hold the account and login details of the Associations finances not for checking but simply to be able to have access should the treasurer fall ill, in the same way as multiple officers have access to social media accounts.

19.ALTERATION OF THE RULES

19.1 No revocation, amendment, alteration or addition to this Constitution or these Rules shall be made except by resolution passed by two-thirds of the Members present and voting at an Annual General Meeting or Special General Meeting of this Association. The Secretary shall give to each Member specific notices in writing of any proposed revocation, amendment, alteration or addition.

19.2 The Executive Committee shall have the power to amend this constitution during the 12-month period following ratification of this constitution to make any changes to it by a majority vote.

20. DISSOLUTION

The Association shall be dissolved only after passing a resolution by a majority of at least 4/5ths (80%) of the Members present and voting at a Special General Meeting duly convened and held. Upon dissolution, any surplus funds shall be distributed to the National Youth Brass Band of Great Britain or some agreed alternative. Agreed by the Executive Committee – Date To be Agreed by Membership present at the Annual General Meeting of the Association of Brass Band Adjudicators held on (DATE)

APPENDICIES

SOCIAL MEDIA GUIDELINES

AoBBA has no reason to be interested in members' unofficial/personal social media activity that does not mention the AoBBA, its activities or any other member's relationship to it. However, comments made by members concerning AoBBA activities or other AoBBA members on their unofficial/personal social media channels may be considered subject to these guidelines particularly if:

- The person is clearly identified as being a member of AoBBA in the conversation or their profile information;
- Any claims are made to be speaking in a professional capacity or on behalf of AoBBA; It damages the reputation of the AoBBA

If you wish to make it known that you are a member of AoBBA, where appropriate use a disclaimer such as 'the views contained here are my personal views and do not represent the views of AoBBA'. Please note that adding the disclaimer will not necessarily exempt you from any disciplinary action by deemed appropriate by the AoBBA Executive.

Whilst not providing an exhaustive list of things that should or should not be done, members of AoBBA are encouraged to:

- Use social media where it offers real value to the AoBBA;
- Be aware of the varied nature of your potential readership;
- Exercise good judgement when entering any debates or offering opinions – be restrained when interacting with, and responding to, potentially contentious posts;
- Inform the Secretary/Press Officer if they receive or view content on social media which relates specifically to the AoBBA or any actions or comments undertaken by other AoBBA members.

Members should avoid using social media when:

- It damages the reputation of the AoBBA
- It is liable to cause offence or contains abusive language;
- It could be described as harassment or bullying as defined by the AoBBA constitution
- It could be considered defamatory;
- It discriminates on the grounds of race, gender, disability, sexual orientation, age, marital status, political or religious belief or contravenes the AoBBA's Equality and Diversity Policy;

- It reveals information which is confidential to the AoBBA or which is not in the public domain;
 - It reveals personal information about a AoBBA member (data, contact details or photographs) without their permission;
-