

BIRDSONG STEEL ORCHESTRA

CONSTITUTION

DEFINITIONS

In this Constitution

Registered member means any person registered as a member of the Steel Orchestra in accordance with the provision of clause of this Constitution.

Active member means any member defined in:

NAME AND ADDRESS

1. There shall be a Steel Orchestra called "birdsong" hereafter referred to as "the Steel Orchestra".
2. The registered address of the Steel Orchestra shall be Corner Connell and St. Vincent Streets, Tunapuna.

MOTTO

3. The motto of the Steel Orchestra shall be "PAN FOR THE PEOPLE"

OBJECTIVES

4. The objectives of the Steel Orchestra shall be as follows:
 - (a) To maintain a disciplined and professional Steel Orchestra
 - (b) To promote the interests and policies of the Steel Orchestra. These policies to be decided upon by the Executive Committee of the Steel Orchestra and to be ratified by the general membership at a General Meeting of all members of the Steel Orchestra.

- (c) To contribute to the positive direction and development of the Steelband movement through active participation in the Central and Regional Associations of the Steelband movement- (PAN TRINBAGO).
- (d) To promote the development of people's cultural art forms and institutions.
- (e) To contribute to the general development of the Community of Tunapuna.
- (f) To arrange programs that would lead to self- sufficiency and self-reliance of the Steel Orchestra.

MEMBERSHIP

5. The membership of the Steel Orchestra shall comprise the following:-

- (a) **PLAYING MEMBERS** which shall include:
 - (1) **STAGE-SIDE** members being registered members who practise and performs with the Steel Orchestra outside the carnival season.
 - (2) **ROAD-SIDE** embers being registered members who practise and perform with the Steel Orchestra during the carnival season.
- (b) **NON-PLAYING MEMBERS** which shall include:
 - (1) **REGULAR** members being registered members other than playing members.
 - (2) **HONORARY** members being persons who in the estimation of the Executive Committee has made an outstanding contribution to the development of the Steel Orchestra, the Steelband movement, Tunapuna and/or the national community.

RULES OF MEMBERSHIP

6. All persons wishing to become members of the Steel Orchestra must complete a birdsong Steel Orchestra membership application form", which will be submitted to the Secretariat for consideration by the Executive Committee.

7. Membership shall be for LIFE unless terminated in accordance with the provisions of clause 8 of the Constitution.
8. Termination of membership shall take effect:
 - (a) Automatically upon the death of a registered member.
 - (b) Upon a member giving 2 weeks notice to the Executive Committee.
 - (c) Upon the recommendation of the Disciplinary Committee.
9. A Stage side member shall become a regular non-playing member if he/she fails to practice and perform continuously with the Steel Orchestra between one Carnival season and another without obtaining special leave from the Executive Committee.

T H E E X E C U T I V E C O M M I T T E E

10. There shall be an Executive Committee which:
 - (a) Shall comprise Officers who shall either be elected or appointed in accordance with the provisions of this Constitution.
 - (b) Shall be responsible for the management of the Steel Orchestra.
11. The Manager shall:
 - (a) Advise and consult with the Captain and Executive Committee.
 - (b) Oversee the smooth running of the Steel Orchestra and maintain a close liaison between the Executive Committee and the general membership and shall be a representative of the Executive Committee of the Steel orchestra and shall have powers to negotiate, arrange and manage all contractual obligations of the Steel Orchestra.
 - (c) Presides at meetings of the Steel Orchestra.
 - (d) Reports to the Steel Orchestra within one week of an Executive Committee meeting.

12. The Captain shall be:

The main person responsible for the day-to-day management of the Steel Orchestra, and shall:

- (a) Preside at all meetings of the Steel Orchestra in the absence of the manager.
- (b) Represent the Steel Orchestra at any national or International meetings.
- (c) Perform such duties and takes such actions necessary to protect or advance the interests of the Orchestra and shall report any such action or decision to the Executive Committee at its next meeting.

13. The Captain shall have powers to suspend any member for gross acts of indiscipline for a period not exceeding one week before formal charges are laid before a disciplinary Committee.

14. The Vice Captain shall assist the Captain in the conduct of his responsibilities and shall undertake any assignment delegated by the captain or the Executive Committee.

15. The Treasurer shall:

- (a) Maintain proper and accurate accounts of the Steel Orchestra and prepare Quarterly and Annual Financial statements for presentation at Executive and General meetings of the Steel Orchestra.
- (b) Be responsible for the receipt and the disbursement of all funds of the Steel Orchestra, and shall be one of the two persons authorised to withdraw monies from the bank accounts of the Steel Orchestra and to draw cheques on its behalf.
- (c) Prepare and submit a budget to the Executive Committee after discussion with the Manager and Captain.
- (d) Preside over meetings of the Treasury Committee referred to at clause 53 of this constitution.

- (e) Prepare Quarterly Financial Statements of the Steel Orchestra to be submitted to the Annual General Meeting of the Steel Orchestra.
16. The Secretary shall:
- (a) Keep a list of all registered members by category of membership.
 - (b) Prepare and receive correspondence to and from the Steel Orchestra.
 - (c) Maintain a record of all correspondence received and dispatched by the Steel Orchestra.
 - (d) Take and prepare the minutes of all Executive Committee and general meetings.
 - (e) Presides over meetings of the Secretariat referred to at clause 54 of this constitution.
17. The Public Relations Officer shall:
- (a) Be the official spokesperson of the Steel Orchestra.
 - (b) Be responsible for all public statements on the activities of the Orchestra.
 - (c) Preside over the meetings of the Public Relations Committee referred to at clause 55 of this Constitution.
 - (d) Develop programmes in the Public Relations Committee for the active, public promotion of the Steel Orchestra.
18. There shall be two Trustees (2) of the Steel Orchestra who shall:
- (a) Audit all financial statements prepared by the Treasurer and the Treasury Committee.
 - (b) Alternate as co-signatory along with the Treasurer for all cheques and withdrawals from the bank accounts and in negotiating loans.
 - (c) Maintain an inventory of all instruments, tools and other fixed assets belonging to, or in the Steel Orchestra's care and charge.

- (d) Have overall responsibility for the maintenance of all the Steel Orchestra's instruments, tools, other capital assets and the surroundings.
 - (e) Advise the Executive Committee on any matters relating to their (Trustees) area of responsibilities.
19. There shall be two Floor Members (2) who shall:
- Be elected from the general membership of the Steel Orchestra and who shall represent the interests of the general membership and make representations to the Executive Committee on its behalf.
20. There shall be:
- No more than two SECTION LEADERS appointed by the Manager and/or Captain to represent each section of the Steel Orchestra.
21. The Section Leaders shall:
- (a) Be responsible for the proper maintenance of instruments of the sections of which they are the leaders.
 - (b) Advise the captain on the need to replace or augment instruments.
 - (c) Be responsible for the coaching, counselling and the discipline of members of his/her section.
22. There shall be one (1) REPRESENTATIVE OF THE MUSIC COMMITTEE who shall be:
- A person nominated by the members of the music Committee to represent the views and interests of that Committee.
23. There shall be a COMMUNITY LIAISON OFFICER who shall:
- (a) Be responsible for the development and maintenance of a healthy, symbiotic relationship between the Steel Orchestra and the Tunapuna Community.

- (b) Co-ordinate the Sporting and Community program of the Steel Orchestra.
- (c) Assist in the recruitment of new members from the Community.

RIGHT TO RECALL

24. Any elected officer who:-

- (a) Fails to satisfactorily perform the responsibilities of the position to which he/she was elected.
- (b) Absents himself/herself from three consecutive statutory Executive Committee meetings without leave or,
- (c) Is guilty of conduct that tarnishes the image and reputation of the Steel Orchestra or its elected or appointed officials.

May be recalled by a two-thirds majority of persons attending an Extra-ordinary meeting convened for that purpose.

- 25. Upon the recall of an elected officer in accordance with the provisions of clause 24 of this constitution, the meeting shall then proceed to appoint another officer for the duration of the term of the recalled officer.
- 26. An Extra-ordinary meeting convened for the purpose stipulated at clause 24 of this constitution shall be convened by notice in writing signed by at least 3 members of the Executive Steel Orchestra posted at the registered address of the Steel Orchestra not less than one week before the date of such meeting.

FUNCTIONS OF THE EXECUTIVE

27. The Executive Committee:

- (a) Shall be responsible for the day-to-day management of the Steel Orchestra.
- (b) Shall decide on the general policies, rules and guidelines for the efficient functioning of the Steel Orchestra.

28. Ten members of the Executive Committee shall constitute a quorum of which three (3) must be elected members.
29.
 - (a) All elected members of the Executive Committee shall be elected at the Annual General Meeting of the Steel Orchestra and shall hold office for a period of one (1) year until the date of the next Annual General meeting.
 - (b) All appointed members of the Executive shall hold office for a period of one (1) year.
 - (c) The Executive Committee may in its discretion invite any member of the Steel Orchestra to attend meetings of the Executive Committee.
30. The Treasury Committee will recommend to the Executive Committee the name(s) of the Steel Orchestra's Official Bankers for their ratification.
31. Subject to this Constitution the decisions of all Committees and bodies established under this constitution shall be taken by a simple majority present at meetings of such Committees and bodies.

MEETINGS

32. There shall be two meetings of the membership of the Steel Orchestra:
 - (a) An Annual General Meeting which shall be held not later than one (1) month after Carnival Tuesday.
 - (b) An Ordinary General Meeting which shall be held during the last week of October
33. Notice in writing of the Annual and Ordinary General Meetings signed by at least two members of the Executive Committee shall be posted at the registered address of the Steel Orchestra at least five (5) days prior to the date of such meeting.

Annual General Meetings

34. The Agenda of the Annual General Meeting shall include:-
- (a) A report from the Executive Committee on its stewardship during the past year.
 - (b) A Treasurer's Report
 - (c) A presentation, discussion and ratification of the Financial Statements.
 - (d) A planned programme for the current year.
 - (e) Election of officers.

Voting at General Meetings

35. HONORARY MEMBERS may attend Annual General and Ordinary General Meetings, and participate in discussions but are ineligible to vote.
36. All registered members of the Steel Orchestra may to be elected to office if their names are included among a List of Active members that has been ratified at the Annual General Meeting.
37. The List of Active members forms part of a List of Active/Non-Active members to be prepared by the Secretariat and submitted to the Executive Committee for their consideration and amendment at least two weeks prior to the convening of the Annual General Meeting.
38. The Secretary must ensure that the 'LIST' referred to is posted in a prominent position at the registered address of the Steel Orchestra at least one week before the Annual General Meeting.
39. Any member who objects to his classification as NON- ACTIVE may appeal to the "Active" members present at the AGM. A vote must be taken to decide the issue before any Elections for Officers can take place.
40. The criteria for consideration as Active members are based on a members contribution financially, by his work, and by his presence and attendance at General meetings, band concerts, Fund-Raising engagements etc. of the Steel Orchestra.

Ordinary General Meetings

41. The Agenda of the Ordinary General Meeting shall include:
 - (a) Discussion of plans for the upcoming Carnival season.
 - (b) Review of the progress of the Steel Orchestra.

Extra-ordinary General Meetings

42. An extra-ordinary general meeting shall be called by the Executive Committee or on the receipt of a written request bearing the signature of at least twenty registered members. In the case of the latter, the Executive Committee must convene this meeting no later than two (2) weeks from the date of receipt of the request.

Quorum for General Meetings

43. Forty-five members or thirty (30) percent of the registered membership whichever is less , at least three of whom must be Elected Officers, would constitute a Quorum for this meeting.

Executive Committee Meeting

44. Meetings of the Executive Committee are to be held on the first Monday of each month and in addition to statutory meetings may be requested by any member of the Executive Committee and a meeting of the Executive Committee shall be convened by the manager within 7 days of such a request.

Band Meeting

45. The Manager, Captain or representative will report to a meeting of the Stage/Road Side of the Steel Orchestra within one week of the convening of a statutory Executive Committee meeting.

SUB-COMMITTEES

46. There shall be a Disciplinary Committee which:

Shall consist of five (5) members; two of whom are to be appointed from among the Executive Committee, two elected from the register of playing members not holding office and one elected from the register of non-playing members.

47. The Disciplinary Committee shall at its first meeting elect one of its members to act as chairperson.
48. The Disciplinary Committee shall serve for a period of one year.
49. The disciplinary Committee shall act upon any matters brought before it by the Executive Committee or by a member of the Steel Orchestra. Representations to the disciplinary Committee shall be made in writing.
50. The Disciplinary Committee may request any person to appear before it, if in the opinion of the Committee such appearance would assist in making an impartial assessment and arriving at a fair and just decision.
51. The chairperson of the disciplinary Committee shall communicate to the Executive Committee in writing the decisions and recommendations of the deliberations of the Committee.
52. The Executive Committee shall be guided by the recommendations of the Disciplinary Committee, however in the event of disagreement with the position of the disciplinary Committee, a general meeting of the band will be convened to debate the issue.
53. There shall be a Treasury Committee which:
- Shall consist of the Treasurer, and at least two other persons. The Committee shall assist the Treasurer in the conduct of his duties, recommend systems for the proper record of the band's accounts, assist in Fund-raising Projects. Receives statements of funds belonging to the Steel Orchestra held in reserve by any SUB-COMMITTEE.

54. There shall be a Secretariat which shall:

Consists of the secretary, and at least two other appointed members. The secretariat assists the Secretary in the performance of his/her duties and is responsible for the safe keeping of band records, notes, books and other publications, trophies and certificates etc. Develops a system for the historical record of birdsong music.

55. There shall be a Public Relations Committee which shall:

Consists of the PRO and three other appointed members. The Committee is responsible for developing a program geared towards the public promotion and the projection of the Steel Orchestra in a favourable light consistent with the ideals understood by the motto. The Community Liaison person is a member of this Committee.

56. There shall be a Music Committee which shall be appointed by the Executive Committee and shall include :-

The Musical Co-ordinator, Arranger and at least one Stageside member. The Committee is responsible for selecting the music to be rehearsed by the Steel Orchestra, developing an adequate repertoire of tunes for paid-engagements, concerts music festivals and external tours, the teaching of Music Theory to interested members and contributing to the development of a program for the school and Community Bands.

57. There shall be a SPECIAL PROJECTS COMMITTEES which:

Shall be set up by the Executive Committee and which shall be charged with the responsibility for special projects. The composition, terms of reference and duration of these ad hoc Committees will be stated at the time of their formation.

AMENDMENTS TO THE CONSTITUTION

58. The provisions of this Constitution shall be amended at the Annual General Meeting or at an Extra-ordinary General Meeting convened for the purpose. The proposals will be accepted by a simple majority vote of registered members present at the meeting.