

City of Wollongong Brass Band

Incorporated



Guidelines for Band Awards & Life Membership



President: William Short

Secretary: Lindsay Dunstan

Date: 23 March 2018

Date: 23 March 2018

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Part 1 – Introduction

- 1.1 This By-Law shall ensure that the **BAND** and its members has a consistent process and procedure for awarding **BAND** Awards and Life Membership.
- 1.2 Nothing in this By-Law shall permit the **BAND** and its members to do anything, or omit to do anything which is not in accordance with the **BAND** Constitution, Australian law, regulation or policy.
- 1.3 Amendments to this By-Law shall be in accordance with the provisions of *Part 11* of the **BAND Constitution**.

Part 2 - Awards

2.1 Overview

- 2.1.1 The **BAND** award system (including Life Membership) is a separate award to those given by the Band Association of NSW and/or any other external association and/or organisation.
- 2.1.2 A member cannot receive more than one of the Awards referred to in *Clauses 2.3; 2.4; 2.5 & 2.6* of this By-Law in the same calendar year.

2.2 President's Annual Award

- 2.2.1 The President's Award may be awarded to a member in recognition of their overall contribution to the **BAND** during the year.
- 2.2.2 The recipient of this Award shall be nominated and presented by the President at the annual end of year function.

2.3 Jack Tougher Perpetual Award

- 2.3.1 The Jack Tougher Perpetual Award may be awarded to a member in recognition of their overall contribution to the Junior Brass Band during the year.
- 2.3.2 The Junior Brass Band Musical Director shall be the only nominator of the recipient of this Award.
- 2.3.3 The recipient of this Award shall be nominated to the Committee by the Junior Brass Band Musical Director and presented by the President at the annual end of year function.
- 2.3.4 The recipient presented with a smaller trophy for them to keep and the Jack Tougher Perpetual Award will be inscribed with the recipient's name and placed on display in the **BAND** Trophy Cabinet.

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2.4 Junior Brass Most Improved Award

- 2.4.1 The Junior Brass Most Improved Award may be awarded to a member in recognition of their being the most improved player of the Junior Brass Band during the year.
- 2.4.2 The Junior Brass Band Musical Director shall be the only nominator of the recipient of this Award.
- 2.4.2 The recipient of this Award is nominated to the Committee and announced at the annual end of year function.
- 2.4.3 A trophy will presented by the Junior Brass Band Musical Director to the Most Improved Junior Brass Band Player at the annual end of year function.

2.5 Tara Fermor Perpetual Award

- 2.5.1 The Tara Fermor Perpetual Award may be awarded to a member in recognition of their overall contribution to the Junior Wind Band during the year.
- 2.5.2 The Junior Wind Band Musical Director shall be the only nominator of the recipient of this Award.
- 2.5.3 The recipient of this Award shall be nominated to the Committee by the Junior Wind Band Musical Director and presented by the President at the annual end of year function.
- 2.5.4 The recipient presented with a smaller trophy for them to keep and the Tara Fermor Perpetual Award will be inscribed with the recipient's name and placed on display in the BAND Trophy Cabinet.

2.6 Junior Wind Most Improved Award

- 2.6.1 The Junior Wind Most Improved Award may be awarded to a member in recognition of their being the most improved player of the Junior Wind Band during the year.
- 2.6.2 The Junior Brass Band Musical Director shall be the only nominator of the recipient of this Award.
- 2.6.3 The recipient of this Award is nominated to the Committee and announced at the annual end of year function.
- 2.6.4 A trophy will presented by the Junior Wind Band Musical Director to the Most Improved Junior Brass Band Player at the annual end of year function.

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2.7 Long Service Award

2.7.1 This Award may be awarded to a member for continuous financial **BAND** membership of 10, 25 and 40 years.

2.7.2 This is a separate Award to any Band Association of NSW awards to which a member is entitled.

2.8 Certificate of Merit

2.8.1 A Certificate of Merit may be awarded to a person or group in recognition of a significant contribution and/or achievement.

2.8.2 This Award shall be one of respect and gratitude, but mostly honour.

2.8.3 This certificate shall not be awarded to an individual(s) unless the recognition has been earned.

2.9 Certificate of Appreciation

A Certificate of Appreciation may be awarded to a person and/or organisation in recognition of:

- (a) a donation to the **BAND**, and/or,
- (b) support of the Band, and/or,
- (c) sponsorship of a **BAND** function and/or event.

2.10 Certificate of Achievement

A Certificate of Achievement may be awarded to a Member upon graduating to a higher internal band.

Part 3 - Life Membership

3.1 Overview

3.1.1 Life Membership is the highest Award available to a Member in recognition of the member's exceptional contribution to the **BAND** by long and meritorious service to the **BAND**.

3.1.2 On average, one or less Life Membership is likely to be awarded each year and the granting of Life Membership is a great honour and should not be treated lightly.

3.1.3 **Rule 8.8.2** of the **Constitution** provides that Life Membership may be granted by the Committee in recognition of services rendered to the Band.

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3.2 Process for Nominating and Granting Life Membership

- 3.2.1 The nominator of a life membership shall provide a written submission (preferably using the nomination form below) addressing how the nominee measures up against the Life Membership guidelines (*Clause 3.3*). Additional documents may be attached to the submission in support of the nomination.
- 3.2.2 Nominations for life membership shall be lodged with the Secretary.
- 3.2.3 The process of considering life membership shall involve a subcommittee comprising of the President, Vice President and immediate past President.
- 3.2.4 Should a member of the subcommittee (*Clause 3.2.3*) not be available for a substantial part of the period allocated for consideration of the nomination, the remaining members shall co-opt another subcommittee member with suitable background.
- 3.2.5 If the nominee is on the subcommittee (*Clause 3.2.3*), the nominee shall stand aside from deliberations and decision-making and the remaining subcommittee members shall co-opt another suitable member.
- 3.2.6 The Secretary shall promptly pass the nomination to the current President who shall be the Chair of the Life Membership subcommittee.
- 3.2.7 The subcommittee shall consider the nomination against the Life Membership guidelines (*Clause 3.3*). Each nomination must be considered on its merits.
- 3.2.8 When considering the nomination, members of the subcommittee shall not be influenced by any personal relationship with the nominee and shall not make direct comparisons with other Life Members, nominees or persons not nominated.
- 3.2.9 The subcommittee may request additional information from the nominator if that would assist its deliberations.
- 3.2.10 The subcommittee shall decide whether or not to grant the nominee Life Membership within three months of the President receiving the nomination from the Secretary.
- 3.2.11 The Committee shall consider the subcommittee recommendation at its first meeting after receipt of the subcommittee recommendation, when the Committee shall, on motion of one, seconded by another and passed by a vote of 75% of those voting, approve or veto the recommendation of the subcommittee.

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- 3.2.12 Life Membership shall be announced and awarded at the **BAND**'s annual end of year function.
- 3.2.13 The granting of a Life Membership, together with the recipient's services to the **BAND**, should be publicised in the newsletter and any other **BAND** communication tool considered appropriate.
- 3.2.14 The Life Membership shall be recorded in the **BAND**'s official records.

3.3 Guidelines for Considering Life Membership

- 3.3.1 Life Membership should not be considered as a competitive matter and nominees must be considered individually and on their personal attributes and achievements. While it is inevitable that comparisons will be made (e.g. against the types of achievements of past recipients) direct comparisons should not be made.
- 3.3.2 Granting Life Membership is a balancing exercise, but it is the overall contribution of the nominee that must be evaluated. There is necessarily some subjectivity in granting Life Membership. The nominees' strengths against the various criteria will vary as some nominees will be extremely strong in some criteria but weaker against others. Others will be more rounded.
- 3.3.3 The nominee should be able to demonstrate a significant contribution to the running of the **BAND** over a majority of those years of membership. This may include;
- (a) Significant contributions while holding positions on the Committee, bearing in mind that mere membership of committees and/or acting in an appointed role (**Constitution Part 4**) does not mean a person has made significant contributions, and/or,
 - (b) Making significant contributions in roles such as mentoring, acting in appointed roles (**Constitution Part 4**), editor of **BAND** publications, Chair of a delegated committee, etc., and/or,
 - (c) Participating to a much greater extent than the average Member as a regular, consistent and reliable volunteer over a long period of time.
- 3.3.4 Whilst there is no 'minimum' period of membership to qualify for life membership, a minimum period of 10 years' continuous active membership is an indicator of a long term commitment.

3.4 Benefits of Life Membership

In addition to the status of membership of a select group within the **BAND**, Life Membership will be recognised by:

- Award of the Life Membership at the **BAND** annual function.
- Exemption from membership fee associated with the **BAND**.

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- Listing in the **BAND** web site and other official documents.
- Invitations to attend all official **BAND** functions.

3.5 Retraction of Life Membership

- 3.5.1 Retraction of a Life Membership Award may occur where the recipient has conducted him/herself in a manner that reflects directly and adversely on the image and/or activities of the **BAND** generally or on a specific code.
- 3.5.2 A retraction of Life Membership will only be exercised in exceptional circumstances and,
- shall require a dispute resolution process in accordance with **Rule 2.8** of the **Constitution**, and,
 - shall require the unanimous agreement of the Executive and Committee to be enacted.
- 3.5.3 As part of the deliberations, the Life Member in question shall be given an opportunity to present their case to appeal retention of their Life Membership status in accordance with **Rule 2.10** of the **BAND Constitution**.

4 - Definitions

BAND	City of Wollongong Brass Band Incorporated which is the registered association in accordance with the Associations Act, 2009.
Association	Is a definition from the Associations Act, 2009, and means an association registered under the Associations Act, 2009. There is no reference to the Band Association of NSW.
Clause	A particular and separate paragraph, point, rule, subsection.
Committee	In relation to an association, means the governing body of the association, however described.
Committee Member	A member of the Committee.
Constitution	The Constitution of the City of Wollongong Brass Band, Inc.

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Life Membership Award Nomination Form

I, Family Name:

Given Name:

a member of the City of Wollongong Brass Band Inc., wish to nominate:

Nominee Family Name:

Nominee Given Name:

for Life Membership of the City of Wollongong Brass Band Inc., effective from the next General Meeting of the Association.

Signature:..... Date / /

I have read the criteria and believe that this nominee complies with the criteria and has made a meritorious contribution to the City of Wollongong Brass Band Inc., as detailed below.

As such we would like the City of Wollongong Brass Band Inc., to accept this nomination and consider the person stated above for the award.

A life member is usually someone who has dedicated meritorious service to the City of Wollongong Brass Band over an extensive period of time (at least 10 years). If your nominee has contributed over a shorter period, what do you think sets their contribution apart? – What makes them special?

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