



**REGULATIONS AND BY-LAWS OF  
THE TASMANIAN BANDS LEAGUE  
INC.**

**ADOPTED: 15/11/2020**

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## **1. Introduction**

These regulations and by-laws of the Tasmanian Bands League (TBL) are to be read in conjunction with the constitution of the Tasmanian Bands League Inc (the constitution).

## **2. Organisational Structure**

### **2.1. Committee**

The Committee is formed under the Constitution of the Tasmanian Bands League Inc. Its role is to control and manage the business and affairs of the Association, as defined in the constitution.

The Executive Committee as defined in the constitution consists of the following:

- the President;
- three Vice Presidents (one representing each of the southern, northern and north-western regions);
- the Secretary;
- the Treasurer;
- the Chair of the Music Advisory Board; and
- the Chair of the Drill Advisory Board.

A Committee member who holds multiple positions has one vote only.

### **2.2. Positions on the Committee**

#### **2.2.1. President**

Role:

- Provide leadership in the governance and administrative functions of the Association.

Responsibilities:

- Convene meetings of the Committee and the Executive Committee.
- Chair meetings of the Committee and the Executive Committee.
- Liaise regularly with Executive Committee.
- Oversee all governance and administrative operations of the Association.
- At all times use their best endeavours to achieve and maintain the Objects of the Association.
- Act as a signatory on all of the Association's bank accounts.
- Liaise with the TBL patron

Appointment

- Elected at the Annual General Meeting of the Association.

### **2.2.2. Vice President (Representing the southern, northern and north-western regions)**

Role:

- Provide support to the President of the Association.
- Represent members situated within the region of appointment.

Responsibilities:

- Deputise for the President as and when required.
- Attend meetings of the Committee and Executive Committee.

Appointment

- To be eligible for nomination of Vice President (representing the southern, northern and north-western regions), that person must be nominated from a representative of a member situated within that region. The nominated person must also reside within the applicable region or be a member of a TBL affiliated organisation situated within that region.
- Elected at the Annual General Meeting of the Association.
- No person is entitled to hold concurrent Vice President positions.

### **2.2.3. Secretary**

Role:

- Act as Secretary to the Association.

Responsibilities:

- Attend meetings of the Committee and Executive Committee.
- Able to delegate certain responsibilities to the Assistant Secretary and Registrar, or other Committee members as appropriate.
- Record minutes of all general and meetings of the Committees, unless otherwise delegated to the Assistant Secretary.
- Record minutes at all meetings of the Executive Committee.
- Distribute minutes of meetings to all Committee members in a timely manner, or as directed.
- Process all inwards and outwards correspondence.
- Arrange for a deputy from within the Committee whenever absent from a meeting.
- Maintain the Register of Membership.
- Correspond with members on behalf of the Committee and Executive Committee.
- To ensure player and conductor registration lists are maintained in accordance with TBL contest rules and National Band Council of Australia

(NBCA) contest regulations, unless delegated to the Registrar.

- To process player registration, clearance and permit forms, unless delegated to the Registrar.
- Act as a signatory on all TBL bank accounts.

Appointment

- Elected at the Annual General Meeting of the Association.

#### **2.2.4. Treasurer**

Role:

- Act as Treasurer to the Association.

Responsibilities:

- Attend meetings of the Committee and Executive Committee.
- Co-ordinate and manage and budget the finances of the Association.
- Process all monies received and payment of expenses on behalf of the Association.
- Prepare and present Financial Statements of the Association accounts at each meeting of the Committee.
- Prepare the Annual Financial Statements and arrange for auditing of the accounts.
- Present audited Annual Financial Statements to the Annual General Meeting.
- Act as signatory on all of the Association's bank accounts.

Appointment

- Elected at the Annual General Meeting of the Association.

#### **2.2.5. Chair of the Music Advisory Board (MAB)**

Role:

- Chair of the Music Advisory Board subcommittee, officer of the Association.

Responsibilities:

- Attend meetings of the Committee and Executive Committee.
- Convene and chair meetings of the MAB as required.
- Issue meeting minutes and report meeting outcomes at the next meeting of the Committee.

Appointment

- Elected at the Annual General Meeting of the Association.

### **2.2.6. Chair of the Drill Advisory Board (DAB)**

Role:

- Chair of the Drill Advisory Board subcommittee, officer of the Association.

Responsibilities:

- Attend meetings of the Committee and Executive Committee.
- Convene and chair meetings of the DAB as required.
- Issue meeting minutes and report meeting outcomes at the next meeting of the Committee.

Appointment

- Elected at the Annual General Meeting of the Association.

### **2.2.7. Ordinary Committee Members**

Role:

- Committee Member of the Association.

Responsibilities:

- Attend meetings of the Committee.
- Listen to issues and concerns raised by the members organisation and make suggestions to the Committee.
- Attend to specific responsibilities as directed and agreed upon by the Committee.
- Undertake additional roles to assist the Committee to fulfil its governance and administrative responsibilities.
- Represent and vote in accordance with the member organisation's wishes.
- Report outcomes from meetings of the Committee to the member organisation.

Appointment

- Nominated by the member organisation.

### **2.2.8. Member of the Music Advisory Board (MAB)**

Role:

- Member of the Music Advisory Board subcommittee.

Responsibilities:

- Attend meetings of the Music Advisory Board.

Appointment:

- Elected at the Annual General Meeting of the Association.

### **2.2.9. Member of the Drill Advisory Board (DAB)**

Role:

- Member of the Drill Advisory Board subcommittee.

Responsibilities:

- Attend meetings of the Drill Advisory Board

Appointment:

- Elected at the Annual General Meeting of the Association.

## **2.3. Additional Roles of the Committee**

The Committee may have additional roles that assist it in fulfilling its governance and administrative responsibilities. The type of roles and the nature and level of responsibility may change from time to time depending on priorities and requirements of the Committee.

### **2.3.1. Assistant Secretary**

Role:

- Provide support to the Secretary of the Association.

Responsibilities:

- Attend meetings of the Committee.
- Record minutes of those meetings delegated by the Secretary.
- Undertake agreed responsibilities as delegated by the Secretary.

Appointment:

- Appointed at any time by the Committee.

### **2.3.2. Registrar**

Role:

- Provide support to the Secretary of the Association.

Responsibilities:

If delegated by the Secretary -

- To ensure player and conductor registration lists are maintained in accordance with TBL contest rules and National Band Council of Australia (NBCA) contest regulations.
- To Process player registration, clearance and permit forms.



Appointment:

- Appointed at any time by the Committee. If this role is not filled, the Secretary assumes all responsibilities.

### **2.3.3. Web manager**

Role:

- To maintain and update the Association's website in accordance with the requirements of the Association

Responsibilities:

Appointment:

- Appointed at the first meeting of the Committee held after the Annual General Meeting of the Association.

### **2.3.4. Social Media Manager**

Role:

- To maintain and moderate the Association's social media presence in accordance with the requirements of the Association's policy

Responsibilities:

Appointment:

- Appointed at the first meeting of the Committee held after the Annual General Meeting of the Association

## **2.4. Committee Appointments**

### **2.4.1. Patron**

Role:

- Provide high-level support to the endeavours and activities of the Association.

Responsibilities:

- Support and encourage the endeavours of the Association.
- Promote Banding throughout the general community
- Represent the Association at formal functions and on formal occasions
- Support and assist the Association in negotiations and representations at local, state and federal levels of government
- At all times use their best endeavours to achieve and maintain the Objects of the Association

#### Appointment

- In accordance with the Constitution of the TBL Inc, and letter to the Patron guidelines.

#### **2.4.2. Auditor**

##### Role:

- To perform an annual audit of the financial affairs of the association.

##### Responsibilities:

- Certify as to the correctness of the accounts of the Association.
- Provide a written report to the AGM.

##### Appointment:

- Appointed at the Annual General Meeting of the Association.

#### **2.4.3. Public Officer**

##### Role:

- Ensure the Associations statutory duties are complied with, under the Act.

##### Responsibilities:

The Public Officer has a number of statutory roles to fulfil, they are –

- to be the association's legal contact
- to advise the Commissioner within 14 days, of any change to his or her address
- to sign and lodge within a period of six (6) months after the end of each financial year, with the Commissioner an annual return, containing a -
  - o statement of the Association's income and expenditure for that financial year; and
  - o list of the names and residential addresses of the Committee for that financial year.
- to lodge a Notice of Special Resolution with the Commissioner within one (1) month advising of any changes to the Association:
  - o rules;
  - o name;
  - o objects and purposes;
  - o financial year;
  - o trusts.
- receive appeals from members and promptly forward to the Committee

##### Appointment:

The Committee appoints/confirms the Public Officer (see Section 14 of the

Act) at the Annual General Meeting of the Association.

The Public Officer must be -

- 18 years old or over, and
- reside in Tasmania.

The position of Public Officer becomes vacant if the person holding that office

-

- dies;
- becomes bankrupt, or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his/her creditors, or makes any assignment of his/her estate for their benefit;
- is unable to perform the duties of the office competently;
- resigns his or her office in writing, addressed to the Committee of the Association; or
- ceases to be a resident of Tasmania.

If the Public Officer position becomes vacant, the Association has 14 days to appoint a replacement.

#### **2.4.4. NBCA delegate**

Role:

- To represent the TBL at NBCA level

Responsibilities:

- To attend NBCA meetings
- To report to the Committee
- To fulfil NBCA tasks requiring input from the Association
- Represent and vote in accordance with the Association's wishes

Appointment:

- Appointed at the first meeting of the Committee held after the Annual General Meeting of the Association.

#### **2.5. Subcommittee**

The Committee may at any time appoint a subcommittee as defined in the constitution. The functions and powers of that subcommittee are defined in the Charter for Subcommittee of the Tasmanian Band League Inc.

### **3. Membership**

#### **3.1. Categories of Membership (Definitions)**

- Member – is a full competing member
- Associate Member – is a non-competing member
- Life Member – awarded to an individual (past or present) in recognition for long and distinguished service to the Association, Member organisations and the wider music community.

#### **3.2. Membership Subscription (Affiliation Fees)**

The membership subscription is set each year at the November Quarterly Meeting of the Association.

The membership subscription for the current financial year (2019-2020) is as follows:-

Member (competing)	Open Band	\$420
	Open Band/s (additional)	\$210 each
	Open Band + Junior Band	\$430
	Junior Band Only	\$105
	Junior Band/s (additional)	\$10 each
Associate Member (Non-Competing Band)		\$105
Life Member		Nil
OneMusic Australia Fee		\$285.36

### **4. TBL Classes of Awards:**

The following are the Classes of Awards with their respective entitlements:

- Life Membership;
- Badge of Honour;
- Certificate of Merit;
- Jubilee Certificate.

#### **4.1. Life Membership**

- Refer to the constitution and the Nomination for TBL Life Membership form.

#### **4.2. Badge of Honour**

- If a member believes an individual has rendered the banding community diligent and distinctive service, the member may nominate that individual, for consideration by the Association to receive the Badge of Honour.
- Any member may nominate one person for consideration for The Association's Badge of Honour per year.
- Every member when nominating a person for the Badge of Honour must supply a brief history in support of the nomination. A fee to cover the current cost of the badge may be requested by the Committee.
- All nominations must be submitted for approval by the Executive Committee, prior to being presented to the November meeting of the Committee for ratification.
- The Badge of Honour will be awarded and presented at the Annual General Meeting or upon a special occasion deemed appropriate and agreed on by the member and Committee.
- Refer to Nomination for TBL Badge of Honour form.

#### **4.3. Certificate of Merit**

- Members may nominate persons who have in excess of thirty five (35) years of service to a band or bands for the Association's Certificate of Merit.
- Nominations must be accompanied by a brief history in support of the nomination.
- Nominations are ratified at the next meeting of the Committee and then forwarded to the member for presentation.
- Refer to Application for TBL Certificate of Merit form.

#### **4.4. Jubilee Certificate**

- Members may nominate persons who have in excess of fifty (50) years of service to a band or bands for the Association's Jubilee Certificate.
- Nominations must be accompanied by a brief history in support of the nomination.
- Nominations are ratified at the next meeting of the Committee and then forwarded to the member for presentation.
- Refer to Application for TBL Jubilee Certificate form.

### **5. Music Advisory Board**

For role and responsibilities refer to Music Advisory Board (MAB) role and responsibility document.

**6. Drill Advisory Board**

For role and responsibilities refer to Drill Advisory Board (DAB) role and responsibility document.