



Southampton University Brass Band Constitution

1. Society Type

- (1.1) **Southampton University Brass Band** shall be a **Performing Arts** society affiliated to Southampton University Students' Union (SUSU). The Society shall be under the jurisdiction of the Performing Arts Union (PAU).
- (1.2) The committee will refer to the Performing Arts Representative for Music (PA Music) and the Performing Arts Officer (PAO) for any queries and help running the society.

2. Society Aims

The aims of the Society shall be:

- (2.1) To play brass band music for enjoyment.
- (2.2) To give brass players of a mixed standard the opportunity to produce high quality music and to participate in the National University Brass Band Championships (UniBrass).
- (2.3) To organise rehearsals and concerts to enable the members of the Society to attain their musical potential and derive the greatest possible enjoyment from their talents.
- (2.4) To organise social activities that are open to all members of the society in order to promote friendship and a shared experience.
- (2.5) To provide musical entertainment to the University and local community, and to maintain and enhance the reputation of Southampton University and Southampton University Students' Union in all that we do.

3. Membership of the Society

(3.1) Full Membership:

(3.1.1) Is open to any student or staff member of the University of Southampton upon payment of membership fees set annually by the Society's committee, alongside the membership of the Southampton University Students' Union (SUSU).

(3.1.2) Entitles the full member to an audition on any principal seat(s) they desire before the seating is announced during the first term of the academic year.

(3.1.3) Entitles the full member to run for the Society's Committee in the next Annual General Meeting (AGM)

(3.2) Associate Member:

(3.2.1) Is open to any person who has previously been a member of the Society or wishes to become a member of the Society, but does not fulfil the requirements for Full Membership. All persons who would like to be considered as an Associate Member will be appointed at the discretion of the current Committee.

(3.2.2) Is not allowed to audition for a principal seat but may be offered a principal seat in the case that no full member has shown interest in the position and the audition panel believe the associate member to be most beneficial to the band in a specific principal seat in accordance to Society Aim (2.3).

(3.2.3) Entitles the associate member to run for the Society's Committee in the next AGM at the discretion of the current committee, where a simple majority vote will suffice at a quorate Committee Meeting (8.1.5).

(3.3) The Society Committee may at its discretion confer the title of **Honorary Life Member** on a full or associate member of the Union that has been a long-serving member and friend of the Society. Honorary Life Members shall be exempt from the membership fee, but when active in the Society shall be subject to all other rights and obligations of full members respectively.

(3.4) The Society Committee must keep an up-to-date **membership list** for inspection by the Performing Arts Officer that includes the names and Student Numbers of all members. This list must be destroyed at the end of each academic year.

4. The Society Committee

- (4.1) The administration of the Society shall be the responsibility of the **Committee** which shall consist of the eight Officers of the Society and one Ordinary member as detailed in (S.5) and (S.6).
- (4.2) The aims of the Society Committee shall be:
- (4.2.1) To run the Society in adherence with this constitution, the Society aims stated in (S.2) and all applicable Union regulations.
- (4.2.2) To provide competent financial management which gives members the best value for money.
- (4.2.3) To balance incomings and outgoings over the course of the year and leave the Society in a viable financial position.
- (4.2.4) To provide a strong, constructive voice within both the PAU and the wider Union.
- (4.2.5) To ensure that the views of the Society are represented in Committee decisions.
- (4.2.6) To collaborate with the musical director and conductor to provide a balanced and enjoyable repertoire each term.
- (4.2.7) To sign and maintain a contract between the Musical Director and Assistant Conductor and the committee at the start of each academic year. This will outline the responsibilities of the MD and Conductor and ensure fair treatment from the committee. This must be abided by all signing parties. This will be co-signed by either the PA Music or PAO.

5. Responsibilities of the Officers of the Society

- (5.1) The **Officers** of the Society shall be the President, Vice President, Treasurer, Secretary, Librarian, Communications Secretary, Band Manager, and Social Secretary.
- (5.2) The **President** shall:
- (5.2.1) Represent the Society as a figurehead to all external interests.
- (5.2.2) Be ultimately responsible for the affairs, conduct and direction of the

society.

(5.2.3) Chair Committee and Society Meetings.

(5.2.4) Give instruction and guidance to committee members to ensure the smooth running of the society.

(5.2.5) Promote and maintain a positive relationship with external bodies such as the Union on behalf of the society.

(5.2.6) Ensure that all Society members are treated fairly and equally, with opportunities to participate in the activities of the Society.

(5.2.7) Book all concert venues as required.

(5.2.8) Be responsible for the booking of a rehearsal space for all regular rehearsals.

(5.2.9) Will be the point of contact for the Musical Director and Assistant conductor, they will ensure that all contractual agreements are adhered to from both parties.

(5.3) The **Vice President** shall:

(5.3.1) Be responsible for assisting the President and Society in various administrative duties to ensure the smooth running of the Society.

(5.3.2) Be prepared to take on the role of Acting President in the temporary absence or inability of the President to fulfil their duties.

(5.3.3) Be responsible for organising a band tour during the summer term after summer exams, for the management of all financial and administrative matters associated with the tour and for ensuring that this would not conflict with (4.2.2 and 4.2.3).

(5.4) The **Treasurer** shall:

(5.4.1) Be responsible for maintaining the accounts and assets of the Society in line with (4.2.2) and (4.2.3).

(5.4.2) Make the Society's accounts available to the Performing Arts Committee and PAO.

(5.4.3) Make the Society's accounts available for inspection by Society members and give an overview of the Society's spending at the Annual General Meeting (AGM).

(5.4.4) Ensure that any funds spent follow Union regulations and be authorised by both the President and Treasurer.

(5.4.5) Any expenditure greater than £50 must be approved by Committee in an official Committee Meeting.

(5.5) The **Secretary** shall:

(5.5.1) Be responsible for keeping minutes of Committee and Society Meetings which shall be made available to the Performing Arts Committee and all other Committee members within one week of the meeting.

(5.5.2) Coordinate the registration of members and maintain a list of all members, including up-to-date contact details, which shall be available to the Committee.

(5.5.3) Liaise with the committee in order to set an agenda for all Committee and Society Meetings.

(5.5.4) Be responsible for the booking of rehearsal spaces at times agreed in Committee Meetings, which do not occur at the regular rehearsal time.

(5.5.5) Maintain up to date copies of this constitution and any contracts signed by the committee.

(5.6) The **Librarian** shall:

(5.6.1) Be responsible for managing band repertoire as agreed upon by the committee under the terms of (7.5) and as required by the Musical Director and Conductor under the terms of (7.7).

(5.6.2) Be responsible for copying and distributing music and keeping band folders up to date.

(5.6.3) Be responsible for the organisation of the band music library.

(5.6.4) Be responsible for the ordering of all new music, unless it has been vetoed by the Committee.

(5.6.5) Be responsible for printing all sheet music prior to the rehearsal for which it has been requested.

(5.7) The **Communications Secretary** shall:

(5.7.1) Be responsible for informing the Society and the general public of the activities of the band by coordinating posters, flyers, programmes and tickets for concerts (when required).

(5.7.2) Ensure that the Society website, Facebook page and group, Twitter feed, and Instagram are kept up to date.

(5.8) The **Social Secretary** shall:

(5.8.1) Be responsible for organising social activities which are open to all members of the Society in order to promote friendship and a shared experience in agreement with (2.5).

(5.8.2) Ensure that the Society complies with Union regulations by providing a least one non-alcoholic social each semester.

(5.8.3) Ensure safety and wellbeing of all members during social events.

(5.9) The **Band Manager** shall:

(5.9.1) Be responsible for the upkeep and maintenance of all band percussion and instruments .

(5.9.2) Be responsible for the booking and organisation of instruments for rehearsals, concerts, UniBrass, and tour, including overseeing set-up and pack-down.

(5.9.3) Keep the instrument and possessions inventory up to date.

(5.9.4) Liaise with other society committees to prevent double-booking and problems with shared instruments.

6. Ordinary Member

(6.1) The **Ordinary Member** shall:

(6.1.1) Be responsible for assisting the committee with the Society's administrative tasks.

(6.1.2) Organise the band's new clothing orders and designing the annual tour logo.

(6.1.3) Assist other committee members with their own duties, where required.

(6.1.4) Be prepared to take on another committee members duties if the said member cannot undertake their own duties.

(6.1.5) Act as the primary point of contact for Society Members to share their issues and concerns with the Society.

(6.1.6) Be responsible for sharing any issues and concerns of Society Members with the committee in order to resolve them swiftly.

7. Other Roles in the Society

- (7.1) The President has the discretion of appointing any Officer as **Deputy-Vice President** to take on the duties of the Vice-President when the Vice-President is unable to undertake their duties.
- (7.2) The Society shall elect a **Musical Director**, following conductor auditions, to lead rehearsals, select repertoire and prepare the band for all engagements for the following year. The musical director may recommend new music to Committee.
- (7.3) The Society may elect an additional **Conductor** to assist the Musical Director in their duties if deemed necessary by Committee and/or the Musical Director.
- (7.4) All music choices prepared by the Musical Director and the Conductor must also be voted upon by the committee at the start of each semester. A majority vote will suffice as a quorum. If the Committee believes there is an issue with the repertoire prepared by the Musical Director and Conductor, they shall vote upon the actions required to resolve this issue where a majority vote will suffice at a quorate Committee Meeting.
- (7.5) The Musical Director and Conductor should liaise with the Librarian to agree when parts will be printed.
- (7.6) The Musical Director and Conductor must give the Librarian a minimum of 3 days notice in requesting the music. In exceptional circumstances, 24 hours may be given if permission is granted by the President.
- (7.7) The Musical Director and Assistant Conductor ensure the contract of responsibilities they sign with the committee is adhered to at all times.
- (7.8) One **Welfare Officer** will be elected out of the new Committee at the AGM, by a quorate vote of full members. Another will be chosen by the President following this meeting.

8. Meetings

(8.1) Society Committee Meetings:

(8.1.1) Shall be held with the knowledge of all Committee members, with at least 24 hours notice given.

(8.1.2) Shall be attended by a quorum of committee members, which shall be 50% of the Committee plus one additional committee member.

(8.1.3) Shall be chaired by the President, Vice-President or Deputy

Vice-President.

(8.1.4) Shall be minuted by the Secretary, or in their absence by the Chair of the meeting.

(8.1.5) The quorum of voters shall be 50% of the committee plus 1 other committee member. For a vote to be valid it must include at least the President, Vice-President, Treasurer or Secretary.

(8.1.6) Any Committee member who fails to attend meetings consistently without apology or excuse, at the discretion of committee, can be asked to resign from their position. This will not affect their membership of the society.

(8.1.7) The President should aim to make agendas publically available for Committee Meetings.

(8.1.8) At least one Committee Meeting per term shall be an **Open General Meeting** of the Society where any member can attend to ask questions, make comments and suggestions, and observe the running of the Society. Such a meeting shall be advertised to all Society members at least 7 days in advance. Items for the agenda of this meeting should be submitted to the Secretary by a deadline of 48 hours before the meeting opens. The Clubs and Societies Officer shall be invited to this meeting.

(8.2) **Society Annual General Meeting (AGM):**

(8.2.1) The society's AGM shall be held before the Performing Arts AGM each academic year.

(8.2.2) Notice of the AGM shall be issued to Society members and Union Officers at least 14 days in advance of the meeting.

(8.2.3) The Clubs and Societies Officer shall be invited to the AGM.

(8.2.4) An annual statement of the Society accounts must be presented by the Society Treasurer.

(8.2.5) Each member of the committee may be invited by the President to make a short speech about their activities during the year.

(8.2.6) Elections for all Committee positions shall be advertised to all Society members and held at the AGM. (9)

(8.2.7) Minutes of the AGM are to be made publically available at the start of the summer term.

(8.3) **Extraordinary General Meeting (EGM)**

(8.3.1) An EGM can be called by the President, Vice-President or Secretary of the society, or by application to the Society President of at least 6 Society members with a written statement of the objects for which the meeting is being called.

(8.3.2) At the EGM no business other than the objects specified within the statement shall be discussed.

(8.3.3) At least 24 hours notice of an EGM shall be given.

(8.3.4) An EGM must be held within 14 days of the request being made to the President.

(8.3.5) The Performing Arts Officer shall be informed of the meeting and the reason for it being called.

(8.4) Musical Director and Assistant Conductor Auditions

(8.4.1) Musical Director and Assistant conductor auditions shall be held during an ordinary rehearsal at a time and date deemed suitable by the society committee.

(8.4.2) A notice period of at least 14 days shall be given to candidates before the auditions take place and must take place prior to the society's AGM.

(8.4.3) Candidates will conduct and rehearse a piece selected by the current committee and Musical Director.

(8.4.4) Elections shall be held after every candidate has auditioned.

(8.4.5) Votes for the new Musical Director and Assistant Conductor shall be made by secret ballot by all Full and Associate members of the society who have attended the audition, excluding the President under the terms of (8.5.1).

(8.4.6) A majority vote following the terms of (9.2) will suffice as a quorum in electing the new Musical Director and Conductor. However, if the two leading candidates have fewer than four votes difference, the President has the right to make the final decision on who shall be the new Musical Director between the two leading candidates.

(8.4.7) An interview with the auditionees and a panel, containing the President plus anyone they deemed appropriate to join them, can also take place in addition to the practical audition.

(8.5) Conduct of All Society Meetings

(8.5.1) Every Full and Associate member of the society present at a meeting shall be entitled to one vote upon every voting matter. Only Full and Associate

members are entitled to vote and no proxy votes shall be accepted for any purpose. The President may only vote in society meetings in the case of a tie.

(8.5.2) The quorum at all Society Meetings shall be 50% of all members.

(8.5.3) The Secretary of the Society shall keep minutes of all Society Meetings, which shall be available to the PAO and PA.

9. Elections

- (9.1) Elections for Committee members shall be advertised to all Society members and held at the AGM. The Secretary shall invite nominations at least 7 days before the meeting. Nominations must be given to the Secretary before the meeting.
- (9.2) The elections shall be carried out by secret ballot by all Full and Associate members who attend. Should there be a tied result, the President may vote in favour of one of the candidates (8.5.1), re-open nominations or may declare the post unfilled.
- (9.3) If a full committee is not elected for any reason, a Secretary shall be elected and they will be responsible for ensuring that elections for the remaining positions are held by the end of the summer term.
- (9.4) Results of the elections, together with names, student numbers and contact details of those elected, shall be submitted to the PAO within 14 days of the election.
- (9.5) If the post of an Officer of the society becomes vacant in the Summer or Autumn term then a by-election shall be held to fill the vacancy at an EGM of the Society. The by-election shall be held subject to rules ((9.1) but EGM not AGM), (9.2) and (9.4). If the post of an Officer of the society becomes vacant in the Spring term before the AGM then the Committee may appoint an acting Officer to carry out the necessary duties until new general Committee elections are held at the AGM.
- (9.6) If the post of Ordinary Committee member becomes vacant at any time then the Committee shall order a by-election to fill the position at an EGM of the Society. The by-election shall be held subject to rules ((9.1) but EGM not AGM), (9.2) and (9.4). If the post of an Officer of the society becomes vacant in the Spring term before the AGM then the Committee may appoint an acting Officer to carry out the necessary duties until new general Committee elections are held at the AGM.

10. Society Committee Handover

- (10.1) Upon the election of a new Committee, the outgoing Committee shall be responsible for overseeing the handover of duties which should begin after the AGM but no later than the week before the last society engagement of the summer term. All outgoing Committee members are expected to instruct and cooperate with their replacements during the handover period to facilitate a smooth transfer of duties. This shall include a brief description of what each committee member has done the previous year, what their role entails and what could have been done better.
- (10.2) The new Committee shall take office on the first day after the last society engagement of the summer term which will usually be the summer tour. In the case of (9.3), outgoing members of the Committee shall continue to act in their roles until a new Committee takes over. In all circumstances, the outgoing Committee members shall be discharged of their responsibilities not later than the end of the summer term.
- (10.3) The **President** must ensure that the overall transfer proceeds satisfactorily (including ultimate responsibility for (10.4) to (10.6)) and that, on taking over, the new Committee is able to run the Society.
- (10.4) The **Secretary** will transfer all minutes and relevant documentation to the new officer.
- (10.5) The **Treasurer** must ensure that the new Officer has all bank account details transferred to them, along with all relevant documentation. The Treasurer must also ensure that a budget application for the following academic year is submitted to the Performing Arts Officer before the end of the summer term.
- (10.6) The **Communications Secretary** must transfer the mailing list and all relevant passwords to the incoming Communications Secretary.

11. Expulsion of Members

- (11.1) The Committee shall have the power to expel any member from the Society on the grounds of misconduct, or for conduct of a nature opposed to the objects of the Society and the Students' Union.
- (11.2) Where any member of the Society is expelled by the Committee, a report of the matter shall be made to the next General Meeting of the Society.
- (11.3) Members who are expelled from any Society have the right of appeal to the PAO.

12. Constitution Amendments

- (12.1) The Society Committee shall keep this constitution under review and seek to amend it from time-to-time as necessary.
- (12.2) The Society Committee shall first approve amendments to this constitution and resolve to gain the approval of the members of the Society at a General Meeting.
- (12.3) The amended constitution shall be available for Society members to inspect for at least seven days before such a General Meeting.
- (12.4) The General Meeting must be quorate and shall hold a vote to pass any constitutional changes. A simple majority shall suffice to pass amendments. The vote shall be carried out by secret ballot or a show of hands, at the discretion of the President. Should there be a tie, the President may place a casting vote.
- (12.5) If the General Meeting consents to the amendment of this constitution then the document shall be submitted to the PAO in writing, for consideration and approval by the PAC.
- (12.6) On approval by the PAC, amendments to this constitution shall come into effect immediately. The Secretary of the Society and the Performing Arts Officer shall both keep a copy of the constitution.

13. Seating Auditions

- (13.1) No audition is required to be part of this Society, doing an audition is at the players' discretion. An audition is not the only factor which will be considered in the seating plan provided by the Audition Panel.

- (13.2) **Auditionable Seats** include any principal seat (front row cornets, flugelhorn, principal horn, principal euphonium, principal trombone, principal tuba, principal percussion), and any seat that multiple people wish to play.
- (13.3) The **Audition Panel** should include the Musical Director, the President and the Conductor (provided one has been appointed) and any other member(s) the committee deemed as necessary.
- (13.4) The auditions will be advertised from the first rehearsal of the academic year. By the third rehearsal of the academic year, all auditions shall have taken place.
- (13.5) Any full member who desires to be invited to any specific seat(s) must sign up to an audition slot via a sign up form supplied by the committee by the end of the first rehearsal of the academic year.
- (13.6) Full members can state they wish to audition for multiple auditionable seats and should sign up to one audition slot per instrument on which they wish to audition.
- (13.7) If no full member has auditioned for a specific principal seat by the third rehearsal of the academic year, the audition panel shall be able to invite any full or associate member to take the un-auditioned seat.
- (13.8) By the end of the third rehearsal of the academic year, the audition panel will invite members to sit in specific seats in the band based on their auditions and/or their attitude in rehearsals.

14. Approval of this Constitution

- (14.1) At a quorate meeting of the Society Committee held on 7th March 2021, this constitution was approved and the Committee resolved to gain the approval of the members of the Society at a General Meeting.

Signed: Chairperson Stella Harrison
 Secretary Atalya Edwards

(14.2) At a quorate General Meeting of the Society held on 25th April 2021, this constitution was approved and the Society resolved to submit it to the Performing Arts Committee for final approval.

Signed: Chairperson Stella Harrison
Secretary Atalya Edwards

(14.3) This constitution has been approved and shall come into effect immediately.

Signed: Stella Harrison and the Performing Arts Officer
Date 30 /04/2020

(14.4) This copy of the constitution belongs to:

Southampton University Brass Band

The Performing Arts Officer