

University of Southampton Students' Union

Constitution of: Southampton University Brass Band (SUBB)

1. Adoption of the Constitution

This unincorporated association and its property shall be managed and administered in accordance with this Constitution.

2. Name

The association's name is "Southampton University Brass Band", to be known as "SUBB" and hereinafter 'the Group'.

3. Objects

The objectives of the Group, 'the objects', are:

- (1) To play brass band music for enjoyment.
- (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).
- (3) To organise rehearsals and concerts to enable the members of the Group to attain their musical potential and derive the greatest possible enjoyment from their talents.
- (4) To organise social activities that are open to all members of the group in order to promote friendship and a shared experience.
- (5) To provide musical entertainment to the University and local community, and to maintain and enhance the reputation of the University of Southampton and Southampton University Students' Union in all that we do.

4. Membership

- (1) Membership is open to natural persons, and is not transferable to anyone else.
- (2) Membership is constituted in the following categories:
 - (a) Full, open only to Full Members of the Students' Union;
 - (b) Associate, open to Associate Members of the Students' Union, and to those students of the University who have exercised their right not to be members of the Students' Union.
- (3) Only Full Members are entitled to be elected to the Committee, or to propose, discuss and vote at a General Meeting. These are the sole privileges afforded to the Full Members over any other category of Membership.

- (4) The Group may charge a fee for admission to Membership, which may be set by a Meeting of the Committee.
- (5) The Committee must keep a register of members ('the register') on the Student Groups Hub provided by the Students' Union at www.susu.org.
- (6) The Committee may only refuse an application for Membership if, acting reasonably and properly, they consider it to be in the best interests of the Group to refuse the application.
- (7) Membership is terminated if:
 - (a) the Member resigns by written notice to the Committee.
 - (b) any sum due from the Member to the Group is not paid in full within six months of it falling due.
 - (c) a Member ceases to be qualified for their category of Membership.
 - (d) membership is revoked by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with Clause 16, 'Disciplinary Action'.

5. General Meetings

- (1) The General Meeting constitute the Group's highest decision-making body, subject to the provisions of this Constitution.
- (2) The Group must hold an Annual General Meeting (AGM) in each academic year and not more than fifteen months may elapse between successive AGMs.
- (3) A General Meeting that is not an Annual General Meeting is called an Extraordinary General Meeting (EGM).
- (4) The Committee may call an Extraordinary General Meeting at any time.
- (5) The Committee must call an Extraordinary General Meeting if requested to do so in writing by at least five Full Members of the Group.
 - (a) The Members' written request must state a complete agenda for the EGM.
 - (b) If the Committee do not hold an EGM within five days of their receipt of the Members' written request, the Members may proceed to hold an EGM in accordance with Clause 6, 'Proceedings of General Meetings'.

6. Proceedings of General Meetings

- (1) Notice:
 - (a) The minimum period of notice required to hold an Annual General Meeting is ten days. The minimum period of notice required to hold an Extraordinary General Meeting is three days.

- (b) The notice must specify the date, time and place of the General Meeting, and an agenda for the General Meeting.
 - (c) If the General Meeting is to be an AGM, the notice must say so, and must invite nominations in accordance with Clause 9, 'Appointment of the Committee'.
 - (d) Notice must be given to all Members and to the Committee.

- (2) Chairing:
 - (a) General Meetings shall usually be chaired by the person who has been elected as President.
 - (b) If there is no such person or they are not present within fifteen minutes of the time appointed for the General Meeting, the Full Members present must elect one of their number to chair.

- (3) Associate Members may speak at General Meetings with the permission of the meeting.

- (4) Voting:
 - (a) Every Full Member present at a General Meeting, with the exception of the Chair, shall be entitled to one vote upon every voting matter. In the case of an equality of votes, the Chair shall have a casting vote.
 - (b) Decisions may only be made by at least a simple majority of votes at a quorate General Meeting.
 - (c) All voting shall be by a show of hands or secret ballot, at the discretion of the Chair.
 - (d) There shall be no absentee voting.

- (5) Minutes:
 - (a) Minutes must be taken of all proceedings at a General Meeting, including the decisions made and where appropriate the reasons for the decisions.
 - (b) Minutes of a General Meeting shall be made available to all Members within seven days.

- (7) Reports:
 - (a) If the General Meeting is an AGM, the Chair may invite any of the Committee to offer a report of their activities whilst in office.
 - (b) The Treasurer must present the Group's accounts to the Members at the AGM.

- (8) Resolutions:
 - (a) Any Full Member may propose a resolution to be discussed and voted upon at a General Meeting.

7. Officers and the Committee

- (1) The Group and its property shall be administered and managed by a Committee comprising the officers appointed in accordance with Clause 9, 'Appointment of the Committee'.
- (2) The Group shall have the following officers:
 - a. President
 - i. The President shall oversee the organisation and management of the Group and the Committee as a whole; ensure the officers' accountability to Members, the Committee, and the Students' Union; and represent the Group to all external interests.
 - ii. The president shall Ensure that all Society members are treated fairly and equally, with opportunities to participate in the activities of the Society.
 - iii. The president shall Book all concert venues as required, book rehearsal space for all regular rehearsals and organise auditions at the beginning of the year as outlined in 12.
 - iv. 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.
 - v. The President shall oversee communication between committee and the band, i.e. through weekly Facebook posts or emails, with help from the Vice President when needed.
 - b. Vice President
 - i. The Vice President is responsible for assisting the President and Society in administrative duties to ensure the smooth running of the Society.
 - ii. The Vice President should be prepared to take on the role of Acting President in the temporary absence or inability of the President to fulfil their duties.
 - iii. The Vice President shall oversee the administration of the Group, take minutes at General Meetings and Meetings of the Committee.
 - iv. The Vice President is in charge of taking attendance for the band.
 - c. Treasurer
 - i. The Treasurer shall oversee the financing of the Group, set the Group's budget, and maintain the accounts of the Group.
 - ii. The Treasurer is in charge of writing grant applications.
 - iii. The Treasurer oversees the arranging of for ticket sales at concerts.
 - d. Band Manager
 - i. The Band Manager is responsible for the organisation and maintenance of all band owned and shared society equipment.
 - ii. The Band Manager is responsible for room booking for extra rehearsals outside of the usual block booking.

- iii. The Band Manager is responsible for supporting the president with the organisation of the band's attendance at UniBrass, particularly organising transport.
 - e. Publicity Officer
 - i. The Publicity Officer is responsible for informing the Society and the public of the activities of the band by coordinating posters, flyers, programmes, and tickets for concerts (when required).
 - ii. The Publicity Officer must ensure that the Society website, Facebook page and group, Twitter feed, and Instagram are kept up to date.
 - iii. The Publicity Officer shall assist the President in creating concert programmes.
 - f. Librarian
 - i. The Librarian is responsible for sourcing, purchasing, and organising music and distributing it to the band.
 - ii. The Librarian is charge of organisation of the music cupboard and any other music storage locations.
 - g. Social secretary
 - i. The Social Secretary is responsible for organising and advertising socials.
 - ii. The Social Secretary is responsible with assisting the secretary with the social media promotion of band events.
 - h. Small Group Officer
 - i. The Small Group Officer is responsible for organising community and fundraising events and activities, such as carolling at Christmas and selling refreshments at concerts.
 - ii. The Small Group Officer must liaise with the Assistant Musical Director (AMD) to organise rehearsals for small group.
 - iii. The Small Group Officer must liaise with the AMD and Librarian to organise music for small group.
 - iv. The Small Group Officer should reach out to the local community to provide a small brass group for any engagements they may require.
 - i. Ordinary member
 - i. The Ordinary Member is responsible for representing the interests of the band to the committee.
 - ii. The Ordinary Member oversees the ordering of society clothing.
- (3) No one may be appointed a member of the Committee if they have been disqualified from becoming a member of the Committee under the provisions of Clause 16, 'Disciplinary Action'.
- (4) The number of the Committee must not be less than three, though is not subject to any maximum. There must always be:

- (a) a President;
 - (b) a Vice President;
 - (c) a Treasurer.
- (5) Welfare Officer
 - (a) The Welfare Officer shall provide welfare for the Group's Members
 - (b) 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.
- (6) An officer or ordinary member of the Committee shall cease to hold office if they:
 - (a) ceases to be a Full Member of the Group.
 - (b) resigns by notice to the Group, or
 - (c) is removed from office by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with Clause 16, 'Disciplinary Action'.

8. Meetings of the Committee

- (1) The Committee may regulate their proceedings as they think fit, subject to the provisions of this Clause.
- (2) Any member of the Committee may request the Secretary to call a Meeting of the Committee.
- (3) The Secretary must call a Meeting of the Committee if requested to do so by a member of the Committee.
- (4) Meetings of the Committee shall usually be chaired by the person who has been elected as President.
- (5) The quorum for a Meeting of the Committee shall be three members of the Committee.
- (6) No decision may be made by a Meeting of the Committee unless a quorum is present at the time the decision is made.
- (7) Every member of the Committee, with the exception of the Chair, shall be entitled to one deliberative vote upon every voting matter. In the case of an equality of votes, the Chair shall have a casting vote.
- (8) Decisions may only be made by at least a simple majority of votes at a quorate Meeting of the Committee.
- (9) There shall be no absentee voting.
- (10) Minutes must be taken of all proceedings at a Meeting of the Committee, including the decisions made.

9. Appointment of the Committee

- (1) The Full Members of the Group in General Meeting shall appoint the officers and ordinary members of the Committee by election.
 - (a) Elections for the Committee shall be held at an Annual General Meeting. By-elections for vacant offices shall be held at an Extraordinary General Meeting.
 - (b) A First-Past-The-Post system shall be used for all elections.
 - (c) In all elections Re-Open Nominations, 'RON', shall be a candidate. An election yielding a result of RON shall be re-run as a by-election.
- (2) The count for elections shall be conducted publically by the Chair of the General Meeting, who must do so accurately. Should the Members in General Meeting be dissatisfied with the accuracy of the count, they may resolve as a Point of Order to have the election re-counted or, if they remain dissatisfied, re-run as a by-election.
- (3)
 - (a) A member of the Committee shall assume office with effect from the conclusion of the General Meeting of their appointment.
 - (b) A member of the Committee shall retire with effect from the conclusion of the AGM next after their appointment, but shall be eligible for re-election at that AGM.
- (4) The Committee must update their committee information on the Student Groups Hub provided by the Students' Union at www.susu.org (or failing that inform the Students' Union's Student Groups Officer) within seven days.
- (5) A retiring member of the Committee must transfer all relevant information and documentation to their newly-elected counterpart, or to the President, within fourteen days.

10. Musical Director

- (1) The role of the Musical Director is to lead the band through rehearsals and fully prepare the society for concerts. Means of preparation can include, but are not exclusive to:
 - a) Rehearsals
 - b) Sectionals, led by the Musical Director, Assistant Conductor or a Section Principal.
 - c) All day rehearsals
 - d) Masterclasses with professionals
- (2) The Musical Director is expected to make most rehearsals, unless for personal or physical reasons meaning the Musical Director cannot be at the rehearsal.

- (3) The Musical Director has input on the choice of repertoire; however, the ultimate decision is with the President and the committee of the society.
- (4) Musical Director and Assistant conductor auditions shall be held during an ordinary rehearsal at a time and date deemed suitable by the society committee. A notice period of at least 14 days shall be given to candidates before the auditions take place.
- (5) Candidates will conduct and rehearse a piece selected by the current committee and Musical Director.
- (6) 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.
- (7) The Musical Director is to be chosen by the committee of the society, through an open audition. The Members of the Band are entitled to vote for their preferred Musical Director and the society committee are expected to use the vote in their final decision.
- (8) The Musical Director is expected to be experienced and capable of leading the society to help the society reach, and where possible exceed, its full potential.
- (8) The Musical Director must have a signed contract, as well as agree to a moral code that is up to the committee to decide.

11. Assistant Musical Director

- (1) The role of the Assistant Conductor is to assist in the preparing of the society for concerts. He or she is expected to run the orchestra if the Musical Director is unable to make a rehearsal or is late.
- (2) The Assistant Conductor is expected to conduct at least one piece per academic term and perform it in the termly concert.
- (3) Like the Musical Director, the Assistant Conductor can provide input into the choice of repertoire, especially the piece he or she is performing.
- (4) The Assistant Conductor is chosen by the committee after an open audition, where the band members vote.
- (5) The Assistant Conductor's election shall be in the Summer term, and the position lasts from the Winter term of the next academic year until the end of the academic year.

12. Seating Auditions

- (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.

- (2) Auditioned 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.
- (3) The audition panel should include the Musical Director, Assistant Musical Director, President, and any other member(s) the committee deemed as necessary.
- (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.
- (5) 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. 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. Financial Management

- (1) The Committee are jointly liable for the proper management of the Group's finances.
- (2) The income and property of the Group must be applied solely towards the promotion of the objects.
- (3) The members of the Committee are entitled to be reimbursed from the property of the Group or may pay out of such property only for reasonable expenses properly incurred by them when acting on behalf of the Group.
- (4) The accounts of the Group, as maintained by the Treasurer, must be made available to the Students' Union upon request.

14. Irregularities and Saving Provisions

- (1) Subject to sub-clause (2) of this Clause, all acts done by a Meeting of the Committee shall be valid notwithstanding the participation in any vote of a member of the Committee:
 - (a) who was disqualified from holding office;
 - (b) who had previously retired or who had been obliged by this Constitution to vacate office;
 - (c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise.
- (2) Sub-clause (1) of this Clause does not permit a member of the Committee to keep any benefit that may be conferred upon them by a resolution of the Committee if the resolution would otherwise have been void, or if the Committee has not complied with Clause 12, 'Conflicts of Interests and Conflicts of Loyalties'.

- (3) The Members in General Meeting may only invalidate, as a Point of Order, a resolution or act of:
- (a) the Committee;
 - (b) the Members in General Meeting;
- if it may be demonstrated that a procedural defect in the same has materially prejudiced a Member of the Group.

15. Conflicts of Interests and Conflicts of Loyalties

- (1) A member of the Committee must:
- (a) declare the nature and extent of any interest, direct or indirect, which they has in any decisions of a Meeting of the Committee or in any transaction or arrangement entered into by the Group which has not been previously declared;
 - (b) absent themselves from any discussions of the Committee in which it is possible that a conflict will arise between their duty to act solely in the interests of the Group and any personal interest, including but not limited to any personal financial interest.
- (2) Any member of the Committee absenting themselves from any discussions in accordance with this Clause must not vote or be counted as part of the quorum in any decision of the Committee on the matter.

16. Disciplinary Action

- (1) Disciplinary action may be taken against any Member of the Group as a consequence of conduct:
- (a) detrimental to the reputation of the Group or the Students' Union.
 - (b) opposed to the objects of the Group (see clause 2) or the Students' Union.
 - (c) in contravention of any provision of this Constitution.
- (2) Disciplinary action that may be taken against any Member may be, but is not limited to:
- (a) issue of a formal written warning.
 - (b) partial or total ban from certain Group activities.
 - (c) disqualification from becoming a member of the Committee.
 - (d) removal of a member of the Committee from office.
 - (e) temporary or permanent revocation of Membership.
 - (f) referral of the complaint to the Students' Union's Disciplinary Committee.

- (3) It is the right of the subject of the complaint to choose to have the disciplinary matter heard by either the Members in General Meeting, or a Meeting of the Committee. Either shall have the power to take disciplinary action, including but not limited to those measures set out in paragraphs (a) – (f) inclusive in sub-clause (2) of this Clause.
- (4) Any disciplinary hearing must be conducted in an impartial, balanced, and fair manner, considering all representations on the matter.
- (5) All disciplinary action must be subject to prior discussion with the Students' Union's Vice President Activities.
- (6) Members subject to disciplinary action have the right of appeal to the Students' Union's Student Groups Committee.
- (7) A full report of all disciplinary action taken by the Group in the previous year must be presented at the AGM.

17. Affiliation to External Organisations

- (1) The Group may only become an affiliate of an external organisation if:
 - (a) the aims of that organisation are in line with those of the Group;
 - (b) the Members derive a direct benefit from the affiliation;
 - (c) no Policy of the Students' Union is breached by the affiliation;
 - (d) a resolution to affiliate is passed by the Members in General Meeting.
- (2) The Group's affiliation to an external organisation shall immediately lapse:
 - (a) at the conclusion of each Annual General Meeting after affiliation, unless the Members in General Meeting resolve to re-affiliate at each AGM in accordance with sub-clause (1) of this Clause.
 - (b) if a resolution to disaffiliate is passed by the Members in General Meeting.
- (3) All external affiliations and disaffiliations must be reported to the Students' Union's Student Groups Committee within seven days.
- (4) For the avoidance of doubt, the Students' Union is not an external organisation for the purposes of this Clause.

18. Amendment to the Constitution

- (1) The Group may amend any provision contained in this Constitution provided that:
 - (a) amendments do not:
 - (i) alter the objects in such a way that undermines or works against the previous objects of the Group;

- (ii) retrospectively invalidate any prior act of the Members in General Meeting or a Meeting of the Committee;
 - (b) a resolution to amend a provision of this Constitution is passed by at least a two-thirds majority of the Full Members present at a General Meeting;
 - (c) a copy of the resolution amending this Constitution is sent to the Students' Union within seven days of it being passed;
 - (d) the resolution is ratified by the Students' Union's Student Groups Committee.
- (2) The interpretation of this Constitution shall be with the Committee, except that during a General Meeting or a Meeting of the Committee the Chair shall have this responsibility. The Members in General Meeting may resolve to revise any interpretation made by the Committee or a Chair as a Point of Order.
 - (3) The provisions of this Constitution shall be subordinate to those of the Articles, Rules, By-Laws and Policies of the Students' Union.
 - (4) The Committee and the Students' Union shall retain a copy of this Constitution, which the Committee must make available to Members upon request.

19. Dissolution

- (1) If the Members resolve to dissolve the Group, the Committee will remain in office and be responsible for winding up the affairs of the Group in accordance with this Clause.
- (2) A resolution to dissolve the Group must be passed by at least a two-thirds majority of the Full Members present at a General Meeting;
- (3) The Committee must collect in all the assets of the Group and must pay or make provision for all the liabilities of the Group.
- (4) The Committee must apply any remaining property or money:
 - (a) directly for the objects;
 - (b) by transfer to any Group or Societies for purposes the same as or similar to the Group;
 - (c) in such other manner as the Students' Union's Student Groups Committee may approve in writing in advance.
- (5) The Members may pass a resolution before or at the same time as the resolution to dissolve the Group specifying the manner in which the Committee are to apply the remaining property or assets of the Group. The Committee must comply with such a resolution if it is consistent with the provisions of this Clause.
- (6) In no circumstances shall the net assets of the Group be paid to or distributed among the Members of the Group.

- (7) The Committee must ensure the register and all other data held by the Group are securely destroyed upon the dissolution of the Group.
- (8) The Committee must notify the Students' Union within seven days that the Group has been dissolved. If the Committee are obliged to send the Group's accounts to the Students' Union for the accounting period which ended before its dissolution, they must send the Students' Union the Group's final accounts.

20. Interpretation

In this Constitution:

- (1) 'The University' means 'the University of Southampton'.
 - (a) 'University term' and 'academic year' have the definitions set out in the University Calendar and Almanac.
- (2) 'Financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.
- (3) 'The Students' Union' means 'The University of Southampton Students' Union', trading as 'Union Southampton'.
 - (a) 'Articles', or 'Articles of the Students' Union' mean the Students' Union's Articles of Association. 'Rules' and 'Policies' have the definitions set out in the Articles. 'By-Laws' has the definition set out in the Rules.

21. Declaration

The Members of the Group in General Meeting Adopted this Constitution:

Date 08/07/2024

President



Vice President



The Students' Union Approved this Constitution:

Date

Vice President Activities
