



SOUTHAMPTON UNIVERSITY CONCERT BAND

Constitution of Southampton University Concert Band

Date of constitution (last amended):

Sunday 24th April 2022

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This document, without limit or restriction, is subject to any conditions, limitations, requirements or restrictions imposed upon it by the constitution of the **Southampton University Student's Union (SUSU)**.

1 Society Details

- 1.1 The name of the Society shall be **Southampton University Concert Band (SUCB)**.
- 1.2 SUCB shall be a **Performing Arts (PA)** society affiliated to SUSU. The Society shall be under the jurisdiction of the PA.
- 1.3 The aims of the Society shall be:
 - 1.3.1 To play wind band music for enjoyment.
 - 1.3.2 To allow **brass, wind** and **percussion** players of **any standard** the opportunity to play together in a **relaxed and informal environment**.
 - 1.3.3 To not require members to audition in order to join the Society.
 - 1.3.4 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 abilities.
 - 1.3.4.1 *In order to facilitate greatest possible enjoyment by all members of the society feather boas (or any similar items that drop an unreasonable amount of feathers) are strictly prohibited from all society events.*
 - 1.3.5 To organise **social activities** that are open to all members of the Society in order to promote **friendship and a shared experience**.
 - 1.3.6 To provide **musical entertainment** to the University and local community, and to maintain and enhance the reputation of the University and SUSU in all that we do.

2 Membership of the Society

- 2.1 **Full membership** is open to any full member of the Union upon payment of the membership fee as set annually by the Society's committee.
- 2.2 All other members of the Union apart from full members may become **associate members** of the Society upon payment of the annual membership fee. Associate members shall be entitled to full rights and privileges as members except that they may not hold office, or nominate or vote in elections, or speak or vote at meetings.
- 2.3 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 or associate members respectively.
- 2.4 The Society Committee must keep an **up-to-date membership list** that includes the **names** and **student numbers** of all members that must be made available for inspection by SUSU. Any persons not included in this list are not entitled to any services provided by the Society except where explicitly defined in the Constitution.

3 The Society Committee

- 3.1 The administration of the Society shall be the responsibility of the **Committee**, which shall consist of the **Officers of the Society**.
- 3.2 The **Officers of the Society** shall be the President, Vice President, Treasurer, Secretary, Librarian, Communications Secretary, Social Secretary, Tour & fundraising secretary and Band Manager.
- 3.3 The aims of the Society Committee shall be:
 - 3.3.1 To run the Society in adherence with this constitution, the Society aims stated in (1.3) and all applicable SUSU regulations.
 - 3.3.2 To provide **competent financial management** which gives members the **best value for money**.
 - 3.3.3 To balance incomings and outgoings over the course of the year and leave the Society in a **viable financial position**.
 - 3.3.4 To provide a strong, constructive voice within both the PAU and the wider Union.
 - 3.3.5 To ensure that the **views of the Society** are **represented** in Committee decisions.
 - 3.3.6 To collaborate with the band's conductors in providing a **balanced and enjoyable repertoire** each term.

4 Responsibilities of the Committee

- 4.1 The **President** shall:
 - 4.1.1 Represent the Society at PA, Clubs and Societies and all other external meetings.
 - 4.1.2 Be responsible for the affairs, conduct and direction of the Society.
 - 4.1.3 Be in constant contact with the conductors through means of a frequently used group chat.
 - 4.1.4 Ensure compliance with the constitution and all applicable Union regulations.
 - 4.1.5 Set the agenda for, convene and chair Committee and Society meetings.
 - 4.1.6 Give instruction and guidance to committee members to ensure the smooth running of the society.
 - 4.1.7 Manage the relationship of the Society with external bodies such as the Union.
 - 4.1.8 Ensure that all Society members are treated fairly and equally, with opportunities to participate in the activities of the Society.
- 4.2 The **Vice President** shall:
 - 4.2.1 Be responsible for assisting the President and Society in various administrative duties to ensure the smooth running of the Society.
 - 4.2.2 Be prepared to take on the role of Acting President in the temporary absence or inability of the President to fulfil their duties.

4.3 The **Treasurer** shall:

- 4.3.1 Be responsible for maintaining the accounts and assets of the Society in accordance to (3.3.2) and (3.3.3).
- 4.3.2 Make the Society's accounts available to SUSU, and to Society members at the AGM.
- 4.3.3 Ensure that any funds spent follow Union regulations (as set out in the Constitution) and be authorised by both the Treasurer and President.
- 4.3.4 Ensure that any expenditure greater than or equal to £100 shall be approved by Committee.

4.4 The **Secretary** shall:

- 4.4.1 Keep minutes of Committee and Society meetings which shall be available to the society.
- 4.4.2 Coordinate the registration of members and maintain a list of all members, including up-to-date contact details, which shall be made available to both the PA and the Committee of the Society.
- 4.4.3 Maintain organisation of the shared committee google drive and ensure committee members have appropriate access.

4.5 The **Librarian** shall:

- 4.5.1 Be responsible for managing the Concert Band repertoire and ordering new music as required having ensured any new music follows (3.3.5) and (3.3.6), and has been approved by the Committee at an official Committee Meeting.
- 4.5.2 Be responsible for distributing music to be played-selected by the conductors and committee and keep the folders up to date.
- 4.5.3 Once a year shall go through all the music to check what if any pieces/parts/scores are missing.
- 4.5.4 Ensure they know where all the folders are and who has taken them home to practice.

4.6 The **Communications Secretary** shall:

- 4.6.1 Be responsible for informing the Society members and general public of the activities of the Band.
- 4.6.2 These responsibilities shall include managing the website, noticeboard, mailing list, twitter account and Facebook page and alumni group as well as coordinating publicity and programmes for Concerts.

4.7 The **Social Secretary** shall:

- 4.7.1 Be responsible for organising social activities which are open to all members of the Society in order to promote friendship and a shared experience, as discussed in (1.3.5).
- 4.7.2 Ensure that the Society complies with Union regulations for non-alcoholic socials.

4.8 The **Tour and Fundraising Secretary** shall:

- 4.8.1 Be responsible for organising tour during which members of the concert band will play in multiple concerts. This tour may be joint with another society and in this case the tour secretary should liaise with the other society.
- 4.8.2 Arrange any fundraising events when it is required to cover any additional costs with the day to day running of the band to ensure membership and tour prices remain at a payable rate for students.

4.9 The **Band Manager** shall:

- 4.9.1 Be responsible for helping the members of the Committee in various tasks.
- 4.9.2 Responsible for week-to-week management of the Band's percussion/equipment and for liaising with Brass Band/other relevant music societies over its use.
- 4.9.3 Once the committee has decided on a date for the concert/all-day rehearsal, responsible for booking a concert venue/rehearsal space.
- 4.9.4 Organise hire of any percussion or equipment for needed concerts or off campus rehearsals.
- 4.9.5 Organise society clothing.
- 4.9.6

5 Other Roles in the Society

5.1 Deputy Vice President

5.1.1 Either the Librarian, Communications Secretary, Social Secretary or Band Manager may also be appointed **Deputy Vice President** by the President.

5.2 Conductors

5.2.1 The Committee shall employ or appoint one or more **Conductors** to lead rehearsals and concerts.

5.3 Assistant Conductors

5.3.1 The Society may also appoint one or more **Assistant Conductors** who will ordinarily, but not necessarily, be a member of the Society.

5.3.2 Any potential Assistant Conductors must undergo an audition process during a rehearsal.

5.4 Section Leaders

5.4.1 The Committee shall appoint a **Section Leader** for each section of the band.

5.4.2 Section Leaders are responsible for distributing folders to the members in their section, and for ensuring that that said folders are returned at the end of rehearsal.

5.4.3 Section Leaders are responsible for looking after their section and ensuring that the section is well represented within the band.

5.4.4 Section Leaders shall be elected at the discretion of the Committee.

5.4.5 Section Leaders should not ordinarily be members of the Committee, with the exception of when a role of Section Leader is unfilled, in which case one member of the Committee shall be elected by Committee to act as Section Leader for all sections without a Section Leader.

6 Society Meetings

6.1 Committee Meetings

- 6.1.1 **Committee Meetings** should be held weekly, to the knowledge of all members of Committee, and with at least 24 hours' notice in advance of the meeting.
- 6.1.2 The meeting must be attended by at least 3 members of Committee.
- 6.1.3 The meeting must be chaired by the President, Vice President, or Deputy Vice President.
- 6.1.4 The quorum of voters shall be 50% of the Committee plus 1 other member of the Committee. For a vote to be valid, it must include at least the President, Vice President, Treasurer or Secretary.
- 6.1.5 Any member of Committee who fails to attend meetings consistently without apology or excuse can be, at the discretion of the Committee, asked to resign from their position. This will not affect their membership of the Society.
- 6.1.6 The President should aim to make agendas for Committee meetings publically available in advance of the meeting.

6.2 Annual General Meetings

- 6.2.1 The **Annual General Meeting** (AGM) shall be held in the spring term.
- 6.2.2 The AGM shall be chaired by the President.
- 6.2.3 Members of the Society and Union Officers shall be given at least 14 days' notice in advance of the meeting.
- 6.2.4 The Clubs and Societies Officer shall be invited to the meeting.
- 6.2.5 An annual statement of the Society accounts shall be presented to the Society by the Treasurer.
- 6.2.6 Each member of Committee may be invited by the President to make a short speech about their activities during the year.
- 6.2.7 The minutes of the AGM shall be made publically available at the start of the summer term.

6.3 Open General Meetings

- 6.3.1 At least one Committee meeting per term shall be an **Open General Meeting** of the Society, where any member may attend to ask questions, make comments and suggestions, and observe the general running of the Society.
- 6.3.2 The meeting shall be advertised to all Society members with at least 7 days' notice in advance of the meeting.
- 6.3.3 Items for the agenda of this meeting should be submitted to the Secretary by a deadline of 48 hours before the meeting opens.
- 6.3.4 The Clubs and Societies Officer shall be invited to this meeting.

6.4 Extraordinary General Meetings

- 6.4.1 An **Extraordinary General Meeting** (EGM) may be called by the President, Vice President or Secretary, or by application to the President from at least 6 members of the Society, with a written statement detailing the objects for which the meeting is being called.
- 6.4.2 At the EGM no business other than the objects specified within the statement shall be discussed.
- 6.4.3 At least 24 hours' notice in advance of the meeting shall be given.
- 6.4.4 An EGM must be held within 7 days of the request being made to the President.
- 6.4.5 The Clubs and Societies Officer shall be informed of the meeting and the reason for it being called.

6.5 Conduct of All Society Meetings

- 6.5.1 Every full member of the Society present at a meeting shall be entitled to a single vote upon every voting matter. Only full members are entitled to vote and no proxy votes shall be accepted for any purpose.
- 6.5.2 The quorum at all Society meetings shall be 50% of all full members.
- 6.5.3 All meetings must be minuted by the Secretary, or in their absence, by the Chair of the meeting. The minutes of all meetings shall be available to all members and SUSU upon request.

7 Elections

- 7.1 Elections for members of the Committee shall be advertised to all members of the Society, and held at the AGM.
- 7.2 The Secretary shall invite nominations at least 7 days in advance of the meeting. Nominations must be given to the Secretary before the meeting.
- 7.3 The elections shall be carried out by secret ballot. Should there be a tied result, the Chair may vote in favour of one of the candidates or may declare the post unfilled.
- 7.4 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.
- 7.5 Results of the elections, together with the names, student numbers and contact details of those elected, shall be submitted to the Clubs and Societies Officer within 14 days of the election.
- 7.6 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 ((7.1) but EGM, not AGM), (7.2) and (7.4). If the post of an Officer of the Society becomes vacant in the spring term before the AGM then the Committee shall appoint an acting Officer to carry out the necessary duties until new general Committee elections are held at the AGM.

8 Committee Handover

- 8.1 Upon the election of a new Committee, the outgoing Committee shall be responsible for overseeing the handover of duties, which should begin no later than one week before the Easter holidays. 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 had done the previous year, what their role entails, and what could have been done better.
- 8.2 The new Committee shall take office on the first day of the summer term. In the case of (7.4), outgoing members of the Committee shall continue to act in their roles until a new Committee is elected. In all circumstances, the outgoing Committee members shall be discharged of their responsibilities no later than the end of the summer term.
- 8.3 The President must ensure that the overall transfer proceeds satisfactorily, and are ultimately responsible for (8.4) to (8.6), and that, upon taking over, the new Committee is able to run the Society.
- 8.4 The Secretary will transfer all minutes and relevant documentation to the new officer. The Secretary will ensure that the Society registration, Bunfight stand request and SUSU handbook entry forms for the coming session are completed, and that these are passed to the Clubs and Societies Officer as soon as possible.
- 8.5 The Treasurer must ensure that the Society's copy of Grant Aid is up to date, and 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 Clubs and Societies Officer before the end of the summer term.
- 8.6 The Communications Secretary must transfer the mailing list, file store, and all relevant login details to the incoming Secretary.

9 Expulsion of Members

- 9.1 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 aims of the Society and the Students' Union.
- 9.2 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.
- 9.3 Students who are expelled from any Society have the right to appeal to the VP Activities.

10 Affiliations

- 10.1 The Society may affiliate to an external organisation which is in line with the aims of the Society and which provides a direct benefit to its members.
- 10.2 All external affiliations must be reported to the Activities Team and at the Union AGM.

11 Amendments to the Constitution

- 11.1 The Committee shall keep this constitution under review and seek to amend it from time-to-time as necessary.
- 11.2 The Committee shall first approve amendments to this constitution, and resolve to gain the approval of the members of the Society at a General Meeting.
- 11.3 The amended constitution shall be available for Society members to inspect for at least seven days before such a General Meeting.
- 11.4 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 show of hands or secret ballot, at the discretion of the Chair of the meeting. Should there be a tie, the Chair may place a casting vote.
- 11.5 If the General Meeting consents to the amendment of this constitution then the document shall be submitted to SUSU, for consideration and approval by.

12 Approval of this Constitution

- 12.1 At a quorate meeting of the Committee held on 1/04/22 this constitution was approved, and the Committee resolved to gain the approval of the members of the Society at a General Meeting.

Signed: Sabine Middleton (Chair) Catriona Gibbon (Secretary).

- 12.2 At a quorate General Meeting of the Society held on 24/04/22, this constitution was approved, and the Society resolved to submit it to SUSU for final approval.

Signed: Sabine Middleton (Chair) Catriona Gibbon (Secretary).

- 12.3 This copy of the constitution belongs to (please tick as appropriate):

Southampton University Concert Band