

**University of Southampton Students’ Union**

**Constitution of: Melodics**

# 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 “Melodics”, and hereinafter ‘the Group’.

# 3. Objects

The objectives of the Group, ‘the objects’, are:

1. To work on vocal abilities and performance as a group as well as individually.
2. To work towards at least one performance per year.
3. To bring people together who have similar interests in singing and performing.

# 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 and Temporary 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 members who have paid and are active members of the Group are entitled to be elected to the Committee, or to propose, discuss and vote at a General Meeting.

(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](http://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:

1. the Member resigns by written notice to the Committee.
2. any sum due from the Member to the Group is not paid in full within six months of it falling due, including any merchandise purchased within the Group.
3. a Member ceases to be qualified for their category of Membership.
4. membership is revoked by a resolution of the Members in General Meeting or a Meeting of the Committee, in accordance with Clause 13, ‘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 March or April of each academic year and not more than fifteen months may elapse between successive AGMs.

(a) in special circumstances, this can be resolved by a Meeting of the Committee, or following Students’ Union guidelines.

(3) The AGM must have at least a third of the society’s members attend for any amendments to be passed.

(4) A General Meeting that is not an Annual General Meeting is called an Extraordinary General Meeting (EGM).

(5) The Committee may call an EGM at any time.

(6) The EGM must have at least ten percent of the society’s members attend for any further amendments not passed in the AGM to be made.

(7) The Committee must call an EGM 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 he or she is not present within fifteen minutes of the time appointed for the General Meeting, the Full Members present must have the Secretary to chair.

(c) In the extraordinary cirumtance that neither the President or Secretary are present, then the Committee will make a decision among themselves as to who will chair.

(3) All General Meetings are open to input from all Members.

(4) Voting:

(a) Every Member present at a General Meeting, apart from 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.

(6) 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.

(7) 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.** The President shall oversee the organisation and management of the Group and the Committee. He or she shall chair the Committee meetings and provide leadership and guidance for the Committee and Members. The President will represent the Group to all external interests and be the primary source of contact for the Group.

(b) **Secretary.** The Secretary shall oversee the administration of the Group, take minutes at General Meetings and Meetings of the Committee and maintain the register. They are also responsible for the upkeep of the online presence of the Group. This includes replying to messages on social media, updating events online, and the maintenance of the website.

(c) **Treasurer.** The Treasurer shall oversee the financing of the Group, set the Group's budget, maintain the accounts of the Group and handle any charity work/fundraising.

(d) **Social and Events Secretary (two person role).** The Social and Events Secretary shall provide social and cultural pursuits for the Group’s Members on a large scale, such as performances, balls, and external trips.

(e) **Musical Director (ideally a two person role).**  The Musical Director shall oversee the music of the society, and organise the weekly sessions for the Group. The Musical Director will chair any audition process that takes place in Meetings and is in charge of allocating solos and duets etc.

(f) **Welfare Officer.** The Welfare Officer is in charge of overseeing the wellbeing of the Group. Should they be approached, the Welfare Officer should be able to signpost relevant procedures and/or organisations that are available to help the Member/s.

(3) Each person appointed on the Committee shall also complete the tasks set by the Committee throughout the academic year and work in collaboration with all roles necessary to complete the task.

(4) No one may be appointed a member of the Committee if he or she has been disqualified from becoming a member of the Committee under the provisions of Clause 13, ‘Disciplinary Action’.

(5) The number of the Committee must not be less than four, though is not subject to any maximum. There must always be:

(a) a President;

(b) a Secretary;

(c) a Treasurer.

(d) a Musical Director

(6) An officer or ordinary member of the Committee shall cease to hold office if he or she:

(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 13, ‘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 minimum number for a Meeting of the Committee shall be four 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, apart from 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.

(8) Decisions are to be made by a simple majority of votes at a 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 Members of the Group in General Meeting shall appoint the role 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) In all elections, each post shall be designated through the vote of a simple majority, as verified by the chair.

(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 publicly by the Chair of the General Meeting, or someone nominated by the chair, 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.

(3) (a) A member of the Committee shall assume office after the previous committee give he or she a handover of responsibility. This is to be carried out before the 1st July of each academic year.

(b) A member of the Committee shall retire with effect from the conclusion of the AGM next after his or her 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](http://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 his or her newly-elected counterpart, or to the President, within seven days.

# 10. Financial Management

(1) The Committee are jointly liable for the proper management of the Group’s finances.

(2) 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 him or her when acting on behalf of the Group.

(3) The accounts of the Group, as maintained by the Treasurer, must be made available to the Students’ Union upon request.

# 11. Irregularities and Saving Provisions

(1) Only those in the Committee may have their votes counted in Committee Meetings. If a committee member is retired at any point during the year, their votes are no longer counted for all future decisions.

(2) If a committee member is retired, any profit they may hold which rightly belongs to The Group must be returned.

(3) Members in a General Meeting may only invalidate, as a Point of Order, a resolution or act of:

(a) the Committee;

(b) the Members in General Meetings;

(c) If it displays prejudice towards a Member/s of The Group.

# 12. 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 he or she has in any decisions of a Meeting of the Committee or in any transaction or arrangement entered by the Group which has not been previously declared;

(b) absent themslves from any discussions of the Committee in which it is possible that a conflict will arise between his or her 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.

# 13. 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) break any guidelines laid out in this Constitution.

(d) break the Code of Conduct.

(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 Student Groups Officer.

(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.

# 14. 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) after each AGM 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.

# 15. Amendment to the Constitution

(1) The Group may amend any provision contained in this Constitution, provided that:

(a) Amendments:

(i) do not alter the objects in such a way that undermines or works against the previous objects of the Group;

(ii) are valid changes as of the conclusion of the AGM;

(b) a resolution to amend a provision of this Constitution is passed by a simple majority of the Committee Members at a Committee 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.

# 16. 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 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 way 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.

# 17. 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’.

(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.

**18. COVID-19 Clause**

(1) This clause is present due to the unforeseen circumstances presented by the COVID-19 Pandemic. This clause acts as a buffer for all future pandemics and/or natural disasters that may occur.

(2) Many amendments made to this Constitution in the academic year 2019/2020 have been in accordance with factors surrounding the COVID-19 Pandemic. The Committee reserves the right to edit the Constitution in regard to their own situation.

(3) Any time frames stated in this Constitution may be revisited by the Committee in exceptional circumstances.

# 19. Declaration

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| The Members of the Group in General Meeting Adopted this Constitution: | |
|  | Date: 29/07/2019 |
| President: Harriet Harding |
| Secretary: Ebba Borén |
|  | |
| The Students’ Union Approved this Constitution: | |
|  | Date: |
| Student Groups Officer: |

