1. NAME

The name of the society shall be Jazzmanix hereinafter referred to as the Society.

1. **CLUB/SOCIETY TYPE**

Performing Arts

1. **OBJECTS/AIMS**

To provide an opportunity to everyone to sing jazz and gospel music, irrespective of their musical ability and position within the university. To provide musical entertainment within the university, local community and beyond.

## MEMBERSHIP

1. Full membership is open to any registered student upon payment of the membership fee as set by the Society’s committee.
2. Non-student members of the Union may also become members of the Society upon payment of the membership fee. They shall be entitled to full rights and privileges, except for when it comes to running for officer positions. A non-student may not run for an officer position in the committee. A non-student may run for a non-officer committee position, so long as they are not contested by a student member. Furthermore, in the case of a non-student member running for the position of Musical Director, approval must firstly be granted by the current committee members.

## OFFICERS

The Officers of the Society shall be:

1. **President**

The President is the figurehead of the Society to all external interests. His/her responsibilities shall be to:

* + represent Jazzmanix at PAU and Clubs & Societies meetings
  + organise and chair committee meetings
  + delegate and preside
  + plan years activities (in conjunction with the Musical Director(s))
  + produce regular newsletters for members
  + administer elections
  + assist any other members of the committee as required

1. **Secretary**

His/her responsibilities shall be to:

* + take minutes of committee meetings, distribute to committee and keep a copy on file

(these shall be available to the Clubs & Societies Committee)

* + book rooms
  + complete administration with union (bunfight/handbook entry forms/risk assessments)
  + check pigeon hole for post and pass to President/Treasurer/other as appropriate
  + produce concert programmes
  + create membership forms/lists/database and send emails to members
  + facilitate fundraising for charities chosen by the members

1. **Treasurer**

His/her responsibilities shall be to:

* + represent Jazzmanix at Clubs & Societies meetings
  + maintain accounts and keep books up to date (these shall be available for examination at the AGM)
  + handle all financial issues, payments, claims etc
  + sort out budgets – general/concerts (attending PAU meetings with President if necessary)

## COMMITTEE

1. The administration and management of the Society shall be the responsibility of its committee. The Committee shall consist of the Officers of the Society and all/some of the following:
   * Vice President(s)
   * Social Secretary
   * Tour Secretary
   * Online Media and Publicity Officer
   * Musical Director(s)
   * Assistant Musical Director(s)
2. Specific allocation of duties shall be decided upon by the Committee on an annual basis and outlined in the Committee Roles documentation.

## SOCIETY HAND-OVER

Upon election of a new committee, the outgoing committee is responsible for overseeing the handover of responsibilities for a minimum of 2 weeks following elections. The responsibilities of each outgoing officer are:

1. The **President** must ensure that the outgoing Online Media and Publicity Officer transfers the e-mail list, computing file store and mailing list to the incoming Officer.
2. 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 him/her, along with all relevant documentation. The Treasurer must also ensure that a budget application for the following academic year is submitted to the Clubs & Societies Officer before the end of the summer term.
3. The **Secretary** will transfer all minutes and relevant documentation to the new officer. The Secretary will complete the Society registration, bunfight stand request and SUSU handbook entry forms for the coming session and pass these to the Clubs & Societies Officer as soon as possible.

## MEETINGS

1. **Annual General Meeting (AGM)**
   1. The Society AGM shall be held in the spring term.
   2. Notice of the AGM shall be issued at least 14 clear days in advance.
   3. Officers of the Society and Committee members shall be elected at the AGM.
   4. The President shall invite nominations at least 14 days before the meeting.
   5. Nominations must be given to the President before the start of the meeting.
   6. Each member of the committee may be invited by the Chairperson to make a short speech concerning his/her activities during the previous year. This speech is compulsory for the Treasurer who must also present the year’s accounts for examination.
   7. The Clubs & Societies Officer shall be invited to the AGM.
   8. Minutes of the AGM shall be made available at the start of the summer term.
      1. **Extraordinary General Meetings (EGM)**
         1. An EGM can be called by the President or Secretary, or by written application to the President of at least 6 members of the Society, together with a written statement of the objectives for which the meeting is being called.
         2. At the EGM no business other than that specified in the written statement shall be discussed.
         3. At least 24 hours notice of an EGM shall be given. The meeting must be held within 7 days of the request being given to the President.
         4. The Clubs & Societies Officer shall be informed of the meeting and the reason for it being called, before it is held.
      2. **Conduct of meetings**
         1. VOTING: Every full member of the Society present at a meeting shall be entitled to one vote upon every voting matter. Only full members are entitled to vote and no proxy votes shall be accepted for any purpose.
         2. QUORUM: The quorum at all meetings shall be 50% of active members.
         3. MINUTES: The Secretary shall keep minutes of all Society meetings, which shall be available to the Clubs & Societies Officer and Clubs & Societies Committee.

## ELECTIONS

* + 1. Elections of Society Officers and committee members shall be held at the AGM. The President shall invite nominations at least 14 days before the meeting. Nominations must be given to the President before the start of the meeting.
    2. The elections shall be carried out by show of hands or secret ballot, to be decided by the Chairperson at the start of the meeting. Should there be a tied result the President may vote in favour of one of the candidates or may declare the post unfilled.
    3. If a full committee is not elected for any reason, a Secretary shall be elected and he will be responsible for ensuring that elections for the remaining positions are held by the end of the summer term.

## FINANCIAL MATTERS

* + 1. The Treasurer shall be responsible for maintaining the accounts of the society, which shall be available to the Clubs & Societies Officer and Clubs & Societies Committee.
    2. An annual statement of the Society accounts must be presented at the AGM by the Treasurer.
    3. The Officers of the Society are jointly liable for the proper management of the Society’s finances and ensuring that the Union’s Grant Aid regulations are applied.

## EXPULSION OF MEMBERS

* + 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 objectives of the Society and the Students’ Union.
    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.
    3. Students who are expelled from any Society have the right of appeal to the Clubs & Societies Committee.

## CONSTITUTION AMENDMENTS

* + 1. The Committee shall first approve amendments to the constitution.
    2. The Committee shall hold a vote to pass any constitutional changes. This shall be done by ballot or a show of hands, at the discretion of the Chairperson. Should there be a tie, the President may vote.
    3. Amendments to this constitution shall be submitted to the Clubs & Societies Officer in writing, for consideration and approval by the Clubs & Societies Committee.
    4. The Secretary and Clubs & Societies Officer shall both keep a copy of the constitution.

**An Annual General Meeting of the Society ratified the above constitution on 21 March 2019.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (President) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Secretary)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_