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Music Society

Constitution 2022/23

Preface

The University of York Music Society is one of the largest societies at the University, with around 400 active members, and events happening every week. The main focus of the Society is to bring musicians of all genres together, to enable music-making across the University and beyond. Concerts, music talks, balls, and socials fall within the remit of the Society. Members have access to a suite of four practice rooms in Derwent College.

This document is our definitive and codified constitution, outlining how the Music Society should engage with its audience and by which means it can continue to function.

Society Ratified by YUSU: Monday 27th April 2020

Constitution Ratified: Society AGM on Wednesday 17th of March 2021

1. Definitions

- 1.1. The society in this document will be referred to as the 'University of York Music Society', which may be abbreviated to 'Music Society' or 'Society' in contexts where there is no ambiguity.
- 1.2. Those chosen to collectively represent the 'Society', shall be referred to as the 'Committee', led by the 'Executive'.
- 1.3. Copies of this constitution and of any rules adopted by the Society will be available to all members at any time and can be downloaded from the Society website.
- 1.4. The University of York Student Union, which may be abbreviated to 'YUSU', is the institution which oversees, supports and utilises the running of all student societies at the University of York.
- 1.5. The Constitution set forth here is based on the Societies Constitution template provided by YUSU, and is intended to be a more focused working document, which is binding, for the Society; however, it shall never supersede the YUSU ratified Constitution, which remains sovereign.

2. Name of the Society

- 2.1. The Society's name shall be 'University of York Music Society'. The Society will be considered a *Music and Performance Society* and be represented by the relevant member of the Societies Committee. People can join the society for the cost of £9.

3. Aims and Objectives

- 3.1. The aims and objectives of the Society are to promote the interests and act on behalf of the Society Members.
- 3.2. To provide an opportunity for members of the Society to meet and participate in the given activities together.
- 3.3. The Society's specific aims shall be:
 - 3.3.1. To organise, support and promote music making amongst its members, and to spread the opportunities across the University of York and beyond;
 - 3.3.2. To promote the appreciation and enjoyment of music;

- 3.3.3. To promote musical composition by, for example, running or helping to run a composition competition for students, of which the winning entry will be performed by a Music Society body;
- 3.3.4. To promote social activities associated with music.
- 3.4. 2.3. In pursuing its objectives, the Society shall liaise and collaborate with the University's Department of Music.

4. Membership

- 4.1. There shall be 2 classes of membership:
 - 4.1.1. Standard membership:
 - 4.1.1.1. Membership of the Society will be open to all members of YUSU.
 - 4.1.1.2. Membership of the Society, in addition to section 4.1.1.1, will be open to non-YUSU members who are not subject to disciplinary proceedings or consequent conditions of their membership. This includes students on a leave of absence.
 - 4.1.1.3. People can purchase standard membership for the society at a cost of £9.00
 - 4.1.2. Honorary membership:
 - 4.1.2.1. Honorary membership may be conferred on any person by resolution of the President, for a specified period of time.
 - 4.1.2.2. Honorary members may not vote at official Society meetings; however, they may enjoy the benefits of the Society and take part in musical or social activities and competitions organised by the Society and purchase at a reduced rate such number of tickets to Society events as the President may decide.
- 4.2. 3.2. Non-YUSU members and honorary members must not exceed 20% of the overall Society membership.
- 4.3. The Society must have a core minimum membership of 15 YUSU members. If it does not reach this minimum, it will be required to submit proof of its regular activity to the Activities Coordinator upon request.
- 4.4. Only Music Society members may participate in ensembles and competitions and attend General Meetings.
- 4.5. Membership is not required for participation in social events or for the purchase of merchandise; however, the Committee reserves the right to charge reduced rates to members.

5. Subscription

- 5.1. The annual subscription for membership of the Society shall be such amount as is approved by a General Meeting on recommendation from the Committee.
- 5.2. The current standard membership fee is £9 for the remainder of an academic year.
- 5.3. The Committee shall ensure that ensemble members are given sufficient opportunity to pay their membership subscription before the required date.
- 5.4. In the event of the dissolution of the Society, any remaining funds shall be donated to YUSU, in accordance with charity law.

6. Annual General Meetings:

- 6.1. There shall be an Annual General Meeting (hereafter 'AGM') of the Society in the spring term of each academic year of which at least 7 days' notice shall be given.
- 6.2. All general meetings must be open and advertised to all members.

- 6.3. Nominations for all Committee positions must be received by the Returning Officer 5 days in advance of the AGM.
- 6.4. The quorum required for an AGM shall be 20% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.
- 6.5. AGMs shall be chaired by the President of the Society or, in the event of his or her absence, by the Secretary or Treasurer.
- 6.6. Minutes of AGMs shall be taken by the Secretary, or in the event of the Secretary chairing the meeting, by whomever he or she nominates of the Committee to take the minutes.
- 6.7. The agenda of the AGM shall be as follows:
 - 6.7.1. The Minutes of the previous AGM and of any intervening EGM shall be distributed for approval and, if approved, be signed by the President of the Society as a correct record.
 - 6.7.2. Matters arising from the Minutes may be discussed.
 - 6.7.3. Amendments to the constitution (see Section 11).
 - 6.7.4. The outgoing President and the Treasurer shall each present a report on the preceding year which, if approved, shall be formally adopted.
 - 6.7.5. The election of the President shall be announced. Unsuccessful candidates may stand for election to any other non-executive Committee post, without advance nomination.
 - 6.7.6. Election of members to the Executive Committee. Unsuccessful candidates may stand for election to any other non-executive Committee post, without advance nomination.
 - 6.7.7. Election of members to the general Committee. Unsuccessful candidates may not stand for election to another post.
 - 6.7.8. Other business may be transacted.
- 6.8. The election of officers shall be carried out in a free and fair democratic manner.
- 6.9. All members are entitled to vote. Voting for each position shall be decided by a simple majority, and all votes will be cast by secret ballot, and can be done in advance of the voting day. 'Postal' votes may also be received, for which the deadline is the moment of polling.
- 6.10. The option to re-open nominations ('RON') must be available in all elections for all positions.
- 6.11. Additional guidance on hosting elections can be found at Appendix V.

7. Extraordinary General Meetings

- 7.1. If one-tenth of the membership or 7 members of the Committee ask the President of the Society in writing for an Extraordinary General Meeting (EGM), the President shall call such a meeting at the earliest possible date, ensuring to give at least 7 days' notice thereof.
- 7.2. The President may call an EGM at any time, for any reason.
- 7.3. The quorum required for an EGM shall be one-tenth of the membership of the Society.
- 7.4. EGMs shall be chaired by the President of the Society or, in the event of his or her absence, by the Secretary or Treasurer.
- 7.5. Minutes of EGMs shall be taken by the Secretary, or in the event of the Secretary chairing the meeting, by whomever he or she nominates of the Committee to take the minutes.

8. Committee Meetings

- 8.1. The Committee shall meet at least 3 times per term.

- 8.2. The quorum required for a meeting shall be 5 members of the Committee.
- 8.3. Meetings shall be chaired by the President of the Society or, in the event of his or her absence, by the Secretary or Treasurer.
- 8.4. Minutes of AGMs shall be taken by the Secretary, or in the event of the Secretary chairing the meeting, by whomever he or she nominates of the Committee to take the minutes.
- 8.5. If a member of the Committee for no good reason fails to attend 2 consecutive meetings or to fulfil his or her responsibilities, the Committee may debate a motion of no confidence in him or her. If the motion is carried by a simple majority, the Committee position will be vacated immediately and may be filled at a General Meeting.
- 8.6. Prior to Committee meetings, the President and Secretary will compile the agenda and provide access to this and the minutes of the previous meeting for everyone in attendance.
- 8.7. All members of the Society shall have the right to propose items for the agenda by contacting the President of the Society.

9. Code of Practice

- 9.1. No member should undertake any action that may bring the reputation of the Society, YUSU, or the University into disrepute.
- 9.2. A member must not participate in or omit to mention anything which might cause damage to themselves or others.
- 9.3. All members must adhere to the health and safety rules and procedures of YUSU, the Society, and the University.
- 9.4. No members should attend activities and/or meetings under the influence of alcohol and/or drugs.
- 9.5. Members must respect the different viewpoints of the Society's members if they are different from their own.
- 9.6. Members must respect the property of the University, YUSU, the Society, and of other members.
- 9.7. Participant selection for Society activities should be free and fair.
- 9.8. Socials (and any related activity) must be opt-in only and have no effect on eligibility to hold membership of the Society or a committee position.
- 9.9. Drinking should not be the main purpose of any social events, and members should be able to participate in all Society activities without drinking alcohol, and without any coercion to drink.
- 9.10. The committee will ensure that members of the Society should not pressure or coerce any other member into any action with which they feel uncomfortable.
- 9.11. Any action taken by the members on behalf of or while representing the Society in any way will also be accountable to the YUSU Code of Conduct found in Bye-Law 12.
- 9.12. Breaches of this code of practice can result in Society, YUSU, or University disciplinary action.
- 9.13. Societies must adhere to GDPR (*see appendix IV*) in order to protect their members' data. They should make members aware of how their data will be used and be able to justify doing so.
 - 9.13.1. The Society should make its members aware of how their data will be used and be able to justify doing so.

10. Society's Committee

- 10.1. The Committee will be collectively responsible for the effective management and day to day running of the Society.
- 10.2. All of the Committee must be current YUSU members who are enrolled and studying on a University of York programme.
- 10.3. The Committee shall have the power to set Society rules, in accordance with the Societies Constitution.
- 10.4. A new Committee must be democratically elected at least annually at the Annual General Meeting (AGM).
- 10.5. The democratically elected Committee must at minimum consist of:
 - 10.5.1. President / Chair
 - 10.5.2. Secretary
 - 10.5.3. Treasurer
 - 10.5.4. Concerts Manager
 - 10.5.5. Events Officers (x2)
 - 10.5.6. Press and Publicity Officers (x2)
 - 10.5.7. Ensembles Officer
 - 10.5.8. Lessons and Exams Officer
 - 10.5.9. Derwent Practice Rooms Representatives (x2)
 - 10.5.10. First Year Representative
 - 10.5.11. Post-Graduate Representative
 - 10.5.12. Technician
 - 10.5.13. Equipment Technician
 - 10.5.14. Assistant Technician
 - 10.5.15. Ordinary Members
- 10.6. The Executive Committee will be composed of one elected President, Secretary, and Treasurer.
- 10.7. The Committee will ensure an up-to-date list of Committee members is provided to YUSU within one week of any election.
- 10.8. 9.8.The responsibilities of each Committee role are detailed in Appendix I and II. These may be subject to change without the need for approval at a General Meeting (see Section 11).
- 10.9. The President shall have the power to co-opt up to two additional permanent Ordinary Members and two temporary Extraordinary Members to the Committee.
- 10.10. The Committee shall ensure that activities of the Society are pursued in the best interests of its members.
- 10.11. The election of members of the Committee shall take place at the AGM or, exceptionally, at at EGM. In the event of a tie, the sitting President has a casting vote.
- 10.12. Following the AGM, the new Committee will attend a joint meeting with the retiring Committee before the end of the Spring Term. Every retiring Committee member will also meet individually with his or her successor, and the incoming President, to explain their role in detail and hand over all business.
- 10.13. Should any member of the Committee resign, he or she should do so in writing to the President, and his or her vacated post may be advertised and filled at an EGM.
- 10.14. Should the President vacate the post, executive authority passes equally to the Secretary and Treasurer, who executes this authority to call an EGM - within 14 days - to fill the vacancy.
- 10.15. The number of roles on the Committee may be changed as agreed by the Committee when necessary.

11. Data Protection

- 11.1. All membership personal data is subject to the UK General Data Protection Regulations (GDPR), the Data Protection Act 2018, related legislation and YUSU procedures.
- 11.2. The President/Chair is responsible for the safety and security of all membership personal data held outside of YUSU software and systems and must take all reasonable steps to ensure access to YUSU software and systems is not shared without YUSU consent.
- 11.3. The President/Chair is required to successfully undertake GDPR online awareness and compliance training supplied by YUSU.
- 11.4. The President/Chair must advise YUSU of any breaches of data protection as soon as they are made aware of any such breach.
- 11.5. The President/Chair can formally nominate a Data Protection Officer who is responsible for overseeing the society's compliance to GDPR and YUSU procedures. Key responsibilities include:
 - 11.5.1. Ensuring membership personal data including email addresses are private and confidential and is only used for society membership purposes and contact that would be reasonably expected as part of the membership offer.
 - 11.5.2. Ensuring that all communications are sent via the SUMS Communications platform wherever possible, and not from email accounts. Where this is inconvenient or not possible, the society must ensure all bulk or emails must only be sent via blind-copy ("bcc").
 - 11.5.3. Obtaining the necessary consent from members to hold and process personal data in relation to membership. Given that a contractual relationship exists when a membership is purchased (whether or not cash changes hands), there is no need for explicit consent to be sought by student groups provided they are only using the personal details of members in relation to reasonable membership activities / communications.
 - 11.5.4. Not sharing membership personal data with any other society, university department or external organisation without the prior written consent of the data subject or YUSU.
 - 11.5.5. Advising YUSU of any breaches of data protection as soon as they are made aware of the breach.
- 11.6. Failure to follow YUSU's data protection guidance and procedures will constitute grounds for de-ratification and/or disciplinary procedures.

12. Society Finance

- 12.1. All Society income and expenditure shall be conducted through the YUSU Finance Office. Holding funds externally will constitute grounds for de-ratification and/or disciplinary procedures.
- 12.2. The President/Chair, Secretary and Treasurer shall automatically be signatories to the Society accounts, once YUSU has received an up-to-date committee list during the (re-)ratification process.
- 12.3. Two of these signatories shall be required for each expense claim and for any contract or undertaking, financial or otherwise, on behalf of the Society; one of which must be the Treasurer unless the Treasurer is making the claim.
- 12.4. The Society's accounts shall be available for inspection at any reasonable time by YUSU staff and through the SUMS Member Dashboard.
- 12.5. An annual membership fee is required from all Society members, including the Committee unless the Society states otherwise and agrees not to be eligible for a YUSU grant. The Committee is responsible for determining both this fee and its collection.

- 12.6. YUSU members shall receive no remuneration from the Society, except in legitimate expenses incurred in connection with the Society business.

13. Meetings

- 13.1. The primary decision-making bodies of the Society are Committee meetings, Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).
- 13.2. All General Meetings must be open and advertised to all members.
- 13.3. Minutes should be taken at each meeting and published to all members. A copy of the minutes must also be made available to YUSU staff upon request.
- 13.4. The Committee shall give at least 7 days notice of any General Meeting.
- 13.5. The quorum of a General Meeting shall be 20% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.
- 13.6. An EGM can be called by the Committee of the Society, Societies Committee, or a petition signed by a petition of 25% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.

14. Election of the Committee

- 14.1. Only current paid-up members of the Society are allowed to stand for election.
- 14.2. The Committee must be elected by the Society at an AGM (see section 10), which must be held at least once in every 12 month period, in the time period provided by the Activities Coordinator unless otherwise agreed.
- 14.3. All members should be made aware of their ability to stand for election and vote.
- 14.4. Only paid-up Society members who are also full members of YUSU shall be entitled to vote.
- 14.5. The Committee must be democratically elected in a free and fair election.
 - 14.5.1. All Society members must have the chance to question candidates and submit a vote in private.
 - 14.5.2. Votes may be counted using either First Past The Post or the Alternative Vote/Single Transferable Vote system.
 - 14.5.3. If desired, YUSU can provide assistance in the running of any election to ensure fairness or to count votes where necessary.
 - 14.5.4. If any vacancies occur in the Committee during the academic year, they shall be democratically filled as soon as is convenient via an EGM (Extraordinary General Meeting).

15. Society Complaints Procedure

- 15.1. This procedure allows members to raise complaints about any issues relating to the Society, including (but not limited to):
 - 15.1.1. The safety of activities.
 - 15.1.2. The standards of instruction.
 - 15.1.3. The standard of equipment used for the activities.
 - 15.1.4. Bullying and harassment.
 - 15.1.5. Disregard for operational policies of YUSU including the Equal Opportunities and Safe Space policies.
- 15.2. Complaints should first be addressed in writing to the Society President/Chair. When a complaint is made, the President/Chair must consult YUSU for advice.
- 15.3. If this initial process does not provide a satisfactory outcome, a Formal Complaint should be made to the Student Activities Officer in writing, triggering the use of YUSU's Code of Conduct ([Bye-Law 12](#)) which will be followed in addressing Formal Complaints.

- 15.4. In serious or unresolved cases, the member will be supported by YUSU in progressing the complaint through the University's [Code of Practice on Harassment](#) and/or [Complaints Procedure](#).

16. Dismissal and Resignation of Committee Members

- 16.1. No committee member shall be deemed to be dismissed unless they have received during their term of office a vote of 'no confidence' from their Society members.
- 16.2. Before a vote of 'no confidence' can be considered against a committee member, the complainant must have attempted to settle the matter informally. One of the committee members named in section 6.5 will be responsible for overseeing this informal process, and acting as a mediator when and where they deem necessary.
- 16.3. Any incident which cannot be satisfactorily resolved in this way must be referred to the Activities Coordinator, who will facilitate a vote of 'no confidence'. This request must be accompanied by a petition of 25% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.
- 16.4. If a 'no confidence' motion is called then a Society EGM (see section 10) must be held, and in order for a vote of 'no confidence' motion to be carried it must be supported by two-thirds of those voting.
- 16.5. If the no confidence motion is successful or a Committee member resigns, then a Committee member must inform YUSU immediately. The Society will then need to hold another EGM to re-elect a new person to the position (see section 10).
- 16.6. If the no confidence motion is unsuccessful:
 - 16.6.1. YUSU will facilitate support with the Committee to resolve any outstanding issues.
 - 16.6.2. Further 'no confidence' motions must be on different grounds and not within one calendar month of the general meeting at which the last 'no confidence' motion against that Committee member was heard.

17. Suspension and Exclusion of Members

- 17.1. No member shall be deemed to be suspended or excluded without a formal process involving YUSU. This is to ensure fairness and transparency of processes.
- 17.2. Any matter which may be considered grounds for suspension or exclusion must be referred as a matter of urgency to YUSU who will instigate the process for an investigation.
- 17.3. Exclusion of a member is a penalty that can only be considered in exceptional circumstances and subject to the below procedure.
- 17.4. Any member facing exclusion from a Society must have a fair hearing at which they have the right to speak in their defence, have a supporter present and have been advised of the allegations made, and supporting evidence disclosed at least 7 clear days in advance.
 - 17.4.1. The panel for the hearing will be chaired by the Activities Officer (or the York Sport President if there is a conflict of interest) with the following additional members: a member of Societies Committee (who is not a member of any other Society in the same category as the Society) and a member of the York Sport Committee, neither of whom should have previous knowledge of the nature of the allegations, and a YUSU Staff member who will minute the meeting.
 - 17.4.2. Any decision to exclude a member requires a majority vote from the panel and must be communicated in writing, with a statement of reasons, to the excluded member within 7 days.

- 17.5. A member may appeal against any decision to suspend or exclude them on the grounds of lack of adherence to process, provision of further evidence or evidence that the decision was biased or prejudiced. The member must communicate their intention to appeal in writing to YUSU.
- 17.6. Any appeal of a decision to suspend or exclude a member must be heard by a panel who were not involved with the original decision, have no prior knowledge of the case and will be chaired by a Full Time Officer. Ideally this panel will also consist of one more member each from the Societies Committee and the York Sport Committee. However the panel will primarily be constituted with a view to fairness and elimination of conflict of interest.
- 17.7. An appeals panel only has the power to uphold or overturn a decision by the initial panel. They may not suggest alternative sanctions.

18. Amendments to the Society Constitution

- 18.1. The Constitution may be amended by two thirds of the members present at an AGM or EGM.
- 18.2. If amended, the constitution shall be re-ratified by the Societies Committee before coming into effect, this includes a change of name.
- 18.3. The appendices to this constitution will be subject to change at the discretion of the Committee without approval at an AGM, but any changes must be distributed at an AGM.
- 18.4. In the event of a dispute as to the meaning of any part of this Constitution, the President shall be asked to give a ruling. If any member of the Society is not satisfied with this ruling, he or she may ask the President for an Extraordinary General Meeting, of which the decision by a simple majority shall be final.

19. Dissolution

- 19.1. The Society may be dissolved if deemed necessary by the members in a simple majority vote at an AGM or EGM. Any assets or remaining funds after debts have been paid shall revert to YUSU, in line with charity law requirements.
- 19.2. In exceptional circumstances, the Society may also be dissolved by the Societies Committee if deemed necessary and subject to the approval of the Activities Officer.

20. Declaration

20.1. As a Society Committee Member I agree to abide by, enforce and operate in accordance with this Constitution, YUSU’s Constitution, YUSU’s Policies and guidelines in the Resource Hub.

Name	Position
Jennifer Ralph	<i>President</i>
Holly Lawson	<i>Secretary</i>
Thomas Lamont	<i>Treasurer</i>
Roseanna Schmidt	<i>Concerts Manager</i>
Isabella Corrigan	<i>Events Manager</i>
Catriona Munro	<i>Events Manager</i>
Rosie Linane	<i>Press and Publicity Officer</i>
Ben Moss	<i>Press and Publicity Officer</i>
Nick Booth	<i>Ensembles Officer</i>
Sarah Nelson-Jones	<i>Lessons and Exams Officer</i>
Rory Vipan	<i>Derwent Practice Room Representative</i>
Cerys Griffiths	<i>Derwent Practice Room Representative</i>
	<i>First-Year Representative</i>
	<i>Post-Graduate Representative</i>
Holly Townsend	<i>Technician</i>
Bronte Chan	<i>Equipment Technician</i>
Oscar Farrell	<i>Assistant Technician</i>
Olivia Davies	<i>Ordinary Member</i>
Wren Wiltshire	<i>Ordinary Member</i>

Appendix 1 Executive Committee Job Roles

1. **President:** *The holder of the office of the President agrees*
 - 1.1. To provide leadership for the Society;
 - 1.2. To be a spokesperson/figurehead and to represent the Society to relevant external stakeholders;
 - 1.3. To ensure that the Society adheres to the relevant policies and to this constitution;
 - 1.4. To act as Returning Officer for all elections to positions for which he or she is not contesting;
 - 1.5. To ensure that the Society Committee contains officers named in section 9.6;
 - 1.6. To attend the Society Officer Training and Society Open Meeting;
 - 1.7. To assist all Committee members in their duties in an advisory or in a practical capacity
 - 1.8. To call, chair, and set agendas in conjunction with the Secretary for meetings of the Committee;
 - 1.9. To publicise the Society, with the assistance of Press and Publicity Officers;
 - 1.10. To prescribe and outline a vision for the future, to be realised by the Committee;
 - 1.11. To perform any other duties as mutually agreed by the Committee and/or YUSU.

2. **Secretary:** *The holder of the office of the Secretary agrees*
 - 2.1. To attend Society Officer Training and Society AGM;
 - 2.2. To take care of Society administration, keeping the Society's Backpages up-to-date, including signatories and memberships;
 - 2.3. To arrange meetings and book rooms or venues;
 - 2.4. To keep minutes of meetings as necessary;
 - 2.5. To communicate regularly with members, specifically weekly emails and answering specific requests addressed to the Society;
 - 2.6. To be aware of key dates for the Society throughout the year;
 - 2.7. To maintain an ordered Society email account;
 - 2.8. To perform any other duties as agreed by the Committee and/or the President.

3. **Treasurer:** *The holder of the office of the Treasurer agrees*
 - 3.1. To administer the Society's finances in accordance with the laws of the land and by-laws of YUSU;
 - 3.2. To attend Society Officer Training and Society AGM;
 - 3.3. To learn and understand the Students' Union financial system;
 - 3.4. To apply for the annual grant and extra funding from YUSU as necessary;
 - 3.5. To keep track of all income/expenditure;
 - 3.6. To keep the members informed of the Society's financial situation;
 - 3.7. To organise fundraising or sponsorship for the Society;
 - 3.8. To counter-sign every claims form and transport form;
 - 3.9. To create a budget for each event and discuss with YUSU Student Opportunities DevelopmentCoordinator as necessary;
 - 3.10. To perform any other duties as agreed by the Committee and/or the President.

Appendix II Committee Job Descriptions

4. **Concerts Manager:** *The holder of the office of the Concerts Manager agrees*
 - 4.1. *To co-ordinate the term-time lunchtime concert series;*
 - 4.2. *To ensure that two concerts a week are scheduled to take place;*
 - 4.3. *To ensure that these concerts are publicised across the University, with the assistance of Press and Publicity Officers;*
 - 4.4. *To ensure that programmes are presented to audience members for each concert;*
 - 4.5. *To ensure that three stewards are present for each concert and are adequately enforcing admission requirements;*
 - 4.6. *To ensure that performers comply with the regulations set forth in their agreements;*
 - 4.7. *To liaise with the performer(s) and the Technician to provide a successful execution of concerts;*
 - 4.8. *That this position shall not be shared with any other person;*
 - 4.9. *To perform any other duties as agreed by the Committee and/or the President.*

5. **Events Officer:** *The holder(s) of the office for Events agrees*
 - 5.1. *To co-ordinate the regular schedule of Society outreach events;*
 - 5.2. *To liaise with representatives of other societies to form strong partnerships;*
 - 5.3. *To ensure that all members of the Committee are engaged with all events;*
 - 5.4. *To remain responsible at all events hosted by the Society;*
 - 5.5. *To develop plans for and project manage fundraising events: set and manage budgets; research venues; work with the Executive Committee to secure sponsors; manage relationships with attendees to ensure the event's success;*
 - 5.6. *That this position may be shared with a maximum of one other elected person;*
 - 5.7. *To perform any other duties as agreed by the Committee and/or the President.*

6. **Press and Publicity Officer:** *The holder(s) of the office for Press and Publicity agrees*
 - 6.1. *To promote all events and concerts happening within the Society;*
 - 6.2. *To produce any publicity material for the Society as directed, and ensure its continuing outreach;*
 - 6.3. *To effectively manage the Society's social media presence;*
 - 6.4. *To organise the selling and distribution of merchandise;*
 - 6.5. *That this position may be shared with a maximum of one other elected person;*
 - 6.6. *To perform any other duties as agreed by the Committee and/or the President.*

7. **Ensembles Officer:** *The holder of the office for Ensembles agrees*
 - 7.1. *To organise the setting up and oversee the management of Society ensembles;*
 - 7.2. *To advocate Society ensembles where there is a suitable opportunity to be exploited;*
 - 7.3. *To facilitate the running of musicianship classes for the Society;*
 - 7.4. *That this position shall not be shared with any other person;*
 - 7.5. *To perform any other duties as agreed by the Committee and/or the President.*

8. **Lessons and Exams Officer:** *The holder of the office for Lessons and Exams agrees*
 - 8.1. *To facilitate requests for teachers from members of the Society;*
 - 8.2. *To encourage competent musicians to teach other members of the Society;*
 - 8.3. *To ensure a high quality of teaching and studentship amongst members of the Society;*
 - 8.4. *To organise events such as the 'Grade One-athon' or whatever else is deemed necessary to allow members to achieve success in their instrument;*
 - 8.5. *That this position shall not be shared with any other person;*

- 8.6. To perform any other duties as agreed by the Committee and/or the President.
9. **Derwent Practice Rooms Representative:** *The representative(s) for the Practice Rooms agrees*
 - 9.1. To liaise with Derwent Porters and the members of the Society about how the rooms need to improve or be maintained;
 - 9.2. To ensure all members know how to access the rooms;
 - 9.3. To communicate with anyone regarding matters for the rooms;
 - 9.4. That this position may be shared with a maximum of one other elected person;
 - 9.5. To perform any other duties as agreed by the Committee and/or the President.
10. **First Year Representative:** *The representative for the First Year members of the Society agrees*
 - 10.1. To promote the Music Society to First Years of all subjects across the University of York;
 - 10.2. To engage with the Freshers' Fair plans from first-hand experience;
 - 10.3. To bring any matters voiced from First Years to Committee Meetings;
 - 10.4. That this position shall not be shared with any other person;
 - 10.5. To perform any other duties as agreed by the Committee and/or the President.
11. **Post-Graduate Representative:** *The representative for Post-Graduate members agrees*
 - 11.1. To promote the Music Society to Post-Graduates of all subjects across the University of York;
 - 11.2. To engage with the Post-Graduate Association to form strong partnerships;
 - 11.3. To bring any matters voiced from Post-Graduates to Committee Meetings;
 - 11.4. That this position shall not be shared with any other person;
 - 11.5. To perform any other duties as agreed by the Committee and/or the President.
12. **Technician:** *The Technician for the Society agrees*
 - 12.1. To take responsibility for the lighting and sound for the Society's regular concert series;
 - 12.2. To ensure the archiving and distribution of audio and visual recordings within the week after the concert;
 - 12.3. To liaise with the Concerts Manager to provide a successful execution of concerts;
 - 12.4. That this position shall not be shared with any other person;
 - 12.5. To edit musical video content when the concert series is not possible, or when the Committee agrees is necessary.
 - 12.6. To perform any other duties as agreed by the Committee and/or the President.
13. **Ordinary Members:** *The holder(s) of the office of Ordinary Member for the Society agrees:*
 - 13.1. To speak on behalf of members of the Society at Meetings;
 - 13.2. To assist Committee members with their duties;
 - 13.3. That this position may be shared with a maximum of one other elected person;
 - 13.4. To perform any other duties as agreed by the Committee and/or the President.

Equipment Technician: *The holder of the office of Equipment Technician for the Society agrees:*

 - 13.5. To take responsibility for the musical equipment within the Derwent Practice Rooms;
 - 13.6. To liaise with the Derwent Practice Room Representative to provide a successful practice experience for members using the Practice Rooms;
 - 13.7. To deputise as the Derwent Practice Room Representative in the situation that the Derwent Practice Room Representative is unavailable or vacant;
 - 13.8. That this position shall not be shared with any other person;
 - 13.9. To perform any other duties as agreed by the Committee and/or the President.

14. **Extraordinary Members:** *The holder(s) of the office of Extraordinary Member for the Society agrees:*
 - 14.1. To undertake the specific task for which they have been appointed to the Society's Committee;
 - 14.2. To answer directly to the President for all matters to do with the Society work which they are undertaking;
 - 14.3. To attend Committee Meetings during the time decreed by the President only;
 - 14.4. To perform any other duties as agreed by the Committee and/or the President.

15. **Assistant Technician:** *The Assistant Technician(s) for the Society agrees*
 - 15.1. To assist the Technician with the lighting and sound in the concert series, and any other society duties they need assistance with.
 - 15.2. To assist the Technician with video editing for the society.
 - 15.3. That this position may be shared with a maximum of one other elected person.
 - 15.4. To perform any other duties as agreed by the Committee and/or the President.

Universal Expectations:

It is expected that each member of the Society's Committee shall

1. Attend all concerts within the Society's series, save for reasons of dire health or academic peril, lest he be subject to internal disciplinary proceedings;
2. Make himself aware of the dates he must steward for concerts within the Society's series, and arrange cover if necessary.

Appendix III Declaration of Committee Members

By completing the 'Full Committee List' YUSU Document, I, a Music Society Committee Member, agree to abide by, enforce, and operate in accordance with this Constitution, YUSU's Constitution, YUSU's Policies and guidelines in the Resource Hub, and accept the YUSU Societies Code of Conduct and Room Booking Terms and Conditions.

General Data Protection Regulation Policy

“How does the Music Society use my personal information?”

This statement explains how the Music Society (“we”, “us” and “our”) handles and uses the personal information we collect about our members for processes relating to our operations and activities. When changes are made to this statement, we will publish the updated version on our website and email you.

The controller for your personal information is the University of York Music Society. The person responsible for data protection within our society is the President of the Society.

We collect and process your personal information for a number of purposes, including:

- Maintaining your personal details (e.g. your name and preferred contact details), including ensuring effective communications with you.
- Keeping financial records (e.g. payment of your membership fees).
- Maintaining a formal record of your activities with us.
- Undertaking research into our activities.
- Managing complaints made to us.
- Managing society alumni relations and fundraising.

Our normal legal basis for processing your personal information is your consent, which you gave at the point you become a member of the society and which you can withdraw at any time, including by resigning your membership. We keep your personal information for as long as we need it, and usually for 3 years after your membership ceases.

“How does the Music Society share my personal information?”

- Personal information is not normally shared outside of the society and its members. We share some of your personal information with the University, Students Union, and specific third parties, only where there is a specific need to, including for record of attendance at events.
- We use Student Union IT facilities to store electronic copies of personal information.

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the University or a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety). Where feasible and appropriate, we will notify you of our intention to share such information in advance.

“What are my rights as a Music Society Member?”

You have the right to access the personal information that we hold about you. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or communications, or to receive an electronic copy of the personal information you provided to us. Please note that all of these rights are qualified in various ways.

If you have questions or concerns about how your personal information is used, please contact us using the above details. If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's

Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

Appendix V Hosting Elections

Before the AGM:

1. Find a date and time at the end of Week 9 in Spring Term.
2. Ask the current committee to submit their 'Emails of Intent' to the President confidentially: if they would like to remain in-post, run for another position, or step down.
3. In Week 8, advertise the AGM (elections) to the wider membership, and inform them of all the positions available on the committee (see Section 9.6 of the Constitution).
4. Receive nominations for committee positions by Friday Week 8.
5. Advertise who is running for each position on Monday Week 9.
6. From this point, members may vote via email/website to the President for their chosen candidates.

During the elections at the AGM:

7. For each committee position, each nominated candidate will be allowed two minutes to give a speech.
8. Questions may be asked after all the candidates have spoken.
9. Everyone, except the President, closes their eyes.
10. The President explains the process, then reads the name of each candidate, and then offers the option of 'Re-open Nominations'. The present members vote by raising their hand.
11. The candidate with the most votes, including online votes, wins.

After the AGM:

12. Each outgoing committee member organises a handover in Week 10 with the newly-elected member and the President.
13. Passwords for Society accounts are exchanged (and usually changed by the new committee).
14. Follow the processes outlined by YUSU for re-ratification and updating the signatories/committee lists (this can be found in the Society email account).
15. Allow a week to changeover, with the old committee people being on-hand to support the new.

Voting Regulations

Only the nominated people, who submit nominations for a specific role by the deadline, may run for a Position.

Only unsuccessful Executive candidates may run for any other non-executive position; others must have been nominated.

In the event that a post is not filled at the AGM, the new Committee reserves the right to offer the role to anyone who came close second for another contested post.

In the event that the sitting President runs for the role again, or for another position on the committee, a member of the Committee who is not standing for that position (usually the sitting Treasurer), nominated by the sitting President, becomes the Returning Officer for that position election alone. This also means that they receive online/postal votes in advance for that position.

The voting is conducted confidentially, using simple majority.

In the event of a tie, the sitting President (or, in the event of the sitting President contesting a post, the nominated Returning Officer) has the deciding vote.

Appendix VI Concert Policy

The Music Society shall host a regular lunchtime concert series. The processes for this are outlined here:

1. The overseeing committee member shall be the Concerts Manager, with duties outlined in appendix II:4.
2. Concerts shall take place in the Music Department every Tuesday and Friday at 1:15pm during term time (excluding Weeks 1 and 6).
3. Applications shall open in Week 10 of the term before the term of the series, with a deadline of Week 1 of the term of the series.
4. Applicants/performers must:
 - 4.1. Submit an online application form by the time stated;
 - 4.2. Submit an application as accurately and thoroughly as possible;
 - 4.3. Be a Music Society Member (as must all people involved in the concert);
 - 4.4. The concert must either be 40-45 minutes or 20-25 minutes long;
 - 4.5. If successful, submit a £20 deposit to the Music Society by Week 2 of the term of the series (see Section 5);
 - 4.6. Take all responsibility for generating social media in the concert (save making a Facebook Event, which the Society Press Officer will do);
 - 4.7. Abide by the University's Health and Safety regulations (see Section 7);
 - 4.8. Accept that The Music Society and its designees have complete ownership of the concert, including copyright interests;
 - 4.9. Grant The Music Society and its designees the right to broadcast, exhibit, market and otherwise distribute the concert, in whole or in parts, and alone or with other products, for any purpose The Music Society or its designees determine. This grant includes the right to use the concert for promoting or publicising.
5. The Concert Manager must ensure that:
 - 5.1. The Concert Hall is booked from 12pm on the day of any concert for rehearsal;
 - 5.2. A member of The Music Society Committee is there to meet the performer from 12pm. The Committee Member is present to welcome and inform the performer of the Health and Safety regulations. They should not assist in the set up;
 - 5.3. Doors open to the public at 1:05pm;
 - 5.4. The YouTube live stream goes live at 1:05pm, and the link will be shared on Facebook;
 - 5.5. Doors close at 1:15pm, at which point the concert starts;
 - 5.6. The concert finishes, and the Concert Hall is vacated, by 2pm.
6. Deposits must be submitted for most ensembles. Performers must:
 - 6.1. 6.1. Submit a £20 concert deposit in cash, or a cheque made payable to 'YUSU' by the advertised date;
 - 6.2. Understand that their concert will not go ahead without receipt of the deposit;
 - 6.2.1. Ensembles registered with the Society may have the deposit required waived by the President of the Society or the Concerts Manager.
 - 6.3. Understand that collection of the deposit is arranged for a mutually convenient time by the Concerts Manager and performer;
 - 6.4. Understand that, if the deposit is not received, the slot may be offered to someone else;

- 6.5. Understand that after successfully performing the concert, performers will receive their deposit back: in cash, or their cheque will be destroyed;
 - 6.6. Note that the deposit will not be returned if the performer cancels the concert within 7 days of the concert date;
 - 6.7. Note that the deposit will not be returned if the concert performed is not as expected or overruns in time;
 - 6.8. Note that the deposit will not be returned if the concert and/or the people involved with it bring the Music Society, the Music Department, or the University into disrepute;
 - 6.9. Accept that control of the deposit rests entirely with the Music Society Executive Committee.
7. Performers must have read and understood the Health and Safety standards outlined herein:
- 7.1. The Music Society has undertaken a risk assessment on the Sir Jack Lyons Concert Hall. The assessed risks were as follows:
 - 7.1.1. Electrical equipment malfunction
 - 7.1.2. Injury through lifting heavy equipment (staging, furniture, speakers, instruments etc.)
 - 7.1.3. Slips, trips or falls
 - 7.1.4. Fire or bomb scare
 - 7.1.5. Excessive noise levels
 - 7.2. The Music Society reserves the right to refuse an application or stop a programmed concert if it does not comply with the following regulations.
 - 7.3. All concerts must comply with the guidelines for The Sir Jack Lyons Concert Hall, as devised by the University of York Directorate of Facilities Management:
 - 7.3.1. Any electrical equipment must have a valid and current PAT test certificate. No other equipment may be used.
 - 7.3.2. Vigilance should be exercised when moving equipment.
 - 7.3.3. All aisles and walkways that lead to fire exits must be kept clear throughout any rehearsal or performance.
 - 7.3.4. If any unusual stage props or settings of staging etc. are to be used, a separate risk assessment must be carried out in advance with the Music Department's Safety Officer.
 - 7.3.5. No naked flame is to be used (e.g. candles).
 - 7.3.6. In the event of a bomb scare or fire, you must agree to follow the University guidelines.
 - 7.3.7. The medium term accumulated noise exposure limit is 96 dBA (SPL) or as set by the appropriate Local Authority, whichever is lower. The Music Society reserves the right to stop concerts that exceed this level.
 - 7.3.8. The Music Society will provide a person qualified in first aid, two stewards and a Front of House at each concert. These people will make themselves known to the performers beforehand and brief them on the emergency procedures. We also provide a recording and lighting technician. Only members of The Music Society who are suitably trained and meet the Music Department's regulations will be permitted to use the studio and lighting equipment.
 - 7.3.9. Music Society asks the performers to exercise common sense and vigilance in all areas of the rehearsal and the performance. Any accident occurring through failure to adhere to these guidelines will not be covered by the Society's insurance policy.

Appendix VII Bursary Policy

Professional music tuition is often out of the financial capability of most students on a budget. The Music Society's mission statement - making music happen - means it is committed to overcoming fiscal barriers, in order to nurture success amongst its members. This Bursary, established by Clark Brydon (President 2018/19), allows a non-music student and Music Society member, in sympathy with the aims and ethos of the Music Society, to receive vocal or instrumental tuition. Either one or multiple students are selected at the beginning of each calendar year to receive funding (determined by the President, advised by his Committee) for the remainder of the calendar year, to work towards an ambition for success.

1. Eligibility

Students - both undergraduate and post-graduate - of all genres and instruments and voice types are welcome to apply. Candidates who can demonstrate their inability to fund private tuition themselves will be preferred. The Music Society is not looking for the best performer, but instead for the person who shows the most potential to improve with professional tuition. You must be a member of the Music Society, but you do not need to be involved in any ensembles to be considered.

Music students who receive regular funding from the Music Department for lessons will not be considered (this includes, but is not limited to, the BA Music course and MA Music Performance course). Music and Sound Recording students and students on post-graduate Music courses which require no performance assessment are also welcome to apply.

2. Terms & Conditions

- A. Eligibility Criteria:** You are eligible for the University of York Music Society Lessons Bursary if you meet all the following criteria for the entirety of the Bursary period:
- i. You are an enrolled student of the University of York;
 - ii. You are a fully-paid member of the University of York Music Society;
 - iii. You do not receive any funding directly from the University specifically for music tuition;
 - iv. You are not a BA Music or an MA Music Performance student;
 - v. You submit an application by the advertised deadline date;
 - vi. You have not been a UoYMS Lessons Bursary Award holder before.
- B. Audition Selection Criteria:** The President of the Music Society shall choose whom he calls to interview using the following guidelines:
- i. Applicants with interesting application statements, which demonstrate an ability to cohere with the ethos of the Music Society, will be preferred.
 - ii. Applicants who can demonstrate, through their application statement, an inability to fund their own music tuition will be preferred.
 - iii. Applicants of a standard who would clearly benefit from professional tuition, as opposed to qualified student tuition, will be preferred.
 - iv. Applicants who are coming towards the end of their time at the University and, post-study, would be unable to benefit from tuition will be preferred.

- C. Auditioning Process:** Should an applicant be called to audition, the following processes ought to be expected:
- i. Applicants will be invited to fill in an online poll (first-come, first-served) for audition times.
 - ii. Applicants should prepare to perform one piece to the audition panel.
 - iii. Applicants should bring all equipment necessary to perform; a piano and a music stand will be available in the audition room.
 - iv. Applicants' auditions may be recorded for review.
 - v. Applicants will end their audition with an informal interview, led by the President.
 - vi. Auditions will last no longer than 15 minutes.
- D. Adjudication Panel Process:** A meeting shall be held consisting of the President of the Music Society, other members of the Executive Committee, the Lessons and Exams Officer and any other invited persons from the Committee. The adjudication panel will make informed decisions about the following qualities of all interviewees:
- i. Audition quality;
 - ii. Interview performance;
 - iii. Application statement;
 - iv. Demonstration of financial austerity;
 - v. Room for improvement;
 - vi. Suitable instrument/voice to receive local tuition;
 - vii. Opportunities - or lack thereof - to receive tuition in the near future.
 - viii. Having narrowed down the interviewees to a further shortlist, the adjudication panel will decide how best to divide the available funds, if at all.
 - ix. Taking the advice of the adjudication panel into account, the President of the Music Society shall make a final decision with regard to the recipient(s) of the Bursary.
 - x. The unsuccessful candidates shall be informed by email within three working days of the end of the auditioning period.
 - xi. The successful candidate(s) shall be informed by email as soon as the decision is finalised and approved by all necessary parties, before which time all information privy to the Music Society Committee shall remain embargoed and strictly confidential.
- E. Successful Applicant Administration:** As soon as is mutually convenient, an agreement shall be outlined in person with the successful candidates to discuss and agree:
- i. Sourcing a teacher;
 - ii. Agreeing with the teacher the terms for reimbursement;
 - iii. Establishing the time frames for the expectations outlined below;
 - iv. Signing the Bursary Holder Agreement.

- F. Expectations of a Lessons Bursary Award Holder:** It is expected and required of a Bursary Award Holder to give back to the Music Society community. Therefore a Music Society Lessons Bursary Award Holder, without question and within the timeframes set forth, shall:
- i. Organise regular lessons with their nominated teacher, as advised by the teacher;
 - ii. Engage as much as possible with Music Society events;
 - iii. (and in so doing) Make themselves available at reasonable notice for any publicity and marketing campaigns in connection with the Bursary scheme, which may include but not be limited to public appearances, speeches, photographs, or interviews;
 - iv. Perform at least one Lunchtime Concert during the Bursary year as part of the Music Society Lunchtime Concert Series;
 - v. This concert needs to focus primarily on the Bursary Award Holder (performing as part of a larger group does not fulfil this requirement).
 - vi. Solo concerts are preferred; however, very small chamber / consort groups may be permitted with express permission of the President of the Music Society.
 - vii. Inform the Music Society Committee as to the progress of the work towards any achievements outlined at the beginning of the Bursary year upon request;
 - viii. Inform the Music Society Committee as to any changes of circumstances during the period of the Bursary year upon request.
- G. Expectations of the Music Society:** The support received by a Bursary Award Holder from the Society is entrenched in this agreement to avoid any unnecessary concern on behalf of the former. Therefore the Society Committee shall:
- i. Ensure prompt payment of music teachers upon invoice to the Society;
 - ii. Provide pastoral support - as much as it deems necessary - to a Bursary Award Holder;
- H. Financial Administration:** To avoid misappropriation of funds, the following processes will be followed:
- i. i. The Music Society shall communicate with nominated teachers about the permitted allowance.
 - ii. Teachers shall be paid directly, by invoicing the Music Society.
 - iii. The Music Society shall retain records of all payments made for a Bursary Award Holder in order to track individual budgets.
- I. Removal of a Bursary:** The President of the Music Society awards this Bursary at his discretion alone, and may be revoked by him for any reason. The Lessons Bursary Award may be revoked in the event that:
- i. You withdraw from your programme of study;
 - ii. You are expelled, suspended or excluded from the whole or part of the University or your programme of study for academic failure;
 - iii. Your Society membership lapses at the turn of the academic year;
 - iv. You fail to fulfil the expectations of this Bursary Holder Agreement;
 - v. The President of the Music Society is of the reasonable opinion that you have made any misrepresentation (whether negligently or intentionally) to him, either in respect of applying for the Bursary or during the course of and in connection with your studies at the University;

- vi. The President of the Music Society is of the reasonable opinion that you have acted fraudulently or dishonestly in connection with securing your Bursary or place at the University;
- vii. Any other reason deemed appropriate by the President.

J. Repayment of a Bursary: In the event that your Bursary award is revoked, you may be expected to repay all or some of the Bursary to the Music Society:

- i. You will be liable to pay the monetary amount equating to the decision made by the President of the Music Society, immediately on demand.
- ii. In addition to any other rights we may have at law to take action against you for recovery or repayment of the amount equating to the Bursary, the amount so outstanding will be treated by the Music Society as a sum due to the Society and, in accordance with University guidelines, may mean that you will not be awarded your degree until resolved.

Appendix VIII Derwent Practice Room Access Card Policy

Members of the Music Society are entitled to the use of the Derwent Practice Rooms for personal practice. In order to access these facilities, an access card is required. Eligibility for the keycard access is only conveyed to fully paid members for the current academic year, or those members have been conveyed honorary membership by the President of The Society. Persons other than members or Estates staff (vendors, contractors, etc.) may be issued a keycard on a temporary basis.

Key Release

Keys must be collected in person from an Executive Member of the Society Committee (President, Secretary, or Treasurer) or the Derwent Practice Room Representative. Both the member and a Committee officer must sign an agreement outlining the responsibilities of a keycard holder before a keycard can be released.

Responsibilities

1. As a user of the Derwent Practice Rooms, one must abide by the Terms of Use:
 - 1.1. Only current members, who have paid their annual subscription, may book and use Music Society Practice Rooms.
 - 1.2. The member may not book more than 2 hours of practice on the same day.
 - 1.3. Bookings may be cancelled by The Music Society at any time, for any reason, without warning.
 - 1.4. The member may move and arrange small furniture (e.g.: chairs, stands, etc.) within the room, but may not move items from other rooms under any circumstances.
 - 1.5. The member may not alter or move any pianos or large musical equipment without explicit prior approval and supervision of the President of The Music Society.
 - 1.6. Nothing may be affixed to the walls, fixtures, or furnishings of The Music Society.
 - 1.7. Smoking is not permitted inside or within 20 feet of the entrance of the Practice Rooms.
 - 1.8. Animals, with the exception of service animals, are not permitted in the Practice Rooms.
 - 1.9. The member is responsible for general clean up and proper disposal of all items they bring to the premises. Large or unreasonable messes, as determined by the Music Society Committee, left uncleaned may result in cleaning fines.
 - 1.10. Damage must be reported directly to the Committee. An admittance of fault will be treated better than an investigation into wrongdoing.
2. A key holder must book a room using the online portal for no more than the allowed time.
3. A key holder must ensure that their access keycard is looked after: never marking the keycard, or copying the keycard or giving it to anyone else.
4. A key holder must not allow anyone else access to the Practice Rooms. Ensure that everyone has a valid access keycard. Report any suspicious activity to Security (01904 323333).
5. To obtain a key for the DPR members must put down a £10 deposit. This deposit will be returned to members at the end of the year following the DPR Card being returned by the member.

Key Return

6. A key holder must return the keycard to the Society by the time agreed, usually the end of the summer term of the year in which the keycard was issued.
7. When the DPR Card is returned by the Key holder the £10 deposit will be refunded.