

# **UNIVERSITY OF YORK MUSIC SOCIETY CONSTITUTION**



## CONTENTS

<b>1. Designation and context .....</b>	<b>3</b>
<b>2. Aims and objectives .....</b>	<b>3</b>
<b>3. Membership .....</b>	<b>3</b>
<b>4. Subscription .....</b>	<b>4</b>
<b>5. Annual General Meeting .....</b>	<b>4</b>
<b>6. Extraordinary General Meeting .....</b>	<b>5</b>
<b>7. Committee Meetings .....</b>	<b>5</b>
<b>8. Code of Practice .....</b>	<b>6</b>
<b>9. Committee Members .....</b>	<b>6</b>
<b>10. Suspension or Exclusion of Society Members or Committee Members...</b>	<b>7</b>
<b>11. Amendments to the Constitution .....</b>	<b>9</b>
<b>APPENDIX I: Executive Committee Job Description .....</b>	<b>10</b>
<b>APPENDIX II: Committee Job Description .....</b>	<b>11</b>
<b>APPENDIX III: Committee Members Declaration .....</b>	<b>14</b>

## **1. Designation and context:**

- 1.1. The name of the Society shall be the 'University of York Music Society', which may be abbreviated to 'Music Society' or 'Society' in contexts where there is no ambiguity.
- 1.2. 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.
- 1.3. The Society will be considered a *Music & Performance Society*, and be represented by the relevant member of Societies Committee.
- 1.4. Those chosen to collectively represent the Society, shall be referred to as the 'Committee', led by the 'Executive'.
- 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. Aims and objectives:**

- 2.1. The aims and objectives of the Society are to promote the interests of the Society, and act on behalf of the Society Members.
- 2.2. To provide an opportunity for members of the Society to meet and participate in the given activities together.
- 2.3. The Society's specific aims shall be:
  - 2.3.1. to organise, support and promote music making amongst its members, and to spread the opportunities across the University of York and beyond;
  - 2.3.2. to promote the appreciation and enjoyment of music;
  - 2.3.3. 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;
  - 2.3.4. to promote social activities associated with music.
- 2.4. In pursuing its objectives, the Society shall liaise and collaborate with the University's Department of Music.

## **3. Membership:**

- 3.1. There shall be two classes of membership:
  - 3.1.1. Standard membership:
    - 3.1.1.1. Standard membership shall be available to anyone who is a member of YUSU.
    - 3.1.1.2. In addition to section 3.1.1.1, standard membership will be open to non-YUSU members who are not subject to disciplinary proceedings or consequent condition of their membership, this includes leave of absence.
  - 3.1.2. Honorary membership:
    - 3.1.2.1. Honorary membership may be conferred on any person by resolution of the President, for a specified period of time.

- 3.1.2.2. 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.
- 3.2. Non-YUSU members must not exceed 20% of the overall Society membership.
- 3.3. The Society must have a core membership of 15 YUSU members.
- 3.4. Only Music Society members may participate in ensembles and competitions and attend General Meetings.
- 3.5. All ensemble members are required to sign a contract upon joining a Society ensemble; the contract will set out the obligations of the ensemble member. The contract shall be drawn up by the Committee and reviewed annually.
- 3.6. 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.

#### **4. Subscription:**

- 4.1. The annual subscription for membership of the Society shall be such amount as is approved by a General Meeting on recommendation from the Committee.
- 4.2. The current standard membership fee is £7.50 for the remainder of an academic year.
- 4.3. The Committee shall ensure that ensemble members are given sufficient opportunity to pay their membership subscription before any cut-off date.
- 4.4. In the event of the dissolution of the Society, any remaining funds shall be donated to YUSU, in accordance with charity law.

#### **5. Annual General Meeting:**

- 5.1. There shall be an Annual General Meeting (hereafter 'AGM') of the Society in the spring term of each academic year of which at least seven days' notice shall be given.
- 5.2. All general meetings must be open and advertised to all members.
- 5.3. 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.
- 5.4. AGMs shall be chaired by the President of the Society or, in the event of his or her absence, by the Secretary or Treasurer.
- 5.5. Minutes of AGMs shall be taken by the Secretary, or in the event of the Secretary chairing the meeting, whoever he or she nominates of the Committee to take the minutes.
- 5.6. The agenda of the AGM shall be as follows:
  - 5.6.1. 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.
  - 5.6.2. Matters arising from the Minutes may be discussed.
  - 5.6.3. Amendments to the constitution (see Section 11).

- 5.6.4. Election of President for the coming year.
- 5.6.5. The outgoing President and the Treasurer shall each present a report on the preceding year which, if approved, shall be formally adopted.
- 5.6.6. The result of the election to the post of President shall be announced. Unsuccessful candidates may stand for election to some other Committee post.
- 5.6.7. Election of members to the Committee and appointment of ordinary members.
- 5.6.8. Other business may be transacted.
- 5.7. The election of officers and members shall be carried out in a free and fair democratic manner. Candidates must be proposed and seconded by members of the Society.
- 5.8. 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. The option to re-open nominations ('RON') must be available in all elections for all Committee positions. 'Postal' votes may also be received on the day.

## **6. Extraordinary General Meeting:**

- 6.1. If one-tenth of the membership or seven 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 while giving at least seven days' notice thereof.
- 6.2. The quorum required for an EGM shall be one-tenth of the membership of the Society.
- 6.3. EGMs shall be chaired by the President of the Society or, in the event of his or her absence, by the Secretary or Treasurer.
- 6.4. Minutes of EGMs shall be taken by the Secretary, or in the event of the Secretary chairing the meeting, whoever he or she nominates of the Committee to take the minutes.

## **7. Committee Meetings:**

- 7.1. The Committee shall meet at least three times per term.
- 7.2. The quorum required for a meeting shall be seven members of the Committee.
- 7.3. Meetings shall be chaired by the President of the Society or, in the event of his or her absence, by the Secretary or Treasurer.
- 7.4. Minutes of AGMs shall be taken by the Secretary, or in the event of the Secretary chairing the meeting, whoever he or she nominates of the Committee to take the minutes.
- 7.5. If a member of the Committee for no good reason fails to attend two consecutive meetings or to fulfil his/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 place will be vacated and may be filled at a General Meeting.

- 7.6. Prior to Committee meetings, the President and Secretary will compile the agenda and provide enough copies of this and of the minutes of the previous meeting for everyone in attendance.
- 7.7. All members of the Society shall have the right to propose items for the agenda through contacting the President of the Society.

## **8. Code of Practice:**

- 8.1. No member should undertake any action that may bring the reputation of the Society, YUSU or the University into disrepute.
- 8.2. A member must not participate in or omit to mention anything which might cause damage to themselves or others.
- 8.3. All members must adhere to the health and safety rules and procedures of YUSU, the Society and the University.
- 8.4. No members should attend workshops, activities and meetings under the influence of drink and/or drugs.
- 8.5. Members must respect the different viewpoints of the Society's members if different from their own.
- 8.6. Members must respect the property of the University, YUSU, the Society and of other members.
- 8.7. Participant selection for Society activities should be free and fair.
- 8.8. 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.
- 8.9. Drinking should not be the main purpose of any social, and members should be able to participate in all Society activities without drinking alcohol, and without any coercion to drink.
- 8.10. 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.
- 8.11. 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.
- 8.12. Breaches of this code of practice can result in Society, YUSU or University disciplinary action.
- 8.13. Societies must adhere to the GDPR 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. Committee Members:**

- 9.1. The Committee will be collectively responsible for the effective management and day to day running of the Society.
- 9.2. All of the Committee must be current YUSU members who are enrolled and studying on a University of York programme.
- 9.3. The Committee shall have the power to set Society rules, in accordance with the Society Constitution.
- 9.4. A new Committee must be elected at least annually at the Annual General Meeting (AGM).

9.5. The Committee will ensure an up-to-date list of Committee members is provided to YUSU within two working days of any election.

9.6. The Committee will be composed of the following:

**9.6.1. President;**

**9.6.2. Secretary;**

**9.6.3. Treasurer;**

**9.6.4. Concerts Manager;**

**9.6.5. Events Officers (x2);**

**9.6.6. Press and Publicity Officers (x2);**

**9.6.7. Ensembles Officer;**

**9.6.8. Lessons and Exams Officer;**

**9.6.9. Derwent Practice Rooms Representative;**

**9.6.10. First Year Representative;**

**9.6.11. Post-Graduate Representative;**

**9.6.12. Technician;**

**9.6.13. Ordinary Members (x2);**

**9.6.14. Extraordinary Members (x2)\*.**

9.7. The Executive Committee will be composed of the elected President, Secretary, and Treasurer.

9.8. The responsibilities of each Committee role are detailed in Appendix 1. These may be subject to change without the need for approval at a General Meeting.

9.9. The President shall have the power to co-opt up to two additional Extraordinary Members to the Committee \*if necessary.

9.10. The Committee shall ensure that activities of the group are pursued in the best interests of its members.

9.11. The election of members of the Committee shall take place at the AGM or, exceptionally, at an EGM. If there is more than one nomination for an elected post, each nominee for that post shall be given three minutes in which to explain why he or she wishes to fill it and feels qualified to do so. In the event of a tie, the sitting President has a casting vote.

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

9.13. 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 her/his successor, and the incoming President, to explain their role in detail and hand over all business.

9.14. 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. Suspension or Exclusion of Society Members or Committee Members:**

10.1. 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.

10.2. Before a vote of no confidence can be considered against a Committee member, the complainant must have attempted to settle the matter informally,

- and one of the Committee members will be responsible to oversee this informal process, and act as a mediator when and where they deem necessary.
- 10.3.If a no confidence motion is called then a Society EGM 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.
  - 10.4.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.
  - 10.5.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.
  - 10.6.No member of the Society shall be deemed to be suspended or excluded without a formal process involving YUSU. This is to ensure fairness and transparency of processes.
  - 10.7.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.
  - 10.8.If an imminent risk is identified, a Society member may be suspended immediately for a period of up to 14 days.
  - 10.9.Any assessment of risk must be carried out by YUSU at the earliest opportunity.
  - 10.10.If no process is initiated within these 14 days to permanently exclude the member then the suspension will be lifted and considered resolved once 14 days have passed.
  - 10.11.Exclusion of a member is a penalty that can only be considered in exceptional circumstances and subject to the below procedure.
  - 10.12.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.
  - 10.13.The panel for the hearing will be chaired by the Student 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 group 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 will minute the meeting.
  - 10.14.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.
  - 10.15.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.

- 10.16. 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 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.
- 10.17. An appeals panel only has the power to uphold or overturn a decision by the initial panel. They may not suggest alternative sanctions.

## **11. Amendments to the Constitution:**

- 11.1. The Constitution may be amended by two thirds of the members present at an AGM or EGM.
- 11.2. If amended, the constitution shall be re-ratified by the Societies Committee before coming into effect, this includes a change of name.
- 11.3. 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.
- 11.4. 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.

## APPENDIX I

### Executive Committee Job Descriptions

- 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 ensure that the Society Committee contains officers named in section 9.6;
  - 1.5. To attend the Society Officer Training and Society Open Meeting;
  - 1.6. To assist all Committee members in their duties in an advisory or in a practical capacity
  - 1.7. To call, chair, and set agendas for meetings of the Society's Committee;
  - 1.8. To publicise the Society, with the assistance of Press and Publicity Officers;
  - 1.9. To prescribe and outline a vision for the future, to be realised by the Committee;
  - 1.10. To perform any other duties as mutually agreed by the Committee 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 back-pages 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 organise the AGM (Annual General Meeting);
  - 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 Constitution, Laws and Bye 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 Development Coordinator;
  - 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 the concert;
  - 4.8. 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. 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/distribution of merchandise;
  - 6.5. 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.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.To perform any other duties as agreed by the Committee and/or the President.

**9. Derwent Practice Rooms Representative:** *The representative for the Derwent 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.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.To perform any other duties as agreed by the Committee and/or the President.

**11. Post-Graduate Representative:** *The representative for the Post-Graduate members of the Society 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.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.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.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.

**APPENDIX III**  
**Committee Members Declaration**

As a Music 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.

**President:** Clark Brydon **Signed:** \_\_\_\_\_

**Secretary:** Archie Bonham **Signed:** \_\_\_\_\_

**Treasurer:** Hannah Young **Signed:** \_\_\_\_\_

**Concerts Manager:** Moya Morrison **Signed:** \_\_\_\_\_

**Events Officer(s):** Lori Jackson **Signed:** \_\_\_\_\_

Immy Wood **Signed:** \_\_\_\_\_

**Press and Publicity Officer(s):**  
Faye Bowness **Signed:** \_\_\_\_\_

Rosa Juritz **Signed:** \_\_\_\_\_

**Ensembles Officer:** Jessica Bosworth **Signed:** \_\_\_\_\_

**Lessons and Exams Officer:**  
Philippa Booth **Signed:** \_\_\_\_\_

**Derwent Practice Rooms Representative:**  
Rachael Stalker (Gow) **Signed:** \_\_\_\_\_

**First Year Representative:**  
Vacant **Signed:** \_\_\_\_\_

**Post-Graduate Representative:**  
Robin Datta **Signed:** \_\_\_\_\_

**Technician:** Vacant **Signed:** \_\_\_\_\_

**Ordinary Member(s):** Phillip Matty **Signed:** \_\_\_\_\_

Lucy McLuckie **Signed:** \_\_\_\_\_

THE UNIVERSITY OF YORK  
**MUSIC**  
**SOCIETY**

**Sir Jack Lyons Concert Hall**

University of York  
University Road  
York YO10 5DD

[uoymusicociety.org](http://uoymusicociety.org) | [musicsoc@yusu.org](mailto:musicsoc@yusu.org)