

# The Constitution of the Edinburgh University Music Society

Ratified by the membership at the AGM on 24<sup>th</sup> March 2016

## NAME

The Society shall be named "Edinburgh University Music Society" and its name shall be abbreviated to "EUMS". The Edinburgh University Music Society shall be referred to in this document as the Society.

## AIM

The object of the Society shall be the encouragement and promotion of music throughout the University of Edinburgh and the wider community.

## LAWS

### 1 Membership

- 1.1 Membership shall be open to students and non-students, with matriculated students of the University of Edinburgh making up a minimum constituent of 75% of Members.
- 1.2 All student Members shall pay an annual subscription, Non- student Members shall pay twice the student rate. Subscriptions, once paid, shall be non-refundable; consideration of individual cases will be at the discretion of the committee. There shall be a student/non-student option for single semester membership and also a lower rate for Summer Concert subscription only. Subscription fees shall be at the discretion of the committee.
- 1.3 The year of Membership shall run from the first day of the University of Edinburgh's academic year until the same day the following year.
- 1.4 Life Membership to the Society may be awarded to society members in exceptional circumstances at the discretion of the Committee. The annual subscription is waived for recipients of Life Membership.
- 1.5 If the conduct of any Member shall, in the opinion of the Committee (see *Byelaw 2.2*), be seriously prejudicial to the interests of the Society, the Committee may resolve to expel such a Member from the Society provided that notice is given in the agenda for the relevant Committee Meeting. The proposal must receive the assent of two-thirds of the Committee. Notice of such resolution shall be sent immediately to the Member in question stating the reason for expulsion and that Member shall have the right of appeal to a General Meeting of the Society, in the agenda for which notice shall have been given. At that General Meeting a two-thirds majority after vote-by-ballot shall be required for the expulsion of the Member. The decision of such a Meeting shall be final.
- 1.6 The Society will continue to take all necessary steps to ensure that Meetings, events and socials are accessible to all those attending, irrespective of circumstance.
- 1.7 The Society believes that discrimination or harassment, direct or indirect and based on any irrelevant distinction, is detrimental to the Society, the University and the wider community, and will not be tolerated (see *Byelaw 1.5*).
- 1.8 The Society may utilise photography from events and concerts as part of its printed and web publicity material. Membership of the Society will advocate such imagery's use without limitation unless a request is made in writing for permission to be withdrawn.
- 1.9 The Society will continue to ensure that it handles all information in a manner consistent with the Data Protection Act 1998.

## 2 Management

- 2.1 The office bearers shall be the *President*, *Secretary* and *Treasurer*, all of whom shall be matriculated students of the University of Edinburgh.
- 2.2 The Committee shall consist of the Office Bearers together with:
- *Chorus Manager*
  - *Chorus Librarian*
  - *Sinfonia Manager*
  - *Sinfonia Librarian*
  - *Symphony Orchestra Manager*
  - *Symphony Orchestra Librarian*
  - *Publicity Manager (x2)*
  - *Social Secretary (x2)*
  - *Community Outreach Manager*
  - *Tour Manager*
  - *Sponsorship & Alumni Manager*
- 2.3 Temporary Committee positions may be formed during the year according to need and on approval by the Committee.
- 2.4 Sub-Committees may be appointed for any purpose by the Committee. Membership of such Sub-Committees shall be at the discretion of the Committee. Sub-Committees may be appointed on an indefinite timescale subject to the annual review of each newly elected committee and financial decisions made by the Sub-Committee must be approved by the Elected Committee.
- 2.5 A Committee Members shall be subject to election by the Society annually at the Annual General Meeting and shall hold office until the following Annual General Meeting. They shall be eligible for re-election. Any vacancy which may occur ad interim may be filled by the Society at an Extraordinary General Meeting, or covered by the remaining committee members.
- 2.5B Office Bears shall be subject to election by the Society annually at the Annual General Meeting and shall hold office until the following Annual General Meeting. They shall be eligible for re-election. Any vacancy which may occur ad interim must be filled by the Society at an Extraordinary General Meeting.
- 2.5.1 If a committee member wishes to resign they must give two weeks notice in writing to the President or Secretary.
- 2.6 Any Office Bearer or Committee Member acting in a manner detrimental to the interests of the Society may be removed from office by a 2/3 majority vote of the Committee.
- 2.7 The President shall, unless prevented by illness or other sufficient reason, represent the Society on all public occasions and take the Chair at all Meetings of the Society and Committee. At all such Meetings, with the exception of committee elections at a General Meeting (byelaw 3.5) they shall have a deliberative as well as a casting vote, shall preserve decorum and shall decide all points of order, for which their ruling shall be final. In their absence, the Chair shall be taken by a Committee Member nominated by the President.
- 2.8 The Secretary shall be responsible for producing minutes for each Meeting in a timely manner, and these should be circulated to the Committee by email. The minutes of Committee meetings may be individually requested in writing with any sensitive information being omitted in line with bylaw 1.9 before being passed on. Following the AGM at the end of that Committee's year in office, all minutes shall be printed and bound by the Secretary to ensure continuation of the Society's records.
- 2.9 The Treasurer shall keep accurate accounts showing the financial position of the Society, submitting the accounts for audit at the end of each financial year and shall, at the Annual General Meeting, submit a report showing the exact financial position of the Society.
- 2.10 The role of the Conductors as Employees of the Society shall be defined in their contracts, to be revised and renewed at the end of the University of Edinburgh's academic year.
- 2.11 No employee of the society may also hold a position on committee.
- 2.12 Society re-registration must be submitted prior to Week 12 of the University of Edinburgh's second semester and should include the Constitution as defined in that year's Annual General Meeting (see *Byelaws 8.1-8.3*).
- 2.13 The Society shall remain under the governance of the Edinburgh University Students' Association (EUSA) and shall abide by all applicable laws, bye-laws and guidelines of EUSA in relation to recognised societies.

### 3 Meetings

- 3.1 An Annual General Meeting of the Society shall be held between the first day of March and the beginning of Week 12 of the University of Edinburgh's second semester (see *Byelaw 2.11*).
- 3.2 At the Annual General Meeting the following business shall be transacted:
- 3.2.1 Minutes of the last Annual General Meeting and of any Extraordinary General Meeting or Meetings held during the past year.
  - 3.2.2 Any proposed alteration to the Constitution.
  - 3.2.3 Reports by the President and Treasurer.
  - 3.2.4 Reports by Conductors.
  - 3.2.5 Election of Office Bearers and Committee for the coming year.
  - 3.2.6 Any other competent business.
- 3.3 All candidates must be nominated and seconded for the relevant position. Neither the President nor current holder of the position may nominate or second a candidate.
- 3.4 If a candidate wishes to run in absentia then they must inform the President of this no fewer than seven days in advance of the AGM. They shall then submit a speech or video in support of their candidacy, not exceeding one minute.
- 3.5 At the Annual General Meeting each candidate for an office bearer position is required to make a short speech not exceeding one minute. Candidates unable to attend in person may submit their speech in absentia to be read out in the Annual General Meeting. In order to be elected a candidate for an office bearer position must receive at least a two-thirds majority vote (including RONS but excluding abstentions).
- 3.4 Candidates for all non-office bearer positions will be required to make a short speech not exceeding one minute. A candidate, whether contested or uncontested, must receive at least 50% of the votes, including RONS but excluding abstentions to be elected.
- 3.5
- Members shall have the options to vote for any candidate; vote to re-open nominations for the position to be filled at a later date; or abstain.
  - All voting will be blind and take place with candidates outside the room.
  - After the speeches, a first round of voting will take place.
  - Candidates will not be allowed to listen to the speeches of other candidates.
  - If a candidate receives the required percentage of votes, they will be elected to the position.
  - If the initial vote is inconclusive, the candidate with the lowest number of votes will be eliminated and another round of voting will take place. This will be repeated until there are two final candidates who will be questioned unless one of the final candidates is in absentia. In which case the President will then have the casting vote.
  - A maximum of three questions will be decided on by those present.
  - The President will question each candidate individually for two minutes in front of the meeting. The questions will be the same for each candidate and asked in the same order. Every effort will be made to contact candidates who are standing in absentia via phone/video call.
  - A vote will then take place between the two final candidates.
  - If the vote is still inconclusive, the final decision falls to the President, who may ask candidates further questions to aid them in this decision.
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- For posts that have two positions, a candidate who receives the required proportion of the vote, excluding abstentions, after the initial vote is elected to one position.
  - If this is conclusive, the second round of voting will be for the remaining candidates.
  - If this second round is inconclusive the President will have the final decision on who to elect. Again, they may ask further question to candidates unless one of the candidates is in absentia.
  - If no candidate receives the required proportion of votes during the first round of voting, all the candidates will be questioned by the floor as before unless one of the candidates is in absentia.
  - A second vote will take place.
  - If a candidate receives the required amount, they are elected to the first position.
  - The President will then decide the final position, or if the second vote was inconclusive too, both positions. He or she may again question candidates further.
  - RON elections will take place at the discretion of the committee.
- NOTE: The President is not allowed to vote. Their role is to decide between inconclusive results.
- 3.6 If the President is standing for election for a new position, the Secretary will assume the position of the President for the above voting system. If the Secretary is also standing, the Treasurer will assume this position.
- 3.7 Extraordinary General Meetings may be called by the Committee at any time on the signed requisition of

25 Members, with such a Meeting to be held within 14 days of receipt of such requisition by the Committee. At Extraordinary General Meetings no business shall be transacted other than that for which the Meeting was called.

- 3.8 At least seven days' notice shall be given to Members of all General Meetings.
- 3.9 At every General Meeting 25 Members including Office Bearers shall form a quorum.
- 3.10 Only members who have been a paid member for the whole, or part of the academic year in which the General Meeting takes place are eligible to vote.
- 3.11 Meetings of the Committee shall be called by the President, or if two other Committee Members give notice to the Secretary that they desire such a Meeting to be called. When such notice is given a Meeting shall be held within seven days of the receipt of notice.
- 3.12 At Meetings of the Committee, 10 Members shall form a quorum.

#### **4 Finance**

- 4.1 The Society may receive donations, grants in aid or financial guarantees.
- 4.2 The Society's cheques shall require two signatures and the signatories shall be the Treasurer and either the Secretary or the President. The treasurer will also clear all online transfers with another signatory, this may be done retrospectively. All online transfers of over £50 should be cleared in advance. The Treasurer will submit a record of online transactions to the President at least once a month.
- 4.3 The financial year shall commence on the first day of April.
- 4.5 No non-Committee Member shall incur a liability on behalf of the Society without the prior written consent of the President or Treasurer.

#### **5 Practice and Performance**

- 5.1 The Society shall consist of the Chorus, Sinfonia and Symphony Orchestra.
- 5.2 Admission to Symphony Orchestra shall be based on auditions at the discretion of the Conductor. Sinfonia shall audition wind, brass and percussion players only. Membership of chorus requires no audition.
- 5.3 Rehearsals, concerts and other events shall be at the discretion of the Committee.

#### **6 Adherence to the Constitution**

- 6.1 All Members shall be bound by and must adhere to the Laws of the Society as defined in the Constitution.

#### **7 Interpretation of the Constitution**

- 7.1 In the event of any dispute occurring as to the meaning of these Laws, the question shall be referred to the Committee, unless such question arises at an Annual General Meeting when it shall be decided at the Meeting. The decision of the Committee or General Meeting shall be final on the question in point.

#### **8 Alteration of the Constitution**

- 8.1 Any motion to alter the Constitution as above must be made in writing to the President at least seven days before the Annual General Meeting (see *Byelaw 3.1*).
- 8.2 Any alteration must be approved by a two-thirds majority in a quorate Annual General Meeting.
- 8.3 Alterations to the Constitution shall come into force from the date of the Annual General Meeting at which they are approved.

#### **9 Dissolution of the Society**

- 9.1 A motion to dissolve the Society shall be made in writing to any Office Bearer. Such notice shall be made, seconded and undersigned by two Members. The motion shall be referred to a plebiscite of Members under the arrangement of the Committee, and a two-thirds majority of those voting shall be necessary for dissolution to proceed.
- 9.2 On dissolution of the Society any remaining assets shall be transferred to the Edinburgh University Students' Association Finance Committee to be held in a three year Suspense Account in case the Society is reformed.

**Society** refers to the Edinburgh University Music Society and its Members therein.

**Member** refers to a person who has paid their subscription fees and is usually a musician with one or more of the Society's ensembles.

<b>Committee</b>	refers to the Members elected at the Annual General Meeting to manage the Society and its affairs.
<b>Meeting</b>	refers to an assembly of 10 or more Members in a Committee Meeting or 25 or more members in a General Meeting.
<b>Employee</b>	refers to a person, salaried or unsalaried, who is contractually engaged by the Society and its activities.

FLB 23/4/16