



## **Edinburgh University Music Society Constitution**

c/o The Activities Office  
5/2 Bristo Square  
Potterrow  
EH8 9AL

### Paragraphs

1. Name
2. Objects
3. Membership
4. Management
5. Finance
6. Policy
7. Dissolution
8. Alteration of the Constitution
9. History

## 1. Name

### 1.1. Official Title

- a. The Society shall be known as **Edinburgh University Music Society** hereinafter referred to as the Society.
- b. The Society may also be known as **EUMS** both titles having equal validity to the title outlined in Sect 1.1(a)

## 2. Aims & Activities

### 2.1. The aims of the Society shall be

- a. the encouragement and promotion of music throughout the University of Edinburgh and the wider community.

### 2.2 General Activities of the Society include:

- a. Chorus, Sinfonia and Symphony Orchestra.
  - i. 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.
  - ii. Rehearsals, concerts and other events shall be at the discretion of the Committee.

## 3. Membership

### 3.1. Forms of Membership

- a. Full Membership of the Society is open to all matriculated students of Edinburgh University.
- b. Membership of the Society is also open to those who are not University of Edinburgh Students
- c. Membership shall be at least 75% matriculated students of Edinburgh University.
- d. Full membership lists should be filed with the Activities Office at least once per semester to ensure membership databases are up to date.
- e. If any dispute of membership should arise, the list registered through the Students' Association database will be used as the official list.
- f. 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.
- g. Life Membership to the Society may be awarded to any person in exceptional circumstances at the discretion of the Committee. The annual subscription is waived for recipients of Life Membership. Any EUMS Member can nominate (in writing to the committee) a candidate to receive Life Membership

- h. The Society may utilise photography from events and concerts as part of its printed and web publicity material. Membership of the Society will give consent for such imagery's use without limitation unless a request is made in writing for permission to be withdrawn.

### 3.2. Membership Entitlements

- a. 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.
- b. Membership is also available to purchase per Semester which runs in conjunction with the University calendar

### 3.3 Membership Responsibilities

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

### 3.4. Breach of Member Responsibilities (and Conflict Resolution)

- a. The Committee may impose sanctions for misconduct on members, based on verifiable evidence collected, taking into account the seriousness of the misconduct with reference to the membership responsibilities and standard code of conduct, any previous warnings, and any mitigating circumstances. When appropriate the following sanctions may be applied:
  - 1. Informal Warning
  - 2. First Written Warnings will be issued for a minor offence or complaint;
  - 3. Final Written Warnings will be issued for: a further offence or complaint or if the conduct of the member failed to improve following a previous warning, or if the actions are serious enough to warrant a Final Written Warning.
  - 4. Removal from membership will occur if there is a further serious event of misconduct, or if the conduct of the member failed to improve following a previous written warning, or if the member committed an act of gross misconduct.
  - 5. Edinburgh University Students' Association ("the Students' Association") Societies department will be notified upon removal of a member and provided with a copy of the evidence pertaining to the sanctions process and removal. All persons removed from membership may appeal to the Societies' department against such removal.
  - 6. 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.

## 4. Management

### 4.1. The General Committee

- a. The business of the Society shall be managed by a Committee of Office Bearers.
- b. Any full student member of the Society shall be entitled to sit on the Committee.
- c. The Office Bearers must be members of the Society and matriculated students of Edinburgh University.

- d. All Office Bearers will complete annual online training as outlined by the Activities Team.

#### 4.3. Executive Office Bearers

- a. The Committee must consist of a President, Secretary, and Treasurer (the Executive Officers) as a minimum.
- b. These Office Bearers will be elected at the Annual General Meeting.
- c. No person may be elected to more than one of these posts simultaneously.

#### 4.4. President

- a. The President will chair the General Committee and Emergency General Meetings.
- b. The President is responsible to the Annual General Meeting and the General Committee and is ultimately responsible for the conduct of the Society.
- c. It is the President's responsibility to ensure the Society has submitted their annual report, risk assessment and re-registration forms to the Activities Office.
- d. Should the President resign a new President or Acting President will be voted in at an EGM.
- e. At all General Committee Meetings, with the exception of Committee elections at a General Meeting, 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.
- f. In the absence of the President the Chair shall be taken by an Executive Office Bearer

#### 4.5. Treasurer

- a. The Treasurer shall be accountable to the committee and members for the finances of the society.
- b. The Treasurer shall keep and prepare Accounts of the Society and provide a provisional budget, as exhaustive as possible, to be presented at the Annual General Meeting.
- c. It is the Treasurer's responsibility to ensure the annual financial report is complete and submitted along with the society's annual report.
- d. Should the Treasurer resign, a new Treasurer or Acting Treasurer will be voted in at an EGM.
- e. The Treasurer will ensure that all transactions are made in a timely manner.

#### 4.6. Secretary

- a. The Secretary shall be responsible for the administration of the society.
- b. The Secretary shall also be responsible for any correspondence within or on behalf of the Society and prepare the agendas and the minutes of every committee meeting, AGM and EGM which will be provided to the Committee in a timely manner
- c. Should the Secretary resign, a new Secretary or Acting Secretary will be voted in at an EGM.
- d. The minutes of Committee meetings may be individually requested in writing with any sensitive information being omitted before being passed on.
- e. 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.

#### 4.7. Non-Executive Office Bearers

The Committee shall consist of the Executive Office Bearers together with the following Non-Executive Officers:

- **Chorus Manager**

Ensure the smooth running of Chorus including organising rehearsal and concerts

Act as the liaison between all Chorus members, the conductor and the Committee.

Undertake any reasonable tasks as requested by the Executive Office Bearers.

- **Chorus Librarian**

Order and prepare music for all Chorus rehearsals, concerts and any other reasonable requests given by the Executive Office Bearers.

- **Sinfonia Manager**

Ensure the smooth running of Sinfonia including organising rehearsal and concerts

Act as the liaison between all Sinfonia members, the conductor and the Committee. Undertake any reasonable tasks as requested by the Executive Office Bearers.

- **Sinfonia Librarian**

Order and prepare music for all Sinfonia rehearsals, concerts and any other reasonable requests given by the Executive Office Bearers.

- **Symphony Orchestra Manager**

Ensure the smooth running of Symphony Orchestra including organising rehearsal and concerts

Act as the liaison between all Symphony members, the conductor and the Committee. Undertake any reasonable tasks as requested by the Executive Office Bearers.

- **Symphony Orchestra Librarian**

Order and prepare music for all Symphony Orchestra rehearsals, concerts and any other reasonable requests given by the Executive Office Bearers.

- **Publicity Manager (×2)**

Organise and oversee the creation and production of all concert and Society publicity. Organise and oversee the management of the Society website and other social media accounts. Undertake any reasonable tasks as requested by the Executive Office Bearers.

- **Social Secretary (×2)**

Organise and oversee all social activity of the Society, including, but not limited to, weekly socials, Welcome Week events and other one-off social events. Undertake any reasonable tasks as requested by the Executive Office Bearers.

- **Community Outreach Manager**

Organise and oversee all external, interactive activity of the Society, including, but not limited to, the Big Sing, Education Project, carolling and other one-off community events. Undertake any reasonable tasks as requested by the Executive Office Bearers.

- **Tour Manager**

Organise and oversee the annual Society tour and Weekend Away (when applicable). Liaise with the Treasurer and the President to organise and prepare the tour budget. Undertake any reasonable tasks as requested by the Executive Office Bearers.

- **Sponsorship & Alumni Manager**

Responsible for sourcing extra income to enhance the work of the Society. Responsible for maintaining good relations with Society Alumni. Undertake any reasonable tasks as requested by the Executive Office Bearers.

- **Ordinary Member**

Responsible for supporting the social secretaries and all other Committee members in their weekly duties. Undertake any reasonable tasks as requested by the Executive Office Bearers. This position will be filled at an EGM in the new Academic Year before the end of week 4.

4.7.1 If a Non-Executive Officer position is not filled at the AGM, it may be left vacant or filled at a later date without consequence.

4.7.2 Temporary Committee positions may be formed during the year according to need and on approval by the Committee.

4.7.3 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.

#### 4.8. Conduct

- a. All Office Bearers shall act in good faith towards the Society in all actions they undertake on its behalf. The Committee should present a united front and reserve sensitive conversations for Committee meetings and other official channels of communication.

#### 4.9. Recall

- a. The members shall have the right at an Extraordinary General Meeting to seek the recall of any or all of the Office Bearers by a special resolution (i.e.: a 75% vote in favour of the resolution).
- b. For such a vote to be binding on the Society the Meeting must be quorate.
- c. The quorum shall be 25 members of the Society.
- d. Grounds for recall may be founded on the failure of any member of the General Committee to comply with the terms of the constitution, or for any other reason deemed legitimate by the General Meeting.

#### 4.10. Annual General Meeting

- a. All members of the Society are entitled to attend Annual General Meetings (hereinafter referred to as the AGM).
- b. It is the responsibility of the Secretary to ensure that members receive at least 14 days written/email notification of the AGM and of elections not held at the AGM.
- c. Motions to be discussed (excluding constitutional amendments) should be presented to the Secretary in advance of the AGM.
- d. Only fully-matriculated students are entitled to vote at the AGM.
- e. All Office Bearer roles shall be subject to election annually at the AGM.
- f. All members who are matriculated students of the University of Edinburgh shall be entitled to stand and to vote in elections.
- g. Motions carried by the necessary majority (i.e. a 50% vote in favour of the motion) at quorate AGMs are binding on the Society. Executive Office Bearers must receive a 2/3 majority in order to be elected.
- h. The quorum shall be shall be 25 members of the Society.
- i. It is the responsibility of the outgoing Treasurer to present the final reports for the previous year and a complete account of the current state of EUMS's finances. They must present an accurate breakdown of the definite commitment for which the Society has been engaged in the current year, henceforth to be known as the Budget. Emphasis must be placed on comparing this Budget with current income.
- j. The President and Conductors shall submit a written report on the general state and activities of the Society from the past Academic year.

#### 4.11. Emergency General Meeting

- a. The President may call an Extraordinary General Meeting for matters arising in the course of the year which require consideration by members.
- b. Following the receipt of such a request by the Secretary, the General Committee shall have twenty-eight (28) days to implement the request, and must take reasonable measures to notify the members of the time and place of the Extraordinary General Meeting.
- c. The EGM shall follow the procedure of the AGM outlined in 4.10 above.
- d. All members must receive at least 14 days written/email notification of the EGM.

- e. In the event of an Executive position becoming vacant, President will call an EGM to elect a replacement.
- f. Any newly elected Office Bearers will be communicated to the Societies Team after the election has taken place.

#### 4.12 Voting Procedures

4.12.1 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.

4.12.2 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.

4.12.3 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 Reopen Nominations (RON)) but excluding abstentions).

4.12.4 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.

4.12.5 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.



- 4.12.6 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.

4.12.7 RON elections will take place at the discretion of the Committee.

4.12.8 The President is not allowed to vote. Their role is to decide between inconclusive results.

4.12.9 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.

#### 4.13 Employees

- a. 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.
- b. No employee of the society may also hold a position on the Committee.

#### 4.14 Meetings of the General Committee

- a. 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.
- b. At Meetings of the General Committee, 10 Members shall form a quorum.

### 5. Finance

#### 5.1. Finance Policy

- a. The Treasurer must endeavour to ensure that the ordinary expenditure of any given year is not more than the ordinary income of that year.
- b. The financial year shall run from 1st April to 31st March.
- c. The definition of ordinary and extraordinary expenditure is the responsibility of the General Committee.
- d. 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.

- e. No Member (Committee or otherwise) shall incur a liability on behalf of the Society without the prior written consent of the President or Treasurer.

## 5.2. General Finance

- a. The Society shall be non-profit making. The Office Bearers and members may only receive payment, direct or indirect, as reimbursement for legitimate expenses.
- b. Core income shall be defined as income arising from membership fees and any other source as agreed by the General Committee.
- c. Any reserves at the end of the Financial Year shall be carried over into reserves for the following Financial Year.
- d. A loss carried forward into the following financial year must be notified and explained at the Annual General Meeting.

## 6. Policy

### 6.1. Re-registration, Annual Reports and Financial Reports

- a. Re-registration of the society must be submitted in accordance with the deadlines set by the Activities Team.
- b. Annual and Financial Reports must be completed and submitted as part of the re-registration process following the AGM in the second semester.

### 6.2. Society Status

- a. A Society may not register to obtain any legal status, including a limited company or a charitable status.

### 6.3. Equal Opportunities Policy

- a. The Society shall uphold and maintain its policy on the equality of opportunity as defined in the Equal Opportunities Policy.
- b. The Society will take all necessary steps to ensure that their meetings, events and socials are accessible to all.
- c. The Society will ensure that it complies with any relevant data protection legislation.
- d. The Society believes that discrimination or harassment, direct or indirect, based on a person's gender, age (except where it relates to licensing laws), race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities or any other irrelevant distinction, is detrimental to the society, the university and wider society, and will not be tolerated.

- e. The Society shall abide by any applicable laws, bye-laws and guidelines of the Edinburgh University Students' Association in relation to recognised Societies.

## **7. Dissolution**

### **7.1. Dissolution of the Society**

- a. A motion to dissolve the Society shall be made in writing to any Executive Office Bearer. Such notice shall be made, seconded and undersigned by two Members. The motion shall be referred to a plebiscite of Members (at least 75%) under the arrangement of the Committee, and a two-thirds majority of those voting shall be necessary for dissolution to proceed.
- b. 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.

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

### **8.1. Alteration**

- a. Any motion to alter the Constitution will have to be supported by two-thirds of the members present at the AGM or EGM, 14 days notice of which shall be given.
- b. The Students' Association considers the ruling society constitution to be that which is displayed on the Society Profile.
- c. Alterations to the Constitution shall come into force from the date of the General Meeting at which they are approved.
- d. Any proposed alterations should be submitted to the President & Secretary with at least 7 days notice of an AGM/EGM

## **9. History**

This constitution was accepted at an AGM held on **Thursday 29<sup>th</sup> March 2018**