

The University of Birmingham

University Music Society

Constitution

Revised Summer 2010

1 Designation and context

- 1.1** The name of the society shall be the 'University Music Society', which may be abbreviated to 'UMS'.
- 1.2** Copies of this constitution and of any rules adopted by the Society will be available to all members at any time.

2 Objects

- 2.1** The objects of the Society shall be:
 - 2.1.1** to promote the appreciation and enjoyment of music;
 - 2.1.2** to promote musical performance by running or helping to run such performing bodies as the membership may at a General Meeting approve;
 - 2.1.3** 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 UMS body;
 - 2.1.4** to promote social activities associated with music.
- 2.2** In pursuing its objects, the Society shall liaise and collaborate with the University Department of Music and the University Concerts Co-ordinating Committee.

3 Membership

- 3.1** There shall be two classes of membership:
 - 3.1.1** Ordinary membership: Ordinary membership shall be available to anybody, whether or not he or she is or has been a member of the University;
 - 3.1.2** Honorary membership: an Honorary President shall be nominated at the Annual General Meeting (see **6.4.5**, below) and shall hold office for the following academic year. Honorary membership may be conferred on any other person by resolution of the Committee.
- 3.2** All members of the Society shall be entitled to vote at General Meetings, take part in musical or social activities and competitions organised by the Society and purchase at a reduced rate such number of tickets to UMS events as the Committee may decide.
- 3.3** Only UMS members may participate in UMS ensembles and competitions and attend General Meetings.
- 3.4** All ensemble members are required to sign a contract upon joining a UMS ensemble; the contract will set out the obligations of the ensemble member. The contract shall be drawn up by the University Music Administrator, approved by the Committee and reviewed annually.
- 3.5** Membership is not required for participation in UMS social events or for the purchase of UMS merchandise; however, the Committee reserves the right to charge reduced rates to members.

4 Subscription and Assets

- 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 Committee reserves the right to set a termly cut-off date for the payment of subscriptions and to exclude from UMS ensembles anyone

who has not paid by that date, regardless of whether their place was gained by audition.

- 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 The assets of the Society shall be applied to the objects set out in paragraph 2 above. In the event of the dissolution of the Society, any remaining funds shall be donated to the Department of Music for use in accordance with the objects of the Society.

5 Relationship with the University of Birmingham and the Department of Music

- 5.1 As an independent society, the UMS will be responsible for running its own affairs through the mechanisms set out in this Constitution. The principal mechanism is the UMS committee, which will receive advice and guidance from, among others, those Music Department staff members who belong to it (see **8.1** below).
- 5.2 The finances of the UMS will be independent of those of any other body. The UMS nevertheless receives support in kind from the University of Birmingham and from the Department of Music. This support includes such things as the use of space and equipment.
- 5.3 The scheduling and programming of UMS concerts will be done by the UMS committee in consultation with the Department of Music and the University Concerts Co-ordinating Committee, on which the UMS will be represented by the Student President.
- 5.4 The scheduling of UMS social events will be done by the UMS Committee in consultation with the Department of Music.

6 Annual General Meetings

- 6.1 There shall be an Annual General Meeting (hereafter 'AGM') of the Society in the autumn term of each academic year of which at least fourteen days' notice shall be given.
- 6.2 The quorum required for an AGM shall be one-tenth of the membership of the Society.
- 6.3 AGMs shall be chaired by the Chairperson of the Society or, in the event of his or her absence, by the Peyton and Barber Professor or the Head of the Department of Music or the Staff Treasurer. Minutes of AGMs shall be taken by the Minutes & Concerts Manager.
- 6.4 The agenda of the AGM shall be as follows:
 - 6.4.1 The Minutes of the previous AGM and of any intervening EGM shall be read out by the Student President and, if approved, be signed by the Chairperson of the meeting as a correct record.
 - 6.4.2 Matters arising from the Minutes may be discussed.
 - 6.4.3 Amendments to the constitution (see **13** below).
 - 6.4.4 Election of Student President for the coming year.
 - 6.4.5 The outgoing Student President and the Staff Treasurer shall each present a report on the preceding year which, if approved, shall be formally adopted.
 - 6.4.6 Nominations for an Honorary President shall be received and ranked in order of preference.

- 6.4.7** The result of the election to the post of Student President shall be announced. Unsuccessful candidates may stand for election to some other Committee post.
 - 6.4.8** Election of members to the Committee and appointment of officers.
 - 6.4.9** Other business may be transacted.
- 6.5** The election of officers and committee members shall be carried out in a free and fair democratic manner. Candidates must be proposed and seconded by members of the Society.
- 6.6** 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. The option to re-open nominations ('RON') must be available in all elections for all committee positions.
- 6.7** Members should be informed of their right to nominate an Honorary President prior to the AGM. Nominations for the Honorary President should be supported by a short speech at the AGM, detailing the nominee's suitability for the role in order to enable voters to make an informed decision. Voting shall be carried out by a show of hands at the AGM.

7 Extraordinary General Meetings

- 7.1** If one-tenth of the membership or seven members of the Committee ask the Chairperson of the Society in writing for an Extraordinary General Meeting (EGM), the Student President shall call such a meeting at the earliest possible date while giving at least fourteen days' notice thereof.
- 7.2** The quorum required for an EGM shall be one-tenth of the membership of the Society.
- 7.3** EGMs shall be chaired by the Chairperson of the Society or, in the event of his or her absence, by the Peyton and Barber Professor or the Head of the Department of Music. Minutes of EGMs shall be taken by the Minutes & Concerts Manager.

8 Committee

- 8.1** The day-to-day running of the Society and its activities shall be conducted, subject to the wishes of the membership, by a Committee composed of the following:
 - 8.1.1 Chairperson**
 - 8.1.2 Peyton and Barber Professor of Music**
 - 8.1.3 Head of the Department of Music**
 - 8.1.4 Staff Treasurer**
 - 8.1.5 The Department of Music's Director of Performance**
 - 8.1.6 University Music Administrator**
 - 8.1.7 University Concerts Manager**
 - 8.1.8 Management Team**
 - 8.1.8.1 Student President**
 - 8.1.8.2 Minutes & Concerts Manager**
 - 8.1.8.3 Membership & Finance Manager**
 - 8.1.8.4 Mailing List & Database Manager**
 - 8.1.9 Publicity Team (comprising between 2 and 4 Publicity Officers)**

8.1.10 Social Secretaries (2)

8.1.11 Ensemble Managers (1 for each ensemble)

- 8.2** 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.
- 8.3** The Committee shall have the power to co-opt up to two additional members if necessary, including the manager of any UMS ensemble not otherwise represented.
- 8.4** Apart from the first seven officers listed in **8.1** above, all members of the Committee shall be students. All student members of the Society shall be entitled to stand for election to these posts. In the case of Staff members of the committee, if one individual holds more than one of the positions within the Department of Music listed above (**8.1.2** to **8.1.5**), they shall sit on the committee in both capacities but cast only one vote in any election or vote.
- 8.5** The Committee shall ensure that activities of the group are pursued in the best interests of its members.

9 Terms of Office of Committee Members

- 9.1** The Chairperson and Staff Treasurer shall be appointed for three years and shall take office from the date of the first meeting following the AGM at which they are appointed. The Peyton and Barber Professor of Music, Head of the Department of Music, and Director of Performance are members of the Committee *ex officio*.
- 9.2** Student members of the Committee shall be elected to serve for one calendar year and shall take office from the date of the first meeting following the AGM at which they are elected.
- 9.3** Retiring officers and Committee members are eligible for re-election.

10 Election to the Committee

- 10.1** Nominations for appointment or election to posts on the Committee shall be received by the Student President at least seven days before the AGM. They must be in writing, signed by the nominee (giving his/her consent) and signed by a proposer and seconder - all of whom must be members of the Society. If a post has received no nomination by the deadline, a written nomination for it may be given to the Student President up to the starting time of the AGM.
- 10.2** No one can be nominated for more than one post at a time. The result of the election of the Student President will be announced before voting takes place for the other members of the Committee. Unsuccessful candidates for the post of Student President may stand for election to one of these positions.
- 10.3** 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 one minute in which to explain why s/he wishes to fill it and feels qualified to do so. In the event of a tie, a recount is mandatory. In the event of a tie on the recount, the Chairperson of the meeting has a casting vote. If nominations are re-opened, there shall be an EGM and an election in accordance with **10.1** above.

- 10.4** In the event that there is no nomination for a post by the time of the AGM, members may nominate themselves at the meeting, provided they are proposed and seconded. In the event that a post is still not filled, the new Committee reserves the right to offer the role to anyone who came close second for another contested post.
- 10.5** Following the AGM, the new Committee will attend a handover meeting with the retiring Committee before the end of the Autumn Term. Every retiring Committee member will also meet individually with her/his successor to explain their role in detail and hand over all business.
- 10.6** Should any member of the Committee resign, his/her vacated post may be advertised and filled at an EGM.

11 Committee Meetings

- 11.1** The Committee shall meet at least three times per term; the quorum required for a meeting shall be seven members of the Committee.
- 11.2** The meetings shall be chaired by the Chairperson or, if the Chairperson is not available, by the Peyton and Barber Professor of Music or the Head of the Department of Music or the Staff Treasurer. The University Music Administrator shall attend in an advisory capacity. Minutes shall be taken by the Minutes & Concerts Manager.
- 11.3** 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, the place will be vacated and may be filled at a General Meeting.
- 11.4** Prior to Committee meetings, the Minutes & Concerts Manager will ask the Committee, via email, to inform him/her of any items for the agenda and any apologies. S/he will compile the agenda and print enough copies of this and of the minutes of the previous meeting for everyone in attendance.
- 11.5** All members of the Society shall have the right to propose items for the agenda through contacting any member of the Committee.

12 Election of student conductors

- 12.1** Election to the conductorship of the University Wind Band, Brass Band, Saxophone Ensemble and Chamber Choir shall be subject to audition in the term prior to the one in which the conductorship is to be held. Those wishing to be considered shall apply in writing to the Ensemble Manager by a deadline to be announced on the UMS website and notice-board. Immediately after the auditions, conductors shall be selected by the members of the performing bodies present at the audition; in the event of a tie, a second round of voting may be held. Those voting must be members of the Society and must have been regular participants in the relevant ensemble during the term in which the election is held. The successful candidates shall be announced via the UMS mailing list, website and notice-board following the auditions.
- 12.2** Each performing body may select up to three conductors, each to serve for one semester. No student may hold more than one UMS conductorship at a time.

13 Amendments to the Constitution

- 13.1** Amendments to the constitution must be proposed and seconded by members of the Society, submitted in writing to the Student President at least seven days before a General Meeting, and displayed on the UMS website and notice-board at least three days before the Meeting.
- 13.2** Such amendments must be itemized on the agenda of the General Meeting: no amendment shall be discussed as Other Business.
- 13.3** Proposed amendments shall be carried if they receive the support of sixty per cent of those present at the Meeting.

14 Committee Guide

- 14.1** The Committee shall keep an informal document, entitled 'Committee Guide', detailing the role of each individual Committee member. This will ensure a smooth handover between consecutive Committees.
- 14.2** The Committee Guide shall be reviewed by the Student President annually before the AGM and updated, where necessary.
- 14.3** The UMS Committee is under no obligation to follow the suggestions in the Committee Guide, which is a purely advisory document.

15 Interpretation

In the event of a dispute as to the meaning of any part of this Constitution, the Chairperson shall be asked to give a ruling. If any member of the Society is not satisfied with this ruling, s/he may ask the Chairperson for an Extraordinary General Meeting (see 7.1), of which the decision by a simple majority shall be final.

Appendix 1

Committee Roles

1 Chairperson

The Chairperson shall be a member of staff of the University but not of the Department of Music. They shall chair all meetings and be responsible for formally adopting the minutes of meetings. They shall be given the opportunity to make a speech at formal social events.

2 Peyton and Barber Professor of Music

The Peyton and Barber Professor of Music shall represent the interests of The Henry Barber Trust and the Barber Institute of Fine Arts and shall offer advice and assistance to the student members of the Committee.

3 Head of the Department of Music

The Head of the Department of Music shall represent the best interests of the Department of Music on the UMS Committee and shall offer advice and assistance to the student Committee members.

4 Staff Treasurer

The Staff Treasurer shall be responsible for the long-term finances of the Society and shall report back to the Committee regularly on the society's financial situation. S/he shall present a report at the AGM detailing the year's finances and shall liaise with the Student Treasurer and Secretary (Membership) on financial matters.

5 The Department of Music's Director of Performance

The Director of Performance shall help to ensure that the UMS is providing its members with the highest possible level of performance opportunities. S/he shall assist the Committee in enforcing the exclusion from UMS ensembles of anyone who refuses to pay the subscription fee.

6 University Music Administrator

The University Music Administrator shall sit on the Committee in an advisory (i.e. non-voting) role. S/he shall be responsible for any administrative duties linked to the UMS, including the drawing up of ensemble contracts each year and the archiving of the minutes and agendas of Committee meetings and any other relevant documentation. S/he shall assist the Student Membership & Finance Manager in making sure all ensemble members have paid their subscription and shall help the Committee and Director of Performance to enforce the exclusion of anyone who refuses to pay.

7 University Concerts Manager

The University Concerts Manager shall sit on the Committee in an advisory (i.e. non-voting) role. S/he shall be responsible for all publicity and marketing and shall meet regularly with the Publicity Team to advise them (see **8.1.9** below).

8 Management Team

The Management Team shall be responsible for running the Committee and delegating tasks within it. The team will comprise four individuals who shall also work together as a unit.

8.1 Student President

The Student President shall be responsible for overseeing all activities of the UMS and its Committee. S/he shall assist all Committee members in their duties in an advisory or in a practical capacity. S/he shall communicate regularly with the Society's members and Committee, and shall ensure strong links between the two. S/he shall be responsible for

all things concerning the Honorary President, organising General Meetings, organising competitions, responding to public enquiries, delegating tasks to the Committee and organising Freshers Week, including the Music Department's Parenting Scheme. S/he shall attend all UMS concerts as part of the Management Team, be given the opportunity to make a speech at formal social events and be responsible for reviewing and updating the Committee guide annually (see **14** below).

8.2 Minutes & Concerts Manager

The Minutes & Concerts Manager shall be responsible for taking minutes at Committee meetings and General meetings and making them available to society members; s/he shall also be responsible for compiling agendas for meetings. S/he shall liaise with Ensemble Managers and the University Music Administrator regarding arrangements for all UMS concerts and be responsible for buying gifts for conductors and soloists and organising refreshments, when required. S/he shall attend all UMS Concerts and be responsible for their overall management. S/he shall attend rehearsals to assist with the membership process at the start of the Autumn and Summer terms.

8.3 Membership & Finance Manager

The Membership & Finance Manager shall be responsible for collecting membership forms and subscription money. S/he shall ensure that they or another member of the Management Team are in attendance at all rehearsals in the first three weeks of term to handle the collection of membership forms and money. S/he shall organise the making and distribution of membership cards annually and work with Ensemble Managers and the University Music Administrator each term to ensure that all members of UMS ensembles have paid their subscription. It is the Membership & Finance Manager's responsibility to take all money to the bank and to ensure that proper financial records are kept. S/he shall be jointly responsible, with the Mailing List & Database Manager, for organising and managing front of house at UMS concerts, where needed.

8.4 Mailing List & Database Manager

The Mailing List & Database Manager shall keep a database of members and their contact details and ensure that all members are added to the mailing list. S/he shall take details from the database to create the UMS mailing list. S/he shall be responsible for forwarding relevant emails to the UMS mailing list. S/he shall be jointly responsible, with the Membership & Finance Manager, for organising and managing front of house at concerts, where needed. S/he shall attend rehearsals to assist with the membership process at the start of the Autumn and Summer terms.

9 Publicity Team

The Publicity Team shall comprise between two and four student posts, one of which shall be a non-music student, where possible. The team is responsible for publicising the Society, increasing membership and selling concert tickets. They shall have regular meetings with the University Concerts Manager outside Committee meetings to discuss publicity matters and delegate tasks. The Student President shall be invited to publicity meetings, and the team shall report on their progress at Committee meetings. They shall be responsible for publicising

the UMS and its concerts in all possible ways, through printing flyers and/or posters each semester, maintaining the UMS notice-boards and social networking sites, organising UMS merchandise, conducting audience surveys and finding ways to target the wider public both inside and outside the University. They shall ensure that all information on the UMS website is kept up to date and that it is used effectively to promote the Society. Should there be less than four members in the Publicity Team, they shall be assisted by the Management Team and other members of the Committee.

10 Social Secretaries

There shall be two Social Secretaries, who will be responsible for all social activities related to the UMS. They shall organise varied socials throughout the year, including the annual UMS Ball in the Spring Term, and shall assist the Student President in the organisation of any official visit made by the Honorary President. They shall liaise with the Staff Treasurer on financial matters relating to social events.

11 Ensemble Managers

There shall be eight Ensemble Managers, each responsible for the running of one UMS ensemble: Brass Band, Chamber Choir, University Choir, Jazz Orchestra, Philharmonic Orchestra, Symphony Orchestra, Wind Band and Saxophone Ensemble. Each Ensemble Manager shall be responsible for running rehearsals as well as organising and managing all aspects of their ensemble concerts. They shall be responsible, along with the University Music Administrator, for distributing parts and scores to their ensemble members and collecting them back in. They shall liaise with the University Music Administrator and the Membership & Finance Manager to ensure that every member of the ensemble has paid their subscription and filled in a contract. They shall also liaise with the University Music Administrator and Minutes & Concerts Manager in the organisation of their concerts. They shall be responsible for ensuring that every member of their ensemble receives all the required information and for raising any issues within the ensemble at Committee meetings. The Brass Band, Chamber Choir, Wind Band and Saxophone Managers shall be responsible for organising Conducting Auditions and ensuring that they are fair. The Jazz Orchestra Manager shall be responsible for organising auditions at the beginning of the Autumn Term.