



## CONSTITUTION

Updated 24th October 2017



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## **1 Aims**

**1.1** To promote an interest in the appreciation of, and participation in, music rehearsal, performance and education and social activities by members of the university and its environs.

**1.2** This shall be achieved by:

1. Organisation and financial arrangement for the running of major\* musical ensembles.
2. Encouragement of smaller ensembles.
3. Provision of a suitable platform for regular rehearsal and performance for major musical ensembles.
4. Provision for smaller groups to perform.
5. Organisation of non-musical activities to further the social element of the society.
6. Provision to buy rarely owned or high demand instruments for use in ULMS ensembles.
7. Facilitation of musical education through the 'Project Teach Music' scheme.

*\* major musical ensembles are described in Appendix B and on the ULMS website*

## 2 Societies Council

2.1 All members of ULMS shall abide by the constitution and policies of Lancaster University Students' Union.

## 3 Committee

3.1 The ULMS committee shall be elected annually at the ULMS AGM (See sections 5 & 6)

3.2 Members elected to the committee are expected to serve for a full term of office (1 year).

3.3 Members elected to the committee are expected to abide by the seven Nolan Principles (see Appendix A).

3.4 The committee has overall responsibility for the running of the society and ensuring that the constitution is adhered to.

3.5 The committee shall consist of:

- President\*
- Treasurer\*
- Secretary\*
- Major Ensemble Representatives
- Social Secretary
- Publicity Officer
- Small Groups Rep
- Technician
- 'Project Teach Music' Co-ordinator

*\*Must be Lancaster University Students*

3.6 A committee member shall be chosen to represent ULMS at Lancaster University Societies Council meetings, usually the  $\frac{1}{2}$  President.

**3.7** A committee member shall be chosen as safety officer for the society.

**3.8** Committee members' individual roles within the society are described on the ULMS website and in the Handbook.

**3.9** The committee shall select one concert in the year to have its proceeds donated to a charity of their discretion.

**3.10** If a committee member wishes to resign, they must remain in the post until a replacement is found.

## **4 Membership**

**4.1** Membership of ULMS is open to all members of Lancaster University, its associated colleges and environs, and others who wish to join (at the discretion of the ULMS committee).

**4.2** An annual subscription to join ULMS will be charged, payable at the beginning of the Michaelmas term. This requires a LUSU Number or a Non-Student Activities Card.

**4.3** The membership fee may vary annually, and shall be set by the current committee (currently £10).

**4.4** Membership of ULMS entitles members to:

- participate in any of the ULMS ensembles (after audition, where applicable)
- discounted entry to ULMS concerts and events
- be nominated for an elected post on the committee
- vote during ULMS elections (including those who are not members of Lancaster University)
- attend ULMS committee meetings.
- entry into ULMS socials (provided they have paid any social costs)
- become a student or teacher with ULMS Project Teach Music

**4.5** Honorary lifelong membership may be granted to any persons at the discretion of the committee.

## **5 Meetings**

### **5.1 Committee meetings**

**5.1.1** The committee shall meet on a regular basis to plan and report on ULMS events and activities and to discuss problems and progress within the society.

**5.1.2** All elected committee members **MUST** attend all meetings unless a valid apology is sent in good time before a meeting.

**5.1.3** Failure to attend three consecutive meetings without apology may result in a committee member losing their position.

**5.1.4** The meetings shall be open to all ULMS members although only elected committee members have voting rights.

**5.1.5** The President shall chair the meetings and the Secretary shall take meeting minutes. The Treasurer shall present a financial report. Other committee members will give reports when necessary.

**5.1.6** Recent meeting minutes shall be available to any member of the society upon request and shall include a record of attendance.

**5.1.7** A quorate committee meeting requires at least 60% of the committee positions present. Joint or shared positions still only have a single vote.

**5.1.8** All major issues\* must be voted on. For the proposal to be accepted, it must receive at least 60% of the vote.

**5.1.9** In extenuating circumstances, committee members may vote by proxy.

**5.1.10** Normally the chair shall not vote.

**5.1.11** Numbers of votes shall be accurately recorded within the minutes.

**5.1.12** Minutes shall be sent to members of the committee and amendments made where necessary so that the minutes represent an accurate record of events.

*\*major issues are seen as those consisting of large financial outlay and other key issues and events.*

## **5.2 Annual General Meeting (AGM)**

**5.2.1** The AGM shall take place during Lent term.

**5.2.2** The ULMS elections, as described in section 6, will be held at the end of the AGM.

**5.2.3** The AGM shall be chaired by the existing President and minutes recorded by the existing Secretary unless they are standing for election.

**5.2.4** Voting rules are as specified for an EGM contained within section 5.3.

**5.2.5** The AGM will be valid if 20% or greater of the ULMS membership is present

**5.2.6** The Constitution and Quality Handbook will be reviewed at the AGM.

**5.2.7** The Constitution may be amended at a AGM via the same criteria as an EGM (see 5.3)

## **5.3 Extraordinary General Meeting (EGM)**

**5.3.1** An EGM may be called for the following reasons:

- Election of officers to the committee
- Constitutional amendments
- Other society matters deemed appropriate.

**5.3.2** Any society member may call an EGM via the committee, or by assembling 20% of the society.

**5.3.3** At least 1 weeks' notice should be given prior to an EGM, including notification to the existing committee.

**5.3.4** To pass a motion, 50% of the votes cast must be secured. In the event that a vote is tied, the chair shall cast the deciding vote.

**5.3.5** If there exists a 50% non-acceptance, the vote is not accepted.

**5.3.6** Normally the chair shall not vote.

**5.3.7** Minutes of the meeting shall be taken.

**5.3.8** Motions proposed at an EGM must be seconded by another ULMS member.

**5.3.9** Society members absent from the EGM may vote on a motion by writing to the committee, marking clearly on the envelope what the vote is in reference to. The envelope shall not be opened until votes are being counted.

**5.3.10** Motions passed at an EGM will be effective from the start of the following day.

## **6 Elections**

**6.1** The ULMS committee shall be elected once a year at the ULMS AGM.

**6.2** Individual posts may be elected via an EGM.

**6.3** Votes shall be counted by existing committee members who do not have a direct interest in the outcome.

### **6.4 Nominating Candidates**

**6.4.1** Any member of the society may stand as a candidate.

**6.4.2** All candidates must be nominated by at least two other society members for each position they are standing for.

**6.4.3** A candidate may stand for up to two positions; candidates will declare which position they would prefer when standing.

**6.4.4** A joint-candidate may be nominated for any position with the exception of President, Secretary and Treasurer. Each member of a joint-candidate nomination will count as standing for one of their maximum of two positions.

**6.4.5** In the event that one member of a joint-candidate nomination stands for another position, they may only do so with the consent of their co-candidate. In this case, their co-candidate will be listed on the ballot standing alone in addition to their joint nomination. Eliminate accordingly during voting as described in section 6.6.6.

**6.4.6** Election nominations must be open at least one week prior to the election.

**6.4.7** Nominations shall be closed no less than 48 hours prior to an election, except in extenuating circumstances.

**6.4.8** A list of nominations shall be posted 24 hours prior to the election.

## **6.5 Hustings**

**6.5.1** Hustings will be held prior to the election

**6.5.2** During Hustings, a candidate will speak for no more than 5 minutes.

**6.5.3** During Hustings, a candidate must be prepared to answer questions (outside of the 5 minute limit).

**6.5.4** Should a candidate be unable to perform their Hust or be absent due to extenuating circumstances then, at the discretion of the chair, a pre-prepared statement may be read out in place of their Hust.

## **6.6 Electing Candidates**

**6.6.1** 'Re-Open Nominations' (RON) is always listed on the ballot as an alternative candidate.

**6.6.2** Abstentions will be offered as an option for each position contested. Abstention is not a preference (see 6.6.3).

**6.6.3** Candidates will be ranked in order of preference.



**6.6.4** Voters' first choice preferences are counted, and a candidate must secure 60% of the vote to be successfully elected.

**6.6.5** Should a candidate not achieve 60% of the vote, the candidate with the lowest percentage of the vote shall be removed. The second choice preferences on the removed candidate's voting slips are now allocated. If a candidate has over 60% of the vote, then the aforementioned process is repeated, eliminating the candidate with the lowest percentage of the vote and taking their next preference until a candidate has achieved this majority. In the event of a tie, the election will be contested again at an EGM.

**6.6.6** Should a candidate be standing for two positions and is elected into their position of preference (see 6.4.3), they will be removed from the other position that they are contesting, and their second choice preferences will be allocated. The election then proceeds as per 6.6.4.

**6.6.7** Society members absent from the elections may vote by writing to the committee, clearly marking on the envelope that its purpose is as a vote. This envelope shall not be opened until votes are being counted. Alternatively, e-voting may be offered.

**6.6.8** In the case that a position has no nominees or otherwise remains unfilled at either an AGM or subsequent EGM, and the positions of President, Secretary, Treasurer and all Ensemble Reps have been allocated to candidates, then a member of the newly elected committee is chosen by a committee vote to fulfil that role.

## **7 Votes of no confidence**

**7.1** A vote of no confidence (VNC) must be held within an EGM.

**7.2** A vote of no confidence must be proposed either by calling an EGM (through the committee or by assembling 20% of the society) or by proposing a motion for an existing EGM.

**7.3** If an EGM is forthcoming, a VNC may be proposed in advance according to the same rules as a motion for an EGM.

**7.4** The committee must be notified of a VNC at least 1 week before the vote is due to be held.

**7.5** The member who is the object of the VNC should be notified at least 48 hours before the vote is due to be held.

## 8 Declaration

As representatives of the University of Lancaster Music Society, we declare this document as the updated official constitution.

|           |                  |                   |
|-----------|------------------|-------------------|
| President | Nicholas Barker  | 24th October 2017 |
| Secretary | Kirsty Brown     | 24th October 2017 |
| Treasurer | Georgia Williams | 24th October 2017 |

## 9 Appendix A

### Seven Nolan Principles of Public Life

**Selflessness** Committee members should take decisions solely in terms of the society's interests. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

**Integrity** Committee members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity** In carrying out society business, including making society appointments, awarding contracts, or recommending individuals for rewards and benefits, committee members should make choices on merit in accordance with clearly stated criteria.

**Accountability** Committee members are accountable for their decisions and actions to the rest of the society and must submit themselves to whatever scrutiny is appropriate.

**Openness** Committee members should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** Committee members have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the society's interest.

**Leadership** Committee members should promote and support these principles by leadership and example.

## 10 Appendix B

### ULMS Major Ensembles

ULMS major ensembles are funded by ULMS and have a representative on the committee

- Big Band
- Brass Band
- Choir
- Orchestra
- String Orchestra
- Swing Group
- Wind Band