



## CONSTITUTION

Updated 10th February 2021



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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 ensembles to perform.
5. Organisation of non-musical activities to further the social element of the society.
6. Provision to buy and maintain rarely owned or high demand instruments for use in ULMS ensembles.
7. Provision and maintenance of other equipment regularly used by the society and its members.
8. Facilitation of musical education through the 'Project Teach Music' scheme.

9. Collaboration with other organisations and societies to strengthen external relations.
10. Subsidisation of at least 25% of transport costs for ULMS major ensembles to represent the university in regional and national music contests and festivals, subject to the event being approved by committee.

*\*major musical ensembles are described in Appendix B*

## **2 Association with Lancaster University Students' Union**

**2.1** ULMS shall be associated to Lancaster University Students' Union subject to conditions set out in the Activities Bye Law. As such the Society agrees to abide by the Union's Bye-laws, Safety Framework and all other Union policies.

## **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 (one 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\*
- Seven Major Ensemble Representatives

- Social Secretary
- Publicity Officer
- Small Groups Representative
- 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 Society Forums meetings, usually the President.

**3.7** Two members of committee shall be chosen as the Health and Safety Officers for the society. These should usually be the President and the Technician. They are responsible for ensuring the safety of members at ULMS events (as outlined in appendix E).

**3.8** Two members of committee shall be chosen as the Welfare Officers for the society. This should be the President and a second committee member of a different gender to the President. Alongside a third non-committee Welfare Officer, they are responsible for ensuring the wellbeing of society members is considered at all events and for providing/finding appropriate support for any society member who raises an issue with them (as outlined in appendix D).

**3.9** Committee members' roles within the society are described in appendix C.

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

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

**3.12** Committee members are expected to attend all ULMS socials. Failure to attend three socials in a row without an apology to the social secretaries before the event may result in the committee member losing their position.

## **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. A termly membership may also be available, at the discretion of the ULMS committee. Membership is paid online, and requires a Lancaster University Student's Union Number or a Societies card.

**4.3** The membership fee may vary annually, and shall be set by the current committee.

**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 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, accompanied by an update on any relevant society business.

**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 of the committee positions present at the meeting.

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

**5.1.10** 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 will be reviewed at the AGM.

**5.2.7** The Constitution may be amended at an AGM via the same criteria as an EGM (see section 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 one week's 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. Otherwise, the chair shall not vote.

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

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

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

**5.3.8** Society members absent from the EGM may vote on motions by writing to the committee, marking clearly on the envelope the motions and the date of the meeting to which the enclosed votes refer. The envelope shall not be opened until votes are being counted. Alternatively, e-voting may be offered.

**5.3.9** Motions passed at an EGM will be effective from the start of the following day. An exception to this is constitutional changes involving committee roles, which shall take effect from the next AGM.

## **6 Elections**

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

**6.2** There shall be a handover period of approximately one week between the AGM and a 'Handover Meeting' of both committees in which time the old committee support the new committee with the day-to-day aspects of their roles.

**6.3** Individual posts may be elected via an EGM. The previous holder of the role will provide a similar handover period of approximately a week.

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

### **6.5 Nominating Candidates**

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

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

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

**6.5.4** 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.

**6.5.5** 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 6.7.

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

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

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

## **6.6 Hustings**

**6.6.1** Hustings will be held prior to the election.

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

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

**6.6.4** 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.

## **6.7 Electing Candidates**

**6.7.1** Voters will rank candidates in order of preference.

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

**6.7.3** Abstentions will be offered as an option for each position contested. Unlike RON, an abstention cannot be listed as one of a voter's preferences, it is a choice to abstain completely from the election of that position.

**6.7.4** If there are only two candidates (including RON) then the candidate receiving more than 50% of the vote is successfully elected.

**6.7.5** If there are more than two candidates then a candidate must receive over 50% of the vote to be successfully elected. If none of the candidates receive over 50% of the vote then the candidate with the smallest percentage is eliminated and their votes reallocated according to their next preference.

**6.7.6** This process is repeated until a candidate receives 50% of the vote.

**6.7.7** In the event of tie between the final two candidates a re-vote will be held at an EGM. A tie at the EGM will be settled by a coin toss.

**6.7.8** Should a candidate be standing for two positions and is elected into their position of preference (see section 6.5.3), they will be removed from the other position that they are contesting, and their second choice preferences will be allocated. The election then proceed as before.

**6.7.9** Society members absent from the elections may vote for candidates by writing to the committee, marking clearly on the envelope the roles and the date of the meeting to which the enclosed votes refer. The envelope shall not be opened until votes are being counted. Alternatively, e-voting may be offered.

**6.7.10** 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 Representatives 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 committee member can be removed by a successful vote of no confidence (VNC).

**7.2** A VNC must be held within an EGM.

**7.3** A VNC 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.

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

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

**7.6** 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 Conductors**

**8.1** Major Ensemble Representatives must annually host auditions to find conductors for the following academic year, these are typically to be done in the trinity term.

**8.2** Ensemble Representatives will not be allowed to audition to conduct the ensemble they represent, unless no other candidates have been found, and with the committee's discretion.

**8.3** In the event an Ensemble Representative conducts the ensemble they represent, another committee member will be nominated to deal with any welfare issues regarding the conductor of the ensemble.

**8.4** Conductors will be expected to attend weekly ULMS Socials, unless an apology is given to the social secretaries before the event. Failure to attend three consecutive socials without an apology may result in the Conductor losing their position, at the discretion of the Ensemble Representative.

**8.5** Conductors will be expected to assist the ensemble representative in setting up and packing down of weekly rehearsals.

**8.6** Conductors will be expected to follow the general responsibilities of committee members, as outlined in appendix C.

## 9 Declaration

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

President	<i>James Beadle</i>	10th February 2021
Secretary	<i>Louise Frankland</i>	10th February 2021
Treasurer	<i>Verity Bennett</i>	10th February 2021

# 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.

# 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

# Appendix C

## ULMS Committee Role Descriptions

This section is always changing, as new, previously unconsidered roles may appear often, changes to it may be made by the ULMS committee at their discretion for the duration of their term. Any changes lasting longer than this must be proposed as constitutional amendments, as described in section 5.2

**Joint Responsibilities** All ULMS committee members and conductors are expected to:

- Help set up and pack down society-wide concerts
- Act professionally when representing the society
- Promote wellbeing within the society and escalate any welfare concerns to the relevant welfare officer
- Promote accessibility and inclusivity within the society, and where possible, implement any identified measures to make activities more accessible and inclusive

## President

- Overall running of the society
- Chairing, and preparing agendas for, weekly ULMS committee meetings, AGMs, EGMs, and any additional meetings concerning the ULMS committee
- Giving an annual report
- Viewing venues for society-wide concerts
- Acting as primary contact with Lancaster Students Union
- Acting as Health & Safety officer for the society
- Overseeing the process of re-affiliation with Lancaster Students Union
- Providing members with the ability to raise anonymous accessibility suggestions for any activity

## **Secretary**

- Arranging the time and venue for weekly ULMS committee meetings, AGMs, EGMs, and any additional meetings concerning the ULMS committee
- Minuting of weekly ULMS committee meetings, AGMs, EGMs, and any additional meetings concerning the ULMS committee
- Recording votes taken in ULMS committee meetings, AGMs, EGMs, and any additional meetings concerning the ULMS committee
- Making minutes available to anyone who requests them
- Booking rooms for weekly Major Ensemble rehearsals
- Booking venues for concerts in external venues
- Requesting permission for ULMS rehearsals during quiet period
- Organising transitions between different ensembles in ULMS concerts

## **Treasurer**

- Keeping an accurate record of the society's finances
- Giving a balance and budget update in weekly ULMS committee meetings
- Giving an annual financial report in the AGM
- Ensuring all memberships have been paid
- Paying any invoices to the society
- Reimbursing any expenses for society business
- Organising ticketing for society-wide concerts

## **Ensemble Representatives**

- Setting up for weekly rehearsals, with the assistance of conductors
- Arranging the music needed for rehearsals, alongside the conductors
- Providing additional copies of music for any individuals wishing to practice in their own time
- Informing the committee of any new music to be purchased

- Arranging auditions for conductors, as outlined in section 8
- Arranging auditions for principal seats, should they be necessary
- Liaising with the Publicity Officer with programme notes for concert programmes
- Provide publicity for any individual ensemble concerts, this is to be done alongside the Publicity Officer
- Arranging additional players when necessary. Should these players require payment, it must be agreed with the committee
- Organising travel arrangements for concerts or competitions outside the University
- Providing seating plans for concerts to the Secretary
- Giving a report of the ensembles activities in weekly ULMS committee meetings
- Acting as the primary contact to the ULMS committee for members of their ensemble
- Acting as the primary contact for any individual Concerts, both within and outside ULMS

### **Small Groups Representative**

- Maintaining a list of current small groups
- Giving a report of small groups activities in weekly ULMS committee meetings
- Organising rehearsal times and venues for small groups, should they request assistance
- Helping small groups find concerts, should they request assistance
- Acting as the primary contact to the ULMS committee for members of small groups
- Helping members find or create groups of interest to them

## **Social Secretary**

- Organising weekly socials for ULMS, these should include, but are not limited to:
  - at least 2 balls throughout the year
  - a termly small groups showcase, to be organised alongside the Small Groups Representative
- Organising post-concert socials for ULMS society-wide concerts
- Providing refreshments for society-wide concerts

## **Publicity Officer**

- Producing programmes for all necessary concerts
- Designing and printing posters for all society-wide concerts
- Organising the distribution of posters, including creating a rota for other committee members to assist
- Maintaining the ULMS blog
- Creating facebook events for ULMS concerts
- Ensuring all ULMS Social Media is kept updated and relevant
- Adding alt text or captions to images posted on social media

## **Technician**

- Arranging recordings of all ULMS concerts
- Maintaining, fixing and logging ULMS equipment
- Organising the hiring of ULMS equipment
- Providing members with information about what equipment is available to them
- Managing miscellaneous technical tasks

### **Project Teach Music Co-Ordinator**

- Overall Management of the Project Teach Music (PTM) scheme
- Keeping a list of current students and teachers
- Finding teachers for new students wishing to join the scheme
- Managing the PTM Facebook page
- Managing the payment of teachers from students
- Keeping a list of books and pieces available to be borrowed by members in the scheme

## Appendix D

### ULMS Welfare Policy

**D.1** All members of the society are responsible for ensuring that the society is a friendly and welcoming place where everyone should feel comfortable.

**D.2** Two members of the ULMS committee are to be designated welfare contacts. These are typically the President and Secretary, unless both are of the same gender, in which case another member of the committee shall be nominated.

**D.3** A third non-committee Welfare Officer should be selected by committee. Candidates for this role may put themselves forward to the new committee following the AGM and committee shall hold a secret ballot to select the officer from this list.

**D.4** The third welfare officer will be expected to attend weekly ULMS Socials, unless an apology is given to the social secretaries before the event. Failure to attend three consecutive socials without an apology may result in the officer losing their position.

**D.5** If a valid reason to remove the third welfare officer from their position is presented to the committee, the committee will hold a secret ballot. If the vote passes, then the committee must open up the position to the society and again have a secret ballot to vote for candidates who put themselves forward.

**D.6** Any member of the society can anonymously raise an issue with any of the three Welfare Officers.

**D.7** The Welfare Officers will follow the procedures and guidance outlined in the Students' Unions Safeguarding Procedures Policy.

# Appendix E

## ULMS Health & Safety Policy

**E.1** The President and Technician are the Health & Safety Officers of the Society.

**E.2** These officers are responsible for the creation and enforcement of risk assessments at all ULMS events, including weekly rehearsals.

**E.3** Should a Health & Safety issue be found, it should be brought to the attention of the Health & Safety officers immediately, who will decide on an appropriate action.