



## **CONSTITUTION**

**Updated 21<sup>st</sup> November 2025**



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# **1 Aims**

**1.1** To promote an interest in the appreciation of, and participation in, music rehearsal, performance and education 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. Subsidisation of at least 25% of transport costs to allow ULMS ensembles to compete and represent the university in national contests.

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

## **2 Affiliation and Compliance**

**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 (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:

- The Directive Team:
  - President
  - Secretary
  - Treasurer
- The Representative Team:
  - Six Major Ensemble Representatives
  - Small Groups Representative
- The Administrative Team:
  - Event Coordinator
  - Social Secretary
  - Publicity Officer
  - Technician
  - Project Teach Music (PTM) Coordinator

**3.6** The Event Coordinator and at least one other member of the committee shall be required to complete LUSU's provided Food Hygiene Training course.

**3.7** The President and Technician shall be the Health & Safety Officers for the society. They are responsible for ensuring the safety of members at ULMS events (as outlined in Appendix E).

### **3.8 Welfare Officers**

**3.8.1** Two members of the committee shall be chosen as the Welfare Officers for the society. Alongside a third non-committee Welfare Officer, they are responsible for ensuring the wellbeing of society members is considered at all events and for finding appropriate support for any society member who raises an issue with them (as outlined in Appendix D).

**3.8.2** Committee Welfare Officers must be of different genders.

**3.8.3** The non-committee Welfare Officer must not have sat on any previous ULMS committee and is chosen via the process 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 at their discretion.

**3.11** If a committee member wishes to resign, they must remain in post until a replacement is selected, unless circumstances prevent them from doing so.

**3.12** Committee members are expected to attend all ULMS socials.

**3.13** Each new committee shall decide upon an appropriate cut to retain from payments made to ULMS Small Groups for their performances. Under exceptionally circumstances this cut can be appealed and voted on by committee.

## **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 academic year. Membership is to be paid online via Lancaster University Students' Union. A termly or semesterly membership, as well as potential cash payment options, may also be made available at the discretion of the ULMS committee. Membership is registered through LUSU.

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

**4.4** Membership of ULMS entitled 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 (only members who are current Lancaster University students)
- vote during ULMS elections (only members who are current Lancaster University students)
- 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. An honorary lifelong membership is a symbolic award and honorary lifelong members who are not current Lancaster University students are entitled to bullet points 1, 2, 5 and 6 of point 4.4.

## **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. All other committee members shall give reports.

**5.1.6** Recent meeting minutes shall be published 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 All positions may abstain from a vote for any reason. Abstentions may be enacted prior to voting and are not considered present for that vote.

5.2 Voting may also occur on the committee chat. For the proposal to be accepted it must receive votes in favour from at least 60% of voting positions.

5.2.1 In extenuating circumstances, committee members may vote by proxy.

5.3 When appropriate, as deemed by the chair, voting may be offered anonymously.

5.3.1 The chair shall not vote.

5.3.2 Numbers of votes shall be accurately recorded within the minutes.

5.3.3 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.*

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

5.4.1 The AGM shall take place during Lent term.

5.4.2 The ULMS elections, as described in Section 6, will be held at the end of the AGM.

5.4.3 The AGM shall be chaired by the existing President and the minutes recorded by the existing Secretary. If either the President or Secretary is standing for election or otherwise unable to fulfil these duties due to extraordinary or unforeseen circumstances, the existing Treasurer assumes the respective responsibility as appropriate. In extreme circumstances where none of the Directive Team can fulfil these duties, provisions shall be made for another existing committee member, not standing for election, to assume the responsibility as appropriate.

5.4.4 Voting rules are as specified for an EGM contained within section 5.5.

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

**5.4.6** The Constitution will be reviewed at the AGM.

**5.4.7** The Constitution may be amended at an AGM via the same criteria as an EGM (see Section 5.5).

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

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

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

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

**5.5.3** At least one week's notice should be given prior to an EGM, including notification to the existing committee.

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

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

**5.5.6** The chair shall not vote.

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

**5.5.8** Motions passed at an EGM must be seconded by another ULMS member.

**5.5.9** The EGM will be valid if 20% or greater of the ULMS membership is present.

**5.5.10** 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 held and counted electronically via a secure platform and monitored by members of the Directive Team not running for a position.

## **6.5 Nominating Candidates**

**6.5.1** Any member of the society may stand as a candidate so long as they are currently a Lancaster University student.

**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 within the Representative Team or Administrative Team. Each member of a joint-candidate nomination will count as standing for one of their maximum 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 a tie between the final two candidates the chair shall be given a tie-breaking vote.
- 6.7.8** Should a candidate be standing for two positions and is elected to 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 proceeds as before.
- 6.7.9** In the case that a position of the Administrative Team has no nominees or otherwise remains unfilled at either an AGM or subsequent EGM, and the positions of the Directive Team and Representative Team have been allocated to candidates, then the responsibilities of the position are distributed amongst the rest of the committee, and to be overseen by the Directive Team.

## **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 Ensemble Representatives must host auditions to find conductors at least once per academic year.
- 8.2 Ensemble Representatives shall not conduct for the ensemble they represent, unless granted permission from the wider committee in the case that the ensemble cannot otherwise find two conductors.
- 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 are expected to attend all ULMS socials.
- 8.5 Conductors will be expected to assist the Ensemble Representative in the 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. Failure to do so could lead to the Conductor losing their position, at the discretion of the Ensemble Representative and either the welfare team or committee with feedback from the Ensemble, separate to the feedback forms.

## 9 Declaration

As the Directive Team of the University of Lancaster Music Society, we declare this document as the updated official Constitution.

|           |                        |                                |
|-----------|------------------------|--------------------------------|
| President | <i>Alex Cooper</i>     | 21 <sup>st</sup> November 2025 |
| Secretary | <i>Fern Talboys</i>    | 21 <sup>st</sup> November 2025 |
| Treasurer | <i>Charlotte Price</i> | 21 <sup>st</sup> November 2025 |

# 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, unless specified otherwise.

- Big Band
- Brass Band
- Choir
- String Orchestra
- Swing Group
- Wind Band
- ULMS Orchestra\*

*\*ULMS Orchestra has no representative and is overseen by the Event Coordinator.*

# 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 5.4.

**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

### President

- Oversee the overall running of the society
- Chair, and prepare agendas for, weekly ULMS committee meetings, AGMs, EGMs, and any additional meetings concerning the ULMS committee
- Give an annual summary report at the AGM
- View venues for society-wide concerts, along with the Secretary and Event Coordinator
- Act as primary contact with Lancaster University Students' Union
- Act as Health & Safety Officer for the society, along with the Technician
- Oversee the process of re-affiliation with Lancaster University Students' Union

### Secretary

- Arrange the time and venue of weekly ULMS committee meetings, AGMs, EGMs, and any other additional meetings concerning the ULMS committee

- Record minutes of weekly ULMS committee meetings, AGMS, EGMS, and any additional meetings concerning the ULMS committee
- Record votes taken in ULMS committee meetings, AGMs, EGMs, and any additional meetings concerning the ULMS committee
- Make minutes publicly available
- Book rooms for weekly Major Ensemble rehearsals
- Book venues for ensemble concerts, alongside the relevant Representatives
- View venues for society-wide concerts, along with the President and Event Coordinator
- Book venues for society-wide concerts, with assistance from the Event Coordinator
- Request permission for ULMS rehearsals during quiet periods

### **Treasurer**

- Keep an accurate record of the society's finances
- Give a balance and budget update in weekly ULMS committee meetings
- Give an annual financial report in the AGM
- Ensure all memberships have been paid
- Pay any invoices to the society
- Reimburse any expenses for society business
- Organise ticketing for society-wide events
- Assist the Directive Team in their duties where requested and possible

### **Ensemble Representatives**

- With the conductors, set up for weekly rehearsals
- With the conductors, arrange the music needed for rehearsals
- Provide an adequate number of copies of music for all pieces
- Inform the committee of any new music to be purchased
- Arrange auditions for conductors, as outlined in Section 8

- Arrange, with the assistance of the conductors, auditions for principal seats or other parts where necessary. This process may vary in procedure but must be given appropriate time and be completed fairly
- Provide the Publicity Officer with any and all necessary information regarding concert programmes
- Assist the Publicity Officer with publicising any concerts in which their respective ensemble is relevant
- Arrange additional players when necessary. Should these players require payment, it must be agreed with the committee
- Provide seating plans for concerts to the Secretary & Event Coordinator
- Give a report of the ensembles activities in weekly ULMS committee meetings
- Act as the first point of contact to the ULMS Committee for members of their ensemble
- Organise ensemble concerts and events if desired, alongside any other relevant Representatives
- Organise refreshments for ensemble concerts if desired
- Act as the first point of contact for matters concerning ensemble Concerts
- Organise feedback forms at least twice per academic year
- Assist the Event Coordinator in the organising of travel arrangements for concerts or competitions outside the University where their ensemble is relevant

### **Small Groups Representative**

- Maintain a list of current small groups
- Give a report of small groups activities in weekly ULMS committee meetings
- Upon their request, help small groups organise rehearsal times and venues
- Help small groups find concerts, and flag potential opportunities
- Act as first point of contact to the ULMS committee for leaders and members of small groups
- Assist in the organising of opportunities for small groups to perform, it is recommended to provide at least three per academic year

### **Event Coordinator**

- Organise travel arrangements for concerts or competitions outside the University
- Organise the Winter Ball and Summer Ball
- View venues for society-wide concerts, along with the President and Secretary
- Assist the Secretary with the booking of venues for society-wide concerts
- Organise music for all ULMS Orchestra performances
- Advertise the opportunity to arrange the Showstopper, and liaising with the chosen arranger in the lead up to the Summer Showcase
- Find conductors for all ULMS Orchestra performances
- Organise society-wide rehearsals for the ULMS Orchestra in the lead up to relevant performances
- Organise refreshments for society wide Concerts

### **Social Secretary**

- Organise free weekly socials, including in weeks where other paid social events (e.g. Winter & Summer Ball) take place
- Publicise weekly socials, including providing a socials banner to the Publicity Officer every weekend
- Organise post-concert socials for ULMS society-wide concerts
- Organise, with the assistance of the Small Groups Representative and PTM Coordinator, opportunities for small groups, PTM students & teachers, and other members of the society to perform, it is recommended to provide at least three per academic year

### **Publicity Officer**

- Produce programmes for all necessary concerts
- Design and print posters for all society-wide concerts
- Organise the distribution of posters, including the creation of rotas for other committee members to assist

- Post candidate bios to the ULMS blog at least 24 hours prior to an AGM or EGM
- Create Facebook events and Instagram posts for ULMS concerts
- Create and run Facebook adverts in the lead up to ULMS concerts and events where they may benefit
- Ensure all ULMS Social Media is kept updated and relevant
- If beneficial, post a weekly timetable to the main ULMS Instagram, including information regarding weekly socials, concerts, ULMS Orchestra rehearsals, and any adjusted regular ensemble rehearsals

### **Technician**

- Arrange audio, if not video, recordings of all ULMS concerts
- Maintain, fix, and log all ULMS equipment
- Organise the hiring of ULMS equipment
- Manage miscellaneous technical tasks
- Act as Health & Safety Officer for the society, along with the President

### **Project Teach Music (PTM) Coordinator**

- Manage the Project Teach Music (PTM) scheme
- Keep a list of current students and teachers
- Find teachers for new students wishing to join the scheme
- Liaise with the Treasurer to ensure all students are paying, and all teachers are paid
- Act as first point of contact to the ULMS committee for PTM teachers and students
- Assist in the organising of opportunities for PTM students and teachers to perform, it is recommended to provide at least three per academic year

# 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. It is recommended, but not required, that one should be a member of the Directive Team. They must be of different genders.
- D.3** A third non-committee Welfare Officer should be selected by the committee. Candidates for this role may put themselves forward to the new committee following the AGM so long as they have not previously sat on an ULMS committee. The committee shall hold a secret ballot to select the officer from this list.
- D.4** The non-committee Welfare Officer will be expected to attend all ULMS socials. Failure to attend three consecutive socials may result in the committee requesting a meeting to review their engagement and to determine whether they should continue in the role.
- D.5** If a valid reason to remove the non-committee 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 determine an appropriate response to the issue, provide peer support and direct members to any relevant professional support services available.
- D.8** The Welfare Officers reserve the right to consult committee on a case-by-case basis and, if necessary, contact professional support services themselves. The affected party's anonymity will be preserved.

# **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.