

Society Constitution Form

Date Renewed April 2009

1 Society Name

- 1.1 The name of the Society shall hereby be referred to as *Blowsoc* and shall be stated as such in all correspondence (e.g. room bookings).

2 Aims and Objectives

- 2.1 The Society shall have a written statement of their Aim, which is the intended purpose of the Society, and Objectives, which is how you intend to achieve your Aim. These shall be part of this Constitution and shall be subjected to annual review by the Committee of the Society.

- 2.2 The Aim of the Society is:

- (a) to provide playing opportunities for wind, brass, string bass and percussion players of all abilities in the University of Nottingham;
- (b) to provide conducting opportunities and experiences for students;
- (c) to provide professional playing opportunities in high quality concert venues;
- (d) to represent the University of Nottingham in the local community and further afield.

The Objectives of the Society are:

- (a) to have student conducted ensembles available that cater for all players and abilities;
- (b) to continue to work closely with Lakeside arts centre who provide professional playing conditions and venues;
- (c) to work in local schools and other community projects representing the University to the highest possible standards;
- (d) to represent the University to the highest possible standards on tour

- 2.3 The Society shall abide by the Students' Union Equal Opportunities Policy.

3 Membership

- 3.1 Full Membership of the Society shall be open to all Full Members of the University of Nottingham Students' Union on payment of the Membership Fee.
- 3.2 Associate Membership of the Society shall be open to all Associate Members of the University of Nottingham Students' Union on payment of the Membership Fee.
- 3.3 The Membership Fee shall be decided at the Annual General Meeting.

3.4 The Membership Fee of the Society shall be £5

3.5 Auditions or participation in any group will not be allowed until the membership fee is paid

4 **Committee**

4.1 There shall be a Society Committee.

4.2 The Committee shall be responsible for the day to day running of the Society and may decide upon any matter which has not been decided upon at a General Meeting. The Committee shall be further responsible for:

- (a) Ensuring grant money shall be used exclusively to further the Aims and Objectives of the Society.
- (b) Ensuring Membership of the Society is open to all Members of the Students' Union.
- (c) Submitting an annual grant bid for funds from 'Societies' prior to any specified deadline.
- (d) Assisting any review of the Society's activities and use of funds carried out by a Standing Committee of the Students' Union.
- (e) Upholding the Constitution of the Society and ensuring that the activities of the Society reflect the Aims and Objectives.
- (f) Reviewing the Society's development plan annually and submitting a new development plan where appropriate.
- (g) Submitting an annual equipment inventory form and adding additional equipment purchased throughout the year.
- (h) Submitting an annual grant bid for funds from the 'Development Office', at the University of Nottingham, to offset the costs of the annual tour.
- (i) The committee must between them complete all Students union training necessary to achieve SILVER AWARD. Where possible committee members should attend training sessions particularly relevant to their role.

4.3 Officers of the Society shall consist of a President, a Vice-President, a Secretary, a Treasurer and others officers as deemed necessary.

(a) **President** – Shall have overall responsibility for the Society; shall be responsible for chairing meetings of the Society or its Committee; shall be present at all meetings of the Societies Council, send a representative from the Society's Committee or an apology to the Societies Officer; shall be responsible for keeping the Society financially viable; shall hold fortnightly meetings with ensemble managers; shall prepare a written handover for their successor.

(b) **Vice-President** – Shall generally support the running of society and assist the president with their duties; shall assume temporary overall responsibility for the society if for any reason the President cannot fulfil their duties until an EGM can be held; shall arrange fresher's fayre, refresher's fayre and society auditions; shall

organise the leaver's cabaret with the Mussoc Vice-President; Shall oversee the organising of social events conversing with and overseeing the work of the Social Secretary; Shall be responsible for overseeing the work of the Ensemble Coordinator who oversees artistic direction of the societies ensembles; and shall prepare a written handover for their successor.

- (c) **General Secretary** – shall be responsible for the general administration of the Society, including taking minutes of meetings, calling all meetings, creating and updating membership records; shall be responsible for the creation and circulation of the weekly newsletter, together with creating and maintaining its mailing list; shall be responsible for the society's Portal Group; shall be the Returning Officer for the Society's elections; shall organise all aspects of the lunchtime concerts with the Mussoc secretary, including front of house duties; shall act as liaison where necessary in organising external chamber concerts (such as at the Queen's Medical Centre); and shall prepare a written handover for their successor.
- (d) **Treasurer** – Shall not be in the final year of their course; shall keep records of all transactions; shall be responsible for keeping the accounts of the Society; shall be responsible for the observance of finance provisions; shall attend the Treasurer training course; shall be responsible for keeping the Society financially viable; and shall prepare a written handover for their successor.
- (e) **Social Secretary** – The Social Secretary shall aim to work to encourage a rich and varied social life for society; shall attend meetings with Ensemble Managers in order to monitor the social life in and between all the ensembles, and to listen to the opinions of ensemble members. shall be responsible for the organisation and operation of major social events, both those exclusive to the Society and those involving inter-society collaboration; shall be available as a resource for social excursion information, including restaurants, common and new places; shall aim to coordinate social events for and between ensembles within the Society; shall aim to promote undiscriminating integration within the Society in a social context, in particular the prevention of members being left out and the inclusion of new and less familiar faces; shall try to be an active member of the society (in particular Wind Orchestra); and shall prepare a written handover for their successor.
- (f) **Publicity Officer** – shall be responsible for publicity of all events of the Society; shall be responsible for ensuring that all forthcoming events are included in the weekly newsletter; shall actively seek help and advice from the marketing and publicity departments at the Lakeside Arts Centre and Student's Union; and shall prepare a written handover for their successor.
- (g) **Tour Manager** – shall be responsible for organising a tour to a foreign Location during Easter vacation; shall provide a written report, immediately after the tour, to aid the future president in the write-up for best tour award; shall prepare a written handover for their successor; and shall be responsible for applying for a tour grant from the development office as detailed in 4.2 (h). The tour manager should go on tour with the society as a paying member, other than in exceptional circumstances whereby their duties shall be transferred to the President.
- (h) **Information Officer** – shall be responsible for creating and maintaining the website facility; shall be responsible for the content of the website; shall actively seek help and advice from the I.T. Officer at the Student's Union; and shall prepare a written handover for their successor.

- (i) **Ensemble Coordinator** – shall be responsible for overseeing the work of all of Blowsoc's ensembles; Shall ensure that the society's auditioned large ensembles run smoothly and act on their behalf in committee meetings, and in dealings with Lakeside; shall organise regular meetings with ensemble managers to be chaired by the Vice-President; Ensures that the ensembles plan their concerts carefully – as early as possible – and that the ensembles adhere to all necessary deadlines as well as constitutional and legal requirements; If the need arises, the Ensemble Coordinator proposes an ensembles creation or dissolution to the Blowsoc executive committee; In the event of an ensemble not having a manager/ conductor the Ensemble Coordinator acts as a temporary aid to the ensemble before further action can be taken.
- (j) **Librarian** – Shall be responsible for the society's considerable paper assets, keeping accurate records of music owned and hired; The Librarian orders music on behalf of the society's ensembles, working closely with managers and the department; Shall be responsible for the storage and Maintenance of the Society's equipment; Is responsible for the careful inventorying of society equipment and submitting these inventories to the Student's Union for insurance.

4.4 Officers must be Full Members of the University of Nottingham Students' Union

4.5 Officers may be removed from their position by a motion of 'No-Confidence' by a two-thirds majority of Full Members present at a General Meeting.

4.6 There shall be Brass Ensemble, Clarinet Ensemble, Double Reed Ensemble, Flute Choir, Moonlighter's Big Band and Saxophone Ensemble managers which shall be allocated following internal Society-run auditions. The Ensemble managers cannot be part of the executive committee and may only manage one ensemble. The Ensemble managers shall be responsible for the general running of their Ensemble and all communication with its players; shall be responsible for the organisation of concerts including making a final decision on repertoire after consultation with the conductor(s) and the Ensemble Coordinator; shall be responsible for the writing of the programme notes; shall actively seek help and advice from an appropriate professional body, e.g. the Lakeside Arts Centre; and shall prepare a written handover for their successor.'

4.7 There shall be a Wind Orchestra Concerts Manager and a Wind Orchestra Personnel Manager who, with the help of the Ensemble Coordinator, are responsible for the running of the Wind Orchestra.

4.7.1 Wind Orchestra Concerts Manager – Shall be responsible for auditioning all members of the group alongside the personnel manager and conductor; shall be responsible for the day-to-day running of the group (for example setting up rehearsals and preparing music); shall be responsible for organising all aspects of concerts; shall assist the personnel manager in their duties; shall actively seek help and advice from an appropriate professional body, e.g. the Lakeside Arts Centre; and shall prepare a written handover for their successor. Shall contribute in the discussion over repertoire decisions; Shall in the event of a major conflict of interests seek the advice of the Ensemble Coordinator who in turn will consult the executive committee as to whether a repertoire decision should be overridden, with the best interests of the ensemble members in mind.

4.7.2 Wind Orchestra Personnel Manager – Shall be responsible for auditioning all members of the group alongside the concerts manager and conductor; shall be

responsible for the day-to-day running of the group (for example setting up rehearsals and preparing music); shall be responsible for all communication made with players; shall be responsible for organising additional or replacement players where necessary; shall assist the concerts manager in their duties; shall actively seek help and advice from an appropriate professional body, e.g. the Lakeside Arts Centre; and shall prepare a written handover for their successor. Shall contribute in the discussion over repertoire decisions; Shall in the event of a major conflict of interests seek the advice of the Ensemble Coordinator who in turn will consult the executive committee as to whether a repertoire decision should be overridden, with the best interests of the ensemble members in mind.

- 4.8 There shall be a Wind Orchestra conductor who will be appointed and if necessary contracted by the society. The conductor may, if appropriate, be a paid professional. The nature of the contract with the conductor, and level of pay he or she receives is at the discretion of the executive committee who should seek appropriate professional advice e.g. from the Music Department and the Lakeside Arts Centre.
- 4.9 The Wind Orchestra will re-audition all its members at the beginning of each academic year.
- 4.10 There shall be Brass Ensemble, Clarinet Ensemble, Double Reed Ensemble, Flute Choir, Moonlighter's Big Band and Saxophone Ensemble conductors which shall be allocated following internal Society-run auditions. The conductors of these ensembles must be, or else become, members of the Society. The ensemble manager is not permitted to run for the position of conductor in their own ensemble, unless no suitable conductor auditions. If no suitable conductor is appointed it is the responsibility of the ensemble manager to appoint an appropriate conductor which, if necessary may be themselves. The appointment of such a conductor can be either through audition or selection at the ensemble manager's discretion. The appointment of an assistant conductor is at the discretion of the Ensemble Manager, based on the views of the ensemble members and their own professional judgement.
- 4.11 Providing that a suitable candidate is available there shall be a Wind Orchestra assistant conductor who shall be allocated following auditions. The Wind Orchestra assistant conductor should have input into the repertoire they will conduct during their appointment. The Wind Orchestra assistant conductor must be, or else become, a member of the Society. The Blowsoc committee reserves the right to suspend any conducting position if payment is not received from the appointed conductor.
- 4.12 The role of ensemble manager and conductor is not an officer position.
- 4.13 Conductors shall either attend the conducting classes or actively seek help and advice from the Wind Orchestra Conductor, Sir Charles Mackerras Conducting Fellow, University Choir Conductor or another appropriate professional conductor.
- 4.14 Conductors may be removed from their position by a motion of 'No-Confidence' by a two-thirds majority of the members of the relevant ensemble.

5 Finance

- 5.1 All monies shall be held in accounts at the Students' Union Treasury.
- 5.2 All monies shall be used to support the Society's activities.
- 5.3 Moonlighter's Big Band shall remain financially independent from the rest of the society; shall retain all of the money they receive from gig payments; shall not receive any grant money; shall perform at least two concerts for Blowsoc per year.

6 Elections

- 6.1 All officers must be elected at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM).
- 6.2 Elections shall be carried out in accordance with the Students' Union Regulations, Chapter Elections.
- 6.3 The voting method for all elections shall be the Single Transferable Vote.
- 6.4 The Annual General Meeting of the society shall be held at the earliest convenient date after the Easter vacation.
- 6.5 All officers' positions that are voted in at an AGM/EGM begin their positions with the start of the academic year after a handover period 'shadowing' their predecessor. If a position isn't filled until after the complete handover of the old committee, that position begins immediately after its election.

7 General Meetings

- 7.1 There must be an AGM of the Society held before the end of the Spring Term.
- 7.2 An EGM can be called by 20 Full Members of the Society, or 3 Officers of the Society, who must inform the Secretary. The Secretary shall inform the Students' Union General Secretary within 2 Students' Union days of the original notice.
- 7.3 The quorum for the AGM and EGM shall be 20 Full Members of the Society.

8 Constitution

- 8.1 The Constitution may be changed by a two-thirds majority of all Full Members present at a General Meeting.
- 8.2 The Society Constitution shall be subordinate to the Students' Union Constitution and Regulations.

9 Authority

- 9.1 The following order of Authority shall be observed in the Society:
 - (a) A General Meeting,
 - (b) Society Committee,
 - (c) Society President,

(d) Other officers of the Society.