



CONSTITUTION
11th February 2010



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1 Aims

- 1.01 To promote an interest in the appreciation of, and participation in, acoustic/art music rehearsal and performance and social activities by members of the university and its environs.
- 1.02 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.

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

2 Societies Council

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

3 Committee

- 3.01 The ULMS committee shall be elected annually at the ULMS AGM (*See sections 5 & 6*)
- 3.02 Members elected to the committee are expected to serve for a full term of office (1 year).
- 3.03 Members elected to the committee are expected to abide by the seven Nolan Principles (*Appendix A*).
- 3.04 The committee has overall responsibility for the running of the society and ensuring that the constitution is adhered to.

3.05 The committee shall consist of:

- President }
- Treasurer } *Must be Lancaster University students*
- Secretary }
- Major Ensemble Representatives
- Social Officer
- Programme Officer / Publicity Officer
- Lunchtime Concert Officer & Small Groups Officer
- Technician
- Non-Departmental Representative*

** Only required if all other committee members belong to the music department*

3.06 A committee member shall be chosen to represent ULMS at Lancaster University Societies Council meetings, usually the President.

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

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

3.09 The committee shall select one Lent Term concert 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

4.01 Membership of ULMS is open to all members of Lancaster University, its associated colleges and environs (at the discretion of the ULMS committee).

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

4.03 The membership fee may vary annually, and shall be set by the current committee (currently £3).

4.04 Membership of ULMS entitles members to:

- participate in any of the non-auditioning ensembles
- audition for any auditioning ensemble, and if successful, play with that ensemble
- 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 shall be free with the purchase of a £14 socials card, valid for one academic year, at the discretion of the Committee and dependant upon a suitable venue being available.

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

5 Meetings

5.1 Committee meetings

- 5.1.01 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.
- 5.1.02 All elected committee members **MUST** attend all meetings unless a valid apology is sent in good time before a meeting.
- 5.1.03 Failure to attend three consecutive meetings without apology may result in a committee member losing their position.
- 5.1.04 The meetings shall be open to all ULMS members although only elected committee members have voting rights.
- 5.1.05 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.
- 5.1.05 Recent meeting minutes shall be displayed on the ULMS notice boards and the website and shall include a record of attendance.
- 5.1.06 A quorate committee meeting requires at least 60% of the committee positions present. Joint or shared positions still only have a single vote.
- 5.1.07 All major issues* must be voted on. For the proposal to be accepted, it must receive at least 60% of the vote.
- 5.1.08 In extenuating circumstances, committee members may vote by proxy.
- 5.1.09 Normally the chair shall not vote.
- 5.1.10 Numbers of votes shall be accurately recorded within the minutes.
- 5.1.11 Minutes shall be reviewed at the next meeting 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)

- 5.2.01 The AGM shall take place during Lent term.
- 5.2.02 The ULMS elections, as described in section 6, will be held at the end of the AGM.
- 5.2.03 The AGM shall be chaired by the existing President and minutes recorded by the existing Secretary unless they are standing for election.
- 5.2.04 Voting rules are as specified for an EGM contained within section 5.3.
- 5.2.05 The AGM will be valid if 20% or greater of the ULMS membership is present
- 5.2.06 The Constitution and Quality Handbook will be reviewed at the AGM.

5.3 Extraordinary General Meeting (EGM)

- 5.3.01 An EGM may be called for the following reasons:
 - Election of officers to the committee
 - Constitutional amendments
 - Other society matters deemed appropriate.
- 5.3.02 Any society member may call an EGM via the committee, or by assembling 20% of the society.

- 5.3.03 At least 1 weeks' notice should be given prior to an EGM, including notification to the existing committee.
- 5.3.04 To pass a motion, 60% of the votes cast must be secured.
- 5.3.05 Normally the chair shall not vote.
- 5.3.06 Minutes of the meeting shall be taken.
- 5.3.07 Motions proposed at an EGM must be seconded by another ULMS member.
- 5.3.08 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.
- 5.3.09 Motions passed at an EGM will be effective from the start of the following day.

6 Elections

- 6.01 The ULMS committee shall be elected once a year at the ULMS AGM.
- 6.02 Individual posts may be elected via an EGM.
- 6.03 Hustings will be held prior to the election. The following rules apply:
 - all candidates must be members of the society.
 - a candidate can stand for only one post during an election.
 - a candidate must be nominated by at least two other society members. Election nominations must be open at least 1 week before the election. Nominations shall be closed 48 hours before the election except in extenuating circumstances.
 - nominations shall be posted 24 hours prior to the election.
 - during hustings a candidate shall speak for no more than 5 minutes.
 - during hustings a candidate must be prepared to answer questions (not within the 5 minute limit).
 - Re-open nominations' (RON) is always offered as an alternative vote.
 - Abstentions are allowed and will not be counted with the final vote.
 - a candidate must secure 60% of the vote to be successfully elected. If this is not achieved then the following rules apply:
 1. If more than 2 candidates are standing, the candidate with the lowest number of votes must stand down and a new vote taken on the remaining candidates.
 2. If 2 candidates remain and neither have achieved 60% of the vote, each will be permitted to speak for a maximum of 2 minutes before a new vote is taken.
 3. If, after item 2, 60% of the vote has not been secured by either candidate then the candidate securing the majority vote will be successful.
 - Votes shall be counted by existing committee members who do not have a direct interest in the outcome.
 - Society members absent from the elections may vote by writing to the committee, marking clearly on the envelope that it is for elections. The envelope shall not be opened until votes are being counted. Alternatively, e-voting may be offered.

7 Votes of no confidence

7.01 A vote of no confidence must be proposed within an EGM.

8 Declaration

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

President	Sam Ogden	11 th February 2010
Secretary	Laura Coverley	11 th February 2010
Treasurer	Chris Osborn	11 th February 2010

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
- Swing Group
- Symphony Orchestra
- Wind Band