



Leeds University Union Music Society Constitution 2020-21

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1. Name, Aim and Objectives

1.1. The name of the Activity Group shall be Leeds University Union Music Society (LUUMS).

1.2. The aims and objectives shall be:

1.2.1. To promote the appreciation, performance, and creation of music amongst students of all standards, degrees, and institutions in Leeds

1.2.2. To give concerts, recitals or other functions as the committee sees appropriate.

1.3. Each member of the society shall be treated equally and fairly.

1.3.1. No judgement will be made upon age, race, gender, disability, nationality, personal sexual preference, financial situation, or background.

1.3.1.1 Anyone who does not adhere to these guidelines will risk facing disciplinary action

2. Membership

2.1. All members shall be required to pay a membership fee decided by the Top Three with all subscriptions being payable through the LUU website in advance of activities. To partake in an ensemble, you must have paid membership, you risk suspension until membership is paid. The maximum fee will be £25. Honorary Life Members shall be the only exception to this and they shall pay no subscription. There will be no refunds on membership fees but joining the society for one semester only (such as study abroad students) will only be required to pay half membership.

2.2. All members shall be entitled to the relevant Membership Privileges.

2.3. Any member may be suspended or expelled from any or all of the privileges of LUUMS including membership of it, for any period by a decision of the executive committee.

2.4. Full Membership may be granted to current students at the University of Leeds who are members of Leeds University Union (LUU), and they shall be entitled to privileges 2.7.1 to 2.7.7 inclusive.

2.5. Associate Membership may be granted to members of any institution, and they shall be entitled to privileges 2.7.1 to 2.7.7 inclusive.

2.5.1 In exceptional circumstances, Associate Membership may be granted to those not eligible under the terms of 2.4 or 2.5, at the discretion of the executive committee.

2.6. Honorary Life Membership may be granted to a person that LUUMS wishes to honour for services to the society and they shall be entitled to privilege 2.7.1 only. Two society members must nominate the person, and a vote for their life membership will be taken at either an EGM or an AGM.

2.6.1 A maximum of one person may be awarded Honorary Life Membership per year.

2.7. Member privileges:

2.7.1. To attend all meetings of the society (rehearsals, concerts, socials, etc.).

2.7.2. To vote on all questions of policy within LUUMS.

2.7.3. To propose or second candidates for election to the executive committee.

2.7.4. To vote for such officers as are nominated for election.

2.7.5. To hold office and stand for election on the LUUMS executive committee.

2.7.6. To audition for manager or conductor of any of the ensembles run by the society.

2.7.7. To vote in ensemble auditions of management team.

2.8. Expulsion and suspension

2.8.1. The executive committee can expel or suspend any member of the group so long as there is good reason. This decision would be decided by the executive committee as a whole, with the decision being in the form of a simple majority vote.

2.8.2. The executive committee shall notify the Activities Executive of any expulsions or suspensions.

2.8.3. Expelled or suspended members may submit a written appeal to the Activities Executive.

2.8.4. The executive committee shall be notified of the appeal and may submit a written explanation of their decision within ten working days.

2.8.5. If no explanation is received within ten working days of notification, the appeal shall proceed.

2.8.6. A simple majority vote by the Activities Executive shall decide the appeal and, in the event of a tie, the Activities Officer shall have the casting vote.

3. Executive Committee

3.1. The executive committee shall consist of President, Secretary and Treasurer ("TopThree"), Publicity Officer, Social Secretary, Concerts Manager, Fundraising and

Sponsorship Officer, Departmental Representative, Freshers' Representative and Postgraduate Representative.

3.1.1. The Freshers' Representative and the Postgraduate Representative posts shall be advertised to first year undergraduate students and postgraduate students respectively from the start of the academic year. The position shall be elected via an anonymous system by the end of October

3.1.2. The Freshers' Representative shall only be elected by first year undergraduate members of the society.

3.1.3. The Postgraduate Representative shall only be elected by postgraduate members of the society.

3.2. The executive committee can be either full or associate LUUMS members.

3.3. Executive committee duties:

3.3.1. To attend Committee Meetings.

3.3.2. To ensure the good running and proper financial running of LUUMS.

3.3.3. To inform any suspended or expelled member of their rights of appeal through LUU structures.

3.3.4 To manage the society on behalf of its members and in accordance with its stated aims and objectives.

3.3.5 To suspend or expel any member from any of all privileges of the society, including membership of it, for any period, subject to appeal

3.4. "Top Three" responsibilities:

3.4.1. To attend the Annual General Meeting.

3.4.2. To ensure the proper financial running of LUUMS and be signatories of the LUUMS Cash Office account.

3.4.3. President:

3.4.3.1. The President should organise and oversee the running of LUUMS.

3.4.3.2. The President should chair all society meetings.

3.4.3.3 The President should produce agenda documents of all meetings

3.4.4. Secretary:

3.4.4.1. The Secretary should maintain membership records containing at least the name and student card number, if applicable, of all LUUMS members.

3.4.4.2. The Secretary should maintain a written record of all meetings.

3.4.4.3. The Secretary should maintain an up-to-date copy of the

constitution.

3.4.5. Treasurer:

3.4.5.1. The Treasurer should be responsible for the finances of LUUMS.

3.4.5.2. The Treasurer should maintain up-to-date accounts with the LUU Cash Office only.

3.4.5.3. The Treasurer should submit subsidy applications to the Activities Executive.

3.4.5.4. The Treasurer should produce a termly report and yearly budget.

3.4.5.5. The Treasurer should submit a detailed statement of accounts for the year to the Annual General Meeting.

3.5. Elections

3.5.1. Elections for positions on the Executive Committee shall take place at the AGM or EGM.

3.5.2. Candidates for positions on the executive committee shall be proposed and seconded by members of the society.

3.5.3. Candidates may neither propose nor second themselves.

3.5.4. Members may only propose or second one candidate for each committee position.

3.5.5. Nominations shall open at least five working days before the date of the AGM.

3.5.6. Members may apply for as many positions as they wish but may only hold a maximum of any two positions on the wider or executive committee, with the following exception: two executive committee positions/two conductor positions, apart from in exceptional circumstances (as decided by the executive committee). If on the executive committee of another society only one position may be held.

3.6.6.1. Members cannot be manager and conductor of the same ensemble.

3.6. The Wider Committee

3.6.1. The wider committee shall consist of: 2 Brass Band managers and 1 conductor, 2 Chamber Choir managers and 1 conductor, 2 Chamber Orchestra managers and 1 conductor, 2 Sinfonia managers and 1 conductor, 2 Symphony Orchestra managers and 1 conductor, 2 Symphonic Wind Orchestra managers and 1 conductor, 2 Chorus managers and 1 conductor, 2 Concert Band managers and 1 conductor, 2 Symphonic Choir managers and 1 conductor, and 2 or 3 LUUMS Composers' Ensemble managers.

3.6.1.1. Ensembles may elect a pair of conductors providing they audition together. This must be approved by the executive committee before the audition takes place.

3.6.2. The wider committee can be either full or associate LUUMS members.

3.6.3. The wider committee shall be available to assist at 2 concerts per semester, with a rota to be decided by the Concerts Manager. The wider committee are encouraged to attend all concerts with free tickets.

3.6.4. Ensemble teams are required to keep an updated list of all current members of their ensemble throughout the year and this must be accessible to the LUUMS executive committee.

4. Meetings

4.1. Committee Meetings

4.1.1. The time, date and location of Committee Meetings must be communicated to the relevant people in advance of the meeting

4.1.2. The committee is obliged to hold at least one society-wide report per semester. This can be included in the AGM. It must be open to all members of the society.

4.1.3. The agenda for Committee Meetings should be made available at the start of the meeting.

4.1.4. The quorum for all Committee Meetings shall be two thirds of all officers.

4.2. Annual General Meeting

4.2.1. The Annual General Meeting (AGM) shall be held within 365 days of the previous AGM.

4.2.2. Notice of the AGM must be posted on the LUUMS website at least ten days in advance.

4.2.3. The agenda for the AGM must be posted on the LUUMS website at least five working days in advance.

4.2.4. The order of business shall be:

4.2.4.1. President's report

4.2.4.2. Financial report

4.2.4.3. Constitutional Amendments

4.2.4.4. Elections

4.2.4.5. Any other business

4.2.5. The quorum for the AGM shall be 20 members.

4.2.6. The secretary must submit the full agenda and minutes of their AGM to the Activities Executive, if requested by the Activities Executive.

4.2.7. Ratified minutes shall also be provided at a later date if there are any amendments.

4.3. Extraordinary General Meetings

4.3.1. An Extraordinary General Meeting (EGM) may be called by 20 members.

4.3.2. Notice of the EGM, together with the agenda, shall be posted on the LUUMS website within two days of the meeting being called.

4.3.3. The quorum for the EGM shall be 20 members.

- 4.3.4. If an EGM is declared inquorate it may not proceed.
- 4.3.5. The secretary must submit the full agenda and minutes of their EGM to the Activities Executive, if requested by the Activities Executive.

4.4. Changeover of office

- 4.4.1. All previous [executive] committee members shall attend meetings after the AGM until handover is completed as decided by the sitting and newly elected executive committee members.
- 4.4.2. The new posts will take effect from the beginning of Easter vacation.
- 4.4.3. In term three, the voting committee shall be the new committee only.

5. Miscellaneous Provisions

5.1. Constitution

- 5.1.1. The interpretation of this constitution is the responsibility of the executive committee.
- 5.1.2. In case of dispute over a particular interpretation of this constitution, the Activities Executive shall be the final arbiter.
- 5.1.3. The assets or liabilities of LUUMS shall remain with the society regardless of any changes to committee, group structure or constitution.
- 5.1.4. LUUMS shall be a constituent part of LUU and thus subject to the rulings of Union Council.
- 5.1.5. In the event of dissolution or abolition of LUUMS its assets will revert to LUU.
- 5.1.6. Constitutional amendments:
 - 5.1.6.1. Constitutional amendments may be approved either by an AGM or EGM.
 - 5.1.6.2. Constitutional amendments contravening or significantly altering the LUUMS Constitution must be submitted to the Activities Executive for approval.
 - 5.1.6.3. Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under 'any other business.'
 - 5.1.6.4. Constitutional amendments shall come into effect immediately unless otherwise stated in the motion.

5.2. Administration and Finance

- 5.2.1. The finances and accounts shall be under the ultimate control of Union Council.
- 5.2.2. The treasurer must produce, within 24 hours, a detailed statement of accounts to the Activities Executive if requested by the Activities Executive.

- 5.2.3. The “Top Three” shall accept full administrative and financial responsibility for the society.
- 5.2.4. Executive and wider committee members may not receive financial payment or profit as a result of their position on the committee.
- 5.2.5. Executive and wider committee members may be reimbursed for any expenditure on behalf of the Activity Group only after submitting a receipt to the treasurer.
- 5.2.6. At the beginning of the academic year, each ensemble is to be given an equal budget by the treasurer, with a supplement after reaching a given fundraising target.
 - 5.2.6.1. Spending of the budget is to be primarily for music, beyond this spending is at the discretion of the ensemble managers and conductor, but must comply with union rules.
 - 5.2.6.2. Ensemble budgets shall not be spent on alcohol or tobacco.
 - 5.2.6.3. Any money fundraised by an ensemble is kept by that ensemble and added to their budget.
 - 5.2.6.4. The balance of each ensemble’s budget is renewed each academic year.

5.3. Cash Office

- 5.3.1. LUUMS shall have bank account(s) with the LUU Cash Office only.
- 5.3.2. At least one of the “Top Three’s” signatures shall be required to make payments from the LUUMS account.
- 5.3.3. The treasurer shall keep full, up-to-date accounts of its finances through the LUU Cash Office.
- 5.3.4. LUU Subsidies allocated to the society may not be spent on perishable goods such as food, drink or tobacco.
- 5.3.5. The LUUMS subsidy account shall be zeroed at the end of each academic year and the LUUMS Union account shall not.

5.4. Damage

- 5.4.1. The society shall be answerable, through the Union, for any damage done to University property during use by the society.

5.5. Health and Safety and Wellbeing

- 5.5.1. The President shall be responsible for the Health & Safety & Wellbeing of society members, including filling out risk assessments.

6. Ensembles, Auditions and Concerts

6.1. Conductors

- 6.1.1. Conductors for the following academic year shall be elected in an audition by the members of their respective ensemble before the end of the third term.

6.1.1.1. Co-conductor nominations may only be presented on the condition that they are equal partners in the running of the ensemble.

6.1.2. The date of conductor auditions will be decided by the ensemble managers.

6.1.3. The ensemble managers will select repertoire for the conductor's audition at their discretion

6.1.3.1 If the existing conductor wishes to re-apply for the role, the selected repertoire must not be something that has been rehearsed or performed throughout their term as conductor

6.2. Auditions

6.2.1. Auditioned ensembles will audition their members at the start of the first semester.

6.2.2. Present at each audition should be an ensemble conductor and at least one of the ensemble's managers. In exceptional circumstances an unbiased member can be on the panel as approved by the executive committee.

6.2.3. A reserve list shall be created from the pool of auditionees, to be called upon when replacing outgoing members.

6.2.3.1 If gaps are unable to be filled by those on the reserve list, the ensemble team may hold supplementary auditions throughout the year.

6.3. Appointing solos

6.3.1. The assigning of solos within full-ensemble works is at the discretion of the conductor and managers of the ensemble. Whether or not to hold auditions for solos is at the discretion of the conductor and managers together.

6.3.1.1. The audition panel will consist of the conductor/s, two managers and, if appropriate, an unbiased member approved by the executive committee.

6.3.2. The opportunity to audition for a solo within a LUUMS ensemble will only be available for LUUMS members, except in exceptional circumstances as approved by both the executive committee and the relevant ensemble team.

6.4. Ensembles

6.4.1. Any ensemble may collaborate with any other, however this is at the discretion of managers, conductors and the LUUMS executive committee.

6.4.2. All concerts outside of the LUUMS concert series should be agreed in advance with the LUUMS executive committee.

6.4.3. All ensemble tours should be agreed with the "Top Three" with a cash breakdown before any money is placed into a tour.

- 6.4.4. Auditioned ensembles are to keep track of attendance at rehearsals.
Implementation of a warning system is at the discretion of the managers and conductor.
- 6.4.5 Any disciplinary action within ensembles must be discussed with and approved by the Executive Committee before implementation.
- 6.5. Rehearsals
- 6.5.1. No LUUMS rehearsal may take place during any other LUUMS ensemble's concert.
- 6.5.2. No LUUMS rehearsal may take place during any other LUUMS ensemble's rehearsal.
- 6.6. Concerts
- 6.6.1. All ensembles must give at least 2 concerts a year.
- 6.6.2. Where possible an annual Auditioned Ensemble Showcase should be held.
- 6.6.3. All Auditioned Ensembles are to perform an equal part in the showcase.
- 6.6.4. Where possible an annual Open Ensemble Showcase should be held.
- 6.6.5. All Open Ensembles are to perform an equal part in the showcase.
- 6.6.6. Where possible an annual Piano and Chamber Showcase should be held.
- 6.6.7. LUUMS is obliged to actively support at least one charity throughout the year as decided by the executive committee.