**Constitution of S****t. George’s Music Society**

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**Society Constitution**

1. **Name**
   1. The Society’s name shall be ‘St. George’s Music Society’.
2. **General Notes**
   1. Within the context of this document, the following is true:
      1. The terms ‘Society’ and ‘Music Society’ refer to St. George’s Music Society.
      2. The terms ‘Member’ or ‘Membership’ refer to anyone who is currently a member of the Society, having fully paid subscription fees, as detailed by the list held by the Treasurer.
      3. The term ‘Committee’ refers to the Society’s elected representatives, the St. George’s Music Society Committee.
      4. The terms ‘SU’, ‘SGSU’, ‘Students’ Union’ and ‘Union’ refer to St. George’s Students’ Union and/or its premises.
      5. The terms ‘Exec’, ‘Executive Team’ and ‘SU Exec’ refer to the elected officers of the Students’ Union’s Student Executive, as detailed in the SGSU constitution.
      6. The term ‘external’ refers to any persons or organisations external to our governing body, SGSU, and so includes the University and Trust.
      7. Reference to meetings (e.g. ‘AGM’ and ‘EGM’) refer to meetings of the Society. Where SGSU meetings are referenced, the reference is preceded by a term outlined in [2.1.4](#TwoOneFour) (e.g. ‘SU AGM’).
         1. An exception to [2.1.7](#TwoOneSeven) is the term ‘Council Meeting’, which refers to the meetings of the SGSU Council.
      8. The terms ‘Constitution’ and ‘Document’ refer to this Document: the Constitution of St. George’s Music Society.
      9. The terms ‘SGSU Constitution’ and ‘SU Constitution’ will be used to refer to the St. George’s Students’ Union Constitution (<https://www.sgsu.org.uk/about-sgsu/governance/constitution/>).
      10. The term ‘University’ refers to the St. George’s, University of London Staff and Student Body and/or those premises of St. George’s, University of London (including SU premises) that are available to the Society, as outlined by the SU Constitution and the policy of St. George’s, University of London.
      11. The term ‘Trust’ refers to the St. George’s University Hospitals NHS Foundation Trust’s Staff Body and/or its premises.
   2. This Constitution is only binding once it has been approved by the SU Executive team. Proof of this approval will be detailed on the last page of this Document. This shall be done in accordance with SGSU Constitution and Policy.
   3. A copy of this Document must be given to the SGSU VP Finance and Student Activities and/or Societies Officers for keeping by the SU.
   4. A copy of this Document should be promptly available to any member of SGSU, including especially the Society Committee, the Society Membership and the SU Exec, at their request.
   5. It is mandatory, under SU Constitution, that the Society Committee supply an up-to-date copy of this Document to the SU Exec (Societies Officers, Communications Officers or equivalent relevant position for the given year) so that a copy is available on the SU website at the following web address (or equivalent address): <https://www.sgsu.org.uk/societies/society/sgulmusicsociety/>
   6. The Society Constitution should be reviewed, and if necessary updated, at least once annually. This is usually done at AGM.
   7. It is the duty of the Society Committee to ensure that the Society Constitution reflects the aims, objectives and intentions of the Society under the respective Committee.
3. **Aims and Objectives**
   1. Music Society exists to provide opportunities to facilitate music making for students and staff of the University and Trust.
   2. The society aims to facilitate performance opportunities by organising regular events in various venues including the SU bar and external venues.
4. **Membership**
   1. Membership of the Society shall be open to all members of SGSU, in accordance with the SGSU Constitution and Policy.
   2. Members of the Society shall act in accordance with SGSU Constitution and Policy.
   3. Membership lasts from the time that it is paid, until the 31st July. Point 4.3 shall change in line with the dates of the Committee’s term in office, as detailed in point [6.10](#SixTen).
   4. It is the duty of the Society Committee to keep and maintain a list of the Membership.
   5. Membership gives the Member the following rights:
      1. To vote in elections and referenda of the Society;
      2. To perform in Music Society events;
      3. To propose and initiate a new function under the Society, following consultation with the Committee;
      4. To participate in the Student-Led Teaching Scheme;
      5. To have access to resources belonging to the Society, at the discretion of the Committee.
   6. Additional fees may be required on top of the subscription fee (e.g. for the right to participate in specific events, for the right to use certain resources), but it is the decision of the Member whether they wish to subscribe to the additional benefits.
   7. Membership is gained by paying the subscription fee, the value of which is as set by the Committee for that academic year.
   8. Membership must be paid prior to a person accessing any rights afforded to Society Members.
   9. A current and updated list of Members must promptly be made accessible to any member of the Society Committee that asks for access to it.
   10. A current and updated list of Members must promptly be made accessible upon request to any member of the SU Exec.
   11. Anyone who is a staff member at the Trust, but who wishes to partake in any Music Society functions and/or events may do so as an informal Associate of the Society, but on the understanding that they act in accordance with the Society Constitution and the relevant sections of the SGSU Constitution and Policy.
5. **Subscriptions and Finance**
   1. The Society will undertake financial matters in accordance with the SGSU Constitution and Policy.
   2. The Society Treasurer is ultimately responsible for all aspects of the Society’s finances, as is further outlined under point [7.3](#SevenThree). Financial duties may be delegated to other members of the Committee if this is deemed necessary.
   3. The SGSU Constitution requires a membership subscription fee. The Society Committee will determine the fee and it is the responsibility of the Treasurer to collect this fee, and to subsequently keep a log of the current Members.
   4. A more detailed description of the conducting of financial affairs by the Society can be found under [7.3](#SevenThree).
6. **Society Committee**
   1. An elected committee shall conduct the running of the Society.
   2. The Committee shall act on behalf of the Society Membership.
   3. The Committee shall consist of officers who are members of SGSU, as is detailed in the SGSU Constitution.
   4. Society Committee members must be full members of the Society for the year of holding office, but are not required to be Society members at the time of their election to office.
   5. The Committee shall ensure that the Society abides by the Society Constitution, as written in this Document.
   6. The Committee will uphold the Policy and values of the SU in its day-to-day running of the Society.
   7. The Committee will ensure that the Society upholds the conditions of any binding documents or agreements that it has signed for the academic year, or that it has inherited the conditions of.
   8. The Committee is the decision-making body for the Society.
   9. The Committee will have the following committee members:
      1. President (or up to a maximum of two Co-presidents)
      2. Vice-president (optional) (referred to subsequently in this Document as a President)
      3. Treasurer
      4. Secretary
      5. Choir Officer (up to a maximum of two)
      6. Orchestral Officer (up to a maximum of two)
      7. Technical Officer (optional, up to a maximum of two)
      8. Social Secretary (optional, up to a maximum of two)
   10. The Committee will serve for one academic year from the 1st August until 31st July. Changes to the start/end date of the SGSU Exec year should be mirrored by the Society Committee’s term of office.
   11. Between the time that a new Committee is voted in, and the 1st August of the new academic year, the running of the Society will be a joint effort between the outgoing and incoming Committees, and the outgoing Committee will still maintain ultimate responsibility until their departure on 1st August.
   12. A list of Committee members and their details should be compiled, as required by the SU Constitution, including:

* Name
* Role
* Course/Year (if applicable)
* Contact email
* Contact mobile number (where applicable)

These details will be passed to the SGSU Exec for use when deemed necessary by SGSU Exec.

* + 1. The Committee should themselves ensure that they are contactable for Members.
  1. Changes to the Committee that are made outside of the Society’s Annual General Meeting must also be voted on by the Society Membership. The outgoing Committee member is obliged to hold office until a time that a suitable replacement can be voted in by simple vote of majority, except in extenuating circumstances as confirmed by the Committee.
     1. In cases of extenuating circumstances, the outgoing Committee member’s role will be delegated, by the President, to other Committee members until the position can be filled.
  2. Conflicting opinions on decisions that arise in the running of the society should first be resolved by a simple vote of majority amongst the Committee.
     1. In the event of an equal split of votes amongst the Committee, judgement will be passed by the majority vote amongst the President and Treasurer.
     2. If the President and Treasurer are unable to reach a majority vote, the President will pass the final judgement.
  3. The Committee is free to pose any decisions to the Membership in a referendum for which there will be no set minimum vote, unless decided otherwise by the Committee. The regulations of a referendum are detailed in point [10.4](#TenFour).

1. **Duties of the Committee and Committee Members**
   1. Duties of the Committee:
      1. It is the duty of all Committee members as a collective to enact the aims and objectives of the Society, and to aim to further the reach and effectiveness of the Society throughout their time in office.
      2. All of the Committee members are responsible for representing the Society at SU Council Meetings, the SU Annual General Meeting and any other functions, meetings or concepts for which the Society should be represented.
      3. It is required of all the Committee members to ensure that they fulfill their duties.
         1. If they find themselves unable to fulfill these duties then they should, in the first instance, inform the President(s) and Committee of this.
         2. They should also endeavor to find a suitable delegate within the Committee to perform the roles that they feel unable to perform.
         3. Failure to perform duties adequately, as determined by the Committee, should trigger an Extraordinary General Meeting to consult the Membership on re-electing the position. This process should then follow the regulations for voting as laid out in [6.13](#SixOneThree).
            1. If the role of the member in question is an optional role under the SU Constitution, it shall be at the discretion of the Committee as to whether they decide to fill the position or not If they decide that they do not wish to continue the role, they may allow the member in question to vacate their role without replacement.
         4. If a Committee member feels that they must resign from their position, they should inform the President and Committee and, following discussion amongst the Committee, this should trigger an Extraordinary General Meeting to consult the Membership on re-electing the position. This process should then follow the regulations laid out under [6.13](#SixOneThree).
      4. Any Committee member may delegate duties to another member within the Committee. However, the delegated duty is ultimately the responsibility of the Committee member who was originally responsible for that duty, as detailed by that Committee member’s list of Constitutional duties.
   2. Duties of the President – Presidential duties apply to the President(s) and Vice-President (if applicable) of the Society.

The position of President is required to be filled for the Society to be viable under SU Constitution.

The duties of the President are as follows:

* + 1. To be responsible for the overall running of the society;
    2. To be the Society figurehead and represent the Society in the SU, the University, the Trust, to groups and organisations affiliated to the University or Union, to external groups and organisations and to the general public, where relevant;
    3. To be ultimately responsible for liaising with other societies and the SU Exec, in partnership with the Secretary;
    4. To ensure that the Constitution is enacted effectively;
    5. To hold other Committee members to account, on behalf of the Membership;
    6. To communicate with the Membership, in partnership with the Secretary;
    7. To ensure the Society abides by the rules and regulations of the SU Constitution and Policy (<https://www.sgsu.org.uk/about-sgsu/governance/constitution/>);
    8. To complete and sign, annually, and uphold the conditions outlined in the Club/Society Registration and Handover Pack for the given year (Found at: <https://www.sgsu.org.uk/club-soc/committee-resources/>);
    9. To sign, annually, and uphold the conditions outlined in the St George’s Students’ Union Performance Society Contract for as long as it is binding (Found at: <https://www.sgsu.org.uk/club-soc/committee-resources/>);
    10. To ensure that the Constitution best reflects the intentions and aims of the Society Committee and Membership and to keep it updated (especially in regards to URL links and to SU Exec positions mentioned within the Document).
    11. To oversee and manage any resignations from the Committee;
    12. To oversee and manage any disputes within the Committee or Society;
    13. To give an adequate handover to the incoming Committee at the end of office:
    14. To give a comprehensive and effective handover to the incoming President and incoming Committee;
    15. To handover all Society resources that have been kept, in their role as President, to the incoming President;
    16. To oversee the handovers between all Committee members and their successor.
  1. Duties of the Treasurer

The position of Treasurer is required to be filled for the Society to be viable under SU Constitution.

* + 1. The duties of the Treasurer are as follows:
       1. To be ultimately responsible for all aspects of the Society’s finances;
       2. To ensure that the Society undertakes its financial matters in accordance with the SGSU Constitution and Policy;
       3. To ensure that money is, at the least, deposited in any amount in the SU-held Society account to avoid dissolution of the Society at the end of the academic year;
       4. To set, maintain and update a termly or annual budget plan for the Society;
       5. To ensure that the Society’s finances conform with the budget plan (to the best of their ability);
       6. To oversee and lead the management of any deviations from the budget;
       7. To collect any incoming monies of the Society (including membership subscription fees) and hold them in a place that is safe and secure;
       8. To deposit collected monies (including membership subscription fees and any other Society incoming finances) in the SU-held Society account as soon as is convenient, as detailed in the SU constitution;
       9. To oversee the collection of subscription fees by the Union via the SU website (<https://www.sgsu.org.uk/societies/society/sgulmusicsociety/>) and to ensure that the options presented by the website for paying fees is accurate.
       10. To book, at least 48 hours in advance, and collect from the SGSU VP Finance and Student Activities, a float for collecting subscription fees at events, and any other time that it might be necessary for the Society to have a float.
    2. Smaller financial duties may be delegated to other members of the Committee if this is deemed necessary, but the Treasurer must oversee these activities.
    3. The outgoing Treasurer must give an effective handover of experience and resources to the incoming Treasurer at the end of the outgoing Treasurer’s term in office. They should take responsibility for:
       1. Paying in all cash holdings that have not yet been submitted to the SU, before the end of their term in office
       2. Handing over any documentation and past/ongoing budget plans, that the outgoing Committee member has held in their position as Treasurer, to the incoming Treasurer, especially the lists of current and past Members of the Society;
  1. Duties of the Secretary

The role of Secretary can be demanding, due to the quantity of duties expected of the role. It is therefore understood that Secretarial duties will often be shared out amongst the Committee on a task-by-task basis. However, it is the ultimate responsibility of the Secretary to oversee any delegated work.

* + 1. The ultimate duties of the Secretary are as follows:
       1. Administration: To maintain effective records and administration for the Society and oversee the use of Society resources;
       2. Meetings: To ensure meetings are effectively organised and minuted;
       3. Communication: To be responsible ensuring there is effective communication and correspondence between:
          1. Committee members;
          2. The Committee and its Membership;
          3. The Society and other Societies;
          4. The Society and the SGSU membership;
          5. The Society and the SU Executive Team;
          6. The Society and any relevant external persons or organisations.
       4. To uphold the rules, regulations and policies by which the Society is bound (especially legal requirements, University regulations, SU Constitution and Policy and the Society’s Constitution);
    2. In addition, the specific duties of the Secretary are as follows:

Administration:

* + - 1. To keep updated, and be the keeper of, all Society documentation that is held by the Society (including a copy of the Constitution and copies of any binding documents or agreements relevant to the Society);
      2. To be the keeper of all Society resources (including sheet music, instruments and advertising resources);
         1. In order to do this effectively, the Secretary shall work in conjunction with the Technical Officer to oversee use of Society equipment, though this is the ultimate responsibility of the Technical Officer (see [7.7.1.3](#SevenSevenOneThree)).
         2. To keep a copy of the Society’s inventory of equipment, as supplied and updated by the Technical Officer.
         3. Should the position of Technical Officer not be filled, the responsibilities of the Technical Officer, especially those detailed in [7.7.1.3.1](#SevenSevenOneThreeOne),will fall to the Secretary who may decide to delegate these responsibilities.
      3. To keep and maintain a list of minutes of all Committee meetings and Society meetings (e.g. AGM and EGMs);
         1. Reserved business should be acknowledged but not detailed.
      4. To keep, maintain and pass on to the incoming Secretary of the following year a list of the past Committee members and their roles;
      5. To manage, and make available to any member of the Committee, a Dropbox account for the Committee;
      6. To be responsible for the advertising of Society events and functions;
         1. The Secretary is responsible for overseeing the advertising process for events, including ensuring posters have been made, printed, approved (see [7.4.2.6.2](#SevenFourTwoSixTwo)) and displayed well before the event (recommended minimum of 1 week);
         2. The Secretary is responsible for ensuring all Music Society advertising and posters have been approved by the Union before they are displayed in SU and University premises, in accordance with SGSU Policy;
         3. The Secretary is responsible for overseeing use of social media (including the St. George’s Music Society Facebook page) for activities concerning the advertising of events, functions and information to any persons that it may concern;
         4. Advertising responsibilities may often be delegated and shared amongst the Committee and it is ultimately the responsibility of the Secretary to oversee this.

Meetings:

* + - 1. To consult the Committee on agenda points and then compile an agenda for any meeting of the Committee or Society and distributing it in good time to the relevant persons;
      2. To advertise any meetings of the Society (including AGM) to the Society Membership in good time;
      3. To minute and keep copies of the minutes of all meetings of the Society Committee;
      4. To distribute the minutes of any meeting of the Committee or Society to the relevant persons;
      5. To make accessible, at earliest convenience, a copy of minutes to any member of the SGSU Exec who requests them, as detailed by SGSU Constitution and Policy;
      6. To make accessible, at earliest convenience, a copy of minutes to any member of the Society Committee, and Members of the Society who requests them;
      7. To organise a Chairperson for any Society meeting in advance of the meeting;
      8. To book a venue, in good time, for any meeting of the Committee or Society;
      9. To aid the Committee in recognising the need for a meeting of the Committee (for example, for evaluation of a recent Society-led event) or Society (for example, calling an EGM following any proposal of changes to the Constitution) and to make the necessary arrangements;

Communication:

* + - 1. To communicate any relevant information to the Membership and any affiliates of the Society (for example any Trust staff who wish to perform with the Society), including the following methods:
         1. Society email (must be used as a primary method of conveying the most important information)
         2. Society Facebook page
         3. Other forms of communication
      2. To be responsible for ensuring a prompt response is given to anyone contacting the Society:
         1. The Secretary must have access to the official Students’ Union affiliated Society email account ([musicsoc@su.sgul.ac.uk](mailto:musicsoc@su.sgul.ac.uk));
         2. The Secretary must be an ‘editor’ or ‘administrator’ of the Society Facebook page ([www.facebook.com/SGULMusicSociety/](https://www.facebook.com/SGULMusicSociety/)), including the ability to respond to messages through the page;
      3. To be the primary Committee member responsible for attending Council Meetings on behalf of the Society;
         1. This responsibility may be delegated to another member of the Committee.
      4. To be responsible for voting, on behalf of the Society, at Council Meetings;
         1. This responsibility may be delegated
      5. To book venues for Society functions, including rehearsals and events:
         1. The Secretary is the primary Committee member responsible for booking SU and University premises on behalf of the Society;
      6. If the Secretary unable to attend, or wishes to be absent from Council Meetings, it is their sole responsibility to ensure a replacement attendee is found promptly. This should in the first instance be a colleague from the Committee, but can be any full Member of the Society of their choice, if none of the Committee is available.

Handover:

* + - 1. To organise a handover meeting between the outgoing and incoming Committees;
      2. To give a comprehensive and effective handover to the incoming Secretary;
      3. To handover all Society resources, kept by the Committee member in their role as Secretary, to the incoming Secretary;
      4. To handover all login details (and transfer any access rights\*) to the new Committee for any online and network systems used by the Society, including (but not limited to):
         1. The official Society email account;
         2. The Society Facebook page\*;
         3. The Committee Google Drive and Gmail accounts (if applicable);
         4. The Committee Dropbox account;
         5. Any accounts used for making advertising products, such as online poster makers (if applicable).
  1. Duties of the Choir Officer

The Choir Officer exists to facilitate the running and performing of a St. George’s Music Society Choir, referred to in this Document as the ‘Choir’.

* + 1. The duties of the Choir Officer are as follows:
       1. To ensure the weekly running of the Choir;
       2. To ensure the booking of a room and piano for Choir rehearsals, in conjunction with the Secretary;
       3. To lead, or provide leadership for, rehearsals of the Choir;
       4. To select and procure music for the Choir's use and to keep and maintain an inventory of all Choral resources;
       5. To set up the booked room and piano before each Choir rehearsal and ensure its clear up after the rehearsal;
       6. To keep track of and organise the music currently in use by the choir and ensure its safe return to the music storage;
       7. To plan, in conjunction with the Committee, performances by the choir at Society events;
       8. To promote the Choir (e.g. on social media; with posters etc.).
  1. Duties of the Orchestral Officer

The Orchestral Officer exists to facilitate the running and performing of a St. George’s Music Society Orchestra, referred to in this Document as the ‘Orchestra’.

* + 1. The duties of the Orchestral Officer are as follows:
       1. To ensure the weekly running of the Orchestra;
       2. To ensure the booking of a room and piano for Orchestra rehearsals, in conjunction with the Secretary;
       3. To lead, or provide leadership for, rehearsals of the Orchestra;
       4. To select and procure music for the Orchestra's use and to keep and maintain an inventory of all Orchestral resources;
       5. To set up the booked room and piano before each rehearsal of the Orchestra and ensure its clear up after the rehearsal;
       6. To keep track of and organise the music currently in use by the choir and ensure its safe return to the music storage;
       7. To plan, in conjunction with the Committee, performances by the choir at Society events;
       8. To promote the Orchestra (e.g. on social media; with posters etc.)
  1. Duties of the Technical Officer (optional)

The position of Technical Officer is optional. The decision of whether or not to fill the position in the subsequent year is to be made by the outgoing Committee at AGM, on the advice of prospective nominees for incoming roles and in mind of the possibility of a nominee presenting for this position. This decision should be made in advance of the nomination period allotted for AGM voting.

* + 1. The duties of the Technical Officer are as follows:
       1. To oversee all technical issues that may arise in relation to Society events;
       2. To represent the Society’s technical needs and capabilities to the SU Exec and external organisations;
       3. The Technical Officer will be ultimately responsible for all equipment owned by the Society;
          1. An inventory of all items owned should be kept by the Technical Officer and updated at least twice a year. A copy of the inventory should be supplied to the Secretary.
       4. The technical officer should endeavour to maintain good relations with the SU Exec Technical Officers and to be the primary Committee member responsible for liaising with the SU Exec Technical Officers;
          1. All tech requirements for organised events should be sent to the SU tech officers as soon as possible, and no later than one week before a performance.
          2. The above does not include open mic nights; in this case, a best effort should be made to provide accurate technical requirements.
          3. The Technical Officer should be the primary person in charge of communicating between the committee and the tech officers of the SU
       5. The Technical Officer is responsible for moving and setting up any equipment from the music room during music society events;
          1. The Technical Officer is not required to assist with setting up equipment from the tech booth or any items which are property of SU tech and not the music room, but may assist if they choose to.
       6. For external events, the Technical Officer is responsible for sourcing and setting up any equipment needed;
          1. Should this require any form of hire or lease, the Technical Officer should work with the treasurer in being jointly responsible for the equipment.
  1. Duties of the Social Secretary (optional)

The position of Social Secretary is optional. The decision of whether or not to fill the position in the subsequent year is to be made by the outgoing Committee at AGM, on the advice of prospective nominees for incoming roles and in mind of the possibility of a nominee presenting for this position. This decision should be made in advance of the nomination period allotted for AGM voting.

* + 1. The duties of the Social Secretary are as follows:
       1. To organise and run social events throughout the year;
       2. To promote and encourage attendance of socials (e.g. at ensemble rehearsals, via messaging groups such as WhatsApp, via social media etc.);
       3. Liaise with other societal officers to organise and promote the society's events throughout the year;
       4. To be involved in the organisation of any jointly run socials with other SU societies, should the opportunity arise.

1. **Events**
   1. Music Society shall facilitate the opportunity for its members to perform by holding events including (but not limited to):
   * Open Mic Nights (minimum of 2)
   * Blues, Jazz and Soul Night
   * Christmas and Carols
   * Battle of the Bands
   1. The society should aim to hold events throughout the year, with at least one event per academic term.
   2. The date and time of each event must be proposed by the committee before the academic term in which they are to be held to allow sufficient time for its addition to the SGSU year plan.
      1. Consideration should be made for conflicting audiences between Music Society events and concurrently running performances or functions throughout the University.
   3. The SU General Secretary, Events Officers, Technical Officers and event venue host (e.g. SU bar manager) must be made aware of any Society events at least 2 weeks before the event, in accordance with SGSU Policy. This notice should preferably be given prior to the start of the term in which they are to be held.
   4. The Committee should look to hold additional events outside the SU premises (e.g. Carol singing in the University or Trust premises; events in the community etc.).
   5. The Committee should look to integrate other societies into Society events (e.g. by inviting societies such as Musical Society to perform at events) and to collaborate with other societies to hold events and/or socials (e.g. a Performing Societies Showcase night, to mimic the CP Evening of Fresher’s Week, including societies such as Musical Society, TAD Society, Revue, Fashion Show etc.). Where possible, these should be held as joint events/socials in order to further the relations between societies.
   6. Efforts should be made by the Committee to liaise with other societies and their committees and to maintain good working relationships.
2. **Meetings**
   1. The following are true for point 9.0:
      1. The stand-alone mention of the ‘Committee’ refers to the Committee in office for the year in question – i.e. the ‘outgoing Committee’. This is the same for all current Committee members when referred to individually (e.g. ‘President’, meaning the current and outgoing President);
      2. The newly elected Committee that are due to take office for the year subsequent to the academic year in question shall be referred to as the ‘incoming Committee’. This is the same for all incoming Committee members when referred to individually (e.g. ‘incoming President’, meaning the newly elected and incoming President).
   2. Committee Meetings
      1. All members of the Committee should aim to attend all Committee meetings;
      2. Only members of the Society Committee are permitted to attend Committee meetings, unless the Committee decide that it is necessary to have another person present for part or all of the meeting;
      3. Any member of the Committee may request for the Secretary to call a meeting of the Committee.
         1. The Secretary shall then decide on the necessity of the requested meeting. If the Secretary deems the meeting necessary, the Secretary shall call a meeting of the Committee.
      4. The Secretary shall organise and book a venue for Committee meetings as detailed in point [7.4.2.14](#SevenFourTwoFourteen).
      5. The Secretary shall ensure quorum for, minute and attend any Committee meetings, except in cases detailed in [9.2.5.1](#NineTwoFiveOne).
         1. If attendance at a Committee meeting by the Secretary is impossible, the President shall be responsible for ensuring quorum for and minuting the relevant Committee meeting.
      6. There should be meetings of the Committee held in the following instances:
         1. At any point that the Committee wishes to discuss any issues (as deemed adequate by the Secretary or President);
         2. Preceding a planned event, to discuss organisation, logistics and any issues regarding the event;
         3. Preceding AGM, to plan handover reports and to reflect on the Society’s activities of the past academic year.
      7. Committee meetings shall have a quorum set at 70% of the Committee members.
      8. Failure to meet or sustain quorum at any point in the meeting shall result in termination of the meeting.
      9. The quorum may be lowered at any point by a vote of simple majority by the members present.
      10. At least one President or Treasurer must be present at any point in any Committee meeting.
      11. Apologies for non-attendance of Committee meetings by Committee members must be sent to the Secretary at least 24 hours in advance of the relevant meeting.
      12. Under attendance of Committee meetings by a Committee member by 60% or more of the total number of meetings by the Committee for that year will result in an inability of that Committee member to be ‘signed off’ (by means of certifying the position held by that member and certificating for the fact) by the SU Exec. Essentially, the member in question will not be retrospectively recognized as a member of the Society’s Committee team for the relevant year of office.
   3. Annual General Meeting (AGM)
      1. There shall be an AGM on a date between 1st May and July 20th, allowing enough time for a thorough handover to be made between Committee members and incoming Committee members before the 1st August (see [6.10](#SixTen) and [6.11](#SixEleven)).
      2. Any Member of the Society and any member of the SU Exec is permitted and invited to attend.
      3. Every member of the Committee is obliged to attend AGM, except for in extenuating circumstances for which apologies should be submitted to the Secretary, and if possible this should be done in good time before the meeting.
         1. If a Committee member is unable to attend AGM, they must nominate a Member to deliver their report to the Membership and speak on their behalf
      4. The Secretary should compile an agenda before the meeting.
      5. Points for the agenda should be submitted to the Secretary at least 24 hours in advance of the meeting.
      6. There shall be a quorum of Committee members set at 70%.
      7. There shall be a quorum of non-Committee Members for AGM, set at 10% of the total Membership. Should this quorum not be met, the meeting cannot proceed.
         1. Quorum may be lowered at any point by a vote of simple majority.
         2. It should be responsibility of the Secretary to minute the quorum, and any changes to it, and in doing so to stop the meeting at any point if quorum is not met.
      8. The Secretary shall take responsibility for ensuring the time, date, location and process of the AGM is well advertised to the Membership, and done so in a clear manner (see [7.4.2.7](#SevenFourTwoSeven)).
      9. Any other business that Members wish to discuss at AGM should be submitted to, and approved by, the Secretary before the meeting. The Secretary should add these to the agenda.
      10. AGM shall include the following business, in the following order (unless decided otherwise by the Committee):
          1. Introduction and welcome (President)
          2. Report (all reports should include summary, reflections and suggested plan for the future) on the past year and reflection on achievements (President)
             1. Report by Treasurer of personal achievements and strategies for the past year (excluding financial report);
             2. Reports by Committee members of achievements for the past year.
          3. Financial report and summary (Treasurer)
          4. Conclusion of year’s achievements/speech of thanks (President)
          5. Voting in of a new (incoming) Committee:
             1. Submitted nominations (President)
             2. Speeches by nominees
             3. Voting (see [10.0](#Voting))
             4. Announcement of results (Secretary)
          6. Other business (Secretary and contributors)
          7. Close (President)
   4. Extraordinary General Meeting (EGM)
      1. An EGM may be called by the Society Committee at any time.
      2. A chair should be elected for the meeting by the Committee.
      3. Any EGM shall be minuted by the Secretary.
3. **Voting**
   1. Members of the Committee are entitled to make a vote in any voting of the Society.
   2. Each member of the Society is entitled to one vote each.
   3. Voting in new members of the Committee:
      1. Persons wishing to put their name forward for nomination for a Committee role should submit the following, to the Secretary, no less than 3 days before AGM or the relevant meeting of the Society:
         1. Name;
         2. Course/Year of Study/Position (if applicable);
         3. Brief summary (300 words max) of why they wish to run for office and what they wish to do in the role.
      2. Nominations will then be advertised by the Secretary to the Membership for at least 3 days immediately preceding the meeting;
      3. Each nominee will run against any other nominee for the position and also against Re-Open Nominations (R.O.N.)
      4. Voting will then take place at AGM, with the Secretary counting and verifying the votes;
         1. The vote will be a simple vote of majority;
         2. Only Members are entitled to vote;
         3. The Committee may decide beforehand whether votes are to be cast on paper and collected, or whether it is appropriate to count votes by Members raising their hands.
            1. If it is decided that ballot papers are to be used, the Secretary will be responsible for printing and organising these.
      5. The Secretary will announce the votes.
      6. In the instance that a position cannot be filled at AGM, the vote will re-open. A new vote will be held with any nominees that come forward.
         1. This reopened vote must not run for longer than 48 hours after the close of AGM.
         2. The vote may be held online (e.g. via Survey Monkey)
            1. In this instance, the voting system must be well advertised and easily accessible to Members.
         3. This process may repeat a maximum of 2 times, so that the maximum number of voting sessions held on any one position shall be 4 (1 x AGM, 1 x reopened voting, 2 x repeated reopened voting)
         4. If the role is not optional, according to SGSU Constitution, and cannot be filled after 4 rounds of voting, advice should be sought from the SU VP Finance and Student Activities and SU Societies Officers.
   4. Voting in referenda:
      1. A referendum may be put to the Membership by the Committee on any issues it deems necessary;
      2. Votes may be cast online via use of a survey tool (e.g. Survey Monkey);
      3. There will be no set minimum vote, unless the Committee decides otherwise.
      4. Referenda should be held as a simple vote of majority, unless it is decided by the Committee that it is necessary to alter this system.
      5. Referenda are not Constitutionally binding, but should be used as a key point of reasoning by the Committee when they make a decision on the issue concerned.
4. **Constitutional Changes**
   1. All changes to the Constitution must be voted on by the Membership
      1. If the change is proposed outside of AGM proposals, the Committee must call an EGM to facilitate the vote;
      2. No changes to the Constitution are binding until the change(s) has been passed by a voting of the Membership, except for instances outlined in point [11.1.2.1](#ElevenOneTwoOne);
         1. Changes to spelling, grammar, syntax, duplications, accidental omissions and wording that do not have any bearing on the intent of the Constitution, and additions of, or changes made to, reference links within and outside of the Document, may be carried through by agreement of the Committee, and do not require a vote by the Membership.
      3. The vote shall be a simple vote of majority.
   2. Members of the Committee may propose a change to the Constitution
      1. If a Society Member who is not on the Committee wishes to make a proposal, they must be seconded by a member of the Committee.
   3. All changes to the Constitution that are voted through shall be deemed provisional until the change has been ratified by SGSU.
5. **Complaints Procedure**
   1. Complaints by any Member of the Society, or any other persons, should be made to the President in the first instance.
   2. Complaints about the President should be made to the Treasurer.
   3. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
6. **SGSU Commitments**
   1. As stated throughout this Document, the Society shall, at all times, adhere to SGSU Constitution and Policy.
7. **Discipline**
   1. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.
8. **Declaration**
   1. This Constitution was voted through by simple majority by the St. George’s Music Society Committee of 2016/17 at a meeting of the Committee on 13th November 2016.
   2. This Constitution was voted through by simple majority at an Extraordinary General Meeting of the St. George’s Music Society Membership on **[DATE OF EGM]**.
   3. Declaration by Committee:

I declare that the Music Society shall abide by this Constitution, drawn up on this \_\_th day of the \_\_th month, 2016:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sophie Talib – Society Co-president (2016/17)

Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anna Kolodziejczyk – Society Co-president (2016/17)

Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Samuel Wood – Society Vice President (2016/17)

Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

* 1. Declaration by SGSU Executive Team:

I declare that this Constitution has been ratified by SGSU and the Music Society is hereby recognized by SGSU:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SGSU Societies Officer (2016/17)

Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SGSU General Secretary (2016/17)

Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_