

GLASGOW UNIVERSITY MUSIC CLUB

CONSTITUTION

CONTENTS

1. Name

2. Definitions

3. Aims

4. Activities

5. Membership

6. Governance

7. Finance

8. Equal Opportunities Statement

9. Data Protection

10. Constitutional Amendments

11. Interpretation of the Constitution

12. Dissolution of the Society

Schedule 1. Ensembles

1. General Rules

2. Glasgow University Wind Band

3. Music Club Choir

4. Chamber Choir

5. Percussion Ensemble

6. Trad Group

7. Flute Choir

8. Saxophone Ensemble

9. Brass Ensemble

10. Affiliated Groups

11. New Groups

Schedule 2. Excursions

Schedule 3. Data Protection and Privacy Statement Schedule 4. Safeguarding

**1. Name**

There will be a society of students known as the ‘Glasgow University Music Club’ (GUMC).

**2. Definitions**

‘Member’ means any person who has paid membership in accordance with section 5.

‘Committee Member’ means any person elected in accordance with to section 6.3 and shall be synonymous with the term ‘Office Bearer’.

‘Academic Session’ has the same meaning as given under the University of Glasgow’s regulations. ‘Semester’ has the same meaning as given under the University of Glasgow’s regulations. ‘University’ means the University of Glasgow.

**3. Aims**

To promote the enjoyment of and participation in music at Glasgow University and in the wider community.

**4. Activities**

Glasgow University Music Club shall run a number of musical ensembles (See Schedule 1) and shall host regular concerts and social events.

**5. Membership**

**5.1** Full membership shall be open to all registered students of Glasgow University only. Glasgow University staff, students from other universities, and members of the public may join as Associate Members or Affiliate Members. It is a requirement for membership that the person seeking membership is in attendance at one of the ensembles mentioned in Schedule 1 of this constitution.

**5.2** There shall be 3 types of member:

**5.2.1** Full Members

**5.2.1.1** Registered students may join as *full members* of the club if they are in attendance at one of the ensembles mentioned in sections 2-9 of Schedule 1 of this constitution.

**5.2.2** Associate Members

**5.2.2.1** Non-students may join as *associate memb*ers of the club if they are in attendance at one of the ensembles mentioned in section 2-9 of Schedule 1 of this constitution. This includes Glasgow University staff, students from other universities and members of the public. Associate Members have no voting rights.

**5.2.2.2** Associate members (non-students) shall not account for more than 20% of the total membership.

**5.2.2.3** Associate members shall be subject to the same fee as full members.

**5.2.3** Affiliate Members

**5.2.3.1** Registered students and non-students may join as *affiliate members* of the club if they are in attendance at one of the ensembles mentioned in section 10 of Schedule 1 of this constitution. Affiliate Members have no voting rights.

**5.2.3.2** Affiliate members shall be subject to a lesser fee than full and associate members.

**5.3 Membership Fees**

**5.3.1** Members shall be subject to a yearly subscription fee.

**5.3.2** The amount payable shall be at the discretion of the Committee and shall be decided prior to the commencement of each academic session.

**5.3.3** The membership fee shall be paid within one month of the commencement of each academic session.

**5.3.4** The membership fee, once paid, shall be non-refundable. Consideration of individual cases shall be at the discretion of the committee.

**5.3.4** The Committee shall have the discretion to reduce the fee payable by members joining in the second semester of each academic year.

**5.4** All members agree to adhere to the Glasgow University Code of Student Conduct. **5.5** T**ermination of Membership**

**5.5.1** The committee has to discretion to terminate an individual’s membership in the following circumstances:

**5.5.1.1** The member has breached the Glasgow University Code of Student Conduct.

**5.5.1.2** The member’s conduct is, in the opinion of the committee, seriously prejudicial to the interest of the society.

**5.5.2** Before termination of membership the committee must issue one verbal and one written warning to the member in question.

**5.6** The resources and facilities of Glasgow University Music Club are solely for the use of the members of the club.

**6. Governance**

**6.1** The Society shall be under the control of the membership.

**6.2** The management of the society shall be delegated to an elected committee. **6.3 Committee Members**

**6.3.1** The committee shall comprise of the following office bearers:

**6.3.1.1 President**

- The President shall preside at the meetings of the Club and Committee and oversee the general running of the Club.

- They shall be responsible for booking rooms for the concerts.

 - They will work alongside the Vice-President, as appropriate.

- The President must have previously served on the committee for a minimum of one year.

**6.3.1.2 Vice President**

 - The Vice President shall assist the President as required.

- The Vice President shall take the President's place in the event of the President being absent or otherwise unable to carry out Presidential

duties.

 - They shall co-host events alongside the President.

**6.3.1.3 Secretary**

- The Secretary shall issue notices of Committee meetings and general meetings and shall keep minutes of all those meetings.

- They shall ensure a copy of the minutes from the immediately preceding meeting are available to all Committee members a minimum of three days

prior to a meeting.

- They shall assist the Vice President in keeping a list of Music Club members and ensure it is kept up to date.

- They shall be responsible for the Music Club email account(s) and all correspondence with Music Club members.

- They shall ensure that all members are provided with updates via email at least once per semester including details of upcoming events and other

notices that may concern them.

**6.3.1.4 Treasurer**

- The Treasurer must be a senior member of the Music Club. They must have reached at least third of an undergraduate course or be a post-graduate

student to be eligible for the position of Treasurer.

- They shall be responsible for the monies of the Club and shall keep account of the same.

- They shall assist the Vice President with the collection of membership fees. - They shall be responsible for the Music Club bank account and cheque book.

- They must be a named party on all accounts for Music Club.

- They shall make payments on behalf of the Club under the general sanction of the Committee.

**6.3.1.5 Events Coordinators**

- There shall be 2 events coordinators.

- The events coordinators shall be responsible for organising social events for the Club’s members.

- They shall attend these events and encourage members to attend.

- They shall be responsible for publicising all Club activities using appropriate media.

**6.3.1.6 Ensemble Leaders**

- The leader of each group mentioned in sections 2-10 of Schedule 1 of this Constitution shall be elected as office bearers.

- They shall be solely responsible for all aspects of the administration of their ensembles including, but not limited to, the musical aspects of running the group.

- They shall also be responsible for other tasks at the discretion of the committee.

**6.3.1.7 Ordinary member**

- The ordinary member shall assist any other committee members with any tasks in the organisation and running of the Music Club.

- They shall endeavour to ensure the success of Music Club events and concerts by performing tasks as deemed necessary by the President or Vice President.

**6.3.1.8 First-Year member**

- The first-year member shall assist any other committee members with any tasks in the organisation and running of the Music Club.

- He/she shall endeavour to ensure the success of Music Club events and concerts by performing tasks as deemed necessary by the President or Vice President.

**6.3.1.9 Honorary Member**

- An honorary member may be elected at the Annual General Meeting. - He/she shall be a member of the Music Club but need not be a student. - He/she may be a recent graduate (i.e. would assume the role within 12 months of graduating).

- He/she shall have served on the executive committee previously. - He/she shall use his/her experience to advise the committee.

**6.3.1.10 Social Media Manager**

- A social media manager may be elected at the Annual General Meeting.

- He/she shall be a member of the Music Club but need not be a student.

- The social media manger is responsible for:

o Maintaining the society’s website,

o Managing the society’s social media accounts,

o Replying to messages delivered to the society’s social media

accounts,

o Creating Facebook events,

 o And taking and sharing photographs of the society’s events.

**6.4 Additional Duties**

**6.4.1 Safeguarding** – One existing member of the committee shall be appointed prior to each academic session as the Safeguarding Officer of Glasgow University Music Club. Their duties are outlined in Schedule 5 of this constitution.

**6.5 Committee Meetings**

**6.5.1** The Committee shall meet weekly or as otherwise determined by the President to discuss pending issues, the organization of events and any other matters concerning the Club.

**6.5.2** The President shall chair Committee meetings. If absent, the role shall be delegated by the President to a member of the Executive.

**6.5.3** A minimum of 24 hours’ notice shall be given of the time, date and venue of the meeting if different from the regular time, date and venue specified at the start of each Academic Session.

**6.4.4** All Office-Bearers must attend Committee meetings or give notice to the President if they are unable to attend.

**6.6 Elections**

**6.6.1** All elections must be held by secret ballot

**6.6.2** Office bearers shall be elected by the membership at the Annual General Meeting, the Bi-Annual general meeting or at an Extraordinary General Meeting (see Section 6.7).

**6.6.3** Only ‘full members’ of Glasgow University Music Club are entitled to stand for the office bearer positions.

**6.6.4** All office bearers shall be registered students at the University of Glasgow and shall not have opted out of SRC representation under the Education Act 1994.

**6.6.5** Only ‘full members’ of Glasgow University Music Club, who have paid their membership fee, shall have full voting rights.

**6.7 General Meetings**

**6.7.1 The Annual General Meeting (AGM)**

**6.7.1.1** An Annual General Meeting of Glasgow University Music Club members shall be called at which, in accordance with section 6.6, the following office bearers shall be elected:

President (s. 6.3.1.1)

Vice-President (s. 6.3.1.2)

Secretary (s. 6.3.1.3)

Treasurer (s. 6.3.1.4)

Events Co-Ordinators (s. 6.3.1.5)

All Ensemble Leaders (s. 6.3.1.6)

Ordinary Member (s. 6.3.1.7)

Honorary Member (s. 6.3.1.9).

**6.7.1.2** The treasurer shall submit the Club’s accounts for approval by the membership at the meeting.

**6.7.1.3** Not less than 10 working days’ notice shall be given to the membership upon calling a meeting.

**6.7.1.3** The Annual General meeting shall be held in second semester of each academic session.

**6.7.2 The Bi-Annual General Meeting (BAGM)**

**6.7.2.1** A Bi-Annual General Meeting of Glasgow University Music Club members shall be called at which, in accordance with section 6.6, the First-year Member (s. 6.3.1.8) shall be elected.

**6.7.2.2** The treasurer shall submit the Club’s accounts for approval by the membership at the meeting.

**6.7.2.3** Not less than 10 working days’ notice shall be given to the membership upon calling a meeting.

**6.7.2.4** The meeting shall be called within 1 month of the commencement of the second semester of each academic session.

**6.7.3 Extraordinary General Meetings (EGM)**

**6.7.3.1** An Extraordinary Meeting may be called for any other purpose which the committee deems fit.

**6.8 Resignations of Committee Members**

**6.8.1** Committee resignations shall be instituted by a letter of resignation to the secretary of Glasgow University Music Club. In the case of the resignation of the secretary, resignation may be instituted by a letter to the president.

**6.8.2** Upon the resignation of a committee member an Extraordinary General Meeting shall be called at the earlier opportunity to elect a suitable replacement.

**6.9 Removal of Committee Members**

**6.9.1** A committee member may be removed from their role if they do not fulfil their role as is described in the constitution or if they fail to uphold the values of GUMC and the university. If a GUMC member has a concern regarding a particular member of the committee fulfilling their role they should bring it forward to the president, vice president or the safeguarding officer. The issue should then be discussed with the member in question.

**6.9.2** A committee member will be given three formal warnings (verbal or written) before the committee can vote to remove them by a ⅔ majority.

**6.9.3** There are several offences for which GUMC has a zero-tolerance policy and the committee member will be removed from the committee immediately. These offences include, but are not limited to:

• Harassment

• Embezzlement

• Discrimination or bullying on the grounds of sex, gender, race, sexual orientation, disability and others

• Sexual misconduct

**6.9.4** Upon the removal of a committee member, an Extraordinary General Meeting shall be called at the earliest opportunity to elect a suitable replacement.

**7. Finance**

**7.1** The Society may receive donations, grants in aid or financial guarantees.

**7.2** The Society's cheques shall require two signatures and the signatories shall be the Treasurer and either the Secretary, Vice-President or President.

**8. Equal Opportunities Statement**

**8.1** Glasgow University Music Club aims to provide and promote equal opportunities, whatever a person's race, colour, ethnic or national origin, religion, beliefs, sex, sexual orientation, gender identity, HIV status, age, physical or mental disability, state of health, appearance, status, family circumstances.

**9. Data Protection**

**9.1** Glasgow University Music Club records personal information about its members and members of the public. This information will be held securely and only for as long as it is needed. The

information will not be sold or otherwise passed on to third parties without individuals’ consent. Glasgow University Music Club members have the right to a copy of the information held about them on request, and to correct any inaccuracies in the information held. For full information see Schedule 4.

**10. Constitutional Amendments**

**10.1** The membership may make constitutional amendments at the Annual General Meeting.

**10.2** A majority of the Annual General Meeting must vote in favour of any amendments for them to be implemented.

**10.3** On receipt of a petition signed by 10 percent of the membership, the secretary shall give five working days’ notice of an Extraordinary General Meeting to consider submitted amendments.

**11. Interpretation of the Constitution**

**11.1** In the event of any dispute occurring as to the meaning of aspect of this constitution the question shall be referred to the Committee.

**11.2** Should such question arise at a General Meeting (s.6.7) it shall be decided at the Meeting by a vote of the members.

**11.3** The decision of the Committee or General Meeting shall be final on the question in point.

**12. Dissolution of the Society**

**12.1** A motion to dissolve the Society shall be made in writing to any Office Bearer having been seconded and undersigned by two Members.

**12.2** Upon receiving such motion the committee shall call an Emergency General Meeting of the members (s. 6.7.3) for the motion to be debated.

**12.3** A two-thirds majority of those voting shall be necessary for dissolution to proceed.

**12.2** On dissolution of the Society any remaining assets shall be transferred to the Glasgow University Students Representative Council to be held for a period of three years in case the Society is reformed.

**Schedule 1. Ensembles**

CONTENTS

1. General Rules

2. Glasgow University Wind Band

3. Music Club Choir

4. Chamber Choir

5. Percussion Ensemble

6. Folk Music Group

7. Flute Choir

8. Saxophone Ensemble

9. Brass Ensemble

10. Composition Group

11. Affiliated Groups

12. New Groups

**1. General Rules**

**1.1** The running of all ensembles managed and affiliated by Glasgow University Music Club must be done in way consistent with the aims of Glasgow University Music Club (s. 3)

**1.2** No music ensemble affiliated with or managed by Glasgow University Music Club shall be permitted to hold auditions.

**2. Glasgow University Wind Band**

**2.1 Object –** The object of the Wind Band shall be to encourage participation in large-ensemble wind music-making amongst the members of Glasgow University Music Club.

**2.2 Membership –** There shall be no auditions. Participation is open to all members of Glasgow University Music Club. However, the Wind Band Coordinators shall have limited discretion as to any member’s inclusion e.g. at a concert (owing, for example, to insufficient attendance at rehearsals) in consultation with that member. Information concerning membership of Wind Band shall be issued during Fresher’s Week.

**2.3 Rehearsals and Concerts –** Rehearsals will begin in week 1 or 2. Wind Band will rehearse weekly and perform in the concerts in the first and second semester. Further rehearsals and concerts may be agreed by the Committee at the Wind Band Coordinators’ request. Players are expected to attend all rehearsals and should advise a Wind Band Coordinator in the event of non-attendance.

**2.4 Wind Band Coordinator Responsibilities –** The Wind Band Coordinators shall: (i) appoint the Conductor in consultation with the committee

(ii) be responsible for the administration of the Band, including the hire and care of music. (iii) keep a record of all Wind Band members and their attendance at rehearsals.

(v) be responsible for preparing rehearsal spaces.

**2.5 Wind Band Conductor Responsibilities –** The Conductor:

(i) shall sign and adhere to a Wind Band Conductors agreement as drafted by the Wind Band Coordinators and approved by the Executive.

(ii) shall be responsible for all musical elements of rehearsal and performance.

(iii) may make suggestions to the Wind Band Coordinators as to music to be played at rehearsals/concerts but shall defer to the decision of the Wind Band Coordinators.

(iv) shall appoint a deputy should he/she be unable to attend a rehearsal or performance.

**3. Music Club Choir**

**3.1 Object –**The object of the Music Club Choir shall be to encourage participation in singing amongst the members of Glasgow University Music Club.

**3.2 Membership –** There shall be no auditions. Participation is open to all members of Glasgow University Music Club. However, the Choir Leader shall have limited discretion as to any member’s inclusion at a concert (owing, for example to insufficient attendance at rehearsals) in consultation with that member. Information concerning membership of Music Club Choir shall be issued during Freshers Week.

**3.3 Rehearsals and Concerts –** Rehearsals will begin in week 1 or 2. Music Club Choir will rehearse weekly and perform in the concerts in the first and second semester. Further rehearsals and concerts may be agreed by the Committee at the Choir Leader’s request. Singers are expected to attend all rehearsals and should advise the Choir Leader in the event of non-attendance.

**3.4 Choir Leader Responsibilities –** The Choir Leader shall:

(i) be responsible for the administration of the Choir, including the hire and care of music. (ii) keep a record of all Choir members.

(iii) collect payment from Choir members.

(iv) be responsible for booking and preparing rehearsal spaces.

(v) be responsible for all musical elements of rehearsal and performance.

**4. Chamber Choir**

**4.1 Object –** The object of the Music Club Chamber Choir shall be to encourage participation in choral singing amongst the members of Glasgow University Music Club.

**4.2 Membership –** There shall be no auditions. Participation is open to all members of Glasgow University Music Club. However, the Chamber Choir Leader shall have limited discretion as to any member’s inclusion at a concert (owing, for example to insufficient attendance at rehearsals) in consultation with that member. Information concerning membership of Music Club Chamber Choir shall be issued during Freshers Week.

**4.3 Rehearsals and Concerts –** Rehearsals will begin in week 1 or 2. Music Club Chamber Choir will rehearse weekly and perform in the concerts in the first and second semester. Further rehearsals and concerts may be agreed by the Committee at the Chamber Choir Leader's request. Singers are expected to attend all rehearsals and should advise the Chamber Choir leader in the event of non-attendance.

**4.4 Chamber Choir Leader Responsibilities –** The Chamber Choir Leader shall:

(i) be responsible for the administration of the Chamber Choir, including the hire and care of music.

(ii) keep a record of all Chamber Choir members.

(iii) collect payment from Chamber Choir members.

(iv) be responsible for booking and preparing rehearsal spaces.

(v) be responsible for all musical elements of rehearsal and perfomance.

**5. Percussion Ensemble**

**5.1 Object –** The object of Percussion Ensemble shall be to encourage the participation in percussion playing amongst Glasgow University Music Club members.

**5.2 Membership –** There shall be no auditions. Participation is open to all members of Glasgow University Music Club. However, the Percussion Ensemble Leader shall have limited discretion as to any member’s inclusion at a concert (owing, for example to insufficient attendance at rehearsals) in consultation with that member.

**5.3 Rehearsals and Concerts –** Rehearsals will begin in week 1 or 2. Percussion Ensemble will rehearse weekly and perform in the concerts in the first and second semester. Further rehearsals and concerts may be agreed by the Committee at the Percussion Ensemble Leader’s request.

**5.4 Percussion Ensemble Leader Responsibilities –** The Percussion Ensemble Leader shall: (i) be responsible for the administration of the Group, including the hire and care of music. (ii) keep a record of all Percussion Ensemble members.

(iii) be responsible for booking and preparing rehearsal spaces.

(iv) be responsible for all musical elements of rehearsal and performance.

(v) collect payment from Percussion Ensemble members.

(vi) appoint a conductor, in consultation with the committee, if deemed necessary.

**5.5 Percussion Conductor Responsibilities –** The Percussion conductor, if appointed: (i) shall be responsible for all musical elements of rehearsal and performance in cooperation with the Percussion Ensemble Leader.

(ii) may make suggestions to the Percussion Ensemble Leader as to music to be played at rehearsals/concerts but shall defer to the decision of the Percussion Ensemble Leader. (iii) shall appoint a deputy should he/she be unable to attend a rehearsal or performance.

**6. Trad Group**

**6.1 Object –** The object of Trad Group shall be to encourage the participation in and enjoyment of Folk music amongst Glasgow University Music Club members.

**6.2 Membership –** There shall be no auditions. All Trad Group members must be members of Music Club. The Group shall be open to any instrument at the discretion of the Folk Music Group Leader. The Trad Leader shall have limited discretion as to any member’s inclusion at a concert (owing, for example to insufficient attendance at rehearsals) in consultation with that member.

**6.3 Rehearsals and Concerts –** Rehearsals will begin in week 1 or 2. Trad Group will rehearse weekly and perform in the concerts in the first and second semester. Further rehearsals, concerts and ceilidhs may be agreed by the Committee at the Leader’s request.

**6.4 Ceilidhs –**

**6.4.1 –** The Trad Group Leader may choose to organise a ceilidh band for Trad Group members to perform at paid events in. If they do so, they may appoint a Ceilidh Coordinator to handle correspondence and contractual arrangements between Trad Group and event organisers requesting a Ceilidh Band. This also involves accepting bookings and communicating these with the Ceilidh Band. This does not involve any committee responsibilities.

**6.4.2 Ceilidh Band Coordinator Responsibilities –** If appointed, the Ceilidh Band Coordinator:

(i)shall sign and adhere to a Ceilidh Band Coordinator agreement as drafted by the Trad Group Leader and approved by the Executive.

(ii) shall be responsible for responding to emails and messages regarding requests for the ceilidh band to perform, communicating these requests with the Trad Group Leader and making contractual agreements including payment for Ceilidh Band gigs.

**6.5 Trad Group Leader Responsibilities –** The Trad Group Leader shall:

(i) be responsible for the administration of the Group, including the hire and care of music. (ii) keep a record of all Trad Group members.

(iii) be responsible for booking and preparing rehearsal spaces.

(iv) be responsible for all musical elements of rehearsal and performance.

(v) collect payment from Trad Group members.

(vi) Report back to the committee with updates on the amount held in the Trad Group bank account and on which members are named on the account.

**7. Flute Choir**

**7.1 Object –** The object of the Flute Choir shall be to provide an enjoyable musical ensemble for the participation of flute playing members of Glasgow University Music Club.

**7.2 Membership –** There shall be no auditions. Participation is open to all members of Glasgow University Music Club. However, the Chamber Choir Leader shall have limited discretion as to any member’s inclusion at a concert (owing, for example to insufficient attendance at rehearsals) in consultation with that member. Information concerning membership of Flute Choir shall be issued during Freshers’ Week.

**7.3 Rehearsals and Concerts –** Rehearsals will begin in week 1 or 2. Flute Choir will rehearse weekly and perform in the concerts in the first and second semester. Further rehearsals and concerts may be agreed by the Committee at the Flute Choir Leader’s request. Member flautists are expected to attend all rehearsals but if they are unable to attend, he/she must inform the Flute Choir Leader.

**7.4 Flute Choir Leader Responsibilities –** The Choir Leader shall:

(i) be responsible for the administration of the Flute Choir, including the hire and care of music.

(ii) keep a record of all Flute Choir members.

(iii) collect payment from Flute Choir members.

(iv) be responsible for booking and preparing rehearsal spaces.

(v) be responsible for all musical elements of rehearsal and performance.

**8. Saxophone Ensemble**

**8.1 Object –** The object of the Saxophone Ensemble shall be to provide an enjoyable musical ensemble for the participation of Saxophone playing members of Glasgow University Music Club.

**8.2 Membership –** There shall be no auditions. Participation is open to all members of Glasgow University Music Club. However, the Saxophone Ensemble Leader shall have limited discretion as to any member’s inclusion at a concert (owing, for example to insufficient attendance at rehearsals) in consultation with that member. Information concerning membership of Saxophone Ensemble shall be issued during Freshers' Week.

**8.3 Rehearsals and Concerts –** Rehearsals will begin in week 1 or 2. Saxophone Ensemble will rehearse weekly and perform in the concerts in the first and second semester. Further rehearsals and concerts may be agreed by the Committee at the Saxophone Ensemble Leader’s request. Member saxophonists are expected to attend all rehearsals but if they are unable to attend, he/she must inform the Saxophone Ensemble Leader.

**8.4 Saxophone Ensemble Leader Responsibilities –** The Ensemble Leader shall:

(i) be responsible for the administration of the Saxophone Ensemble, including the hire and care of music.

(ii) keep a record of all Saxophone Ensemble members.

(iii) collect payment from Saxophone Ensemble members.

(iv) be responsible for booking and preparing rehearsal spaces.

(v) be responsible for all musical elements of rehearsal and performance.

**9. Brass Ensemble**

**9.1 Object –** The object of the Brass Ensemble will be to encourage participation in ensemble Brass music making amongst the members of the Glasgow University Music Club.

**9.2 Membership –** There shall be no auditions. Participation is open to all members of Glasgow University Music Club. However, the Brass Ensemble Leader shall have limited discretion as to any member’s inclusion at a concert (owing, for example to insufficient attendance at rehearsals) in consultation with that member. Information concerning membership of Brass Ensemble shall be issued during Freshers' Week.

**9.3 Rehearsals and Concerts –** Rehearsals will begin in week 1 or 2 of each semester. The Brass Ensemble will rehearse weekly and perform in the concerts in the first and second semester. Further concerts and rehearsals may be agreed by the Committee at the Leader’s request. Members are expected to attend all rehearsals but if they are unable to attend, he/she must inform the Brass Ensemble Leader.

**9.4 Brass Ensemble Leader Responsibilities –** The Brass Ensemble Leader shall:

(i) be responsible for the administration of the Brass Ensemble, including the hire and care of music.

(ii) keep a record of all Brass Ensemble members.

(iii) collect payment from Brass Ensemble members.

(iv) be responsible for booking and preparing rehearsal spaces.

(v) be responsible for all musical elements of rehearsal and performance.

**9. Composition Group**

**9.1 Object –** The object of the Composition Group will be to encourage participation in composition amongst the members of the Glasgow University Music Club.

**9.2 Membership –** Participation is open to all members of Glasgow University Music Club. Information concerning membership of Composition Group shall be issued during Freshers’ Week. Members will be given the opportunity to write and workshop pieces with other Music Club groups, with the agreement of that group’s Ensemble Leader

**9.3 Sessions –** Sessions will begin in week 1 or 2 of each semester. The Composition Group will meet weekly or every two weeks at the Composition Group Leader’s discretion. These sessions could take the form of open discussion on topics pertaining to compositional practice, workshops or talks from guest speakers.

**9.4 Composition Group Leader Responsibilities –** The Composition Group Leader shall:

(i) be responsible for the administration of the Composition Group

(ii) keep a record of all Composition Group members.

(iii) collect payment from Composition Group members.

(iv) be responsible for booking and preparing meeting spaces.

(v) be responsible for arranging guest speakers to visit the group.

**11. Affiliated Groups**

**11.1** Music groups may become affiliated groups of Glasgow University Music Club upon agreement with the committee.

**11.2** Upon affiliation, their members will become ‘affiliated members’ of music club and must pay the affiliated membership fee in accordance with section 5.2.3 of the constitution.

**11.3** Affiliated groups must be governed by their own constitution AND adhere to Glasgow University Music Club Constitution.

**11.4** Affiliated groups must provide Music Club with information on members and payments from the groups.

**11.5** Affiliated groups shall be invited to attend the Glasgow University Music Club’s socials.

**11.6** Affiliated groups shall be invited to play at Glasgow University Music Club concerts.

**12. New Groups**

**12.1** New Music groups may join the Music Club at the discretion of the Committee and must agree that members shall pay an annual subscription fee and that the group will adhere to all aspects of the Music Club Constitution.

**12.2** These groups will be entitled to play in the Music Club concerts and attend social events.

**12.3** These groups will be entitled to publicity through the Music Club website.

**12.4** These groups must have a leader who holds a position on the Committee. The initiator of the new group will automatically hold the position of group leader for that year, at the discretion of the committee.

**Schedule 2. Excursions**

**1.** This Schedule Applies to all excursions undertaken by Glasgow University Music Club beyond the grounds of Glasgow University, including all significant social events organised by the society.

**2.** There shall be a minimum of 2 committee members designated responsibility in the case of an emergency for each day.

**3.** These designated committee members shall refrain from intoxication for the duration of their designated responsibility.

**Schedule 3. Data Protection and Privacy Statement.**

This statement explains how Glasgow University Music Club (“we”, “us” and “our”) handles and uses the personal information we collect about our members, individuals who book tickets for our concerts, individuals who sign up for our mailing list and users of our website for processes relating to our operations and activities.

When changes are made to this statement, we will publish the updated version on our website.

The controller for your personal information is Glasgow University Music Club. The person responsible for data protection within our society is the President of Glasgow University Music Club who can be contacted at glasgowmusicclub@gmail.com.

**How we use your personal information.**

We collect and process your personal information for a number of purposes, including: • Maintaining your personal details (e.g. your name, membership number and preferred contact details) to ensure effective communications with you.

• Keeping financial records (e.g. payment of your membership fees).

• Maintaining a formal record of your activities with us.

• Undertaking research into our activities.

• Managing complaints made to us.

• Managing society alumni relations and fundraising.

Our normal legal basis for processing your personal information is your consent, which you gave at the point you became a member of the society and which you can withdraw at any time, including by resigning your membership.

We keep your personal information for as long as we need it, and usually for 5 years after your membership ceases.

Information we collect from individuals who book concert tickets, sign up to mailing list and users of our website is kept only for as long as it is necessary for our operations.

**How we share and store your personal information**

Personal information is not normally shared outside of the society and its members. We share some of your personal information with the Students’ Representative Council and/or University, only where there is a specific need to, including for the purpose of affiliation.

We share some of your personal information with the Glasgow University Union and the Queen Margaret Union for the purpose of affiliation.

We use University IT facilities and Google Cloud Storage to store your personal information. This may result in your information being transferred outside of the European Union to be stored.

We will collect your information through eventbrite.co.uk for the purpose of concert bookings.

We may store your contact information in our squareup.com customer directory if you make payments using our card machines or online.

We may also be subject to a legal requirement (with or without your consent) to share your personal information with the University or a government agency (such as the police or security services or other

statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety). Where feasible and appropriate, we will notify you of our intention to share such information in advance.

**What information we collect**

We recognise the importance of privacy and data protection, so we only collect information that is absolutely necessary for our operations and activities. The amount of data we collect will therefore differ between individuals depending on your relationship with us.

• **Members**

o We store your name, student number, contact email, information on your membership of each of our ensembles, information on the musical instruments you play and information on the financial arrangements for your membership.

• **Ticket Bookings**

o If you book a ticket for one of our concerts, we will store your name and contact email before and during the concert to manage concert attendance. This information will then be anonymised and stored for the purpose of analysing our concert attendance.

• **Mailing List**

o We store your name and contact email address to update you about our events. We will only email you if you have consented to being contacted by us when we collected your email address.

• **Website Users**

o Our website uses cookies (small tags, stored in your browser) which allow us to identify you as you move through the site. The site will record and retain you IP addresses (including access location and device type) and your behaviour will be analysed through Squarespace Analytics.

**Your Rights**

You have the right to access the personal information that we hold about you. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or communications, or to receive an electronic copy of the personal information you provided to us. Please note that all of these rights are qualified in various ways.

If you have questions or concerns about how your personal information is used, please contact us using the above details.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) https://ico.org.uk/.

**Schedule 4. Safeguarding**

**1.** As Glasgow University Music Club (GUMC) grows under a new committee each academic year, it is vital that, while the club is not responsible for the actions of any of its members, we must endeavour to reflect the policies and values enforced by the university. GUMC has evidently shown active interest in the wellbeing of its members in previous years, but as membership increases and the way in which organisations and societies that are ran in the UK adjust to a more individual-based approach, GUMC must adapt too.

**2.** Therefore, it has been voted by the GUMC Committee of 2018-19 that with the election of a new committee for 2019-20 and indeed for every new committee thereafter, a **safeguarding officer** must be appointed. This is not a role which a member of the club can run for as a sole position. Upon the election of a new committee, one of the new committee members are invited to volunteer to take on the position of safeguarding officer. Should no one volunteer themselves, then a member of the executive committee **must** take on the role. The position should not be left unfilled. It should be encouraged, however, that the appointment of a safeguarding officer bears many advantages for an individual, of particular value in CVs and various other applications. The role is not a particularly demanding one, however is of vital importance to the smooth and safe running of the club.

**3. Duties** The safeguarding officer’s duties are as follows:

**3.1** As GUMC is not an independent organisation, the safeguarding officer of GUMC is not answerable or responsible for any single member of the club: all students and staff are protected only under the University of Glasgow’s policies. On a basic level, the safeguarding officer is responsible for ***encouraging*** (with no obligation to enforce) the safety and wellbeing of GUMC’s members. They should always be observing the planning of any event and should evaluate whether or not GUMC is reflecting the values of the university, in the interest of GUMC’s membership.

**3.2** The safeguarding officer is encouraged to attend any safeguarding training offered by the university and/or student representative council, at no expense to them. The safeguarding officer should also familiarise themselves with the university’s safeguarding policy and encourage GUMC to mirror these by:

**3.2.1** Ensuring new members of the club are introduced safely, checking the validity of student and/or staff status.

**3.2.2** Ensuring that all committee members and members of the club are aware of the required standards of conduct within the university, and where applicable refer matters to be considered under the Student Code of Conduct or staff Disciplinary Procedure. **3.2.3** Where necessary, ensuring that concerns are reported to relevant parties.

**3.2.4** Having frequent discussions with group leaders in ensuring their satisfaction with the quality of their role in leading a (sometimes large) group of people.

**3.2.5** Being aware of any individuals who may be considered vulnerable in the setting of rehearsals or any event produced by GUMC.

**3.2.6** At all times being sensitive to and aware of common societal issues, e.g. alcoholism, self-harm, social anxiety etc.

**3.2.6.1** The club should also be aware that there may be members under the age of 18 and so should be mindful not to explicitly promote drinking culture or any other matter which is considered a negative influence on under 18s.

**3.2.7** Ensuring that photo/ video consent is given by each member before publishing any material. Requests not to be photographed should be respected and treated with sincerity. **3.2.8** Ensuring that all information provided by members is held in compliance with the General Data Protection Regulation (GDPR) 2018.

**3.3** Special care is requested to be taken by the safeguarding officer in the following situations: **3.3.1** Any event where GUMC encourages its members to take part in activities outside of university grounds.

**3.3.2** The yearly tradition of the “residential” trip where members are transported to an activity centre a considerable distance from Glasgow. Members are likely to be more vulnerable in an environment far from ‘home’ and where no responsible figures are present. It is strongly advised that the safeguarding officer, regardless of their presence at this event, should devise a plan in ensuring that at least two people present should remain entirely sober and take on a role of responsibility each day and night of the event. These people must accept that, when it is their ‘turn’ they are responsible for keeping an eye on the rest of the group and should any emergencies occur, are responsible for making the decision to call emergency services and deal with them as required.

**3.4** Upon any event where the safeguarding officer cannot be present, they should feel confident that there are no safeguarding issues likely to arise, perhaps passing on their role to someone who will be present at an event.

**4.** The safeguarding officer will ensure that at least 1 or more other committee members undertake any available SRC training in first aid or mental health first response.

**5.** Finally, it should be understood that, according to the university’s safeguarding policy, *“All members of the University community are expected to adhere to the relevant codes of conduct in the course of their studies and/or professional activities, both on and off campus”*

Therefore, any breech of this conduct within GUMC should be referred to the relevant authorities and is **not** the responsibility of the safeguarding officer to deal with.

Safeguarding begins with each individual and so members of GUMC should always be encouraged to look out for one another on and off campus in the name of maintaining club morale.