

**Glasgow University Music Club Constitution**

**1. Name**

The club shall be called Glasgow University Music Club.

**2. Aim**

To promote the enjoyment of and participation in music at university. Glasgow University Music Club is committed to providing and promoting equal opportunities, whatever a person's race, colour, ethnic or national origin, religious beliefs, sex, age, physical or mental disability, sexual orientation or family circumstances. This ethos shall be adhered to by all members of the Club without exception. Discrimination or otherwise unacceptable behaviour shall be dealt with as the committee sees fit, and in accordance with the SRC and the University.

**3. Activities**

Glasgow University Music Club will manage a number of university-based music groups and host regular concerts to enable these groups to perform. The Club will also hold social events throughout the year.

**4. Membership**

**4.1** Full membership shall be open to matriculated students of the University of Glasgow.

**4.2** Non-students may join as members, but they shall not account for more than 20% of the membership. They may vote in elections but cannot themselves run for positions on the Committee.

**4.3** Members shall be subject to a yearly subscription fee. The fee will be decided by the Committee prior to the new Academic Session and shall be paid within one month of the commencement of each academic term. Members joining in the second semester shall be subject to the same fee.

**4.4** All members of Glasgow University Music Club undertake on their membership to abide by the rules of the Club, as governed by the Constitution.

**4.5** Persons who are not members of the Music Club may attend any concert or event but they should be encouraged to become members. They will not, however, be permitted to use the facilities of the Club until they become members.

**4.6** If a member does not abide by the rules of Music Club, as governed by the Constitution, the Committee may exclude them following a verbal and written warning which shall be kept on file.

**5. Governance**

**5.1 Committee**

The management of Glasgow University Music Club shall be entrusted to a Committee constituted as follows:

(i) The Office-Bearers as defined in point 5.3 with (i)-(iv) counting as executives.

(ii) All members to be students of the University, with the exception of the Honorary Member.

(iii) One member of Music Department staff to be involved, if/wherever possible.

(iv) One first year member to be elected within the first month of the second semester.

**5.2 Election of the Committee**

(i) The election of the Committee shall be made at the Annual General Meeting of the Club during the final semester of each Academic Session. Any full student member of the Club is entitled to stand for the Office-Bearer positions. Any member who is a registered student shall have full voting rights at General Meetings.

(ii) A Bi-Annual General Meeting, at which office bearers shall be elected and the Club’s accounts submitted and approved by the membership, shall be called with a minimum of 10 working days notice given to the membership.

(iii) A Bi-Annual General Meeting shall be held within one month of the commencement of the second semester for the explicit purpose of electing (1) a first-year ordinary member; and (2) an Accounts Auditor.

(iv) Any position becoming vacant during the year shall be filled at an Extraordinary General Meeting (EGM).

(v) An EGM may be called for any other purpose which the committee deems fit.

**5.3 Office-Bearers**

The Office-Bearers shall consist of the following:

 (i) President

 (ii) Vice President

(iii) Secretary

 (iv) Treasurer

 (v) Two Events Coordinators

 (vi) Two Wind Band Coordinators

 (vii) Percussion Group Leader

 (viii) Choir Leader

 (ix) Chamber Choir Leader

 (x) Folk Music Group Leader

 (xi) Flute Choir Leader

(xii) Brass Ensemble Leader

(xiii) Saxophone Ensemble Leader

 (xiv) Up to three ordinary members, as required

 (xv) Honorary Member, as required

**5.4 Meetings**

(i) The Committee shall meet weekly or as otherwisedetermined by the President to discuss pending issues, the organisation of events and any other matters concerning the Club.

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

(iii) 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.

(iv) All Office-Bearers must attend Committee meetings or give notice to the President if they are unable to attend.

**5.6 Quorum**

Half of the Committee, including two of the four executives, present at a meeting shall constitute a quorum.

**5.7 Music Club Events**

Arrangements for all Music Club Events shall be the responsibility of the Committee. Each event will be organised by the events co-ordinators, with the help of other committee members where necessary.

**5.8 Executive**

The day-to-day business of the Music Club shall be carried out by an Executive consisting of the President, Vice President, Secretary and Treasurer.

**6. President**

**6.1** The President must be a member of the club.

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

**6.3** He/she shall be responsible for booking rooms for the concerts.

**6.4 H**e/she will work alongside the Vice-President, as appropriate.

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

**7. Vice President**

**7.1** The Vice President must be a member of the club.

**7.2** The Vice President shall assist the President as required.

**7.3** 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.

**7.4** He/she shall co-host events alongside the President.

**8. Secretary**

**8.1** The Secretary must be a member of the Club.

**8.2** He/she shall issue notices of Committee meetings and general meetings and shall keep minutes of all those meetings.

**8.3** He/she 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.

**8.4** He/she shall assist the Vice President in keeping a list of Music Club members and ensure it is kept up to date.

**8.6** He/she shall be responsible for the Music Club email account(s) and all correspondence with Music Club members.

**8.7** He/she 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.

**9. Treasurer**

**9.1** The Treasurer must be a senior member of the Music Club i.e. an honours/post-graduate student. A member studying an undergraduate course which does not include honours years must be in at least the third year of that course to be eligible for the position of Treasurer.

**9.2** He/she shall be responsible for the monies of the Club and shall keep account of the same.

**9.3** He/she shall assist the Vice President with the collection of membership fees.

**9.4** He/she shall be responsible for the Music Club bank account and cheque book.

**9.5** He/she must be a named party on all accounts for Music Club.

**9.6** He/she shall make payments on behalf of the Club under the general sanction of the Committee.

**10. Events Coordinators**

**10.1** The Events Coordinators must be members of the Music Club.

**10.2** They shall be responsible for organising social events for the Club’s members.

**10.3** They shall attend these events and encourage members to attend.

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

**10.5** They shall be responsible for the printing of Concert Programmes.

**10.6** They shall be responsible for the upkeep and monitoring of the Website and Social Media, and must keep it updated and used as a form of publicity and communication with members.

**11. Ordinary members**

**11.1** Each ordinary member shall be a member of the Music Club.

**11.2** He/she shall attend committee meetings.

**11.3** He/she shall assist any other committee members with any tasks in the organisation and running of the Music Club.

**11.4** 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.

**12. Honorary Member**

**12.1** An honorary member may be elected at the Annual General Meeting.

**12.2** 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).

**12.3** He/she shall have served on the executive committee previously.

**12.4** He/she shall use his/her experience to advise the committee.

**13. Auditor**

**13.1** The Auditor shall audit the finances of Music Club at the end of the academic year and ensure the monies have been collected and spent appropriately and in accordance with the Music Club constitution.

**13.2** The auditor shall submit the findings of the audit to the Committee.

* 1. He/she shall inform the SRC if finances have been incorrectly spent after having first consulted the Committee.
	2. The auditor shall not be a regular member of Committee.
	3. The auditor position shall be elected at the Bi-Annual General Meeting within the first month of the second semester.

**14. Glasgow University Wind Band**

**14.1 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.

**14.2 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.

**14.3 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.

**14.4 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.

**14.5 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.

**15. Music Club Choir**

**15.1 Object**

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

**15.2 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.

**15.3 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.

**15.4 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.

**16. Chamber Choir**

**16.1 Object**

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

**16.2 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.

**16.3 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 Committeeat 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.

**16.4 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.

**17. Percussion Ensemble**

**17.1 Object**

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

**17.2 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.

**17.3 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.

**17.4 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.

**17.5 Percussion Conductor Responsibilities**

The Percussion conductor, if appointed:

(ii) shall be responsible for all musical elements of rehearsal and performance in cooperation with the Percussion Ensemble Leader.

 (iii) 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.

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

**18. Folk Music Group**

**17.1 Object**

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

**18.2 Membership**

There shall be no auditions. All Folk Music 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 Folk Group 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.

**18.3 Rehearsals and Concerts**

Rehearsals will begin in week 1 or 2. Folk Music 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.

**18.4 Folk Music Group Leader Responsibilities**

The Folk Music 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 Folk Music 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 Folk Music Group members.

**19. Flute Choir**

**19.1 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.

**19.2 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.

**19.3 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.

**19.4 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.

**20. Saxophone Ensemble**

**20.1 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.

**20.2 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.

**20.3 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.

**20.4 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.

**21. Brass Ensemble**

**21.1 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.

**21.2 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.

**21.3 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.

**21.4 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.

**22. Affiliated Groups**

Music groups may join the Music Club as Affiliated groups and shall:

(i) pay a nominal fee that is less than the Music Club’s normal membership fee but more than half the fee, each member of the group must pay this fee. The fee is decided by the Committee on an annual basis.

(ii) have access, through agreement with the Music Club, to rehearsal space at the University, where possible.

(iii) be invited to attend the Music Club’s socials and have the opportunity to use the Club’s publicity to publicize their group.

(iv) keep separate rules and regulations but must adhere to our constitution where applicable.

(v) allow the Music Club to keep records of members and payments from the groups.

(vi) be invited to play at Music Club Concerts where applicable.

**23. New Groups**

**23.1** 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 Constitiution.

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

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

**23.4** 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.

**24. Constitutional Amendments**

Any alteration to the Music Club Constitution must be proposed and seconded at a Meeting of the Club. Amendments may be proposed by any paid member of the club. The decision shall only be carried if at least two thirds of the Committee members present and voting support it.

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