

Constitution for ICU Sinfonietta

1. Name

- 1.1 The club shall be a member of the Arts & Entertainments Committee.
- 1.2 The name of the Club shall be Sinfonietta, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 Sinfonietta shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership
- 2.2 To provide opportunities for its members to take part in and perform classical instrumental music of all types.
- 2.3 To provide facilities by which its members can further their musical experience and improve the standard of their performances.

3. Statement of Intent

- 3.1 The constitution, regulations, management and conduct of the club shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2 The club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that club regulations pertaining to membership of the club and election to management of the club shall not contravene this policy.
- 3.3 The club shall also be governed by the Management Group Standing Orders where the Management Group is determined the New Clubs Committee in the first instance, then as per the Clubs & Societies Policy.

4. Membership

- 4.1 The following shall be eligible to become members of the club:
 - 4.1.1 ICU Full Members
 - 4.1.2 ICU Associate Members
 - 4.1.3 ICU Life Members
- 4.2 Any club member who is a full member of ICU shall be a 'full member' of the club, all other members shall be 'associate members' of the club.
- 4.3 All members shall join the club, a membership fee may be set by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board.

5. Committee

- 5.1 Chair
- 5.2 Librarian
- 5.3 Treasurer
- 5.4 Secretary
- 5.5 Publicity Officer
- 5.6 Social Media Manager
- 5.7 Social Secretary
- 5.8 Web Editor
- 5.9 Patrons Officer
- 5.10 Assistant Librarian/Ticket Officer
- 5.11 Vice Chair
- 5.12 Tour Manager

6. Management and Job Descriptions

- 6.1 The Chair shall represent the club on the Management Group Board, and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.
- 6.2 The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 6.3 The Treasurer shall carry out the day to day financial duties of the club.

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- 6.4 The Chair shall take overall responsibility of the club's activities and will have the financial responsibility of the society. They shall represent the club on the Management Group Board, and shall be responsible for running the club in accordance with the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects. It is the Chair's duty to liaise with the Conductor, the Director of Music, the Arts & Entertainments Board and Imperial College Union as appropriate. The Chair will also organise Committee meetings and ensure that all other Committee members follow their duties; sit on joint Sinfonietta-ICSO auditions alongside the ICSO representative and the Director of Music, and make weekly announcements.
- 6.5 The Vice Chair shall be responsible for ensuring rooms are booked for rehearsals and concerts as well as any sectionals required throughout the term. The Vice-chair will take the roles of hall manager and will be ultimately responsible for having the Great Hall and the cupboard in appropriate conditions and ensuring the Great Hall is left in the way it was found after the rehearsal. It is also his/her duty to liaise with Conference Centre and other societies for room changes, advertising boards and any additional concert arrangements needed.
- 6.6 The Treasurer shall, along with the Chair, be financially responsible for the society. The day to day tasks include ensuring all members have paid for membership, collecting tour instalments, prepare annual budgets as well as event budgets for concerts and tours. The Treasurer is also responsible for the handling of concert money, and securing contracts with sponsors and patrons or donors. They will also approve claims, check VAT codes, set up online products on the Union website and apply for additional funding sources from the Union including Activity Development Funds, Harlington Grants and IC Trust for Summer tours, in co-ordination with the Tour Manager.
- 6.7 The Secretary shall be responsible for communication within the society. They takes minutes at committee meetings and General Meetings; and send out weekly emails to let everyone know the club's plans. They also maintain the Sinfonietta email account, respond to any queries, manage the mailing lists and keep an updated register of the orchestra after fresher's week and before concerts.
- 6.8 The Web Editor shall shall.
- 6.9 The Publicity Officer shall be entrusted with the promotion of Sinfonietta's concerts to maximise the club's audiences. They will design posters, flyers and all necessary material to advertise the club's events; and format and print the programmes. It is also the publicity officer's duty to produce other internal promotion material such as welcome packs, posters and flyers for fresher's fairs and for tours. Online promotion through Sinfonietta's official social media accounts will also be assisted by the Publicity Officer.
- 6.10 The Librarian shall be responsible for all the sheet music for the orchestra. This involves reserving and collecting sets from music libraries or publishers, ensuring there are enough parts for each section, photocopying additional copies and practice parts and returning the sets after the concert.
- 6.11 The Assistant Librarian/Ticket Officer shall shall help the librarian in all the tasks described in section 6.7 of the present Constitution. They will also design and print or order tickets for concerts and distributing them to members for sale. They also collect money from tickets sold before the concert.
- 6.12 The Social Media Manager shall keep all Sinfonietta's official channels including the website and the Twitter, Facebook and Youtube accounts. It is the Social Media Manager's duty to update the website regularly with all information about upcoming concerts, publishing new articles and media content about tours and other activities, and co-ordinate online concert promotion with the Publicity Officer. They will also set up the playlists for members to familiarise with the repertoire.
- 6.13 The Tour Manager shall be in charge of all travel arrangements for annual weekends away in the UK and international Summer tours. They is responsible of liaising with the rest of the committee and send emails around to find concert and rehearsal venues and accommodation in the tour city. The Tour Manager shall also write the tour application together with the Treasurer and the Tour report when finalised.
- 6.14 The Patrons Officer shall find additional fundraising opportunities for Sinfonietta. It is his/her duty to look for sponsors, donors and setting up and managing an adequate patrons scheme to support the society. This involves making sure that all conditions of the contracts or the patrons scheme are met, including writing and sending the termly newsletter and organising patron's dinners or drinks receptions.

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- 6.15 The Social Secretary shall be responsible for organising all the activities outside rehearsals in order to create a sociable and enjoyable atmosphere for all members of the society. His/her responsibilities include arranging events such as but not limited to post-concert socials, end of term socials, freshers' week's activities and tour dinners and activities outside rehearsals. They are also responsible for acquiring the refreshments consumed during rehearsal tea breaks, and gifts for the conductor and soloists as well as refreshments during concerts where possible.
- 6.16 The Web Editor shall shall.
- 6.17 The Social Media Manager shall shall.
- 6.18 The Librarian shall shall.
- 6.19 The Vice Chair shall shall.
- 6.20 The Chair shall shall.
- 6.21 The Treasurer shall shall.
- 6.22 The Secretary shall shall.
- 6.23 The Social Secretary shall shall.
- 6.24 The Social Media Manager shall shall.
- 6.25 The Librarian shall shall.
- 6.26 The Publicity Officer shall shall.
- 6.27 The Assistant Librarian/Ticket Officer shall shall.
- 6.28 The Vice Chair shall shall.
- 6.29 The Patrons Officer shall shall.

7. Committee Meetings

- 7.1 Committee meetings shall be called by the Chair of the club and held at least monthly.
- 7.2 At least five College days' notice of a committee meeting must be given to the committee.
- 7.3 Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.
- 7.4 Quorum shall be two-thirds of the committee of the club.
- 7.5 Decision shall be reached by simple majority of the committee members present.

8. General Meetings

- 8.1 A general meeting may be called by the club Chair, quorum of the committee or by ten full members of the club; this must be submitted to the Chair in writing. The general meeting must be held within ten College days of receipt of the proposal.
- 8.2 General meetings may only be held during undergraduate term time.
- 8.3 At least five College days' notice of a general meeting must be given to the club membership.
- 8.4 Only full members of the club may vote at general meetings.
- 8.5 Quorum of the meeting shall be half of the full club members.
- 8.6 Decision shall be reached by a simple majority of the full members present.

9. Annual General Meeting

- 9.1 The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies). The AGM shall have as its main business:
- 9.1.1 The presentation of the report of activities, including financial activities, for the past year.
- 9.1.2 The election of the committee for the next session.
- 9.2 An agenda giving notice of the AGM must be circulated to all club members at least ten College days in advance.
- 9.3 Nominations for club officers must be posted at least ten days in advance of the meeting and closed before the meeting.
- 9.3.1 Each nomination shall require one proposer and normally 4 seconders who shall be full members of the club.
- 9.3.2 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted from the floor at the AGM.
- 9.4 The quorum of the AGM shall be half of the full members of the club.

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9.5 In the event that no person is voted in to a post or of resignation from a position, the Chair will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM.

9.6 Further guidance on elections can be found in the Election Regulations for Imperial College Union.

10. Finance

10.1 The club may receive grant from Imperial College Union and shall administer this and any self-generated income in accordance with the Imperial College Union Financial Regulations.

10.2 The club Treasurer will provide the Treasurer of the Management Group with a detailed budget for the following academic year during the first half of the second term of the academic year.

10.3 Budgets for events shall be submitted to the Management Group Treasurer and/or the Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations no later than two weeks before the date of the event.

11. Health & Safety

11.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health & Safety Policy, and Imperial College Union's Code of Conduct for Clubs, Societies & Projects.

11.2 The club will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

12. Additional Activities

13. Constitution

13.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Management Group shall approve any such alterations.

13.2 This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.

13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Sinfonietta on 08/08/2016 by Danielle O'Driscoll and Rebecca Twidale