

Constitution for ICU Orchestra

1. Name

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

2. Aims & Objectives

- 2.1 The aims of the club shall be to provide, through its constituent ensembles, opportunities for its members to take part in and perform classical instrumental music of all types. The club also wishes to provide facilities by which its members can further and improve standards of their performance.

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 Manager
- 5.6 Social secretary
- 5.7 Web editor
- 5.8 Patrons Officer
- 5.9 Fundraising Officer
- 5.10 Ticket Officer
- 5.11 Hall 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 be responsible for the running of the orchestra both financially and organisationally. You head a committed and capable team and are responsible for maximising the efforts of the committee to generate the best outcome for the orchestra. Whilst the role is time consuming the rewards can be significant. Responsibilities: Ultimately financially and organisationally responsible for the smooth running of the orchestra, Plan and chair weekly committee meetings, Liaise with the Director of Music, Sit on Union Arts and Entertainments Board Execommittee, organise, and sit in on auditions with the Director of Music and Sinfonietta representative, Ensure all documents are given to union on time, Set membership fee, Manage orchestral personnel, Give notices to the orchestra before the break at rehearsals.
- 6.5 The Treasurer shall be in charge of the orchestra's bank account, all transactions that the orchestra makes are passed through the treasurer. The treasurer works closely with the chair to plan all of the orchestra's financial commitments and is jointly responsible for ensuring all the orchestra's activities are on budget. Responsibilities: Oversee ICSO Union account, Collecting membership fees, Plan and submit budget to union each year, Events budgets for concerts, tours, Dorchester etc., Sit on Union Arts and Entertainments Board Exec committee, organising payments for orchestra expenses - liaising with the A+E Board Treasurer to get this done efficiently, organising receipt of orchestra income (understanding VAT rules) and arranging e-Tickets, Ensure sufficient float for ticket sales the week before the concert, Store concert takings in union safe after the concert, Deputise the Chairperson where needed.
- 6.6 The Secretary shall write up the minutes of the weekly meetings and forward them on to other committee members. Other jobs include keeping the mailing list up to date, hiring transport for concerts and helping design and organise the programmes with the publicity officer. This is a fun position and requires only a small amount of work each week. Responsibilities: Take (and keep) minutes of committee meetings, AGM and general meetings as necessary. This is essential for the smooth running of the orchestra, Write up within two days of the meeting and distribute to the committee via email, Responsible for maintenance of the ICSO mailing list (icsolist), monitor emails sent to the list, Assist the Chair in general administrative tasks, Put together players lists for programmes.
- 6.7 The Librarian shall be responsible for the acquisition and hiring of all music (including getting it as cheap as possible) for the orchestra as well as the continuous organisation of the music. Handing out and keeping track of all parts, and ensuring everyone has the music they need each week. Responsibilities: Obtaining orchestral music (liaise with hire libraries and with Director of Music to ensure sufficient parts for orchestra, photocopying where necessary), Ensuring music is distributed before orchestra and collected and stored afterwards, Providing music for sectionals tutors, Returning music after concert and chasing missing parts.
- 6.8 The Hall Manager shall entail a variety of jobs for keeping the orchestra in shape; from ensuring the Great Hall is set out and set back in an easy and efficient manner, to booking individual rooms for sectionals. Other than the obvious advantages of being on the committee (making choices on repertoire, voicing your opinion etc.), the Hall Manager position provides great experience on the organisational and managerial fronts - both excellent qualities to express professionalism on job applications in the not-so-distant future. Responsibilities: Book hall for rehearsals (liaise with conferences) for 2 years in advance, Book hall for concerts (liaise with conferences) for 2 years in advance, Book sectional rooms (liaise with Union-SAC) as required at the start of term, Negotiate with departmental exam officers/conferences for use of hall during exam periods, Generally responsible for the hall and set-up/clear-up on for rehearsals and concerts.
- 6.9 The Ticket Officer shall design the tickets and is in charge of ordering and distributing the tickets to members of the orchestra and retrieving the money sold before passing it onto the treasurer. On the day of the concert, is responsible for selling tickets on the door and organising stewards to help. Responsibilities: Order and obtain tickets in week 1 or 2 of term, Distribute tickets to orchestra before concert, maintaining careful records, Collect money and unsold tickets, chasing offenders where necessary, Organise ticket sales during week of concert, and on door on the day, Manage complimentary tickets list, Organise stewards for the concert.
- 6.10 The Fundraising Officer shall hope to secure external income for the orchestra. This means working closely with the chair to secure sponsorship (such as Accenture) and selling advertising space in the concert programmes. The role is closely integrated with funding of tours. Responsibilities: Secure sponsorship from Graduate recruiters, Work with chair to fill sponsorship commitments, Sell advertising space in ICSO concert programmes, Secure tour sponsors.

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- 6.11 The Social secretary shall shall (1) be the organiser of and put your own personality onto all ICISO's extracurricular activities from planning a banterous pub crawl to the refined AGM dinner. Responsibilities: Promote intra-orchestra bonding with regular social events such as meals, excursions, and nights out, sports days, pub crawls, Organise post concert partying e.g. union guest list (free entry), house party etc, Guest lists for clubs on weekends away e.g. in Dorchester, Organise AGM, Purchase supplies for tea break - beverages, milk, biscuits, cakes etc., Fill urn and prepare cups etc prior to rehearsal, Purchase gifts for soloists.
- 6.12 The Social secretary shall shall (2) be the organiser of and put your own personality onto all ICISO's extracurricular activities from planning a banterous pub crawl to the refined AGM dinner. Responsibilities: Promote intra-orchestra bonding with regular social events such as meals, excursions, and nights out, sports days, pub crawls, Organise post concert partying e.g. union guest list (free entry), house party etc, Guest lists for clubs on weekends away e.g. in Dorchester, Organise AGM, Purchase supplies for tea break - beverages, milk, biscuits, cakes etc., Fill urn and prepare cups etc prior to rehearsal, Purchase gifts for soloists.
- 6.13 The Publicity Manager shall shall be the public face of the orchestra - in charge of flyers, posters, programmes and other publicity materials to draw in audiences and raise the orchestra's profile. The Officer co-ordinates the organisation of ICISO's Freshers' Fayre stall alongside the chair. Responsibilities: Organise start of year publicity, e.g. fresher's welcome information, Produce posters and flyers for termly concerts. Posters can be put up 2 weeks before the concert, Be in charge of ensuring maximum poster coverage, Produce concert programmes in collaboration with the secretary, Maintain an up-to-date photo archive of the orchestra, Arrange or a review of concerts/other ICISO events to be written for publication (along with photos) in Felix, Inform the Felix What's On Section of our concerts.
- 6.14 The Patrons Officer shall shall recruit new patrons of the orchestra and strives to renew current patronage. The officer writes termly letters of correspondence to all the patrons to keep them informed about developments in ICISO and upcoming concert programme info. Responsibilities: Maintain database of patrons of the orchestra, Send tickets and information to orchestra patrons at the start of term. Send out seating plan information so Patrons can reserve seats if necessary, Send out membership renewal notices in good time, Give cheques to treasurer and acknowledge memberships, Recruit more patrons, Research potential sponsorship opportunities, Research potential donations from charitable trusts.
- 6.15 The Web editor shall shall be to update the website with all the latest ICISO news. You are allowed to get quite creative and release your inner geeky computer self! It's a great way to get involved with the committee as the role itself doesn't take too much time but you get to be a part of a great team. Responsibilities: Regular maintenance of the orchestra website including: Updating the front page at least once a term (liaise with the chair) and more often if exciting news occurs!, Update player list and 'about ICISO' sections when required, Update concert dates and programmes as soon as details available, Add links to any reviews from Felix/Live/elsewhere that are written about us, Update committee list/photos and details when new committee elected, Update members section with music, recordings schedules, photos etc.

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.

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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.

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 Orchestra on 24/03/2015 by Olivia Kuo and Jonathan McNaught