

# Constitution for ICU ICSMSU Music

## 1. Name

- 1.1 The club shall be a member of the School of Medicine Committee.
- 1.2 The name of the Club shall be ICSMSU Music, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 The club shall hold the following as its aims and objectives. The club shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2 Under its umbrella, ICSM Music Society shall run an orchestra, jazz band and choir, plus other small auditioned ensembles.
- 2.3 To provide opportunities for students to practise music, play in Orchestra and Jazz Band, sing in Choir and partake in regular concerts with other students.
- 2.4 To provide the opportunity for individuals to audition for smaller selected ensembles that fall under ICSM Music Society, e.g. Chamber Choir.
- 2.5 To hold auditions for the conductorships of Choir, Chamber Choir, Jazz Band and Orchestra each year.
- 2.6 To provide opportunities for individual members to start their own independent musical group provided that they are not in competition with any pre-existing group for membership or financial support. Independent groups may then perform in concerts given by ICSM Music Society at the discretion of the committee.
- 2.7 Members of ICSM Music Society will be able to attend regular rehearsals for Orchestra, Choir and Jazz Band. Members will expect to receive training in the music to be performed and in general technique and performance from the Musical Director, and if attendance at rehearsal is deemed to be satisfactory by the committee, they may expect to perform in at least two concerts per year.
- 2.8 To, in conjunction with ICSMSU, run the ICSM Carol Service.

## 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/President/Captain
- 5.2 Choir Manager
- 5.3 Orchestra Manager
- 5.4 Treasurer
- 5.5 Secretary
- 5.6 Socials and Events Organiser
- 5.7 Bands Manager
- 5.8 Jazz Band Manager

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5.9 Friends and Alumni Officer

5.10 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.
- 6.4 The Bands Manager shall
1. Be responsible for developing the opportunities for bands within the society.
  2. Maintain the equipment owned for bands to use.
  3. Arrange jam nights and opportunities for bands to perform
  4. Liaise with relevant parties for organisation and overall responsibility of the Battle of the Bands..
- 6.5 The Choir Manager shall
- 6.6 The Treasurer shall
1. Have joint financial responsibility for the society with the Chair.
  2. Monitor the accounts of the society.
  3. Organise prompt payment of expenses.
  4. Draw up Society budget to present to the ICSMSU, justifying our Grant and aims for the year.
  5. Work with the individual event organiser to draw up budgets for concerts/tours/events to make sure they are financially viable and submit these budgets to the ICSMSU Treasurer for approval.
  6. Pay in Music Society income and arrange e-tickets.
  7. Work with the Chair to apply for funding for new equipment purchases..
- 6.7 The Orchestra Manager shall
1. Have overall responsibility for the Autumn and Spring Orchestra Concerts.
  2. Order music for rehearsals.
  3. Arrange extra players where needed.
  4. Ensure that everything is set up for the rehearsal each week.
  5. Assemble the programme for each concert and organise printing and signage for concerts
  6. Arrange transport of equipment and concert day gifts for conductors, soloists, the recording team and leader of the orchestra.
  7. Assist the Choir Manager with the accompanying orchestra for choir concerts.
  8. Work with the Orchestra Director to arrange the orchestral parts for the carol service.
  9. Keep a record of ensemble members and borrowing of music.
  10. Organise the Society Weekend Away in conjunction with the other ensemble managers and Vice-Chairman..
- 6.8 The Socials and Events Organiser shall
1. Be responsible for organising the Freshers' Mingle and Re-Mingle jointly with the Vice-Chairman.
  2. Be responsible for organising the Christmas Dinner jointly with the Vice-Chairman.
  3. Apply for bops in the Reynolds bar and if successful co-ordinate their running.
  4. Co-ordinate the organising of the AGM.
  5. Provide assistance for organising the 'non-musical aspects' of Music Society concerts and other events.
  6. Arrange wine and running of the wine stand for concerts and be responsible for washing and returning glasses afterwards.
  7. Arrange concert recordings..

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- 6.9 The Chair/President/Captain shall
1. Be responsible for overseeing the musical ensembles within the society.
  2. Be jointly financially responsible for the society with the Treasurer.
  3. Represent the society to the ICSMSU and on the Arts & Entertainments Board.
  5. Link the society with the college Director of Music, Blyth Music Centre, and Arts Imperial.
  6. Have overall responsibility for recruiting new members to the club.
  7. Organise Freshers' Fair stall and Freshers information.
  9. Organise the scholarship, concerto and conductor auditions.
  10. Organise the Summer Concert jointly with the Vice-Chairman.
  11. Organise the ICSM Carol Service in conjunction with the ICSMSU President.
  12. Oversee organisation of the Society Concert.
  13. Liaise with supporting consultants and other contacts, and assist the Friends and Alumni Officer in recruiting new friends.
  15. Have overall responsibility for concert/event publicity, although aspects will inevitably be delegated.
  16. Book .
- 6.10 The Friends and Alumni Officer shall
1. For Friends and Alumni who are not paying by Standing Order, send letters to renew old memberships during the summer or early autumn.
  2. Collect addresses and information for new Friends and Alumni from Music Society members at the beginning of the year and try to recruit them.
  3. Update the online database of Friends and Alumni and send out tickets, concert date cards and maps.
  4. Work with the Chair to write and send out regular updates each term and a few weeks before concerts.
  5. Provide an up-to-date list of Friends and Alumni for the door at concerts and membership forms.
  6. 'Man' either the wine stall or the door at every concert during to introduce yourself to current Friends before the concert begins and recruit new Friends.
  7. If not on the door then ensure that whoever is actively promotes becoming a Friend of Music Society to all paying patrons..
- 6.11 The Secretary shall
1. Take minutes at committee meetings and distribute these to committee members.
  2. Keep online member database up-to-date with new members and regularly supply a list of current full members to security at the Reynolds for key access.
  3. Book rooms promptly for all rehearsals and other activities, when needed.
  4. Assist the Chair with paperwork.
  5. Assist in general committee tasks.
  6. Be responsible for maintaining the mailing list
  7. Be responsible for lending of equipment to other clubs and societies within the medical school..
- 6.12 The Socials and Events Organiser shall
1. Be responsible for overseeing 'society-wide' roles including Secretary, Socials and Events Organisers, Tour Manager, and Friends and Alumni Officer.
  2. Be responsible for overseeing 'society-wide' events including AGM, socials and other trips.
  3. Have overall responsibility for the Society Weekend Away organised in conjunction with the ensemble managers.
  4. Organise the Committee Weekend Away.
  5. Organise the Summer Concert jointly with the Chair.
  6. Be responsible for organising the Freshers' Mingle and Re-Mingle jointly with the Socials and Events Organisers.
  7. Be responsible for organising the Christmas Dinner jointly with the Socials and Events Organisers.
  8. Arrange the regular maintenance of the Music Society's pianos.
  9. Assist the Chair in any capacity as required..
- 6.13 The Jazz Band Manager shall
1. Have overall responsibility for arranging Jazz Band gigs each term.
  2. Purchase and organise music for rehearsals.
  3. Ensure that everything is set up for the rehearsal each week..
  4. Keep a record of ensemble members and borrowing of music.
  5. Organise the Society Weekend Away in conjunction with the other ensemble managers and Vice-Chairman..

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- 6.14 The Tour Manager shall
1. Have overall responsibility for organising the biennial foreign summer tour without using a tour company.
  2. Choose a committee and then plan and chair meetings.
  3. Choose a destination, organise accommodation, travel, concert venues and a good itinerary for a week's worth of activities for the tour group.
  4. Organise pre-tour rehearsals.
  5. Write a budget and work closely with the Music Society Treasurer & Chair, ICSMSU Treasurer and ICU Treasurer throughout the year.
  6. Organise sufficient sponsorship and events throughout the year to raise money to ensure the tour is affordable for everyone.
  7. Be able to lead and be responsible for the tour party..
- 6.15 The Choir Manager shall
1. Have overall responsibility for the Autumn and Spring Choir Concert.
  2. Order music for rehearsals and arrange the accompanying parts for the concert.
  3. Ensure that everything is set up for the rehearsal each week.
  4. Organise accompanist for choir and chamber choir rehearsals.
  5. Assemble the programme for each concert and organise printing and signage for concerts.
  6. Arrange transport of equipment and concert day gifts for conductors, soloists, the recording team and leader of the orchestra (where applicable).
  7. Organise venue for Christmas charity carol singing.
  8. Work with the Choir Director to arrange the music for the carol service.
  9. Keep a record of ensemble members and borrowing of music.
  10. Organise the Society Weekend Away in conjunction with the other ensemble managers and Vice-Chairman..

## 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.

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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

12.1 5. Appointment of Music Directors

5.1. An Appointment Committee chaired by the Chair of the club shall appoint the Musical Directors. This committee shall consist of the following voting members.

5.1.1. Chair of the Club

5.1.2. Chair elect (if the auditions are held after the AGM)

5.1.3. Imperial College Director of Music

5.1.4. An independent advisor

5.2. Other persons may be co-opted onto the Appointment Committee at the discretion of the Chair. These persons are non-voting members of the Appointment Committee.

5.3. In the event of any dispute concerning the appointment of the Musical Directors, the Chair's decision is final.

5.4. Ten college days notice must be given before auditions for Musical Director of ICSM Music Society groups.

5.5. A Letter of Agreement will be written and signed by the Chair of the Club and each Musical Director. This lasts for the period of 1st August to 31st July of each academic year.

12.2 6. Audition of selected groups within ICSM Music

## 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 ICSMSU Music on 16/07/2018 by Emma Mittelman and Rajiv Ark