

# 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.
- 2.2 The club aims to foster a welcoming and supportive social atmosphere, recognising that strong bonds of friendship among members enhance musical success. By providing an environment where members feel valued and connected, we seek to create opportunities for individuals to develop their abilities, build confidence, and achieve their full potential as musicians.

## 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 Music Officer
- 5.4 Treasurer
- 5.5 Secretary
- 5.6 Publicity Manager
- 5.7 Social Secretary
- 5.8 Web editor
- 5.9 Patrons Officer
- 5.10 Fundraising Officer
- 5.11 Ticket Officer
- 5.12 Vice-Chair
- 5.13 Hall Manager
- 5.14 Tour Secretary

## 6. Management and Job Descriptions

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- 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 Chair shall be responsible for the running of the orchestra both financially and organisationally, and for maximising the efforts of the committee to generate the best outcome for the orchestra. Responsibilities: Ultimately financially and organisationally responsible for the smooth running of the orchestra; Plan and chair weekly committee meetings; Liaise with the Music Director and represent the views of the committee and general members; Responsible for disseminating information from all meetings (including those with the Music Director) to the committee and vice versa to ensure that views and opinions of committee and general members are communicated properly; Act as a representative of ICSO to Imperial College Union and the Arts & Entertainments Board; Ensure all documents are submitted to the Union on time; Set membership fee; Manage orchestral personnel; Ensure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for CSPs..
- 6.5 The Music Officer shall shall.
- 6.6 The Treasurer shall carry out the day-to-day financial duties of the club. Responsibilities: shall be in charge of ICSO's financial accounts; work 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; Plan and submit a budget to the Union each year; Apply for the Union card reader in good time for use at concerts; Sign the ICU Financial Responsibility form along with the Chair, and shall be aware of the ICU Financial Regulations..
- 6.7 The Secretary shall take meeting minutes and forward them on to other committee members, and keeping the mailing list (icso-list) up to date. Responsibilities: Send out weekly emails about rehearsals and updates to the orchestra; Monitor emails sent to the list; Assist the Chair in general administrative tasks; Put together player lists for programmes. .
- 6.8 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. Responsibilities: Obtaining orchestral music (liaise with hire libraries and with the Music Director to ensure sufficient parts for orchestra, photocopying where necessary); Ensuring music is distributed before rehearsal and collected and stored afterwards, Providing music for sectional tutors; Returning music after concerts and locating missing parts; Uploading electronic copies for practice where possible; Work with string section leaders to circulate consistent bowings throughout string sections..
- 6.9 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. Responsibilities: Book the Great Hall for rehearsals and concerts in good time in line with Union room-booking guidelines; Book sectional rooms as required; Generally responsible for the Great Hall and setup/clear-up for rehearsals and concerts. .
- 6.10 The Ticket Officer shall be in charge of the club's concert tickets on the Union Shop, managing the complimentary tickets list, and on the day of the concert is responsible for selling tickets on the door and organising stewards to help. .
- 6.11 The Fundraising Officer shall secure external income for the orchestra. This means working closely with the chair to secure sponsorship 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 for fill sponsorship commitments, Sell advertising space in ICSO concert programmes, Secure tour sponsors. .
- 6.12 The Social Secretary shall be the organisers of ICSO's extracurricular activities. Responsibilities: Promote intra-orchestra bonding with regular social events such as meals, excursions, and nights out, sports days, Guest lists for activities in external venues and weekends away, Organise Christmas and Annual dinners, Purchase supplies for tea break, Fill urn and prepare cups etc prior to rehearsal, Purchase gifts for soloists. .

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- 6.14 The Publicity Manager shall be 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 ICSO's Welcome Fair stall alongside the chair. Responsibilities: Organise start of year publicity, e.g. fresher's welcome information, Produce posters and flyers for termly concerts, Produce concert programmes in collaboration with the secretary, Maintain an up-to-date photo archive of the orchestra, Arrange a review of concerts/other ICSO events to be written for publication (along with photos) in Felix, Inform the Felix What's On Section of our concerts. .
- 6.15 The Patrons Officer 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 ICSO 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, Reserve seats for patrons if necessary for concerts, 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. .
- 6.16 The Web editor shall be to update the website with all the latest ICSO news Responsibilities: Regular maintenance of the orchestra linktree and website including: Updating the front page at least once a term (liaise with the chair) and more often if exciting news occurs!, 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. .
- 6.17 The Vice-Chair shall assist the Chair as required, including the organisation of concerts. Responsibilities: Oversee other committee roles; Oversee societal events including AGM, Weekend Away, Christmas Dinner, Freshers, socials; Liaise with members of the orchestra on feedback from concerts, pastoral check-ins..
- 6.18 The Tour Secretary shall be in charge of researching the components for an orchestra tour (every two years). Responsibilities: liaising with tour companies, communicating with tour secretaries from other music societies (IC Choir and Sinfonietta) in the case of a joint tour; helping to organise weekend-away..

## 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:

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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

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12.1 The Music Director/Conductor of ICSO, while not a committee member, is responsible for both the musical wellbeing of the orchestra as well as artistic decision-making including, but not exclusively, pertaining to:

12.1.1.1 Achieving the highest possible musical standards consistent with the club's musical and financial resources

12.1.1.2 Selection of repertoire (in collaboration with the Committee)

12.1.1.3 Selection of new (and returning players as required) from auditions (alongside the Chair and, where possible, a section principal)

12.1.1.4 Preliminary seating decisions including principal chairs (alongside the Chair and, where possible, a section principal).

12.1.2 All administrative decisions are to be dealt with by committee; The Music Director will work closely with the committee offering both advice and expertise on artistic matters. In turn, the Music Director will give full consideration to any relevant feedback from the

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12.6 All administrative decisions are to be dealt with by committee; The Music Director will work closely with the committee offering both advice and expertise on artistic matters. In turn, the Music Director will give full consideration to any relevant feedback from the committee.

12.7 In the spirit of a mutual and collaborative work model, any artistic concerns from either party should be brought to committee, discussed and/or voted upon with the aim of reaching consensus within committee; if consensus is not reached, voted on in a general meeting, with the outcome pertaining to section 8.6 for both voting processes.

12.8 In relation to the annual Concerto Competition, this is run as a joint initiative with IC Sinfonietta and is coordinated and funded by the Blyth Centre. The panel includes the Music Director (as Director of the Blyth Centre and ICSO Music Director), representatives from the ICSO and Sinfonietta committees (usually the Chairs), and another music professional (usually the Music Director of Sinfonietta).

12.9 Whilst the club does not receive regular Blyth funding, grants may be applied for on an ad-hoc basis, at the discretion of the Music Director (in their role as the Director of the Blyth Centre).

12.10 Auditions

Each year, returning string players should be made aware that they may be asked to reaudition to determine seatings and assign section leader titles for the following year. Wind players may be asked to reaudition after freshers' auditions for the same purpose. The committee must plan to account for this so that players are made known aware of the above in a timely manner.

12.11 In collaboration with the Music Director, to implement the following audition processes:

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- 12.12 During summer term, invite high-quality players who were not selected in the previous academic year to re-audition the following year.
- 12.13 Inform relevant players that positions in the wind and brass sections or as string leaders are guaranteed on an annual basis, and that they may be required to re-audition at the start of a new academic year with the aim of providing opportunities for new candidates.
- 12.14 Co-leaders of string sections shall act as representatives for their sections, responsible for communicating absences and discussing section ambitions.
- 12.15 Percussionists will not be auditioned via the standard audition process, but instead by partaking in early rehearsals. It is at the discretion of the Music Director and/or a preordained percussionist (who is chosen by the music director) whether or not new players are to be retained, depending on the player requirement and the difficulty of the repertoire.

## **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 07/08/2025 by Samuel Tan and Nathalie Tedfors Lindell