



## CONSTITUTION

### 1. General

- 1.1 This Society shall take the name 'The University of Warwick Symphony Orchestra,' (hereafter, the UWSO).
- 1.2 The UWSO shall incorporate the Symphony Orchestra and the Chamber Orchestra, whose composition shall be of UWSO members only.
- 1.3 A copy of this Constitution is available at <http://www.sunion.warwick.ac.uk/uwso/about/Constitution.doc> and <https://warwicksymphony.co.uk>

## **2. Aims and Objectives**

- 2.1 The aims and objectives of the UWSO are as follows:
  - 2.1.1 To provide an opportunity for the University's musicians to rehearse and perform regularly in the ensembles of the UWSO;
  - 2.1.2 To perform regularly on campus and use the publicity thus generated to attract new members;
  - 2.1.3 To include the greatest number of members possible in all activities of the UWSO and encourage participation;
  - 2.1.4 To support and act in conjunction with the 'University of Warwick Music Centre' (hereafter Music Centre).
- 2.2 The UWSO shall have no political objectives nor shall it adopt or support the cause of any political party or person.

## **3. Equal Opportunities and Discrimination**

- 3.1 The UWSO shall employ a non-discriminatory policy towards all its members.
- 3.2 The UWSO President, whose duties are outlined in article 7.2, shall act as Equal Opportunities Representative. This person shall be responsible for the unprejudiced treatment of all UWSO members in accordance with the Equal Opportunities Policy of the University of Warwick Students' Union, (hereafter Students' Union) of which a copy may be found at: <http://www.sunion.warwick.ac.uk/uweb/Union/EqOpps.asp>.
- 3.3 The constituent elements of the policy include, though are not limited to, the following:
  - 3.3.1 The UWSO is run for its members;
  - 3.3.2 Members of the UWSO, whether new or old, are given equal opportunities, subject to article 5.2.1 below;
  - 3.3.3 No member of the UWSO is to feel unwelcome, unwanted or afraid;
  - 3.3.4 All members of the UWSO can freely express their opinions in the knowledge that their views will be listened to.

## **4. Compatibility with Students' Union Rules**

- 4.1 The UWSO shall abide by the constitutional regulations and rules of the Students' Union. This shall include attendance at compulsory courses provided by the Students' Union.

4.2 In the event of any conflict between the Students' Union's constitutional regulations and those of this, the constitution of the UWSO, the UWSO shall abide by those regulations of the Students' Union's constitution. The President of the Students' Union shall be the ultimate arbitrator wherever the UWSO's Executive Committee deems the conflict irredeemable.

## **5. Membership**

5.1 Membership of the UWSO shall be available to students and staff of the University of Warwick, members of the Students' Union, and others at the discretion of the UWSO's Executive Committee. There shall be two types of membership:

5.2 Full Membership:

5.2.1 Full membership shall be granted, upon payment of an amount decided in association with the Students' Union and fixed at the start of each academic year, to all players of stringed instruments. All players of wind instruments who are selected by the Director and Assistant Director of Music of the University of Warwick's Music Centre following an audition process shall also be granted Full Membership upon payment of the amount specified above.

5.2.2 Full membership shall be valid for the duration of the academic year in which it is purchased.

5.2.3 Full membership is only available to staff and students of the University of Warwick and its Students' Union.

5.2.4 Full members are entitled to vote at any UWSO meeting with exception to meetings of the UWSO's Executive Committee.

5.3 Associate Membership:

5.3.1 Associate membership shall be granted at the discretion of the UWSO's Executive Committee upon payment of an amount as specified in article 5.2.1 above.

5.3.2 Associate membership shall be valid for the duration of the academic year in which it is purchased.

5.3.3 An application for associate membership can be made by anyone.

5.4 Subject to the qualifications outlined in article 5.5, below, no person may perform with the Symphony Orchestra or the Chamber Orchestra except during the first three rehearsals of an academic year and the annual free concert, without having first obtained membership of the UWSO for that academic year.

- 5.5 Article 5.4, above, does not apply to staff of the Music Centre, nor to soloists or other performers invited by the Music Centre to perform with the UWSO at UWSO concerts.

## **6. Management**

- 6.1 The UWSO's Executive Committee shall manage the affairs of the UWSO. New officers of the Executive Committee shall be elected using the Students' Union online election facility or at the Annual General Meeting, held in the Spring term. They shall then hold office for the Summer Term of the academic year in which they were elected and the Autumn and Spring Terms of the following academic year.
- 6.2 A temporary sub-committee may be appointed at the discretion of the Executive Committee to organise matters external to the normal responsibilities of the Executive Committee.
- 6.3 Executive Committee Meetings shall be conducted as follows:
- 6.3.1 They shall normally be convened by the UWSO President, though any officer of the Executive Committee may equally convene them.
  - 6.3.2 The quorum for a meeting of the Executive Committee shall be two-thirds of the Executive Committee's membership. In the event of the quorum not being reached at a meeting the Executive Committee will, except in emergency circumstances make no decisions during that meeting.
  - 6.3.3 Voting shall be by simple majority.
  - 6.3.4 Only officers of the Executive Committee may vote.
  - 6.3.5 All meetings of the Executive Committee shall be open to any UWSO members who may wish to attend.
  - 6.3.6 A meeting of the Executive Committee may be closed for the duration of one agenda point by a simple majority vote of those Executive Committee officers who are present.
  - 6.3.7 The Chairperson shall have the casting vote in the event of an equal number of opposing votes.
  - 6.3.8 In the event of two persons holding the position of chair, and there therefore being an equal split of votes with a chairperson on opposing sides, the status quo decision will stand.
  - 6.3.9 If it is unclear which option is more in keeping with the status quo, a coin-toss will decide the outcome.
- 6.4 Annual General Meetings shall be conducted as follows:

- 6.4.1 They shall normally be convened by the UWSO President.
  - 6.4.2 Annual General Meetings shall normally be held towards the end of the second term of the academic year. A minimum of seven (7) days' notice must be given to UWSO members before an Annual General Meeting is held. The Annual General Meeting should be held after nominations to the executive committee have been made.
  - 6.4.3 The agenda of an Annual General Meeting shall include a review of the financial position of the UWSO, the promulgation of an annual report and an opportunity for candidates standing for the executive committee (excluding the position of first year representative) to address members and receive questions.
  - 6.4.4 The quorum for an Annual General Meeting shall be 20% of UWSO membership. In the event of the quorum not being reached at a meeting no decisions shall be made during that meeting.
  - 6.4.5 Election of new Executive Committee members shall be by means of the Single Transferable Vote system.
  - 6.4.6 All other voting shall be by simple majority as shown by a show of hands.
  - 6.4.7 In the event that a vote is tied
  - 6.4.8 Any unresolved agenda shall be referred to the next meeting of the Executive Committee.
  - 6.4.9 At any ballot where the number of abstentions, or preferences for re-opening nominations with regard to the election of a new Executive Committee officer, exceed the number of votes cast the result will be declared void and a re-vote will be taken. The date and time of the re-vote will be decided by the Chairperson of the meeting, though the re-vote must take place no later than fourteen (14) days after the initial ballot.
- 6.5 Extraordinary General Meetings shall be conducted as follows:
- 6.5.1 They shall normally be convened by any officer of the Executive Committee, otherwise following a written request to the UWSO President signed by no less than twelve (12) UWSO members.
  - 6.5.2 Extraordinary General Meetings may be held at any time but a minimum of three (3) days prior notice must be given to UWSO members.
  - 6.5.3 Extraordinary General Meetings shall allow the Executive Committee to bring to the attention of UWSO members any issue of importance, and shall normally be convoked in order that a decision may be made by UWSO members present.
  - 6.5.4 The quorum for an Extraordinary General Meeting shall be ~~two-thirds~~ 50% of the UWSO's ~~regular~~ membership. In the event of no quorum being reached at a meeting no decisions shall be made during that meeting.

- 6.5.5 Voting shall be by simple majority.
- 6.5.6 Under exceptional circumstances, as decided by the UWSO President the Executive Committee may accept a proxy vote given in writing to the UWSO President.
- 6.5.7 Precautions shall be taken to ensure that votes remain anonymous and that only the outcome is recorded.
- 6.5.8 At any ballot where the number of abstentions exceed the number of votes cast the result will be declared void and a re-vote will be taken on a date and at a time decided by the Chairperson of the meeting. The re-vote must take place no later than fourteen (14) days after the initial ballot.
- 6.6 Annual General Meetings shall be held at the end of the spring term.
- 6.7 Candidates standing for election to positions within the UWSO Executive Committee must meet the following criteria:
  - 6.7.1 They must hold either full or associate membership with the UWSO as well as either full or associate membership with the Students' Union.
  - 6.7.2 Candidates for the positions of UWSO President, Secretary and Treasurer must be full-time students at the University of Warwick.
- 6.8 The UWSO shall not be run for the financial gain of any UWSO member(s). Any funds remaining at the end of an academic year shall be carried over to further the objectives of the UWSO in the following academic year. Any monies received by any UWSO member and intended as a contribution to UWSO funds shall be deposited with the UWSO funds.
- 6.9 UWSO members shall not receive payment for their services to the UWSO or to other societies or groups.
- 6.10 The UWSO shall not be wound up except by virtue of a resolution of three-quarters of UWSO members present at an Extraordinary General Meeting convened for this purpose.
- 6.11 In the event of the UWSO being wound up the remaining UWSO funds shall not be distributed among UWSO members. They shall be donated instead, in consultation with the Music Centre, to other societies and/or groups associated with the Music Centre whose objectives are not dissimilar to those of the UWSO.
- 6.12 Should any UWSO member wish to carry out a vote of no confidence in an officer of the Executive Committee, then an Extraordinary General Meeting shall be convened for this purpose respecting the procedures outlined in article 6.5 above. If a vote of no

confidence in an officer of the Executive Committee exceeds a two-thirds majority of those present at the Extraordinary General Meeting, then that officer must resign from his position. The election of a new candidate to the vacant post must then be held at a date and time decided at that Extraordinary General Meeting, held no more than three weeks and no less than one week later.

- 6.13 In the event of an Executive Committee officer resigning that officer should inform the UWSO President in writing of his resignation. The resignation shall take effect from the close of the next meeting of the Executive Committee, except under exceptional circumstances where the President may assent to immediate resignation. Prior to the date of this Executive Committee meeting an Extraordinary General Meeting will be convened, respecting the procedures outlined in article 6.5 above, so that the Executive Committee member's resignation may be announced to UWSO members. A date and time shall also be decided at the Extraordinary General Meeting to elect a new candidate to the vacant post, held no more than three weeks and no less than one week later.
- 6.14 In the event of a position on the Executive Committee falling vacant, the Executive Committee may invite members to submit their interest in being co-opted. This invitation must remain open to acceptance for a minimum of one (1) week and a maximum of three (3) weeks. The Executive Committee in a closed Executive Committee Meeting will assess any interested members. If the Executive Committee accepts the co-option the co-opted member will then gain all the rights and responsibilities of a fully elected member of the Executive Committee until he/she is fully elected by a two-thirds majority at an Extraordinary General Meeting.
- 6.15 The Director of Music at the Music Centre shall be responsible for all musical decisions concerning the UWSO, including, but not limited to repertoire and choice of players.

## **7. Duties of the Executive Committee**

- 7.1 The duties of Executive Committee officers, as outlined in articles 7.2-7.11, include but are not limited in scope to those outlined there below. Each Executive Committee officer shall additionally be prepared to carry out unspecified tasks to facilitate the activities of the UWSO while offering his or her assistance to other members of the Executive Committee as necessary.
- 7.2 The President shall:
- 7.2.1 Be responsible for the routine management of the UWSO;
  - 7.2.2 Communicate with external bodies on behalf of the UWSO;

- 7.2.3 Be answerable for the actions of the UWSO;
  - 7.2.4 Liaise with Music Centre staff and other members of Music Centre societies in order to facilitate the activities of the Music Centre;
  - 7.2.5 Act as Chairperson at UWSO meetings;
  - 7.2.6 Arbitrate wherever any dispute or conflict may arise between Executive Committee members over UWSO matters;
  - 7.2.7 Be ultimately responsible for organising the UWSO's performances;
  - 7.2.8 Hold the positions of Safety and Equal Opportunities officer.
- 7.3 The Secretary shall:
- 7.3.1 Be responsible for the administration of UWSO membership;
  - 7.3.2 Take minutes at every UWSO meeting and present them for approval at the subsequent Executive Committee Meeting;
  - 7.3.3 Be responsible for updating the UWSO constitution following a majority vote in favour of a proposed constitutional amendment at any Extraordinary General Meeting convened for that purpose;
  - 7.3.4 Be responsible for communicating with members via a weekly email during term time;
  - 7.3.5 Be responsible for ensuring the UWSO's social media accounts and website remain active and updated.
- 7.4 The Treasurer shall:
- 7.4.1 Be responsible for payment to external bodies from UWSO funds, in so doing respecting article 6.8 above;
  - 7.4.2 Be responsible for the regulation, distribution and general use of finance cards as defined by Students' Union rules;
  - 7.4.3 Reasonably and dependably manage UWSO funds and be accountable for the financial situation of the UWSO;
  - 7.4.4 Be responsible for the management of monies received from UWSO members and from external persons or bodies;
  - 7.4.5 Liaise with the Students' Union Finance Department;
  - 7.4.6 Formulate the annual UWSO budget in conjunction with other Executive Committee members and thereafter ensure that it is adhered to;
  - 7.4.7 Organise the insurance of property belonging to the UWSO.
  - 7.4.8 Act as Chairperson at UWSO meetings whenever the President is absent or unable to do so.
- 7.5 The Tour Secretary shall:
- 7.5.1 Assist in the organisation of the UWSO's biennial international tour;

- 7.5.2 Assist in the organisation of any domestic tours or significant excursions decided upon by the executive committee.
- 7.6 There shall be two librarians.
  - 7.6.1 They shall be responsible for cataloguing music, providing UWSO members with an adequate number of sectional orchestral music parts during rehearsals and ensuring that the Library, in which orchestral music is held, is kept in an orderly manner.
- 7.7 There shall be two Social Secretaries whose responsibilities it shall be to:
  - 7.7.1 Suggest and organise social events to encourage a sociable and friendly atmosphere within the UWSO;
  - 7.7.2 Assist in the organisation of the annual Music Centre Ball, in conjunction with members of other Music Centre societies;
  - 7.7.3 Hold the position of Welfare Officers.
- 7.8 There shall be a Chamber Music Representative(s) who shall:
  - 7.8.1 Make arrangements for any Chamber Orchestra concerts;
  - 7.8.2 Work in conjunction with the music centre to promote chamber music within the society and across the university more generally.
- 7.9 There shall be a First Year Representative elected during the autumn term of each academic year. They shall:
  - 7.9.1 Work with the social secretaries to promote a sociable and friendly atmosphere within the UWSO;
  - 7.9.2 Be responsible for ensuring the views of new members of the UWSO are represented during Executive Committee meetings.
- 7.10 All officers of the Executive Committee shall ensure that this Constitution is upheld.
- 7.11 Following the election of a new Executive Committee, outgoing officers are obliged to be available for consultation with incoming officers for a period of not less than fourteen (14) days after the incoming officers first acquire the rights and responsibilities that come with their position on the Executive Committee. Officers elected at the Annual General Meeting shall assume their rights and responsibilities on the first day of the Summer Term of that academic year. Officers elected at an Extraordinary General Meeting shall assume their roles immediately upon the close of that Extraordinary General Meeting.

## **8. Discipline**

- 8.1 Any member of the UWSO who is found taking or to have taken any property belonging to the UWSO without the prior permission of the President, Treasurer or Librarians with intent to permanently, or for the long term deprive the UWSO of that property, shall face investigation by the Executive Committee. The member in question and any of his or her assistants or associates involved in the incident are liable to face removal of membership and the immediate suspension of their access to UWSO facilities and/or any other penalty deemed appropriate by the Executive Committee. The offending member(s) may reapply for full or associate membership of the UWSO for the following academic year. Under extreme circumstances the Executive Committee, in consultation with the Music Centre may, however, refuse the offending member(s) their reapplication.
- 8.2 Any UWSO member(s) whose rights and privileges are removed or suspended by virtue of those provisions set out in this constitution may appeal against such removal by:
- 8.2.1 Appealing at first instance to the Executive Committee- who may grant the appeal if its officers so decide by a simple majority vote.
- 8.2.2 At second instance, if their appeal is refused by the Executive Committee, the UWSO member(s) in question may appeal to all members of the UWSO by giving written notice, with twelve (12) signatures, to the Executive Committee as outlined in article 6.5.1 above. The Executive Committee must then convoke an Extraordinary General Meeting, in order that UWSO members may decide whether or not to grant the appeal. Voting shall be by secret ballot and the appeal shall only succeed if a simple majority of UWSO members present is in favour of granting the appeal.
- 8.2.3 At each appeal stage the UWSO members present will be informed of the reasons for the initial ruling after which the appellant(s) will be allowed to state their case and call upon any witnesses they may choose to give evidence.

## **9. Affiliation**

- 9.1 The UWSO is affiliated with the (University of Warwick) Students' Union.
- 9.2 The UWSO is affiliated with the (University of Warwick) Music Centre.
- 9.3 The UWSO is affiliated with the National Association of Youth Orchestras.

## **10. Alterations**

- 10.1 Alterations to this constitution, by addition or amendment, shall only be made following a successful motion at an Annual or Extraordinary General Meeting. Voting on a motion regarding constitutional alteration shall be by show of hands. The motion shall be carried by a two-thirds majority of those present.
- 10.2 Suggestions for constitutional amendment may, respecting article 6.5.1 above, be made by any UWSO member.
- 10.3 Articles 2.2, 3.1, 3.3, 4.1, 4.2, 6.8, 6.10, 6.11, 9.1, 9.2 and 10.3 of this constitution shall not be removed or altered for any reason whatever except to be renumbered following alterations to other articles.
- 10.4 Internet addresses found in this document shall be altered whenever necessary, without necessitating the convention of an Annual or Extraordinary General Meeting.

*This constitution and alterations to the final draft hereof were accepted and thereby validated at an Annual General Meeting held on Wednesday 4th March 2020 by show of hands exceeding the required quorum of two-thirds of those present. This constitution is therefore and henceforth in force.*

- Karina Ishikawa, Secretary to the UWSO, 04.03.20