

## Choral and Orchestral Society Constitution

### 1) Definition of terms

- a) 'Societies' - The sub-group of The SU University of Bath (hereafter 'the SU'), its Executive Society Committee, and all affiliated groups. Hereinafter, it will be referred to as 'Socs'. Within Socs there are 5 sub-groups: Arts, Departmental, Ethical & Political (E&P), Faith and Cultural (F&C) and Recreational.
- b) 'Society' - The Choral and Orchestral Society (hereafter named 'ChaOS') which is a member of the Arts sub-group within the SU.
- c) 'Society Committee' - Those Members of ChaOS elected to the positions stated in Appendix I.
- d) 'Society Executive Committee' - Those Members of ChaOS elected to the positions stated in §10d.
- e) 'Member' - Any individual who has purchased either full, associate or placement Membership of the Society.
- f) 'Musical Director' - An individual responsible for conducting or musically leading an Ensemble, hereafter referred to as 'MD'.
- g) 'Returning Officer' - A member of the SU independent of the Society, appointed by the SU to oversee, and thus be the 'returning officer' for, the Society's elections.
- h) 'Constitution' - This document; the Constitution of the University of Bath Choral and Orchestral Society.

### 2) Mission Statement

The aim of ChaOS shall be to provide rehearsal and performance opportunities to engage students at the University of Bath in musical activities. This shall be achieved through continued support of Core, Supported and Ad Hoc Ensembles of which there is sufficient variety and calibre to allow opportunities for musicians of a wide variety of standards. The Ensembles shall be provided with regular performances to develop Members' performance skills whilst aiding in enhancing the profile of the Society. ChaOS shall endeavour to be a continuously improving society in accordance with the wishes of its Members, creating a stimulating and enjoyable musical experience.

### 3) This Constitution

- a) This Constitution is subordinate to the Socs' Constitution, the University of Bath Students' Union Articles of Governance, Bye-Laws, Policies and Regulations and any future revisions of these documents. Where a provision in this Constitution conflicts with a provision contained in those authorities cited, the provision within those authorities prevails.
- b) The Society Executive Committee is to review this Constitution annually and at any other time it is deemed necessary to clarify the meaning of a provision of this Constitution.
- c) This Constitution may only be amended by a majority vote of Members at a Society General Meeting (see Appendix II) and a copy of the amended constitution must be filed with the Activities Office by the Society Chair.
- d) The appendices of this Constitution may not supersede the core of this Constitution and may only be amended by a majority vote of Members at a Society General Meeting.
- e) Proposed amendments to this Constitution may be proposed by any Member of the Society, and are to be seconded by another Member of the Society. The Society Chair is to ensure that the proposed amendment is then placed on the agenda for consideration by the Members at the next Society General Meeting.

### 4) Affiliations & Memberships

- a) The Society is an affiliated group of Socs.
- b) All Society Members are to be Members or Associate Members of the SU as described in SU Bye-Law 1.
- c) The Membership of the Society shall consist of all Members who have paid the Society Standard Membership fee or Placement Membership fee and any Associate Members of the Society (Socs Constitution §5.2).

**5) Existing Ensembles**

- a) The Society's Ensembles shall be categorised under one of the following headings and shall have the associated rights and duties pertaining to both the Ensembles and the Society as a whole:
  - Core
  - Supported
- b) The Core Ensembles are: Choir, Concert Band, GASP and Orchestra.
  - i) The purpose of the Society would be fundamentally compromised if the Core Ensembles were not perpetuated and developed. Therefore the Society Committee are required to ensure the continuation of these Ensembles.
  - ii) Core Ensemble MDs are in some cases eligible to receive payment. The conditions for this are outlined in Appendix VI.
- c) The Supported Ensembles are: The Alley Barbers, Big Band, Brass Band, Cantus, and String Ensemble.
  - i) The existence of the Supported Ensembles is not essential to the running of the Society, and these Ensembles may be dissolved if there is insufficient support from Members (see section 9).
- d) Therefore, the Society Committee is to ensure that the Core and Supported Ensembles have the following:
  - i) A minimum of two performance opportunities for each Ensemble per academic year.
  - ii) An appropriate level of financial support for equipment and music purchase, as determined by the Society Treasurer and Committee.
  - iii) Adequate support from the Society Committee to allow the administration and continued musical development of the Ensemble. In practice this is to be achieved through the appointment of an Ensemble Manager to oversee the running of the Ensemble.
  - iv) The most appropriate rehearsal and equipment storage space available.
  - v) The dedication to maintaining and increasing the quality of music produced throughout the academic year.
  - vi) Specific mention on the SU Bath website and other publicity material produced for the purpose of advertising the Society to potential Members.

**6) Ad Hoc Ensembles**

- a) Ad Hoc Ensembles are designed to broaden the scope of musical output without diluting the central rationale of the Society.
- b) Ad Hoc Ensembles do not require Ensemble Managers. However, there must be a Member who acts as the representative of the Ad Hoc Ensemble, overlooking the running and leadership of the Ensemble.
- c) Ad Hoc Ensembles are ordinarily to be open to all Members wishing to join. Should an Ad Hoc Ensemble wish to audition, either for the entire group or individual parts, the Ad Hoc Ensemble must seek permission from the Society Committee.
- d) Ad Hoc Ensembles have the following rights:
  - i) To recruit Members using Society-wide e-mails and social media with permission from the Society Executive Committee.
  - ii) To organise their own performances, with permission from the Society Executive Committee and upon completion of the appropriate paperwork.
  - iii) To advertise any events that they have organised, using Society-wide e-mails, social media and the SU Bath website with permission from the Society Executive Committee.
  - iv) To request assistance from the Society Executive Committee for advice in dealing with administrative tasks (including completing Event Planners).
  - v) To have access to printing facilities, providing permission is first sought from the Treasurer and relevant Vice-Chair.
  - vi) To put requests to the Society Executive Committee for expenditure on equipment, music, or other expenses relevant to the Ensemble. The Society Executive Committee may only grant such requests if money is available and requests from Ad Hoc Ensembles are to be given a lower priority than requests from Core and Supported Ensembles.
- e) Information pertaining to the existence of Ad Hoc Ensembles and the process by which they can be founded should be disseminated to Members throughout the year by the Society Executive Committee.
- f) The function of each Ensemble is listed in Appendix IV.
- g) The audition policy for Ensembles is explained in Appendix V.

**7) Formation of new Supported Ensembles**

- a) New Supported Ensembles may only be formed by the upgrading of an existing Ad Hoc Ensemble by a majority vote at a Society General Meeting.
- b) Propositions for new Supported Ensembles, seconded by a different individual to that making the proposal, must be received by the Society Executive Committee a minimum of 3 weeks before the General Meeting.
- c) The Society Executive Committee will invite the individuals proposing the new Supported Ensemble to attend a meeting at which they will be requested to present a statement explaining the function, benefits and aims of the new Ensemble.
- d) In order to ensure the ongoing success of the proposed new Supported Ensemble, the Society Executive Committee will look for evidence to demonstrate that the Ad Hoc Ensemble requesting the upgrade has maintained sufficient support from Members for an extended period of time (normally no less than two academic years) to be considered self-perpetuating as an Ensemble.
- e) The Society Executive Committee will then vote on whether to accept the proposal for consideration at the Society General Meeting. Voting policy is provided in Appendix II.
- f) If the Members proposing the new Supported Ensemble sit on the Society Executive Committee then they shall not be allowed to participate in the Society Executive Committee vote, however they may still vote on the proposal at the Society General Meeting.
- g) At the Society General Meeting:
  - i) The Chair will act as returning officer of the ballot, and as such, shall not vote.
  - ii) The outcome of the ballot will be decided by a simple majority.
  - iii) The ballot will be counted, and the result announced, by the returning officer.
  - iv) In the event of a tie, the Chair shall have the deciding vote.
  - v) Disputes arising out of either the results or process of the voting system should be raised with the returning officer of the ballot within one week of the posting of results.
  - vi) Complaints against the returning officer should be made to the Activities Officer of the SU.
- h) If the vote results in promotion of status, then a new Ensemble Manager is to be proposed and elected, according to Appendix III.

**8) Formation of new Ad Hoc Ensembles**

- a) Ad Hoc Ensembles may be proposed and formed at any time during the academic year.
- b) The person(s) wishing to form the new Ad Hoc Ensemble shall request permission from the Society Executive Committee.
- c) The Society Executive Committee may request the Member(s) proposing the new Ad Hoc Ensemble to attend a Society Executive Committee Meeting at which they will be requested to present a statement explaining the function, benefits and aims of the new Ensemble.
- d) The Society Executive Committee will then vote on whether to accept the proposal and form the new Ad Hoc Ensemble. Voting policy is provided in Appendix II.
- e) If the Members proposing the new Ad Hoc Ensemble sit on the Society Executive Committee then they shall not be allowed to participate in the vote.
- f) If the proposal is successful then the new Ad Hoc Ensemble must appoint a representative to act as the main point of contact for the Ensemble.

**9) Dissolution of an Ensemble**

- a) Core Ensembles may not be dissolved as they are fundamental to the function of the Society.
- b) In the event that a Supported Ensemble fails to receive continued support from its Members, the Ensemble may be demoted to Ad Hoc status through a simple majority vote at a Society General meeting.
- c) In the case that a majority of the Members of a Supported Ensemble decide that they would prefer to exist outside of the Society, the procedure is as follows:
  - i) A meeting will be arranged between the Chair, relevant Vice-Chair, Ensemble Manager and MD(s). In this meeting, the members of the Society Executive Committee present are to ask any relevant questions required to understand fully the positions of the Members of the Ensemble in question, the Ensemble Manager and MD.
  - ii) A meeting will be called with the Society Executive Committee. This meeting will be used as a chance to clarify any factors influencing a decision. A vote to ratify the departure of the Ensemble will then be taken. Voting policy is provided in Appendix II.
  - iii) The approved departure of an Ensemble's Members, MD and Ensemble Manager does not necessarily signal the end of the Ensemble. The Society Executive Committee should decide via a vote whether to recruit a new Ensemble Manager and MD or to recommend the dissolution of the Ensemble or demotion to Ad Hoc status. Voting policy is provided in Appendix II.

- iv) Should Members remain interested in continuing the Ensemble then the Society Committee must make every endeavour to ensure the continuation of the Ensemble.
- v) If the Ensemble is to continue, a new Ensemble Manager and MD are to be appointed as soon as possible.
- vi) Should the Society Executive Committee decide to recommend the dissolution of the Ensemble or demotion to Ad Hoc status, this decision must be ratified by a simple majority vote at a Society General Meeting.
- d) All music, equipment and other items purchased by the Society remain the property of the Society and must be surrendered by the Ensemble before departure.
- e) There is no onus on the Society Committee to perpetuate the existence of any Ad Hoc Ensemble and therefore their sustainability must derive from participants within the Ensemble. Any Ad Hoc Ensemble may be disbanded at any time by agreement with the Members of the Ensemble.

#### **10) Society Committee Members**

- a) All Members of the Society Committee are to be Society Members and may not hold any other SU Officer positions.
- b) All Society Committee Members shall be elected annually by a secret online ballot open to all Society Members as described in SU Bye-law 3 and Regulation 3.
- c) The Society Committee shall consist of the Society Executive Committee and the Ensemble Managers.
- d) The Society Executive Committee comprises of a Chair, Secretary and Treasurer – these positions form the Core Society Committee. In addition, a Vice-Chair Instrumental, Vice-Chair Vocal, Social Secretary, Communications Officer, Events Officer, Technical Supervisor, and a Welfare and Inclusivity Officer are to be elected.
- e) An Ensemble Manager is to be elected for each Core or Supported Ensemble.
- f) All Society Committee Members are expected to attend regular Society Committee and General Meetings. In addition, Society Executive Committee Members are expected to attend regular Society Executive Committee Meetings. Should a Society Committee Member be unable to attend a meeting then they must send apologies to the Chair in advance of the meeting.
- g) All Society Committee Members are to ensure that the Constitution is upheld.
- h) All Society Committee Members will respond to actions within the time frame specified during Society Committee Meetings so far as is practicable.
- i) All Society Committee Members should make themselves known to other Members of the Society through welcoming guests to events, and new Members to Ensembles.
- j) Failure to elect any number of Society Committee Members will result in a by-election within a time frame determined by the SU. Failure to elect Core Society Committee Members after the by-election will result in the dissolution of the Society.
- k) A vote of no confidence shall be called if any Society Committee Member fails to attend three Society Committee meetings (without appropriate apologies), or for failing to carry out their designated responsibilities. This is at the discretion of the Society Executive Committee.
- l) The roles of the Society Committee are detailed in Appendix I.
- m) The election procedure is stated in Appendix III.

#### **11) Musical Directors**

- a) All MDs are each to sign an agreement at the start of each academic year stating that they will:
  - i) Make every effort to attend all rehearsals and relevant concerts as agreed with the Society Committee.
  - ii) Give notice of at least four weeks to the Society Committee should they be unable to attend a rehearsal, unless under exceptional circumstances.
  - iii) Give notice of at least eight weeks should they be unable to attend a concert, unless under exceptional circumstances.
  - iv) Advise the Society Committee, in writing, if they plan for the Ensemble to perform at an additional event, no less than three weeks before this event is scheduled to occur.
  - v) Respect the Society, and represent them in a good light.
  - vi) Give notice of at least twelve weeks should they wish to retire from the position.
  - vii) Understand that the agreement lasts for one academic year only, unless a shorter time period is agreed upon, after which the Society Committee shall decide whether to renew the agreement.
  - viii) Demonstrate a high level of commitment to the Society and its Members.
  - ix) Be prepared and able to rehearse appropriate music at rehearsals.
  - x) Liaise actively with the Ensemble Managers.

- xi) Provide the Society Committee with the chosen repertoire for any performances at least three weeks in advance.
  - xii) Understand that the Society Committee has the right to veto unsuitable music choices, and consequently select more appropriate repertoire for the Ensemble's benefit.
  - xiii) Acknowledge that the decision of the Society Committee is final and that failure to adhere to this signed MD agreement will result in termination of the agreement, with reason(s) provided in writing, at the discretion of the Society Committee.
- b) Before elections, the Society Committee shall meet to decide whether the MDs will be invited to continue leading their Ensemble in the next academic year.
  - c) The returning MD for each Ensemble shall meet during the handover period with the incoming Chair, Secretary, relevant Vice-Chair and Ensemble Manager to discuss the future development of the Ensemble. Where possible, this meeting should also be attended by the outgoing Chair, Secretary, relevant Vice-Chair and Ensemble Manager.
  - d) MDs may nominate themselves to sit on the Society Committee, provided that they are Members of the Society, however they shall have no additional privileges over existing Society Committee Members.
  - e) In certain cases, MDs are entitled to request expenses reimbursement or payment from the Society, as described in Appendix VI.

#### **12) Independent Events**

- a) Ensemble Managers must request permission from the Society Executive Committee if any Ensemble wishes to perform at a self-organised event at least 3 weeks before the event is scheduled to occur.
- b) Should permission be granted, the Ensemble Manager is responsible for completing any necessary paperwork for the SU including Event Planners, which is to be sent to the Events Officer and relevant Vice-Chair for approval.
- c) The Society Executive Committee shall determine what charge is to be made for the hire of the Ensemble.
- d) The Society Executive Committee may decide to waive such a charge wherever and whenever it is appropriate to do so (e.g. for a charity event).

#### **13) Financial Management**

The Society will abide by the rules on financial management set out in the Socs Constitution §7.

#### **14) Responsibilities**

The responsibilities of the Society and the SU are outlined in the Socs Constitution §12 and §13.16. The Society is to follow the disciplinary procedures outlined in the Socs Constitution §15.

## Appendix I: Society Committee Members

### 1) Chair

- a) Responsible for overseeing all activities of the Society.
- b) Chairs the Society Committee and Society Executive Committee, and regularly liaises with and delegates duties to the rest of Committee.
- c) Maintains an up-to-date Society strategy, to be reviewed in handover each year.
- d) Engages with Members and represents their views to Socs.
- e) Acts as a signatory on the Society accounts up to set limits.
- f) Is responsible for ensuring health and safety standards are adhered to in all Society activities.
- g) Is jointly responsible with the Society Treasurer for ensuring the Society remains within budget.
- h) Oversees promotion of the Society to ensure that membership targets are met.
- i) Informs and works with the Activities Officer on any disciplinary matters as per the Socs Constitution disciplinary policy.
- j) Submits the Society development plan, budget and asset registers in collaboration with the Chair-Elect when requested by the SU each year.
- k) Ensures that the Society submits nominations for the Activities Awards each year.
- l) Ensures the Society meets all requirements set out in the Socs Constitution.
- m) Responsible for maintaining a list of drivers who are qualified to drive SU vehicles.

### 2) Vice-Chair – Instrumental

- a) Oversees the running of Orchestra, Concert Band, Big Band, String Ensemble, and Brass Band along with instrumental Ad Hoc Ensembles.
- b) Is the point of contact with the Society Committee for those running instrumental Ad Hoc Ensembles.
- c) Chairs a minimum of one meeting per Semester with the relevant Ensemble Managers.
- d) Keeps in contact with Ensemble Managers to ensure that they are up to date with their actions.
- e) Responsible for updating the Society Committee in relation to the Ensembles within their remit.
- f) Responsible for the maintenance, and repair of the Society's own instruments and for raising issues of maintenance to Edge Arts for instruments that they own.
- g) Ensures that the Ensembles within their remit are equipped to rehearse.
- h) Represents instrumental Ensembles at Society Executive Committee Meetings.

### 3) Vice-Chair – Vocal

- a) Oversees the running of Choir, GASP, The Alley Barbers, and Cantus along with vocal Ad Hoc Ensembles.
- b) Is the point of contact with the Society Committee for those running vocal Ad Hoc Ensembles.
- c) Chairs a minimum of one meeting per Semester with the relevant Ensemble Managers.
- d) Keeps in contact with Ensemble Managers to ensure that they are up to date with their actions.
- e) Responsible for updating the Society Committee in relation to the Ensembles within their remit.
- f) Ensures that the Ensembles within their remit are equipped to rehearse.
- g) Represents vocal Ensembles at Society Executive Committee Meetings.

### 4) Treasurer

- a) Is responsible for ensuring that the Society remains within budget as set by the Activities Officer and approved by the Societies Executive Committee.
- b) Acts as a signatory on the Society accounts, up to set limits.
- c) Keeps regular accounts and spending plans for the year.
- d) Brings account updates to Society Executive Committee Meetings as requested.
- e) Has knowledge of and enforces the payment of Society Membership Fees, with the Communications Officer and the Ensemble Managers.
- f) Produces (with the aid of the Society Executive Committee) the Budget Request for the SU at the start of the year.

**5) Secretary**

- a) Arranges a minimum of one Society Executive Committee Meeting per month during term time.
- b) Sends out a request for agenda items before Society Committee Meetings.
- c) Ensures that a full agenda is available a minimum of 24 hours before Society Committee Meetings.
- d) Takes minutes of Society Committee Meetings and Society Executive Committee Meetings to be circulated to relevant Members of the Society Committee within 1 week of the meeting.
- e) Has knowledge of all core documents required for participation, including risk assessments.
- f) Checks the Society mail shelf and distributes post.
- g) Makes all room bookings for rehearsals and events on-campus throughout the academic year.
- h) Books rooms for Society Committee Meetings after instruction from the Chair.
- i) Assists the Chair with keeping documentation up to date.
- j) Handles emails to the Society email account and keeps Members updated with Society news by email.

**6) Social Secretary**

- a) Responsible for organising a minimum of three Society Socials per semester.
- b) Responsible for paperwork regarding socials including Event Planners, risk assessments and online product requests.
- c) Ensures the Society at least breaks even on its social activity over the year.
- d) Responsible for ensuring all Society Socials adhere to the current SU Socials Policy.
- e) Responsible along with the Society Treasurer for setting up online products relating to Social events on the SU Bath website.
- f) Jointly responsible with the Communications Officer for the creation of Facebook events for all Society Socials.
- g) Responsible for issuing Society merchandise to Members, and jointly responsible with the Communications Officer for ensuring that sponsors are featured as per the terms of any contract.
- h) Responsible for organising Society Committee clothing if desired by the Society Committee.

**7) Communications Officer**

- a) Updates the Society web pages regularly with photos, events and news, and maintains all links to respective SU/University web pages, being sure to comply with current Socs and SU policy.
- b) Jointly responsible with the Social Secretary for the creation of Facebook events for all Society Socials. Responsible for the creation of Facebook events for all other Society Events.
- c) Ensures that only those who have purchased Membership are Members of any Society-run Facebook group. Exceptions may be made at the discretion of the Society Committee.
- d) Actively seeks additional finance opportunities to that provided by Socs.
- e) Works with the SU Marketing department to generate and circulate sponsorship proposals.
- f) Maintains good relations with existing sponsors, including submitting sponsorship reports.
- g) Provides support on Society webpages to the Society Committee and Society Members, if necessary.
- h) Responsible for publicising the Society by producing appropriate publicity material (e.g. designing posters, flyers, and SU display screens, and collaborating with SU Media Groups) and distributing it within the University and the wider community.
- i) Responsible for the production of programmes for concerts where appropriate, and ensures that sponsors are featured as per the terms of any contract.
- j) Responsible for the painting of any showboards.

**8) Events Officer**

- a) Oversees all Society-wide concerts and recitals.
- b) Provides support to other Committee members pertaining to the organisation of Ensemble-specific Events.
- c) Responsible for allocating a Stage Manager for each concert. The Stage Manager does not have to be a Society Committee Member.
- d) Ensures that a meeting is held prior to all major Society Events, to clarify all event schedules, timings and responsibilities for the day.
- e) Ensures that all preparation work is carried out (e.g. contacting, booking and confirming venues and completing Event Planners).
- f) Liaises with the Treasurer and the Communications Officer (and The Edge, where applicable) to organise ticketing.
- g) Responsible for organising instrument and equipment transport for all off-campus Society Events.

**9) Technical Supervisor**

- a) Responsible for overseeing all photography, video and sound recording for the Society.
- b) Responsible for post-production and deliverance of photography, video and sound recordings for the Society.
- c) Responsible for the maintenance, repair and the storage of the Society's technical equipment.
- d) Liaises with Backstage Technical Services (BTS), Campus TV, The Edge, and any other relevant parties regarding the technical requirements of the Society.

**10) Welfare and Inclusivity Officer**

- a) [Insert SU job description here]

**11) Ensemble Managers**

- a) Represent the views of their Ensemble and its Members to the Society Committee.
- b) Communicate between the Ensemble's MD and the Society Committee.
- c) Be welcoming and friendly to all Members, and act as a point of contact for any questions.
- d) Responsible for the running of the Ensemble, including rehearsals.
- e) To undertake the following duties on concert days:
  - i) Ensure that the Ensemble has the correct equipment and music.
  - ii) Assist with the set-up and packing away of any equipment along with the Stage Manager for their specific Ensemble.
  - iii) Complete small, non-role specific tasks as required by the Society Executive Committee.
- f) Keep the Ensemble up-to-date with the plans for the year.
- g) Give weekly announcements during rehearsals, which may include promoting Socials and concerts not involving their Ensemble.
- h) Manage the Ensemble Facebook group with the assistance from the Communications Officer. This includes:
  - i) Keeping the list of Members up-to-date (only those with Membership may be in the group).
  - ii) Moderating posts and removing spam.
  - iii) Keeping the group description up-to-date and relevant.
- i) Ensure that all music for the Ensemble has been ordered or printed (with permission from the Society Executive Committee) and that it is organised for rehearsals.
- j) Attend MDs' Meetings with the Chair and the relevant Vice-Chair once a semester.
- k) Take responsibility for organising Events and Socials which only involve their Ensemble and complete the necessary paperwork for these Events, whilst keeping the Events Officer and relevant Vice-Chair informed of progress.
- l) In accordance with Appendix V, the Ensemble Manager cannot be excluded from their Ensemble as a result of auditions.



## Appendix II: Meetings

### 1) Society General Meetings

- a) Chaired by:
  - i) Society Chair
- b) In attendance:
  - i) All Society Members
  - ii) Associate Members of the Society
  - iii) Any others with permission from the Chair
- c) Speaking rights:
  - i) All Society Members (excluding Associate Members in line with the Socs Constitution)
  - ii) Any others with permission from the Chair
- d) Voting rights:
  - i) All Society Members (excluding Associate Members in line with the Socs Constitution)
- e) Society General Meetings shall take place at least once in each academic semester.
- f) Members will be asked for agenda items one week prior to the meeting and sent an agenda two days before the meeting.
- g) Each Society Member is entitled to a single vote at each separate ballot.
- h) The quorum for this meeting is a number equivalent to twice the Society Executive Committee membership. A two thirds majority of the votes cast is required for a motion to be passed.
- i) Minutes from Society General Meetings shall be taken by the Society Secretary, available on request by the Activities Officer and will be circulated to all Society Members within 2 weeks of the meeting taking place.

### 2) Society Executive Committee Meetings

- a) Chaired by:
  - i) Society Chair or either of the Vice-Chairs (as requested by the Society Chair), in the case that the Society Chair is not available to attend a Society Executive Committee Meeting
- b) In attendance:
  - i) Society Executive Committee Members
  - ii) Ensemble Managers, if requested by the Chair, or on approval of their own request
  - iii) Any individual with permission from the Chair
  - iv) Activities Officer (on request)
  - v) Socs Executive Committee Representative (on request)
- c) Speaking rights:
  - i) All Society Executive Committee Members
  - ii) Activities Officer
  - iii) Any other individual with permission from the Chair
- d) Voting rights:
  - i) Society Executive Committee Members
- e) Roles:
  - i) To discuss and draft policy
  - ii) To handle the day-to-day running of the Society
  - iii) To plan Society Events
  - iv) To oversee the spending of the budget set by the Activities Officer
  - v) To plan the development of the Society
  - vi) To ensure a smooth relationship between the Society and Socs
  - vii) To promote the activities of the Society within the student body
  - viii) To discuss the behaviour of MDs, and whether to renew MD agreements for the following academic year
  - ix) To decide upon new MDs, should any retire
- f) The quorum for this meeting is half the number of Society Executive Committee Members plus one. A two thirds majority of the votes cast is required for a motion to be passed.
- g) These meetings should be carried out at least once every month during term time.
- h) Minutes from Society Executive Committee Meetings shall be taken by the Society Secretary, and circulated to Members of the Society Committee within 1 week of the meeting. Minutes shall be available on request by any Society Member or SU officer.

### 3) Society Committee Meetings

- a) Chaired by:
  - i) Society Chair or either of the Vice-Chairs, in the case that the Society Chair is not available to attend a Society Committee Meeting
- b) In attendance:
  - i) Society Committee Members
  - ii) Any individual with permission from the Chair
  - iii) Activities Officer (on request)
  - iv) Socs Executive Committee Representative (on request)
- c) Speaking rights:
  - i) All Society Committee Members
  - ii) Activities Officer
  - iii) Any other individual with permission from the Chair
- d) Voting rights:
  - i) Society Committee Members
- e) Roles:
  - i) To discuss and draft policy
  - ii) To handle overall organisation of the Society
  - iii) To plan Society Events
  - iv) To oversee the spending of the budget set by the Activities Officer
  - v) To conduct disciplinary proceedings for the Society
  - vi) To plan the development of the Society
  - vii) To ensure a smooth relationship between the Society and Socs
  - viii) To promote the activities of the Society within the student body
- f) The quorum for this meeting is half the number of Society Committee Members plus one. A two thirds majority of the votes cast is required for the motion to be passed
- g) These meetings should be carried out at least once every month during term time.
- h) Minutes from Society Committee Meetings shall be taken by the Society Secretary, and circulated to the Society Committee Members within 1 week of the meeting. Minutes shall be available on request by any Society Member or SU officer.

### 4) Ensemble Manager Meetings (Vocal or Instrumental)

- a) Chaired by:
  - i) Vice-Chair – Instrumental or Vice-Chair – Vocal
- b) In attendance:
  - i) Instrumental or Vocal Ensemble Managers
  - ii) Any individual with permission from the Vice-Chair
  - iii) Chair (on request)
- c) Roles:
  - i) To identify music to be rehearsed during the forthcoming academic year
  - ii) To discuss any concert requirements
  - iii) To identify any additional equipment, instruments or music required for the Ensembles
  - iv) To give feedback of Society Committee decisions of any music or equipment requests; to discuss feedback from the Society Executive Committee regarding the Ensemble; and to provide feedback to the Society Executive Committee regarding the Ensemble
  - v) To discuss additional events organised by individual Ensembles
  - vi) To discuss the effectiveness of Ensemble Managers
  - vii) To give the Ensemble Manager the opportunity to relay any comments from members of their Ensemble
  - viii) To give the Ensemble Manager the opportunity to discuss the effectiveness of communications between themselves, their Vice-Chair and the Society Executive Committee

## Appendix III: Election and Voting Procedure

### 1) Election of the Society Committee

- a) Elections will occur towards the end of Semester 2, as specified by the SU.
- b) Any Member who is eligible to become a Member in the following year can stand for election to any one of the Society Committee positions.
- c) Candidates may run for as many Society Committee positions as they wish, however they may only hold one position per academic year.
- d) It is strongly recommended that the candidates running for Chair, Vice-Chair – Instrumental and Vice-Chair – Vocal commit to two relevant Ensembles.
- e) All candidates are to submit a manifesto before voting begins.
- f) Candidates may address Society Members during rehearsals to promote themselves (at the discretion of the Society Executive Committee), with their speeches limited to one minute each.
- g) Placement students, as long as they were a member in the year before their placement, can stand in the election without buying a membership by contacting the Activities Officer.

### 2) By-Elections

- a) Should a position remain unfilled following the election, or should a Society Committee Member stand down from their position, a by-election will be held within a time frame determined by the SU and will comply with the above relevant election procedure.

## Appendix IV: Functions and aims of Ensembles

At the end of each academic year, there must be a review of the functions and aims of existing Ensembles, plus the inclusion of any newly formed Ensembles.

### 1) Orchestra

- a) Performs a range of music arranged for an orchestra to a good standard, from classical repertoire to more modern film soundtracks.
- b) Aims to provide a diversified selection of music, and for new and existing performers to further their playing ability, as well as to perform at a minimum of one Society Committee organised concert per semester.
- c) Open to Members who play an orchestral instrument.
- d) No audition is required to join. Auditions may be arranged later in the semester by the Ensemble Manager as a result of oversubscription, as outlined in Appendix V.
- e) Auditions may also be held to decide solo parts or for the purpose of assigning parts within a section at the discretion of the Ensemble's MD and the Ensemble Manager, after seeking permission from the Society Executive Committee.

### 2) Choir

- a) Performs choral pieces to a good standard.
- b) Aims to further the ability of new and current vocalists, as well as to perform at a minimum of one Society Committee organised concert per semester.
- c) Open to Members of all vocal abilities.
- d) No audition is required to join. Auditions may be arranged later in the semester by the Ensemble Manager as a result of oversubscription, as outlined in Appendix V.
- e) Auditions may also be held to decide solo parts or for the purpose of assigning parts within a section at the discretion of the Ensemble's MD and the Ensemble Manager, after seeking permission from the Society Executive Committee.

### 3) Concert Band

- a) Performs music arranged for a concert band to a good standard.
- b) Aims to provide a diversified selection of music, and for new and existing performers to further their playing ability, as well as to perform at a minimum of one Society Committee organised concert per semester.
- c) Open to Members who play a wind, brass or percussion instrument, harp or double bass.
- d) No audition is required to join. Auditions may be arranged later in the semester by the Ensemble Manager as a result of oversubscription, as outlined in Appendix V.
- e) Auditions may also be held to decide solo parts or for the purpose of assigning parts within a section at the discretion of the Ensemble's MD and the Ensemble Manager, after seeking permission from the Society Executive Committee.

### 4) GASP

- a) Performs an array of Gospel, A cappella, Soul and Pop music to a good standard.
- b) Aims to further the ability of new and current vocalists, as well as to perform at a minimum of one Society Committee organised concert per semester.
- c) Open to Members of all vocal abilities.
- d) Members do not need to be able to read music to join.
- e) No audition is required to join. Auditions may be arranged later in the semester by the Ensemble Manager as a result of oversubscription, as outlined in Appendix V.
- f) Auditions may also be held to decide solo parts or for the purpose of assigning parts within a section at the discretion of the Ensemble's MD and the Ensemble Manager, after seeking permission from the Society Executive Committee.

- 5) **Big Band**
- a) Performs a variety of jazz, soul, and funk music arranged for a big band.
  - b) Aims to provide challenging opportunities for soloists, and further the playing ability of all performers, as well as to perform at a minimum of one Society Committee organised concert per semester.
  - c) Open to Members who play a jazz instrument.
  - d) No audition is required to join, with the exception of solo singer(s) who may be auditioned at the discretion of the MD and Ensemble Manager. Auditions may be arranged later in the semester by the Ensemble Manager as a result of oversubscription, as outlined in Appendix V.
  - e) Auditions may also be held to decide solo parts or for the purpose of assigning parts within a section at the discretion of the Ensemble's MD and the Ensemble Manager, after seeking permission from the Society Executive Committee.
- 6) **The Alley Barbers**
- a) Performs a variety of male a cappella barbershop music.
  - b) Aim to further the ability of new and current vocalists, as well as to perform at a minimum of one Society Committee organised concert per semester.
  - c) Open to male-identifying Members of all vocal abilities.
  - d) No audition is required to join. Auditions may be arranged later in the semester by the Ensemble Manager as a result of oversubscription, as outlined in Appendix V.
  - e) Auditions may also be held to decide solo parts or for the purpose of assigning parts within a section at the discretion of the Ensemble's MD and the Ensemble Manager, after seeking permission from the Society Executive Committee.
- 7) **Brass Band**
- a) Performs a variety of music written or arranged for a Brass Band.
  - b) Aims to provide a diversified selection of music, and for new and existing performers to further their playing ability, as well as to perform at a minimum of one Society Committee organised concert per semester.
  - c) Open to Members who play a brass or percussion instrument.
  - d) No audition is required to join. Auditions may be arranged later in the semester by the Ensemble Manager as a result of oversubscription, as outlined in Appendix V.
  - e) Auditions may also be held to decide solo parts or for the purpose of assigning parts within a section at the discretion of the Ensemble's MD and the Ensemble Manager, after seeking permission from the Society Executive Committee.
- 8) **String Ensemble**
- a) Performs a variety of music written or arranged for a string orchestra.
  - b) Aims to provide a diversified selection of music, and for new and existing performers to further their playing ability, as well as to perform at a minimum of one Society Committee organised concert per semester.
  - c) Open to all Members who play a string instrument.
  - d) No audition is required to join. Auditions may be arranged later in the semester by the Ensemble Manager as a result of oversubscription, as outlined in Appendix V.
  - e) Auditions may also be held to decide solo parts or for the purpose of assigning parts within a section at the discretion of the Ensemble's MD and the Ensemble Manager, after seeking permission from the Society Executive Committee.
- 9) **Cantus**
- a) Performs a range of more challenging choral music to a good standard.
  - b) Aims to challenge the abilities of vocalists, as well as to perform at a minimum of one Society-wide Society Committee organised concert per semester.
  - c) The ensemble is to be auditioned with the aim of choosing up to 10 Members spread across all parts, at the discretion of the Ensemble Manager and Society Executive Committee.
  - d) As outlined in Appendix V, the Ensemble Manager cannot be subject to auditions.
  - e) The audition policy is outlined in Appendix V.
  - f) Auditions are open to Members of all vocal abilities.

## Appendix V: Audition Policy

### 1) Ensemble auditions

Inclusivity is a core value of both the SU and ChaOS, and as such it is intended that in general all ChaOS Ensembles remain open to all musicians regardless of ability (unless otherwise specified in the Ensemble's definition in Appendix IV, e.g. Cantus). However, if extreme oversubscription to a certain section of instruments/voices is judged to be seriously lowering the standard of the Ensemble or negatively affecting the experience of other Members, auditions for that section may be organised subject to the following conditions:

- i) The suggestion to audition for a certain section must be proposed to the Society Executive Committee directly by the Ensemble Manager. The proposal must then also be approved by a majority vote of the Society Executive Committee.
- ii) The date of the auditions, the intended number of individuals to be selected, and the format of the auditions will be decided by the Ensemble Manager, the Musical Director, and the relevant Vice-Chair.
- iii) The Ensemble Manager is elected on an annual basis by Members and is core to the running of the Ensemble, and as such cannot be excluded from a group as a result of auditions. This limitation should be accounted for when deciding how many individuals should be selected as a result of auditions, at the discretion of the Society Committee. The Musical Director is similarly not subject to auditions.
- iv) It should be made clear to all Society Members from the start of the year that there is a possibility of auditions for any section in any Ensemble, to avoid the possibility of any individual purchasing membership and then finding themselves unable to take part in ChaOS activities.
- v) It should be made clear to all auditioning individuals that regular attendance at rehearsals and concerts will be expected if they are successful.
- vi) The Ensemble Manager must give notice of at least one week as to when the auditions are to be held, as well as the format of the auditions.
- vii) The Ensemble Manager, Musical Director, and a non-auditioning Society Committee Member shall be present at the audition. If the Ensemble Manager is auditioning, for example for the purpose of assigning parts, a second Society Committee Member who is not auditioning should be present to ensure that two impartial Society Committee Members are present at all times.
- viii) Audition feedback shall be given to individuals auditioning upon request.
- ix) Individuals who are not successful in auditions should be reminded of the existence of other ensembles relevant to their instrument/other vocal ensembles, and should also be reminded that they are welcome to continue in the same ensemble on a part which is less oversubscribed.

### 2) Part auditions

Any Ensemble may also choose to hold auditions purely for the purpose of assigning parts within a section, or assigning solo or lead parts. These auditions are to be subject to the following conditions:

- i) The suggestion to audition parts within a section must be proposed by the Ensemble Manager and approved by the relevant Vice-Chair.
- ii) The date of the auditions will be decided by the Ensemble Manager, the Musical Director, and the relevant Vice-Chair.
- iii) Part auditions shall occur after at least the first two rehearsals of the Ensemble.
- iv) The Ensemble Manager must give notice of at least one week as to when the auditions are to be held.
- v) The Ensemble Manager, Musical Director and a non-auditioning Society Committee Member shall be present at the audition. If the Ensemble Manager wishes to audition, a second Society Committee Member who is not auditioning should be present to ensure that two impartial Society Committee Members are present at all times.
- vi) Audition feedback shall be given to the individual auditioning upon request.

**3) Recital auditions**

- a) Should an auditioned recital be organised by the Society Committee, the conditions for these auditions shall be as follows:
  - i) Those auditioning for the recital must be Members.
  - ii) Auditions will be held at least three weeks before the recital.
  - iii) The audition panel shall be decided by the Society Committee, but must contain at least two Society Committee Members.
  - iv) Should a Society Committee Member wish to audition, they may not sit on the audition panel.
  - v) Audition feedback shall be given to the individual or ensemble auditioning upon request.

## Appendix VI: Payment of MDs

### 1) Core Ensemble MDs

- a) Core Ensemble MDs may receive payment from the Society if they fulfil all of the following criteria:
  - i) Hold a minimum of a BA, or qualification equivalent to this, in Music. This may include a post-graduate qualification in Music or a Joint Honours degree.
  - ii) Have had professional conducting experience prior to taking the MD position. This may include conducting tuition within the context of a Music degree.
  - iii) Are not a student at the University of Bath during the period in which they hold the position.
- b) It is the responsibility of the MD to request payment from the Society at the end of each academic semester.
- c) The MD must propose an initial hourly rate, to be approved by the Society Executive Committee prior to the start of the academic year.
- d) Payment must be requested and the amount agreed upon prior to the start of each academic year.
- e) Where appropriate, the Society Executive Committee may negotiate with the MD to reach a mutually agreeable hourly rate.
- f) It is the responsibility of the MD to invoice the Society each academic semester in order to receive payment, to be approved by the Society Treasurer and the SU.
- g) The MD must sign an MD Contract in addition to the MD Agreement. This will state:
  - i) The start and end dates of the Contract.
  - ii) The agreed hourly rate of pay.
  - iii) The final amount to be paid to the MD by the Society (based on 20 rehearsal hours over 10 rehearsals plus one hour per concert per academic semester).
  - iv) That any rehearsals additional to the originally proposed number are to be invoiced by the MD at the same hourly rate.
  - v) That the MD is entitled to the equivalent of 1 hour of pay for each concert day, unless otherwise agreed upon beforehand with the Society Executive Committee.
- h) The decision to pay an MD is at the discretion of the Society Executive Committee.
- i) In the event that an MD position is contested between a student and an external professional, the Society Executive Committee is expected to select the individual who they consider to be the most competent and who seems likely to provide the greatest benefit to the Ensemble.

### 2) Supported Ensemble MDs

- a) Supported Ensemble MDs shall not be paid by the Society.

### 3) MD Expenses

- a) Unpaid Core and Supported MDs are entitled to request reimbursement by the Society for conducting tuition. This decision is at the discretion of the Society Committee.
- b) All MDs are entitled to request reimbursement for expenses, subject to the following conditions:
  - i) The decision to reimburse expenses is at the discretion of the Society Committee.
  - ii) Reimbursement will only be granted for transport-related costs, specifically for Ensemble rehearsals and performances.
  - iii) In accordance with SU guidelines, proof of expenditure must be provided to the Society Committee
  - iv) For recurring mileage costs, no direct proof of expenditure is necessary. Mileage will be calculated at the standard SU rate of 25 pence per mile.
  - v) Regular expenses must be requested from the Society Committee prior to the signing of the MD agreement.
  - vi) The Society Committee must be notified at least four weeks in advance of any change in circumstances which may impact on regular expenditure.
  - vii) The Society Committee reserves the right to decline any increase in regular expenditure requested after the signing of this agreement.
  - viii) Any MD who is receiving payment on a professional basis is not entitled to claim expenses through this means. This should be accounted for when agreeing upon an hourly rate with the Society Committee.
- c) It is the responsibility of the MD to invoice the Society on each occasion and to provide proof of purchase where appropriate.



## Appendix VII: Notes

- This constitution was proposed by Richard Jackson and Rachel Naylor
- This constitution was written by Richard Jackson and Jack Leslie
- This constitution was edited by:
  - Signe Kallmeier, Pippa Portwood, Stephen Bradley, Carys Williams, Jenny Yuen, Alan Lau, Richard Jackson, Liam Farrar and Roseanna McMahon (2013-2014)
  - Charlotte Russell, Stephen Bradley, Emily Jones, Carys Williams, Rebecca Newson, Anna Mroz, Maria Snowden, Dan Bowen and Michael Bird (2014-2015)
  - Gareth Rees, Andy Hall and James Price (2015-2016)
  - Michael Kingston, Livvie Clarke, Georgia Blessitt, Tom McIlveen, Claire Borgartz and David Colebourn (2016-17)
  - Mark Williams, Conall Hartley, Joshua Gibson and David Colebourn (December 2017)
  - Mark Williams and Raghav Aerasala (May 2018)
  - Claire Borgartz, Mark Williams, Ross Hamer, Joe Casebow, Michael Collis, and Alex Babington (2018-19)
- It was approved by the SU on the XX of XXX 2019