

Constitution for the Imperial College Union Chamber Choir

1. Name

- 1.1 The name of the society shall be the Imperial College Union Chamber Choir (ICUCC), hereafter referred to as 'the society'.
- 1.2 The society shall be a member of the Arts and Entertainments Board (AEB) of Imperial College Union (ICU).
- 1.3 The society may use the trading name "Imperial College Chamber Choir" for marketing purposes and as a brand for non-formal correspondence.

2. Aims and Objectives

- 2.1 The aim of the society shall be to provide opportunities for the development, direction and performance of chamber choral music within the Imperial College community. The society will achieve this aim in the following ways:
 - 2.1.1 By assisting in the acquisition of skills necessary for the performance of chamber choral music.
 - 2.1.2 By providing opportunities for the development of skills necessary for the direction of chamber choral music.
 - 2.1.3 By serving Imperial College Union and Imperial College, through performance at events such as The Imperial College Carol Service.
 - 2.1.4 By enhancing the profile of Imperial College Union, through regular performances and collaborations with prestigious external ensembles.

3. Statement of intent

- 3.1 The constitution, regulations, management and conduct of the society shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2 The society stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that society regulations pertaining to membership of the society or election to management of the society shall not contravene this policy.
- 3.3 The society shall also be governed by the AEB standing orders, regulations and/or constitution.
- 3.4 The society committee shall supply a Code of Conduct to the ICU Deputy President (Clubs & Societies) for approval, who shall sign it as the accepted Code of Conduct for the society.

4. Membership

- 4.1 The following shall be eligible to become members of ICU Chamber Choir:
 - 4.1.1 ICU Full Members
 - 4.1.2 ICU Associate Members
 - 4.1.3 ICU Life Members
- 4.2 Any society member who is a full member of ICU shall be a 'full member' of the society. All other members shall be 'associate members' of the society.
- 4.3 Members may be charged an annual subscription fee. The fee is to be proposed by the treasurer, and approved by the committee on an annual basis.
- 4.4 The committee may appoint Honorary Life Members.

5. The Director of Music

- 5.1 The Director of Music shall be appointed by the committee.
- 5.2 The Director of Music may be removed by the committee.
- 5.3 The society committee will appoint the Director of Music, after an audition process held in consultation with members of the society.
- 5.4 The Director of Music will have responsibility for choosing repertoire for the society concerts, in consultation with the committee.
- 5.5 The Director of Music shall not receive financial remuneration for the role.

6. Chamber Choir Activities

- 6.1 The society will hold regular rehearsals, workshops and events, open to all members of the society.

- 6.2 These activities will focus on the performance and direction of unaccompanied, classical choral repertoire.
- 6.3 The society will run a smaller, selective ensemble.
- 6.4 Invitations to sing with this ensemble will be issued after audition with the Director of Music.
- 6.5 The committee may charge a subscription fee for participation in this ensemble.

7. The Club Committee

- 7.1 The committee shall consist of four elected voting members and additional appointed non-voting members.
- 7.2 The voting members shall be:
 - 7.2.1 Chair
 - 7.2.2 Treasurer
 - 7.2.3 Secretary
 - 7.2.4 Events Officer
- 7.3 Voting members of the committee will be designated Principal Officers.
- 7.4 No committee member shall hold more than one Principal Officer role.
- 7.5 The committee may co-opt additional non-voting members of the committee.
 - 7.5.1 The Director of Music shall ex-officio be appointed as a non-voting member of the committee.
- 7.6 All voting committee members must be full members of the society.
- 7.7 All committee members must be members of the society.
- 7.8 No committee member shall hold more than one principal officer post during each academic year.
- 7.9 Office shall be held from August 1st to July 31st of each academic year.
- 7.10 A committee member who does not attend or send apologies for two consecutive committee meetings may be considered to have resigned their position.

8. Management and Job Descriptions

- 8.1 The Chairman shall represent the society on the AEB, and shall be responsible for making sure that the society is run according to the society constitution and code of conduct as far as can be reasonably expected.
- 8.2 The Chairman and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 8.3 The Treasurer shall carry out the day to day financial duties of the society.
- 8.4 The Secretary shall be responsible for keeping the society records in good order.
- 8.5 The Events Officer shall be responsible for the organization of concerts.
- 8.6 The management of the society shall be vested in the society committee
- 8.7 Quorum of the committee shall be two thirds of the voting committee.

9. Patrons

- 9.1 The society shall provide a Patron programme for sponsors.
- 9.2 To remain a Patron, a single payment must be made each year.
- 9.3 A proportion of this payment will be considered a donation to the society, and for the remainder, appropriate services shall be rendered. The proportion will be at the discretion of the committee.

10. General Meetings:

- 10.1 A general meeting may be called by the society Chairman, quorum of the committee or by ten full members of the club; this must be submitted to the Chairman in writing. The general meeting must be held within 10 college days of receipt of the proposal.
- 10.2 General Meetings may only be held during undergraduate term time.
- 10.3 At least five college days notice of a general meeting must be given to the society membership.
- 10.4 Only full members of the society may vote at General Meetings.
- 10.5 Quorum of the meeting shall be half of the full members.
- 10.6 Any General Meeting shall be deemed quorate until successfully challenged.
- 10.7 Decision shall be reached by a simple majority of the full members present.

11. The Annual General Meeting

- 11.1 The AGM shall be held during the second term of the academic year, and shall have as its main business:
 - 11.1.1 The presentation of the Officers Reports for the past year.
 - 11.1.2 The election of the Committee for the next session.
- 11.2 An agenda giving notice of the AGM must be circulated to all society members at least ten college days in advance.
- 11.3 Nominations for society officers must be posted at least ten days in advance of the AGM and closed before the meeting.
 - 11.3.1 Each nomination shall require one proposer and 1 seconder who shall be full members of the society.
 - 11.3.2 The quorum of the AGM shall be half of the full members of the society.
 - 11.3.3 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.
- 11.4 In the event that no person is voted in to a post or of resignation from a position, the Chairman 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.

12. Finance

- 12.1 The society may receive a grant from Imperial College Union and shall administer this and any self generated income in accordance with the Imperial College Union Financial Regulations.
- 12.2 The society Treasurer will provide the Treasurer of the AEB with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 12.3 Budgets for events shall be taken to the AEB Treasurer and/or Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations.

13. Health and Safety

- 13.1 The society acknowledges its duty of care to its members and will abide by Imperial College Union's Health and Safety policy.
- 13.2 The society will provide the ICU Deputy President (Clubs & Societies) with an Annual Risk Assessment for its activities.

14. The Constitution.

- 14.1 The Constitution shall only be altered with the consent of a two-thirds majority of the full members present at a general meeting. The AEB shall approve any such alterations.
- 14.2 The Constitution shall be binding on the society officers and members from 1st August 2011.

This constitution has been approved in accordance with 14.1 above, and accepted as the constitution for the ICU Chamber Choir, signed,

(Chair, ICUCC)

Date

(Chair, AEB)

Date