

# Constitution for the Imperial College Chamber Music Society

April 5, 2014

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## **1 Name**

- 1.1. The club shall be a member of the Arts & Entertainments Clubs Committee.
- 1.2. The name of the Club shall be Imperial College Chamber Music Society, hereafter referred to as 'the club'.

## **2 Aims & Objectives**

- 2.1. The society shall hold the following as its aims and objectives. The society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2. Strive to provide at least one masterclass taught by a professional musician per academic year.
- 2.3. Provide a forum for musicians to meet and form ensembles.
- 2.4. Arrange at least two concerts per year and give members the opportunity to perform in it.
- 2.5. Seek out musical events and provide members with the information and opportunity to socialise.
- 2.6. Strive to collaborate with ArtsFest and the Imperial Fringe.
- 2.7. Arrange workshops on music-related topics, such as talks or conducting.
- 2.8. Maintain and develop the society's website and Facebook group to provide information about the society on the Internet.
- 2.9. Promote the practice and appreciation of music through Imperial College.

## **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. Vice Chair

5.3. Treasurer

5.4. Secretary

5.5. Social Officer

5.6. Publicity Officer

5.7 Webmaster

## 6 Management and Job Descriptions

6.1. The Chair shall represent the club on the Management Group Board, and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies and 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. Constitution for ICU A&E

6.3. The Treasurer shall carry out the day to day financial duties of the club.

6.4. The Chair or any other committee member shall represent the society on the Arts & Entertainments Board, 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. The Chair is responsible for organising the activities, and ensuring that enough people are present to set up sessions. They are also responsible for maintaining that the College rooms that we use are returned to the condition in which they were found after any event. The Chair will organise concerts and coordinate the other committee members. The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.

6.5. The Vice Chair shall help the Chair with any duties that require more effort. They shall assist with organisational matters and help coordinate the committee. The Vice Chair shall represent the Chair in their absence.

6.6. The Secretary shall be responsible for keeping the society records in good order as well as carrying club communication duties. They shall keep minutes at all the meetings and make sure that any room bookings are taken care of. They are also responsible for administrating the mailing list.

6.7. The Treasurer shall be responsible for the society's budget and approve claims submitted by members. Together with the Chair, they shall fill out the budget allocations for the Arts & Entertainment board each academic year. They are also responsible for applying for any grants that might benefit the society throughout the year. The Treasurer shall together with the Chair sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.

6.8. The Social Officer shall organise any social aspect of concerts, workshops and meetings. This includes buying refreshments and organising dinners. The Social Officer shall be flexible towards the wishes of society members and suggest possible activities.

6.9. The Publicity Officer shall be responsible for designing posters ahead of concerts and other events. They shall be responsible for the club's Facebook page and manage any other aspects of publicity together with the Webmaster.

6.10. The Webmaster shall be responsible for the society's website. They will maintain it and post updates, as well as videos and photos from concerts and events.

## **7 Committee meetings**

7.1. Committee meetings shall be called by the Chair of the club as often as deemed necessary.

7.2. Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.

7.3. Quorum shall be two-thirds of the committee of the club.

7.4. 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 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 ten College days' notice of a general meeting must be given to the club membership.

8.4. Only full members and associate members of the club may vote at general meetings.

8.5. Quorum of the meeting shall be half of the full club members.

8.6. Decision shall be reached by a simple majority of the full members present.

## **9 Annual general meeting**

9.1. The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies). The AGM shall have as its main business:

9.1.1. The presentation of the report of activities, including financial activities, for the past year.

- 9.1.2. The election of the committee for the next academic year.
- 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 a short manifesto outlining the candidate's ambitions as a holder of the position to which they are nominated.
- 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 and 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 Constitution**

- 12.1. 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.

12.2. This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.