



# Christ College Music Society Constitution

*Passed by Annual General Meeting: 12th March 2012*

## 1 Name

- a) The Society shall be called "Christ's College Music Society" or "CCMS"

## 2 Aims

- a) The Society shall aim to produce concerts and recitals of the highest possible standard whilst giving as many musicians and conductors as possible the opportunity to participate.
- b) The Society shall aim to promote music and give the opportunity for music to be appreciated in Christ's College (College hereafter).
- c) The Society shall aim to put on at least one Orchestra and one non-audition Choir concert in Michaelmas and Lent terms, as well as the annual Charles Blackham Recital Competition in Lent Term.

## 3 Membership

- a) All members of College shall be eligible for membership of the Society.
- b) Persons from other colleges may become members at the discretion of the Chair.
- c) A person may become a member of the Society by signing up to a Society mailing list, or participating in a Society event.

## 4 The Committee

- d) The Committee shall consist of: a Chair, a Secretary, a Treasurer, a Recitals' Officer, a Concert Manager, a Fixer, two Publicity Officers, a Special Events' Officer and two First Year Representatives.
- e) The Committee shall be elected annually at an Annual General Meeting (AGM hereafter) except for the First Year Representatives who shall be co-opted by the Committee in Michaelmas term.
- f) The Society shall have an honorary President who shall be a senior member of College. The Committee shall appoint a new President if the previous President stands down.
- g) The Society shall have a Senior Treasurer who shall be a senior member of College. The Senior Treasurer shall audit the Society accounts, at least once a year. The Committee shall appoint a new Senior Treasurer if the previous Senior Treasurer stands down.
- h) The College Organ Scholars, even if not elected members of the Committee, shall be invited to attend all Committee meetings and may vote in these meetings.

- i) The Committee shall have at least two meetings in each of the Michaelmas and Lent terms, one at the beginning and one at the end. It shall have at least one meeting at the beginning of Easter term.
- j) Quorum for a Committee meeting shall be 6 and all motions shall be decided by a show of hands, other than co-options, with the Chair not voting but having the casting vote in the event of a tie.
- k) Co-options shall be by secret ballot. The Secretary and Chair shall count the votes, although the Secretary may also vote.
- l) If a member of the Committee leaves the Committee, with the exception of the Chair, the Committee may co-opt a member of the society to fill the position. If the Chair leaves the Committee, an Extraordinary General Meeting (EGM hereafter) should be held as soon as possible to fill the vacant position. Until the Committee can elect a new Chair, the Secretary will act as Chair.
- m) The Committee shall be responsible for deciding all matters for the Society that do not affect the Constitution.
- n) An Officer may be removed from office only by a motion passed at an EGM.

#### 5 General Meetings

- a) The Chair shall chair the General Meeting, and the Secretary shall take minutes.
- b) Any member of the Society may speak and vote at a General Meeting. The Chair may only vote in the case of a tie, unless they are standing for election, when they may vote but the casting vote goes to the Returning Officers.
- c) The quorum for a General Meeting shall be 10.
- d)
  - i) Other than for an election, or for removing an Officer, all voting shall be by a show of hands.
  - ii) For removing an Officer, voting shall be secret ballot and requires a two thirds majority to pass.
- e) The Constitution shall only be changed by a two-thirds majority of the members present at a General Meeting.
- f) All matters, other than elections, shall be voted on by a straight majority, with the Chair having the casting vote.
- g) The Secretary shall circulate a notice and the agenda for a General Meeting a week before it takes place.
- h)
  - i) There shall be an AGM towards the end of Lent term.
  - ii) There shall be a report and a written résumé of the year from the Chair and Treasurer.
  - iii) There shall be an agenda as drawn up by the Committee, with members allowed to raise motions in the "Any Other Business" section at the end.
  - iv) At the AGM, elections shall take place as defined in section 7.

- i)
  - i) The committee may call an EGM at their discretion. They must call one within 2 weeks if they receive a demand signed by at least 25 members of the society.
  - ii) No business may be considered at an EGM that was not specified in the notice of the meeting.

## 6 Officers of the Society

- a) The Chair
  - i) The Chair may refer to her/himself as 'Chairwoman' or 'Chairman' at her/his discretion
  - ii) The Chair shall
    - a) chair all meetings of the Committee and all General Meetings, or appoint a representative to chair the meeting if s/he cannot attend.
    - b) be the overall coordinator of the Society.
    - c) be responsible for the raising the profile of the Society, both in College and in the wider University and town.
    - d) organise the meetings of the Committee, arranging times and venues, and booking a venue if required.
    - e) be responsible for any interpretations of the Constitution should any disagreement arise and append such interpretations to the Constitution.
- b) The Secretary
  - i) The Secretary shall
    - a) be responsible for taking minutes at all meetings, or appointing a representative to take minutes if s/he cannot attend.
    - b) distribute the minutes to the Committee or to the whole Society for General Meetings.
    - c) be responsible for the membership and email lists, and for hiring and collecting any music required for the Society.
    - d) send out emails to the Society and the Committee, including times and dates of meetings.
    - e) be the Vice-Chair of the Society.
- c) The Treasurer
  - i) The Treasurer shall
    - a) be responsible for the accounts of the Society.
    - b) coordinate all payments made to and from the Society.
    - c) chair a subcommittee to present a budget to the College Student Union.

- d) present a budget for the accounting year, which shall run from the 1st of April to the 31st of March.
- d) The Recitals' Officer
  - i) The Recitals' Officer shall
    - a) be responsible for organising recitals weekly in Michaelmas and Lent terms, and Easter term until the division.
    - b) be responsible for organising May Week recitals.
    - c) produce programmes and organise members of the Committee to sell them before a recital.
    - d) organise speaker events for the Society.
    - e) book rooms in College for the recitals and speaker events.
- e) The Concert Manager
  - i) The Concert Manager shall
    - a) organise concerts during May Week and during Lent and Michaelmas terms.
    - b) produce programmes for the concerts and organise the selling of tickets.
    - c) be responsible for hiring instruments for concerts and organising the hiring of music in conjunction with the Secretary.
    - d) be responsible for booking or hiring venues for concerts, both in and out of College.
- f) The Fixer
  - i) The Fixer shall
    - a) organise musicians to play in concerts, as required by the Concert Manager, where possible giving priority to musicians in College.
    - b) be responsible for organising chamber groups within the Society.
- g) The Publicity Officers
  - i) The Publicity Officers shall
    - a) publicise events run by the Society, including recitals, concerts and events.
    - b) One of the Publicity Officers shall also be responsible for the Society's website.
- h) The Special Events Officer
  - i) The Special Events Officer shall
    - a) be responsible for organising all non-musical events, other than speaker events, including, but not limited to, the Society dinner, the garden party and inter-college formals.

- b) organise introductory events during Fresher's Week, including the Fresher's fair and Fresher's Squash.
  - c) be responsible for booking rooms for such events.
- i) The First Year Representatives
  - i) The First Year Representatives shall
    - a) be the Committee's liaisons with the first years in College, helping them to get more involved in the Society and making them more aware of the Society and its activities.
    - b) help other members of the Committee in their rôles.

## 7 Elections

- a) The elections shall take place at the AGM.
- b) All positions on the Committee shall be up for election at every AGM, except the First Year Representatives.
- c) Any member of the Society, who is a member of College and will be in statu pupillari for the next academic year, may stand for election.
- d) A candidate may stand for more than one position, giving an order of preference in advance.
- e) The Secretary shall ask for nominations two weeks before the AGM and nominations shall be closed a week before the AGM. The Secretary shall then include candidates in the agenda for the AGM to be sent out to the Society. Late nominations for positions that have no candidates standing may be accepted, at the Chair's discretion.
- f) Candidates may not reveal their nomination until the agenda for the AGM has been sent out.
- g) Candidates may not take part in any campaigning other than during the hustings at the AGM.
- h) Each candidate will receive 30 seconds to talk, except for those candidates for the post of Chair, who will receive 1 minute. At the end of the speeches for each position, questions may be asked by the floor to all candidates. The candidates may answer the questions as long as they like, at the discretion of the outgoing Chair. In the event of a candidate being unable to attend the AGM, they may submit a short speech for the Chair to read out.
- i)
  - i) The Returning Officers for the election shall be two members of the Committee who are not re-standing for election. In the event that there are not two non-standing Committee members present, the Committee shall nominate members of the Society.
  - ii) The Returning Officers may deduct votes if they believe there has been a breach of any of these rules, or disqualify ineligible candidates.
- j)
  - i) Any member of the Society present may vote, except the Chair and the Returning Officers.

- ii) No proxy votes or emailed votes may be accepted; only members of the Society present may vote.
- iii) The votes shall be by secret ballot and Single Transferable Vote.
- iv) "Re-Open Nominations" shall be an option for all the posts on the committee.
- v) The votes shall be counted by the Returning Officers and the number of votes for each candidate shall be announced with the result. In the event of a tie, the Chair has the casting vote.
- k) The Committee may co-opt members of the society to fill any unfilled positions, provided that there are at least 6 elected members of the Committee and that the Chair has been elected.
- l) The new Committee shall take over at the end of Lent term.
- m) The First Year Representatives shall stand down at the AGM and new First Year Representatives shall be co-opted in Michaelmas term, before the division.