



Constitution

Passed at Annual General Meeting: 12th March 2015

Update passed at AGM 12th March 2018

Update passed at AGM 13th March 2020

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, recitals, and other musical performances of the highest possible standard, while giving as many musicians and conductors as possible (with priority given to students at Christ's College) the opportunity to participate.
- b) The Society shall aim to promote all genres of music and provide opportunities for music to be appreciated within Christ's College ('College' hereafter).
- c) In accordance with these aims, the Society shall present at minimum the following events: at least one concert in each of the Michaelmas and Lent terms, each featuring a non-auditioned choir and a non-auditioned orchestra and a non-auditioned jazz band; the annual Charles Blackham Memorial Recital Competition in Lent term.

3 Membership

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

3 The Committee

- a) The Committee shall be responsible for deciding all matters of the Society that do not affect the Constitution.
- b) Composition of the Committee:
 - i) The Committee shall consist of: a Chair, a Treasurer, a Secretary, a Concerts and Recitals Manager, a Jazz Officer, an Orchestra Officer, one or two Publicity Officers, a Special Events' Officer, a Webmaster, a Voices Officer and (during Michaelmas and Lent) two First Year Representatives and one or two Graduate Representatives. The committee shall carry out their roles as specified in section 8.

ii) 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.

iii) 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.

iv) 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.

c) Electing the Committee:

i) The Committee shall be elected annually at an AGM held at the end of Lent term (as specified in section 7), with the exception of the First Year Representatives and Graduate Representative(s), who shall be co-opted by the Committee at a Committee meeting in Michaelmas term.

ii) If an Officer leaves the Committee (with the exception of the Chair), or committee positions remain unfilled following the AGM, the Committee may co-opt members of the Society to fill the positions, provided that there are at least 4 elected members of the Committee and that the Chair has been elected. If this is not the case, the Society should hold fresh elections at an EGM in Easter term to fill the committee, following the same election procedure as specified in section 7.

iii) If the Chair leaves the Committee, an EGM should be held as soon as possible to fill the vacant position. Until the Committee can elect a new Chair, the Vice-Chair will act as chair (or in the absence of a Vice-Chair, the Treasurer).

iv) An Officer may be removed from office only by a motion passed at an EGM.

d) Committee 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 of term. It shall have at least one meeting at the beginning of Easter term.

ii) Quorum for a Committee meeting shall be 6.

iii) All motions shall be decided by a show of hands, with the exception of co-options. The Chair shall count the votes. The Chair may not vote but shall have the casting vote in the event of a tie.

iv) Co-options shall be by secret ballot. The Secretary and Chair shall count the votes. The Secretary may also vote, and the Chair may not vote.

5 General Meetings

a) Protocol:

i) The Chair shall chair the General Meeting and the Secretary shall take minutes.

- ii) The quorum for the General Meeting shall be 8.
- iii) The Chair shall circulate a notice and agenda for the General Meeting at least a week before it takes place.

b) Voting at General Meetings, with the exception of elections:

- i) Any member of the Society may speak and vote at a General Meeting.
- ii) The Chair shall count the votes. The Chair may not vote, except in the case of a tie.
- iii) With the exception of the removal of an Officer and changes to the Constitution, all voting shall be by a show of hands with a strict majority required for the motion to pass.
- iv) For removing an Officer, voting shall be secret ballot and requires a two-thirds majority to pass.
- v) The Constitution shall only be changed by a two-thirds majority of the members present at an AGM.

c) AGM:

- 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 outgoing Chair, and a report of the Society's accounts from outgoing Treasurer.
- iii) There shall be an agenda as drawn up by the outgoing 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.

d) EGM:

- i) The Committee may call an EGM at their discretion. They must call an EGM if the Chair leaves the Committee, and must call an EGM 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 by the Committee in the notice of the meeting.

6 Officers of the Society

a) The Chair

- i) The Chair may refer to her/himself as 'Chair', 'Chairwoman', or 'Chairman' at her/his discretion.
- ii) The Chair shall
 - a) chair all meetings of the Committee and all AGMs and EGMs, or appoint a representative to chair the meeting if s/he cannot attend;
 - b) organise the meetings of the Committee, arranging times and venues, and booking a venue if required;

- c) be the overall coordinator of the Society;
- d) be responsible for any interpretations of the Constitution should any disagreement arise and append such interpretations to the Constitution;
- e) shall at her/his discretion appoint another Officer of the Society to be the Vice-Chair of the Society.

b) The Treasurer

- i) The Treasurer shall
 - a) be responsible for keeping accurate and complete accounts for 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 in order to obtain funding for the Society;
 - d) present at the AGM a record the accounting year, which shall run from the 1st of April to the 31st of March.

c) 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 typed copies of the minutes to the Committee following ordinary meetings, and to the whole Society following AGMs and EGMs;
 - c) be responsible for printing, hiring, and collecting any music required for the Society;
 - d) be responsible for administering the use of the society's equipment by other users according to the hiring policy; and for suggesting to the committee updates to the hiring policy where necessary

d) Concerts and Recitals Manager:

- i) The Concerts and Recitals Manager shall
 - a) Liaise with musicians for recitals if requested by the Chair
 - b) Organise set up of the venue with piano, chairs, stands etc as necessary
 - c) Sell tickets on the door at concerts and organise entry to concerts/recitals
 - d) Hire any instruments needed for concerts
 - e) Be responsible for booking/hiring venues for concerts in and out of college

e) The Jazz Officer

i) The Jazz Officer shall

a) be responsible for organising jazz music when required for Society events.

f) The Orchestra Officer

i) The Orchestra Officer shall

a) be responsible for running the CCMS Orchestra, organising rehearsals, choosing music, conducting or appointing another conductor

b) organise musicians to play in concerts, where possible giving priority to musicians in College;

g) The Publicity Officer(s)

i) The Publicity Officer(s) shall

a) publicise all events run by the Society, including but not limited to recitals, concerts and special events.

b) Create programmes, posters, flyers etc as needed for all events run by the Society.

c) Circulate information about events to the mailing list, Fellows mailing list, and ensure events are updated on the Music Society and College websites well in advance

d) Advertise within college via the JCR bulletin, social media groups and pages, and by circulating information among the student body.

h) The Special Events Officer

i) The Special Events Officer shall

a) be responsible for organising all non-musical events, including but not limited to the annual Society black-tie dinner and the May Week garden party;

b) organise introductory events during Fresher's Week, including but not limited to the Freshers' Squash;

c) be responsible for booking rooms and organising refreshments for such events.

d) be responsible for organising post-concert refreshments where necessary

i) The Webmaster

i) The Webmaster shall

a) maintain the Society's website;

b) manage the Society's mailing lists;

c) assist with any technical matters, as required by the Committee.

j) The First Year Representatives

i) The First Year Representatives shall

a) serve as 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 roles, at the request of other Committee members.

k) The Graduate Representative(s)

i) The Graduate Representative shall:

a) serve as the Committee's liaisons with graduate students in college, helping them to become involved in the society and making them more aware of the society and its activities

b) Circulate information about the ensembles available to graduate students for them to get involved in

l) The Voices Officer

i) The Voices Officer shall:

a) be responsible for running the CCMS Voices, organising rehearsals, choosing music, conducting or appointing another conductor, and arranging for accompaniment where necessary.

b) organise singers for concerts, where possible giving priority to singers in College.

7 Elections

a) The elections for the Committee shall take place at the AGM. All positions on the Committee shall be up for election at every AGM, with the exception of the First Year Representatives and Graduate Representative(s) (who are co-opted during Michaelmas term).

b) The outgoing First Year Representatives shall stand down at the AGM.

c) The new Committee shall take over at the end of Lent term, following the AGM.

d) Eligibility of candidates:

i) 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.

ii) A candidate may stand for more than one position, giving an order of preference in advance. Each candidate may only be elected to one position at the AGM, but if positions remain unfilled they may be coopted by the Committee at a later date to fill additional roles.

iii) 'Re-Open Nominations' ('RON' hereafter) shall be an option for all the posts on the committee.

e) Nominations, campaigning, and hustings:

i) The outgoing Chair shall open nominations two weeks before the AGM. The Chair may accept nominations at any time until the AGM, at her/his discretion.

ii) Candidates may not take part in any campaigning other than during the hustings at the AGM. Candidates who breach this rule may have their eligibility to stand for election revoked at the discretion of the Returning Officers.

iii) Each candidate will have 30 seconds to speak, except for those candidates for the post of Chair, who will have 1 minute. At the end of the speeches for each position, questions may be asked by the floor to all candidates, and the candidates will rotate who answers the question first. The candidates may answer the questions for 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 outgoing Chair to read out.

f) Voting in elections:

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 (to be nominated according to the procedure for voting at Committee meetings, as specified in Section 4c).

ii) Any member of the Society present may vote, except the outgoing Chair and the Returning Officers.

iii) No proxy votes or absentee votes may be accepted; only members of the Society present may vote.

iv) The votes shall be by secret ballot. If no candidate receives more than 50% of the vote, voting should proceed by Single Transferable Vote.

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 outgoing Chair has the casting vote.

vi) If the outgoing Chair is standing for re-election, they may vote in the election of the position for which they are standing. In the case of a tie where the outgoing Chair has voted, the casting vote goes to the Returning Officers.

vii) The Returning Officers may deduct votes if they believe there has been a breach of rules.