

Manchester Universities' Choir And Orchestra Society Constitution

Second Edition

(v2.2)

Table of Contents

PART I. CONSTITUTIONAL PROVISIONS	2
0. PREAMBLE	2
1. DEFINITIONS	2
2. NAME	3
3. FOUNDATION AND RELATIONSHIP TO UMSU	3
4. FOUNDATION AND RELATIONSHIP TO MMUSU	3
5. CONSTITUTIONAL STRUCTURE OF BRANCHES	3
6. TERMS OF AFFILIATION	3
7. OBJECTIVES	4
PART II. MEMBERSHIP	4
8. CLASSES OF MEMBERSHIP	4
9. ELIGIBILITY	5
10. PERIOD OF MEMBERSHIP AND TERMINATION	6
PART III. OFFICERS AND THE COMMITTEE	7
11. OFFICERS OF THE SOCIETY	7
12. ELIGIBILITY, ADMINISTRATIVE OFFICERS, AND ADDITIONAL OFFICERS	8
13. DUTIES AND RESPONSIBILITIES OF OFFICERS	9
14. JOINT ELECTION PROCEDURE	14
15. TERMINATION	15
16. THE EXECUTIVE COMMITTEE	17
17. COMMITTEE MEETINGS	18
PART IV. GENERAL MEETINGS	19
18. OVERVIEW AND FOUNDATION	19
19. PROCEDURE AT GENERAL MEETINGS	19
PART V. CONSTITUTIONAL AMENDMENTS	20
20. ADOPTING THIS CONSTITUTION	20
21. AMENDING THIS CONSTITUTION	20
PART VI. APPENDIX	20
22. CONSTITUTIONAL HISTORY	20
23. DETAILS OF ALTERATIONS	20

Part I. Constitutional Provisions

0. Preamble

CAOS is a social music society. Established since September 1988, it exists to provide musicians with a space to come together and perform fantastic music to a reasonable standard for the benefit of themselves and the community at large. Unlike some musical societies, CAOS does not work in an environment that is overly demanding or driven, but in one where musicians of all abilities can come together simply because they enjoy playing together; it is from this social nature that CAOS enjoys its high standards. The social aspect of the Society is reinforced through events where members come together outside of the practice room or concert hall.

This Constitution intends to provide support for society members to ensure the continued good running of the Society so that its principles are met and that all involved enjoy themselves. Wherever possible, '**Best Practice**' in undertaking duties and responsibilities should be referred to, to ensure future members are not constrained by current conventions. However, should sections of this Constitution provide an unnecessary burden to the Society, common sense provisions should prevail, providing they are reached by consensus and judgement.

1. Definitions

1.1. In this Constitution, unless the context specifies otherwise, the terms below shall be defined by the following specified meanings and explanations.

	Term	Definition and/or meaning
(i)	academic year	The period between 1 st August in one year to 31 st July in the following year.
(ii)	AGM	The Annual General Meeting, a unique general meeting held once a year whose agenda includes end-of-year statements from various Officers and the election of new Officers for the following year.
(iii)	CAOS	The Choir And Orchestra Society, the name of the organisation as a whole.
(iv)	the Committee	The Executive Committee, comprised of all Officers of the Society together with ex-officio members.
(v)	co-opt	Appoint someone as an Officer without holding an election.
(vi)	EGM	An Extraordinary General Meeting, any general meeting other than the AGM.
(vii)	general meeting	A meeting of all members of the Society.
(viii)	MMUSU	The Manchester Metropolitan University Students' Union.
(ix)	referendum (plural: referenda)	A vote in a general meeting regarding a specific, individual decision.
(x)	Returning Officer / Acting Returning Officer	A nominated official who announces the results of an election or referendum.
(xi)	semester	Half of an academic year. (Specific dates are according to the University of Manchester term times.)
(xii)	subscription	The cost associated with certain classes of membership for joining the Society.
(xiii)	UMSU	The University of Manchester Students' Union.
(xiv)	VONC	Vote of no confidence, a motion to formally remove an Officer from their position.

(xv) grievance	Any complaint, concern, or query relating to safeguarding, discrimination, or the breach of relevant MMUSU or UMSU safeguarding and inclusions policies by any member of the society.
----------------	---

2. Name

- 2.1. The name of the organisation is the Manchester Universities' Choir And Orchestra Society (referred to as "the Society" or "CAOS").
- 2.2. The Society is largely made up of members from organisations of the same name registered as societies with the University of Manchester Students' Union ("UMSU") and the Manchester Metropolitan University Students' Union ("MMUSU").

3. Foundation and relationship to UMSU

- 3.1. The branch of the Society registered with UMSU is called the Choir And Orchestra Society (referred to as "the UMSU branch").
- 3.2. The UMSU Constitution takes precedence in all matters concerning the UMSU branch of the Society, including the requirements for the UMSU branch to exist and function.
- 3.3. This Constitution takes precedence in all matters concerning the UMSU branch of the Society which are not defined by the relevant UMSU constitutional documents and policies.

4. Foundation and relationship to MMUSU

- 4.1. The branch of the Society registered with MMUSU is called the Choir And Orchestra Society (referred to as "the MMUSU branch").
- 4.2. The MMUSU Constitution takes precedence in all matters concerning the MMUSU branch of the Society, including the requirements for the MMUSU branch to exist and function.
- 4.3. This Constitution takes precedence in all matters concerning the MMUSU branch of the Society which are not defined by the relevant MMUSU constitutional documents and policies.
- 4.4. The MMUSU branch will maintain its own constitutional documents in accordance with MMUSU requirements.

5. Constitutional Structure of Branches

In all cases, the individual branches of the Society must first adhere to the terms of their ratification at their respective students' union. This means that where a conflict arises between this Constitution and the governing documents of each branch, including the constitutions and policies of the students' unions involved, the latter will prevail. Each branch is required to abide first by the rules and regulations of its students' union, and then by this Constitution.

6. Terms of Affiliation

Unless an individual branch is required to act against this Constitution by its students' union in accordance with Chapter 5 (Constitutional Provisions – Constitutional Structure of Branches), then the Executive Committee is empowered to employ reasonable corrective measures – up to and including the suspension of that branch from the Society – against that branch to achieve compliance. Where a branch insists that it is unable to honour the provisions of this Constitution under Chapter 5, the Executive Committee has a right to request that branch secure written proof from a sabbatical officer and/or students' union staff member explaining why this is the case.

7. Objectives

- 7.1. To provide musicians of all abilities with a space to come together, without requiring audition, to perform fantastic music to a good standard.
 - 7.1.1. Roles within the Society (including but not limited to: section leaders, soloists, and instrumentation) may be decided by audition, at the discretion of the relevant Musical Director.
- 7.2. To allow musicians to meet because they enjoy playing music together.
- 7.3. To meet regularly (**Best Practice:** weekly) during term time for rehearsals for a choir and an orchestra.
- 7.4. To work towards performing concerts during the academic year (**Best Practice:** as a minimum, at the end of each semester).
- 7.5. To regularly come together outside the practice room and concert hall for social events, to better the relationships of members within the Society.

Part II. Membership

8. Classes of Membership

- 8.1. There are three classes of membership of the Society:

- 8.1.1. Full Membership

- (i) Full membership of the overall Society shall be open to all peoples satisfying the criteria set out in Chapter 9 (Membership - Eligibility).
 - (ii) Full members are granted the right to:
 - (a) attend all CAOS-organised events (including rehearsals, general meetings, and social events);
 - (b) perform in all concerts;
 - (c) vote in all CAOS-related matters (including elections and referenda);
 - (d) stand for any elected role as an Officer of the Society (subject to satisfying the criteria set out in Chapter 12 (Officers and the Committee – Eligibility, Administrative Officers, and Additional Officers), and in accordance with any limitations imposed by the governing documents or policies of the branch’s respective students’ union).
 - (iii) **Best Practice:** Full membership should incur an annual subscription fee, as detailed in Article 9.1.
 - (iv) **Best Practice:** Full membership annual subscription fees will not be required immediately from new players, a trial period at the discretion of the Committee will be given before requesting payment of fees.
 - (v) **Best Practice:** Failure to pay membership subscription fees in a timely manner (at committee discretion) will result in being barred from attending rehearsals, socials and concerts.

8.1.2. Associate Membership

- (i) Associate membership is awarded only at the discretion of the Committee.
- (ii) Associate members are granted the right to:
 - (a) attend all CAOS-organised events (including rehearsals, general meetings, and social events);
 - (b) perform in all concerts.
- (iii) Associate membership does **NOT** allow members to:
 - (a) vote in any CAOS-related matters (including elections and referenda);
 - (b) stand for any elected role as an Officer of the Society.

8.1.3. Ex-Officio Membership

- (i) Ex-officio membership is awarded only at the discretion of the Committee.
- (ii) **Best Practice:** Ex-officio membership should be limited to: the Choir Musical Director, the Orchestra Musical Director, and the Choir Accompanist.
- (iii) Ex-officio members are granted the right to:
 - (a) attend all CAOS-organised events (including rehearsals, general meetings, and social events);
 - (b) perform in all concerts.
- (iv) Ex-officio membership does **NOT** allow members to:
 - (a) vote in any CAOS-related matters (including elections and referenda);
 - (b) stand for any elected role as an Officer of the Society (note: by Articles 16.2-16.5, some ex-officio members hold ex-officio roles on the Committee by default).
- (v) In the event that a member of the Committee becomes, or is already, any of the roles outlined in 8.1.3 (ii), a vote will be held at the next committee meeting to confirm that they will not become an Ex-Officio member, requiring a simple (50%) majority.

1.1.1.1.

9. Eligibility

- 9.1. Membership of any class is only validated upon the Treasurer of the Committee receiving any subscription fees. Subscription rates for any class of membership are decided by the Committee.
- 9.2. In accordance with the UMSU Constitution, all members of UMSU (as defined in the UMSU Articles of Association) are eligible for full membership of the UMSU branch of the Society, and hence full membership of the Society.
 - 9.2.1. **Best Practice:** Under this precedence, eligibility for full membership of the UMSU branch is also extended to:
 - (i) any student associated with the University of Manchester who is either:
 - (a) a full-time or part-time student;
 - (b) a full-time or part-time apprentice;
 - (c) a student on a placement as part of their studies;
 - (d) a student acting as a Students' Union officer;
 - (e) a student interrupting or remitting a year of their studies;
 - (ii) any member of staff associated with the University of Manchester or any connected organisation.

- 9.3. In accordance with the MMUSU Constitution, all members of MMUSU (as defined in the MMUSU Articles of Governance) are eligible for full membership of the MMUSU branch of the Society, and hence full membership of the Society.
- 9.3.1. **Best Practice:** Under this precedence, eligibility for full membership of the MMUSU branch is also extended to:
- (i) any student associated with Manchester Metropolitan University who is either:
 - (a) a full-time or part-time student;
 - (b) a full-time or part-time apprentice;
 - (c) a student on a placement as part of their studies;
 - (d) a student acting as a Students' Union officer;
 - (e) a student interrupting or remitting a year of their studies.
- 9.4. Aside from the above, full membership of the Society (not within either the UMSU branch or the MMUSU branch) is awarded at the discretion of the Committee.
- 9.5. **Best Practice:** Any persons wishing to join with full membership should be allowed to do so, subject to their adherence to this Constitution and the rules and regulations of the Society.
- 9.6. Membership of any class does not require any specific musical expertise or qualification.
- 9.7. Membership of any class will not be denied for reasons of race, ethnic origin, nationality, gender, mental or physical ability, or political or religious belief.
- 9.8. Aside from the above, the criteria of eligibility for any class of membership are a matter for the Committee.

10. Period of Membership and Termination

- 10.1. Membership of any class is on an annual basis, valid for the period between 1st August in one year to 31st July in the next year (referred to as an "academic year"). All memberships mature at the end of each academic year, but may be renewed at the start of the next academic year, subject to the eligibility criteria set out in Chapter 9 (Membership - Eligibility) and the governing documents or policies of the branch's respective students' union.
- 10.2. Any person ceases to be a member of the Society if they resign their membership, giving notice of this decision by writing to the General Secretary of the Committee.

Part III. Officers and the Committee

11. Officers of the Society

- 11.1. The Officers of the Society are such persons elected by the members of the Society to carry out the activities and objectives of the Society.
- 11.2. Officers are elected in accordance with the UMSU Bye-Law for Societies and the MMUSU Constitution, and are additionally subject to the items in Chapter 12 (Officers and the Committee - Eligibility, Administrative Officers, and Additional Officers).
- 11.3. Officers of the Society are elected for a maximum term of one academic year, renewable indefinitely.
- 11.4. Officers are entitled to act on behalf of the Society and the members of the Society as authorised by the Committee.
- 11.5. All Officers must act in accordance with the articles of this Constitution and the provisions of the UMSU Constitution and the MMUSU Constitution.
- 11.6. The liability of an Officer and their actions is in accordance with the UMSU Constitution and the MMUSU Constitution.

12. Eligibility, Administrative Officers, and Additional Officers

- 12.1. A candidate standing to be elected as an Officer of the Society must be a full member, in accordance with Chapter 8 (Membership - Classes of Membership), and must satisfy any further eligibility criteria for the role as detailed in this Chapter.
- 12.2. Any elected Officer position (including Required Officer and Administrative Officer positions) may be shared by two people.
- 12.3. In accordance with the UMSU Constitution, the UMSU branch of the Society must elect the following Officers from the membership of the UMSU branch (called “the UMSU Required Officers”) to oversee the management of the UMSU branch:
 - UMSU Chair;
 - UMSU Treasurer;
 - UMSU Secretary;
 - UMSU Inclusions Officer.
- 12.4. In accordance with the MMUSU Constitution, the MMUSU branch of the Society must elect the following Officers from the membership of the MMUSU branch (called “the MMUSU Required Officers”) to oversee the management of the MMUSU branch:
 - MMUSU Chair;
 - MMUSU Treasurer;
 - MMUSU Secretary.
- 12.5. The UMSU Required Officers and the MMUSU Required Officers form the group of Officers (“the Required Officers”) required to allow the separate branches of the Society to exist, in accordance with the UMSU Constitution and the MMUSU Constitution.
- 12.6. The Required Officers should be elected by their respective branches of the Society according to the provisions set out in the governing documents and policies of the branch’s respective students’ union. **Best Practice:** The election of Required Officers should be held prior to the election of any other Officers of the Society.
- 12.7. The Administrative Officers of the Society lead the Committee and oversee the management of the Society as a whole. The Administrative Officers are required to allow the Society to exist as a whole.

12.8. The Administrative Officers consist of:

- President;
- Vice-President;
- Treasurer;
- Vice-Treasurer;
- General Secretary;
- Vice-Secretary;
- Inclusions Officer;
- Concert Manager;
- Social Secretary.

12.9. The Administrative Officers should be elected according to the provisions set out in Chapter 14 (Officers and the Committee - Election Procedure) (in particular, Article 14.7), with the additional eligibility criteria on candidates for each position specified in Article 12.10.

12.10. The additional eligibility criteria for each position is as follows:

- (i) the candidates for President are limited to: the UMSU Chair and the MMUSU Chair;
- (ii) the candidate with the least votes for President is elected as Vice-President;
- (iii) the candidates for Treasurer are limited to: the UMSU Treasurer and the MMUSU Treasurer;
- (iv) the candidate with the least votes for Treasurer is elected as Vice-Treasurer;
- (v) the candidates for General Secretary are limited to: UMSU Secretary and MMUSU Secretary;
- (vi) the candidate with the least votes for General Secretary is elected as Vice-Secretary;
- (vii) the UMSU Inclusions Officer is automatically elected as Inclusions Officer;
- (viii) the Concert Manager is elected from the general membership;
- (ix) the Social Secretary is elected from the general membership.

12.11. The Additional Officers are elected Officers from the general membership of the Society which assist the Administrative Officers in the management of various aspects of the Society. In contrast to the Administrative Officers, it is **NOT** compulsory for any Additional Officers to be elected. **Best Practice:** It is advisable for the following Additional Officers to be elected:

- (i) Social Secretary (additional);
- (ii) Publicity Manager;
- (iii) Webmaster;
- (iv) Choir Librarian;
- (v) Orchestra Librarian;
- (vi) New Members Representative;
- (vii) Residential Manager.

13. Duties and Responsibilities of Officers

This Chapter details the specific duties and responsibilities of each Officer. Some or all duties marked with an asterisk () may be delegated, but the management and responsibility for this falls to the elected Officer.*

13.1. President and Vice-President.

- 13.1.1. The President has the following duties and responsibilities:
- (i) Lead and manage the Committee and the Society as a whole;
 - (ii) Chair any general meetings or Committee meetings*;
 - (iii) Represent the Society in communication with third parties*;
 - (iv) Maintain the layers of communication and consensus within the Committee and the Society as a whole.
- 13.1.2. The Vice-President has the following duties and responsibilities:
- (i) Deputise for the President in all their duties and responsibilities as necessary.
- 13.1.3. The following duties should be carried out by the UMSU Chair:
- (i) Attend or complete any UMSU training (as necessary);
 - (ii) Ensure the Society is re-registered with UMSU each academic year;
 - (iii) Represent the Society and liaise at UMSU level (as necessary);
 - (iv) Be the main point of contact and representative for members of the UMSU branch.
- 13.1.4. The following duties should be carried out by the MMUSU Chair:
- (i) Attend or complete any MMUSU training (as necessary);
 - (ii) Ensure the Society is re-registered with MMUSU each academic year;
 - (iii) Represent the Society and liaise at MMUSU level (as necessary);
 - (iv) Be the main point of contact and representative for members of the MMUSU branch.

13.2. Treasurer and Vice-Treasurer.

- 13.2.1. The Treasurer has the following duties and responsibilities:
- (i) Manage the overall income and expenditure of the Society (including subscription fees, concert ticket sales, and concert expenses);
 - (ii) Maintain accurate records of the finances of the Society;
 - (iii) Ensure the objectives of the Committee are financially sound.
- 13.2.2. The Vice-Treasurer has the following duties and responsibilities:
- (i) Deputise for the Treasurer in all their duties and responsibilities as necessary;
 - (ii) Assist with the collection of any subscription fees;
 - (iii) Assist with the sale of concert tickets.
- 13.2.3. The following duties should be carried out by the UMSU Treasurer:
- (i) Attend or complete any UMSU training (as necessary);
 - (ii) Manage the UMSU-managed financial accounts of the Society;
 - (iii) Represent the Society at UMSU fundraising events (as necessary).
- 13.2.4. The following duties should be carried out by the MMUSU Treasurer:
- (i) Attend or complete any MMUSU training (as necessary);
 - (ii) Manage the MMUSU-managed financial accounts of the Society;
 - (iii) Represent the Society at MMUSU fundraising events (as necessary).

13.3. General Secretary and Vice-Secretary.

13.3.1. The General Secretary has the following duties and responsibilities:

- (i) Keep records at all general meetings or Committee meetings*;
- (ii) Correspond with members of the Committee, the Society, and third parties*;
- (iii) Support the President as and when required.
- (iv) **Best Practice:** the General secretary is responsible for the upkeep of the constitution. But any member of the society may, request a copy of the constitution and/or put forward an amendment.

13.3.2. The Vice-Secretary has the following duties and responsibilities:

- (i) Deputise for the General Secretary in all their duties and responsibilities as necessary;
- (ii) Support the Vice-President as and when required.

13.3.3. The following duties should be carried out by the UMSU Secretary:

- (i) Attend or complete any UMSU training (as necessary);
- (ii) Support the UMSU Chair in their responsibilities within the UMSU Branch when required.

13.3.4. The following duties should be carried out by the MMUSU Secretary:

- (i) Attend or complete any MMUSU training (as necessary);
- (ii) Support the MMUSU Chair in their responsibilities within the MMUSU Branch when required.

13.4. Inclusions Officer.

13.4.1. The Inclusions Officer has the following duties and responsibilities:

- (i) Attend or complete UMSU training (as necessary);
- (ii) Create an inclusive environment for all members of the Society, with a focus on improving and maintaining diversity;
- (iii) Be the main point of contact for anyone having difficulty joining the Society, attending events, or who wants to raise a grievance;
- (iv) Provide a structure for both members of the Society and for UMSU to raise concerns regarding inclusion and equality within the Society, and to handle any related queries;
- (v) Maintain grievance and safeguarding policies within the society;
- (vi) Handle grievances in compliance with UMSU and MMUSU guidance and policies;
- (vii) **Best practice:** Relay all grievances during a Committee meeting so that they can be recorded as having been dealt with appropriately.

13.5. Concert Manager.

13.5.1. The Concert Manager has the following duties and responsibilities:

- (i) Organise concerts for the Society;
- (ii) Concert repertoire is not the responsibility of the Concert manager, save to ensure one has been selected.
- (iii) Book concert venues and liaise with venue staff;
- (iv) Negotiate payment for the venue;
- (v) Organise refreshments at concerts*;
- (vi) Arrange the hire of additional instruments and/or players (as necessary)*;
- (vii) Organise rehearsal venues*;
- (viii) Manage and delegate duties to members on concert day;
- (ix) Manage the tidying and cleaning of the concert venue, and be the last person to leave after a concert.

Further details are available in the Concert Manager's Handbook.

13.6. Social Secretary.

13.6.1. The Social Secretary has the following duties and responsibilities:

- (i) Organise social events for the Society;
Best Practice: As a minimum, this should include:
 - (a) Welcome Week socials;
 - (b) after-show parties;
 - (c) end-of-semester meals;
 - (d) a day trip during first semester;
 - (e) additional smaller events throughout the academic year.
- (ii) Attend the social events to completion
- (iii) Lead members to the after-show party, and be among the first members to leave after a concert.

Further details are available in the Social Secretary's Handbook.

13.7. Publicity Secretary.

13.7.1. The Publicity Secretary has the following duties and responsibilities:

- (i) Oversee the organisation of the UMSU Welcome Fair stall*;
- (ii) Oversee the organisation of the MMUSU Freshers' Fair stall*;
- (iii) Develop the publicity strategy of the Society;
- (iv) Organise posters and other publicity materials for concerts and other events*;
- (v) Organise programmes for concerts*.

13.8. Webmaster.

13.8.1. The Webmaster has the following duties and responsibilities:

- (i) Manage the Society's website and internet / social media presence;
- (ii) Organise the email aliases for the Committee;
- (iii) Organise and maintain the mailing lists for the Society.

13.9. Choir Librarian and Orchestra Librarian.

13.9.1. The Choir Librarian has the following duties and responsibilities:

- (i) Ensure the members of the Choir have sufficient amounts of sheet music throughout the academic year;
- (ii) Liaise with music libraries and other sources for sheet music (as necessary)*;
- (iii) Organise the lending (and return) of music to members of the Choir;
- (iv) Look after any remaining sheet music in between rehearsals*.

13.9.2. The Orchestra Librarian has the following duties and responsibilities:

- (i) Ensure the members of the Orchestra have sufficient amounts of sheet music throughout the academic year;
- (ii) The selection of repertoire is not the responsibility of either librarian.
- (iii) Liaise with music libraries and other sources for sheet music (as necessary)*;
- (iv) Organise the lending (and return) of music to members of the Orchestra;
- (v) Look after any remaining sheet music and equipment in between rehearsals*.

13.10. New Members' Representative.

13.10.1. The New Members' Representative has the following duties and responsibilities:

- (i) Liaise with, and represent the views of, new members of the Society;
- (ii) Support new members in their relationship with the Committee and the Society, and be the main point of contact for any queries or advice;
- (iii) Support and deputise the Inclusions Officer in their responsibilities regarding grievances when required.

13.11. Residential Manager.

13.11.1. The Residential Manager has the following duties and responsibilities:

- (i) Oversee the organisation and execution of the annual residential trip/tour in the second semester;
- (ii) Perform or appropriately delegate all organisational activities related to the trip, including (but not limited to):
 - (a) Booking accommodation;
 - (b) Organising transport to/from accommodation/concert venue;
 - (c) Publicity internally for the trip and externally for the trip/tour concert(s);
 - (d) Compiling a schedule of events/activities/chores.
- (iii) Create a risk assessment for the trip/tour*;
- (iv) **Best practice:** Chair residential trip/tour sub-committee meetings.

14. Joint Election Procedure

- 14.1. In accordance with Article 12.6, the Required Officers should be elected by their respective branches of the Society according to the provisions set out in the governing documents and policies of the branch's respective students' union. (For clarity, the election of Required Officers will always take place under the supervision of and in accordance with the rules of the branch's respective students' union. The Society will request the designation of a Returning Officer or key contact for these elections to confirm results before recognizing the election of any Required Officer. Should positions be added to the structure of the constituent branches beyond the Required Officers, these provisions also apply.)
- 14.2. Any joint election should be held during a general meeting and should be subject to the provisions outlined in Part IV (General Meetings), in particular regarding notice periods and quorum.
- 14.3. The election of all Administrative Officers must be held simultaneously.
- 14.4. Candidates should nominate themselves (or be nominated) by writing to the General Secretary in advance of the election, or alternatively when given the opportunity by the chairperson to nominate themselves during the proceedings immediately before the election.
- 14.5. The option to Re-Open Nominations ("R.O.N."), expressing dissatisfaction in the available candidates, must also be included as an option in each election and should be recorded as such.
- 14.6. Spoilt votes (illegible or unclear votes) and abstentions (the absence of any cast vote) should be discounted in elections, but should be recorded as such in the records.
- 14.7. Elections will be held according to a first-past-the-post (or, if necessary, an exhaustive ballot) voting system (i.e. multiple rounds of voting, with the least popular candidate eliminated if no clear winner is identified in each round).
- 14.8. Election results should be counted, verified, and announced by impartial parties. **Best Practice:** Ex-officio members and/or members of the Committee who are not re-standing for election should oversee the counting of votes, and should nominate an Acting Returning Officer to announce the results.
In the event of there being no Ex-Officio members, ballot results will be counted by a minimum of two members who meet the following requirements:
 - (i) They did not stand for election in the ballot
 - (ii) They did not propose the motion being voted in.
 - (iii) No other members present object to their counting of the ballotThe counting may, but does not have to be witnessed by those directly involved in the ballot at hand.

14.9. In the event of a tie:

- (i) A recount shall occur to confirm a tie.
- (ii) The candidates who have tied shall draw lots, with the selector of the longest lot being the winner.
- (iii) The lots should be offered by an Ex-Officio member, or another as outlined in 4.8

15. Termination

15.1. A person ceases to be an Officer of the Society by the effluxion of time should they come to the end of their constitutionally prescribed term in office.

15.2. A person also ceases to be an Officer of the Society prior to the end of their term if they resign their position, giving notice of this decision by writing to the General Secretary of the Committee and, in the case of Required Officers, to the branch's relevant students' union.

15.3. If a person who is an Administrative Officer resigns from their position, the Society must aim to fill the vacancy within 14 days of receiving notice of the resignation, and it shall be the duty of the President of the Society to ensure this.

15.4. An Administrative Officer may be removed from their position by a vote of no confidence ("VONC"). A VONC may be made by either of the following:

- (i) a motion proposed in a Committee meeting, which is passed by a 75% (SEVENTYFIVE PERCENT) supermajority in a vote;
- (ii) a motion proposed in a general meeting, which is passed by a 50% (FIFTY PERCENT) majority in a vote.

- 15.5. Required Officers may only be removed from their position prematurely, except by resignation, in accordance with the procedures of the branch's relevant students' union. Removal as an Administrative Officer from the Society as a whole, or from any other joint office held either *ex officio* or by virtue of election, does not have any ramifications for holding office in a constituent branch of the Society.
- 15.6. Where eligibility to serve as an Administrative Officer is determined on an *ex officio* basis by virtue of being a Required Officer, premature removal from post as a Required Officer will also be facilitated by that person's removal as an Administrative Officer. **Best Practice:** Removal of an Officer who holds a position in the Society as a whole by virtue of being a Required Officer should be facilitated through the removals process of the relevant branch.
- 15.7. A VONC will only be valid if all the following conditions are satisfied:
- (i) the Officer who is to be removed is given at least two weeks' notice of the meeting where the decision is to be made;
 - (ii) the Officer who is to be removed has the right to speak at the meeting where the decision is to be made, and has the right to have a statement circulated to the members of that meeting in advance;
 - (iii) The President or General Secretary will lay out any information given to them to support the VONC
 - (iv) The vote is conducted by secret ballot.
 - (v) Barring exceptional circumstances a VONC should not be held on the same committee member within the same committee cycle
 - (vi) **Best practice:** The following misdemeanours are appropriate reasons for calling a VONC. This list is not exhaustive and is intended only as a reference guide, anything that a member feels is cause for a VONC is therefore by definition reasonable cause.
 - Failure to carry out their role as outlined previously in this document
 - Failure to attend multiple committee meetings without a valid explanation
 - Inappropriate behaviour within a CAOS setting (while on CAOS business or at any CAOS event)
 - Inappropriate use of CAOS resources

16. The Executive Committee

- 16.1. The Executive Committee (also referred to as just the “Committee”) is responsible for the management of all affairs of the Society and the day-to-day running of CAOS.
- 16.2. The members of the Committee are all the elected Officers of the Society, together with the ex-officio members detailed in Article 16.3. In particular, the Committee must include all of the Administrative Officers.
- 16.3. The following ex-officio members must form part of the Committee:
 - (i) Choir Musical Director;
 - (ii) Orchestra Musical Director.
- 16.4. Ex-officio members of the Committee are **NOT** allowed to vote in Committee meetings.
- 16.5. Ex-officio members may receive remuneration for their services, at a rate negotiated between the ex-officio member and the Committee. **Best Practice:** Musical Directors should receive remuneration for their services; any payments should be paid by the date of the second semester concert, or by the end of the academic year if there were no second semester concert.
- 16.6. In accordance with Article 11.3, Officers are elected for the duration of the upcoming academic year, and hence the Committee is in power for the duration of the academic year.
- 16.7. The Committee may co-opt up to three Officers throughout its term, including (but not limited to) any of the positions outlined in Chapter 12 (Officers and the Committee – Eligibility, Administrative Officers, and Additional Officers).
- 16.8. Any matter not provided for in this Constitution will be decided upon by the Committee.

17. Committee Meetings

- 17.1. The frequency, agenda, and duration of meetings of the Committee are a matter for the Committee itself.
- 17.2. Under instruction from the Committee (as per Article 17.1), all meetings of the Committee are organised by the General Secretary of the Society, giving at least 7 days' notice to all members of the Committee. **Best Practice:** The last item on the agenda of each meeting should be a discussion of the date, time, and location of the following meeting.
- 17.3. The quorum for a Committee meeting is at least 4 members, or at least 40% (FORTY PERCENT) of all members of the Committee (whichever number is greater).
- 17.4. The quorum for a Committee meeting with items relating to UMSU or MMUSU policy should be in accordance with the UMSU Constitution or the MMUSU Constitution respectively. In accordance with the branch's governing students' union, decisions regarding individual constituent branches may need to be ratified separately in a meeting of the branch's Required Officers (as well as any other Officers of the constituent branch), with the branch's Secretary keeping a record of the proceedings as in Article 17.7.
- 17.5. Aside from the Officers of the Society and ex-officio members of the Committee, attendance to Committee meetings by other members of the Society is allowed only at the discretion of the Committee.
- 17.6. For every meeting of the Committee, the General Secretary of the Society will keep a record of proceedings. Should the General Secretary be absent, they should nominate another Officer to carry out these duties in their place, and the record should be submitted to the General Secretary following the meeting.
 - 17.6.1. Upon request, records of meetings of the Committee must be made available to UMSU, MMUSU, or any member of the Society.
- 17.7. The record of each meeting must contain:
 - the names of all members present;
 - the minutes of all proceedings, including any decisions and/or actions;
 - the number of votes cast for each outcome in any vote.
- 17.8. If necessary, all decisions by the Committee at meetings shall be voted on, passed by a 50% (FIFTY PERCENT) majority in a vote. In the event of a tie, the President of the Society will cast the deciding vote.
 - 17.8.1. Officers sharing any single role may only vote together as one, and **NOT** once each.

- 17.8.2. Article 17.8.1 applies only to *shared* Officer positions; by contrast, the roles of Social Secretary and General Member have multiple individual Officers of the same title, and should therefore allow for multiple votes to be cast.
- 17.9. **Best Practice:** Decisions by the Committee should be made by consensus wherever possible, as all members may be held responsible for these decisions, and hence a unified approach is often most beneficial.
- 17.10. If a member of the Committee is in a situation where they are likely to have a conflict of interest, they must declare this to the other members of the Committee.
- 17.11. Any conflict of interest which is deemed substantial – decided by a 50% (FIFTY PERCENT) majority in a vote by the other members of the Committee who do not have conflicts of interest – will prevent the member of the Committee from taking part in any decision-making process or voting on any decisions deemed as falling under this conflict of interest.

Part IV. General Meetings

18. Overview and Foundation

- 18.1. All general meetings should adhere to the criteria set out in both the UMSU Constitution and the MMUSU Constitution.
- 18.2. An Annual General Meeting (“AGM”) shall be held once in each academic year, in accordance to the UMSU Constitution and the MMUSU Constitution. **Best Practice:** The AGM should be held in the later part of the second semester of the academic year, but sufficiently before any concert.
- 18.3. The agenda for the AGM must include (but is not limited to):
- (i) an opening speech, given by the President of the Society;
 - (ii) a financial report for the academic year, given by the Treasurer of the Society;
 - (iii) the election of a new Committee for the following academic year, led by the President of the Society.
- 18.4. An Extraordinary General Meeting (“EGM”) is any general meeting that is not the AGM.
- 18.5. An EGM may be called by:
- the Committee, through their own decision;
 - a petition by at least 5 full members, or at least 5% (FIVE PERCENT) of all full members of the Society (whichever number is greater).
- 18.6. In the event of a valid request for an EGM to be held, the Committee must organise the EGM within 7 days of the submitted request, to be convened on a date within 28 days of the submitted request.
- 18.7. Notice of any general meeting must be given to all members of the Society with at least 14 days’ notice.
- 18.8. The quorum of a general meeting is at least 5 full members, or at least 5% (FIVE PERCENT) of all full members of the Society (whichever number is greater).

19. Procedure at General Meetings

- 19.1. The agenda and chairperson for any general meeting are to be decided by the Committee. Any items that non-Committee members may wish to add to the agenda of a general meeting must be given in writing to the General Secretary of the Society.

19.2. For every general meeting, a record of proceedings must be kept and submitted to the General Secretary of the Society following the general meeting. The writer of the record is to be decided by the Committee; otherwise, an election at the beginning of the meeting should be held to decide.

19.3. The record of the general meeting must contain:

- the number of members present;
- the names of all members of the Committee present;
- the minutes of all proceedings, including any decisions and/or actions;
- the number of votes cast for each outcome in any election or referenda.

Part V. Constitutional Amendments

20. Adopting this Constitution

20.1. This Constitution comes into force once the following criteria are met, *in order*:

- (i) This Constitution, in its final form, is accepted by a 50% (FIFTY PERCENT) majority of the Committee.
- (ii) The accepted version is made available to the members of the Society through the Society website and, on request, in paper form.
- (iii) The accepted version is approved by a 50% (FIFTY PERCENT) majority of full members at a general meeting.

21. Amending this Constitution

21.1. Amendments to this Constitution shall be put to vote at a general meeting if any of the following criteria are met:

- (i) an amendment is proposed in a Committee meeting, which is accepted by a 50% (FIFTY PERCENT) majority in a vote;
- (ii) an amendment is proposed by at least 25% (TWENTYFIVE PERCENT) of all full members of the Society.

21.2. A list detailing all amendments must be circulated to members 14 days in advance of the vote.

21.3. A proposed amendment is adopted if it is passed by a 66% (SIXTYSIX PERCENT) supermajority in a vote.

21.3.1. Spoilt votes, abstentions, and absences should be excluded in calculating the supermajority.

21.4. Amendments cannot be applied retrospectively.

Part VI. Appendix

22. Constitutional History

- Original Constitution (v1.0) adopted.
- Updated to First Amendment (v1.1) at AGM held on 19/Apr/2016.
- Updated to Second Amendment (v1.2) at EGM held on 14/Nov/2017.
- Revised to Second Edition (v2.0) at AGM held on 24/Apr/2018.

23. Details of Alterations

23.1. Changes in the First Amendment (v1.1)

- (i) UMSU documentation updates

Section	Details of Amendment
----------------	-----------------------------

Definitions	Replace “‘Form A2’ is the constitution required by UMSU.” with “‘Societies Bye-Law’ refers to binding law upon each and every society recognised by UMSU.”
2.2	Replace with “The UMSU Societies Bye-Law takes precedence in all matters including regarding the requirements for the society to function.”
2.3	Replace with “This constitution takes precedence in matters not defined by the UMSU Societies Bye-Law.”
3.1	Replace “Form A2” with “UMSU Societies Bye-Law”
4.4	Replace “Section 8(v) of UMSU Form A2” with “UMSU Societies Bye-Law”
8.1	Replace “section 6 of Form A2” with “UMSU Societies Bye-Law”
8.2	Replace “Form A2” with “UMSU Societies Bye-Law”

(ii) Statement of Formal Objectives

Section	Details of Amendment
1	<p>Replace entire section 1 with:</p> <p>“</p> <p>1. Formal Objectives</p> <p>1.1. To provide musicians of all talents with a space to come together, without requiring audition, to perform fantastic music to a good standard.</p> <p>1.1.2. Roles within the society, including but not limited to section leaders, soloists, and instrumentation, may be decided by audition, by discretion of the relevant Musical Director.</p> <p>1.2. To allow musicians to meet because they enjoy playing music together.</p> <p>1.3. To meet regularly during term time (weekly) for rehearsals for its choir and orchestra.</p> <p>1.4. To perform concerts each academic year. Best Practice: as a minimum, at the end of each university semester.</p> <p>1.5. To come together outside the practice room and concert hall for social events to better the relationships within the society.”</p>
3.5	Insert “Membership does not require any specific musical expertise” as a new subsection and renumber existing 3.5 to 3.8 in line with insertion
3.5	Delete “and article 1.1”

(iii) UMSU Training Changes

Section	Details of Amendment
6.3	Insert “Attend UMSU Training as applicable” as the first bullet point
6.3	Insert “Ensure the society is re-registered each academic year*” as the second bullet point
6.4	Insert “Attend UMSU Training as applicable” as the first bullet point

6.5	Replace “Attend UMSU’s Treasurer Training Course” with “Attend UMSU Training as applicable”
-----	---

(iv) UMSU Law on Constitution Amendments

Section	Details of Amendment
Appendix II	Insert the following text at the start of this section “This constitution may be amended by a two-thirds majority vote in favour in any General Meeting in accordance with Societies Bye-Law.”
Appendix II	Replace “shall be valid if the following criteria are met, in order” with “shall be put to vote at a General Meeting if any of the following criteria are met”
Appendix II	Delete “3. The amendment is approved by a majority at a general meeting of the membership”

(v) Typos and Inconsistencies

Section	Details of Amendment
Preamble	Insert “music” into “CAOS is a social society” to read “CAOS is a social music society”
Preamble	Replace “we” with “members” in “The <i>social</i> role of the society is reinforced through events where we come together outside of the practice room or concert hall.”
4.6	Replace “section 7” with “later in section 7 ‘Ex-Officio Members’”
6.2	Delete subsection. Also renumber subsections in 6 in line with deletion
6.6	Replace “Organise the societies concerts” “Booking venues” “Liaising with venue staff” “Negotiating, alongside the Chair and Treasurer...” “Organising rehearsal venues*” with “Organise the society concerts” “Book venues” “Liaise with venue staff” “Negotiate, alongside the Chair and Treasurer...” “Organise rehearsal venues*”
8.3	Insert “(TWENTYFIVE PERCENT)” after “by at least 25%”
8.6	Make 8.6 part of 8.5 as this is the same rule. Also renumber 8.7 in line with this change.
Appendix II	Add “(FIFTY PERCENT)” after “more than 50%”
Appendix II	Add “(TWENTYFIVE PERCENT)” after “by at least 25%”

(vi) Role of Social Secretary within CAOS

Section	Details of Amendment
5.2	Insert “Additional Social Secretary” as an additional bullet point in the list of elected positions.

23.2. Changes in the Second Amendment (v1.2)

(i) UMSU Training Changes

Section	Details of Amendment
6.2, 6.3, 6.4	Replace “Attend UMSU Training [...]” with “Complete UMSU Training [...]”.

(ii) New role of Inclusions Officer within CAOS

Section	Details of Amendment
5.1	Insert “Inclusions Officer” as an additional bullet point in the list of elected positions.
6	Insert new Inclusions Officer role description: “6.5 Inclusions Officer <ul style="list-style-type: none"> ● Complete UMSU Training as applicable ● Create an inclusive environment with a focus on improving and maintaining diversity of the society ● Be the main point of contact for anyone having difficulty joining the society or attending events ● Provide a structure, both for society members and for UMSU, to raise concerns and handle any related queries.”

23.3. Overview of revisions in Second Edition (v2.0)

(i) General formatting to bring structure in line with UMSU and MMUSU constitution formatting

Section	Details of Alterations
(Overall structure)	<ul style="list-style-type: none"> - Additional of Table of Contents. - Addition of ‘Part’ sectioning. - Rearrangement of chapters. - Tidying of formatting.

1.5.1.1.1.1.

(ii) Addition, reordering, and editing of articles to abide by UMSU and MMUSU bye-laws

Section	Details of Alterations
Preamble	<ul style="list-style-type: none"> - Minor edits to text.
Definitions	<ul style="list-style-type: none"> - Minor edits to text. - Addition of new terms.
Ch. 2 (Relationship with UMSU)	<ul style="list-style-type: none"> - Addition of separate chapter ‘Name’, describing the formal naming of the Society. - Rename chapter to ‘Foundation and relationship to UMSU’ - Minor edits to text, clarifying how the Society exists under UMSU and how this Constitution abides by the UMSU Bye-Law for Societies. - Addition of chapter ‘Foundation and relationship to MMUSU, describing how the Society exists under MMUSU and how this Constitution abides by the MMUSU Bye-Law Four.
Ch. 1 (Formal Objectives)	<ul style="list-style-type: none"> - Minor edits to text.

Ch. 3 (Membership of the Society)	<ul style="list-style-type: none"> - Addition of separate chapter 'Classes of Membership', describing formally a member's rights. - Rename chapter to 'Eligibility'. - Addition of 7.2 and 7.3, clarifying eligibility criteria under UMSU and MMUSU bye-laws. - Minor edits to text. - Addition of separate chapter 'Period of Membership and Termination', describing formally the maturation of memberships and process for premature terminations.
Ch. 4 (The Executive Committee); Ch.5 (Membership of the Committee); Ch. 6 (Outline of Committee Responsibilities); Ch. 7 (Ex-Officio Members)	<ul style="list-style-type: none"> - Addition of separate chapter 'Officers of the Society', describing an overview of the role of an Officer. - Rename chapter to 'Eligibility, Administrative Officers, and Additional Officers', describing formally the election and foundation of the Required Officers. - Major edits to text, associated with creating new roles. - Rename chapter to 'Duties and Responsibilities of Officers'. - Minor edits to text. - Addition of separate chapter 'Election Procedure', describing formally the procedure for Officer elections. - Addition of separate chapter 'Termination', describing formally the procedure for resignation or removal of an Officer. - Merge chapters into 'The Executive Committee'. - Minor edits to text. - Addition of separate chapter 'Committee Meetings', clarifying the procedures for meetings of the Committee.
Ch. 8 (General Meetings)	<ul style="list-style-type: none"> - Rename chapter to 'Overview and Foundation'. - 16.5 corrected to "5 (FIVE) full members or at least 5% (FIVE PERCENT) of all full members", in accordance with UMSU bye-laws. - Minor edits to text. - Addition of articles 16.6-16.8, describing formally the notice and quorum for general meetings. - Addition of new chapter 'Procedure at General Meetings', describing formally the procedure at general meetings.
Appendix	<ul style="list-style-type: none"> - Rename chapter to 'Adopting this Constitution'. - Rename chapter to 'Amending this Constitution'. - Minor edits to text.
Appendix	<ul style="list-style-type: none"> - Addition of new chapter 'Constitutional History'. - Rename chapter to 'Details of Alterations'.

1.5.1.1.1.2. 23.4 Changes in the third amendment (v2.1)

8.1.1	- Addition of point iv ' Best Practice: Full membership annual subscription fees will not be required immediately from new players, period at the discretion of the Committee will be given before requesting payment of fees'
-------	---

	-Addition of point v 'Best Practice: Failure to pay membership subscription fees in a timely manner (at committee discretion) will result in being barred from attending rehearsals, socials and concerts'
8.1.3	- Addition of point v 'In the event that a member of the Committee becomes or is any of the roles outlined in 8.1.3. (ii) a vote will be held at the next committee meeting to confirm that they will not become an Ex-Officio member requiring a simple (50%) majority'
13.3	- iv changed to 'Support the president as and when required' - Addition of point v 'Best practice, the general secretary is responsible for the upkeep of the constitution (But any member of the society may; request a copy of the constitution and/or put forward an amendment)'
13.5	- Addition of point i 'Concert repertoire is not the responsibility of the Concert manager, save to ensure one has been selected as well as an order in which it will be played.' - Change point viii 'Be the last member to leave after the concert'
13.6	- Addition to point iv 'to completion'
13.9.2	- Addition of point i 'The selection of repertoire is not the responsibility of either librarian.'
14.1.8	- Addition 'i) In the event of there being no Ex-Officio members ballot results will be counted by a minimum of two members who meet the following requirements: i) They did not stand for election in the ballot ii) They did not propose the motion that is being voted in iii) No other member present objects to their counting of the ballot The counting may (but does not have to be) witnessed by those directly involved with the ballot at hand.'
14.2	- Addition of point 14.2 In the event of a tie 14.2.1 A recount of the votes will be carried out to confirm a tie 14.2.2 The candidates who have tied shall draw lots, with the selector of the longest lot being the winner (i) The lots should be offered by an Ex-Officio member, or another other as outlined in 14.1.8 (i).
15.7	Addition of point '(i) The President or General secretary will lay out any information given to them to support the VONC Best Practice: (i) The following misdemeanours are appropriate reasons

	<p>for calling a VONC, this list is not exhaustive and is intended only as a reference guide, anything that a member feels is cause for a VONC is therefore by definition reasonable cause.</p> <p>Failure to carry out the roles outlined previously in this constitution</p> <p>Failure to attend multiple committee meetings without explanation</p> <p>Inappropriate behaviour within a CAOS setting (while on CAOS business or at any CAOS event)</p> <p>Inappropriate use of CAOS resources</p> <p>(ii) Barring exceptional circumstances a VONC should not be held on the same committee member within the same committee cycle</p>
--	--