



The Constitution of the University of Warwick Wind Orchestra

1. General

- 1.1 This society shall be named “*The University of Warwick Wind Orchestra*”, hereafter referred to as ‘*the Wind Orchestra*’.
- 1.2 A copy of this constitution is freely available.
- 1.3 *The Wind Orchestra* is a member of the University of Warwick Students’ Union.
- 1.4 *The Wind Orchestra* is affiliated with the University of Warwick Music Centre.

2. Mission Statement

- 2.1 The aims and objectives of *the Wind Orchestra* are:
 - To provide an opportunity for all of the University’s wind, brass, and percussion players to rehearse and perform regularly both on and off campus, and to use the publicity generated to attract new members;
 - To welcome players without audition;
 - To include the greatest number of members possible in all activities of *the Wind Orchestra*;
 - To co-operate with the University of Warwick Music Centre.

3. Union Rules

- 3.1 *The Wind Orchestra* is obliged to abide by the rules and constitutional elements set down by the Students’ Union regarding conduct and management of all societies.
- 3.2 In the event of a conflict between the regulations of the Student’s Union and those passed by the membership of *the Wind Orchestra*, the rules set out by the Students’ Union shall take precedence and *the Wind Orchestra* shall be required to abide by them. The Students’ Union shall be the ultimate arbitrators if the Executive Committee of *the Wind Orchestra* deems a conflict unresolvable.
- 3.3 *The Wind Orchestra* shall employ a non-discriminatory policy.
- 3.4 The President of *the Wind Orchestra*, with agreement by majority vote from the Executive Committee, shall appoint a named member of the Executive Committee to be the Equal Opportunities Representative. This person shall be responsible for upholding the Equal Opportunities Policy of the Students’ Union relating to *the Wind Orchestra*, a copy of which is available on request from the Students’ Union.

- 3.5 Membership shall be open to all. Types and conditions of membership shall be as defined by the relevant section in the constitution of the Students' Union.
- 3.6 Any disciplinary procedures involving *the Wind Orchestra*, or its members, shall be conducted in line with the Policy of the Student's Union.
- 3.7 Any member of *the Wind Orchestra* who is found to be in breach of the Policy of the Student's Union shall face investigation by the Executive Committee. Any member involved in the incident may be referred to the Students' Union.

4. Management

- 4.1 The business and management of *the Wind Orchestra* shall be conducted by the Executive Committee, elected at the Annual General Meeting, (hereafter AGM), of *the Wind Orchestra* preceding the year of their office. Incoming members of the Executive Committee will assume their duties at the start of the next meeting of *the Wind Orchestra* or at the first meeting after the Easter break, whichever is later.
- 4.2 A temporary committee can be set up at the discretion of the Executive Committee. All voting eligibility restrictions apply to these committees.
- 4.3 The Small Bands within *the Wind Orchestra* shall be managed by a Coordinator, with each Small Band having their own Coordinator or Coordinators. The Coordinator or Coordinators shall be selected by the members of the relevant Small Band and co-opted into the role by the Executive Committee of *the Wind Orchestra*. The selection shall be made by majority vote at a meeting of the relevant Small Band held following *the Wind Orchestra's* AGM.
- 4.4 A Small Band shall be able to keep 75% of any profits made from a performance. The other 25% shall go towards *the Wind Orchestra* as a whole, as managed by the Treasurer. Any funds still outstanding at the end of the academic year will roll over for use in the next academic year, with expenditure ultimately managed by the Executive Committee.
- 4.5 Executive Committee Meetings of *the Wind Orchestra* shall be arranged as follows:
- Meetings can be called by any member of the Executive Committee;
 - The quorum for a meeting of the Executive Committee shall be 6 members;
 - Voting shall be by majority vote;
 - Only members of the Executive Committee may vote;
 - A meeting of the Executive Committee can be closed, for the duration of one or more agenda points, by a vote of the members of the Executive Committee present;
 - Minutes of any meeting of the Executive Committee shall be available to all members of *the Wind Orchestra* upon request, except those concerning agenda points declared closed;
 - The Chairperson shall have the casting vote.
- 4.6 AGMs shall be arranged as follows:
- These shall be called by the Executive Committee;
 - AGMs shall occur between February and April of each academic year with a minimum of seven days' notice given;

- AGMs shall include a report from the President, containing a brief overview of *the Wind Orchestra's* financial situation, and the election of the incoming members of the Executive Committee;
 - The quorum for an AGM, in line with Students' Union policy, shall be 35% of *Wind Orchestra* Membership;
 - Voting on proposed motions shall be by majority vote by show of hands;
 - Voting for Executive Committee positions shall be by Single Transferable Vote, (hereafter STV), unless a motion is passed at the AGM that voting for uncontested positions can be by majority vote by show of hands;
 - Under exceptional circumstances, as decided in advance by the Executive Committee, a proxy vote may be made;
 - Any unresolved business or decisions shall be referred to the next meeting of the Executive Committee;
 - Minutes taken shall preserve the anonymity of the results and only record the outcome;
 - Any vote which has more abstentions made than votes cast shall be declared null and void and a revote shall be taken at a time specified by the Chairperson no later than 14 academic term days after the original vote.
- 4.7 Extraordinary General Meetings, (hereafter EGMs), shall be arranged as follows:
- EGMs shall be called by the Executive Committee, or upon a written request made to the Executive Committee which has been signed by at least 20% of *Wind Orchestra* Membership;
 - A minimum of three days' notice must be given;
 - The voting procedure shall be as for AGMs.
- 4.8 If a member of *the Wind Orchestra* wishes to propose a vote of no confidence in a member of the Executive Committee, then an EGM shall be called for this purpose as outlined in 4.6. If a vote of no confidence in a member of the Executive Committee is passed at an EGM, then the member of the Executive Committee must resign and an election for the vacant post must be held at a time specified at that EGM, no less than one academic week and no more than three academic weeks later.
- 4.9 In the event of a resignation by a member of the Executive Committee, the member shall inform the rest of the Executive Committee. The resignation shall take effect at the end of the next meeting of the Executive Committee, except under exceptional circumstances agreed by the President.
- 4.10 In the event of a post on the Executive Committee being unfilled, the Executive Committee may invite members to submit interest in being co-opted. The period of application shall last a minimum of one week and a maximum of three weeks. Members who are interested shall be considered by the Executive Committee in an Executive Committee Meeting. The member who is co-opted into those position shall gain full rights as a member of the Executive Committee until a full election at an EGM can be held.

- 4.11 Any members of the Executive Committee selected at an EGM shall assume their roles at the close of the EGM.
- 4.12 In a year in which a (mini)-tour takes place, *the Wind Orchestra* may elect a representative or representatives from *the Wind Orchestra* to be tour leader. Voting shall be majority vote.
- 4.13 *The Wind Orchestra* shall not be run for private profit of any member or members of *the Wind Orchestra*. Any balance at the end of the financial year shall be carried over to help further the objectives of *the Wind Orchestra*.
- 4.14 The members of *the Wind Orchestra* shall not receive payment for their services to *the Wind Orchestra*, nor for other than legitimate expenses incurred.
- 4.15 *The Wind Orchestra* shall not be wound up except by a vote of an EGM called for that purpose.
- 4.16 In the event of *the Wind Orchestra* winding up, the remaining Wind Orchestra funds and assets shall not be distributed among Wind Orchestra members, but as directed by Union regulations.

5. Duties of the Executive Committee

- 5.1 The Executive Committee shall ensure that this constitution is upheld.
- 5.2 It is the duty of all Executive Committee members to enable *the Wind Orchestra* to pursue its Aims and Objectives, and to assist other members of the Executive Committee as necessary. This includes assisting incoming Executive Committee members with an appropriate handover.
- 5.3 The specific duties of each committee position are as follows.
 - President
 - The President shall:
 - Arbitrate in the event of any dispute or conflict within *the Wind Orchestra*;
 - Be able to answer for the actions of *the Wind Orchestra*;
 - Be responsible for the day to day running of *the Wind Orchestra*;
 - Be the Chairperson at any meeting of *the Wind Orchestra*;
 - Communicate with external bodies where such communications do not fall under the remit of another member of the Executive Committee;
 - Ensure that all other members of the Executive Committee are performing their duties as stated and required;
 - Have ultimate responsibility for the upholding of the Equal Opportunities Policy of the Students' Union;
 - Liaise with Music Centre staff and other Music Centre society representatives to help with Music Centre operation.
 - Vice President and Treasurer
 - The Vice President and Treasurer shall:
 - Be responsible for managing all transactions in and out of *the Wind Orchestra's* accounts, in liaison with the Finance Department of the Students' Union;

- Be responsible for the insurance of the instruments belonging to *the Wind Orchestra*;
 - Create the annual budget in liaison with the other members of the Executive Committee;
 - Perform the role of President when the President is unable to do so.
- Secretary
 - The Secretary shall:
 - Be responsible for the administration of membership, including maintenance of the membership database and mailing lists;
 - Be responsible for updating and maintaining *the Wind Orchestra* website;
 - Be responsible for updating and maintaining the forwarding details for the domain name email addresses, performing other appropriate tasks concerning the maintenance of the domain name with the domain name provider, and renewing ownership of the domain name with the provider;
 - Take minutes at every meeting of *the Wind Orchestra* and make them available to all members of *the Wind Orchestra*, upon request, before the next meeting of the Executive Committee.
- Concert Manager
 - The Concert Manager shall:
 - Be responsible for booking all equipment and instruments necessary for performances;
 - Be responsible for managing and running *the Wind Orchestra's* performances;
 - Be responsible for organising the necessary transport and performance licenses for performances.
- Marketing Manager
 - The Marketing Manager shall:
 - Be responsible for marketing *the Wind Orchestra*;
 - Be responsible for ordering merchandise required by *the Wind Orchestra*;
 - Increase awareness of *the Wind Orchestra* and the opportunities it offers amongst prospective members;
 - Publicise concerts of *the Wind Orchestra* through a range of media.
- Librarians
 - There shall be two Librarians. The Librarians shall:
 - Be responsible for removing music from the folders at the end of each term, returning this music to its appropriate place, and destroying all photocopied material;
 - Be responsible for the cataloguing and maintenance of the music of *the Wind Orchestra*, including the appropriate numbering of new music;
 - Be responsible for updating and maintaining *the Wind Orchestra* section of the Music Centre's online music catalogue;

- Liaise with the conductors to ascertain which pieces are to be rehearsed, distribute the relevant music to the rehearsal folders, and photocopy appropriate parts;
 - Manage *the Wind Orchestra's* part in the Student Wind Orchestra Partnership, ('SWOP'), involving the management of any database or website run for the purposes of SWOP, relations with the other members of this partnership, and overseeing any transfer of music in which *the Wind Orchestra* is directly involved.
- Socials and Welfare Officer
 - The Socials and Welfare Officer shall:
 - Ensure that, within reason, all activities undertaken by *the Wind Orchestra* outside rehearsals and performances are fully accessible and inclusive;
 - Help organise intersociety events which involve members of *the Wind Orchestra*;
 - Organise social events, aiming to accommodate all interests and attract the maximum number of members to each event.

6. Conductors

- 6.1 *The Wind Orchestra* shall be conducted by a selection of individuals comprising three student members of *the Wind Orchestra* and the Director or Assistant Director of Music at the University of Warwick.
- 6.2 There shall be two conductors per term. During the third term of the academic year, however, the maximum number of student conductors allowed to conduct shall be four. The student conductors shall be selected at the conducting auditions. Conducting auditions shall be carried out as follows:
 - Conducting auditions shall take place annually, at the end of the second term.
 - All members of *the Wind Orchestra* shall be notified that auditions for conductors are to take place, no less than two weeks before the fact. There is no limit on the number of members who may audition.
 - The audition process shall be chaired by the President.
 - Members who wish to audition shall select a piece to conduct and shall inform the Librarians, giving reasonable notice of at least one academic week. Each conductor shall be allocated an equal amount of time within the auditions' rehearsal, which shall have been agreed beforehand, to work on their piece with the members of *the Wind Orchestra*.
 - When all auditions are completed, the auditionees shall leave the rehearsal in turn whilst the members of *the Wind Orchestra* discuss their performances. The members of *the Wind Orchestra* shall then vote for up to four auditionees who shall be accepted as conductors. Voting for the individual conductors shall be by STV in order of preference for the (up to) four student conductors that members would like to conduct the Wind Orchestra in the third term.

- 6.3 A review of all conductors, except for the Director and Assistant Director of Music, shall be conducted at the end of the third term.
- The Director and Assistant Director of Music at the University of Warwick shall be invited to the conductor review.
 - Members shall vote by STV in order of preference for the three student conductors that they would like to carry forward into the following academic year. The conductors for the first and second terms of the following academic year shall be the three individuals with the highest total number of votes in accordance with STV.
 - The newly appointed conductors, in order of highest number of votes, will decide in which term they would like to conduct.
 - If the Director or Assistant Director of Music is unable to conduct for a rehearsal, the student conductor for that term will step in. If this student conductor is also unable to conduct, one or both of the other two elected student conductors will step in.
 - If the Director or Assistant Director of Music is unable to conduct for the entirety of their allocated academic term, it is the responsibility of the Music Centre at the University of Warwick to provide a suitable replacement to enable the Wind Orchestra to continue to have the opportunity of an experienced conductor in their absence.
- 6.4 Conductors of the society have a responsibility to *the Wind Orchestra* members and shall:
- Be prepared and able to rehearse appropriate music at rehearsals;
 - Demonstrate a high level of commitment to *the Wind Orchestra* and its members;
 - Inform the Executive Committee in advance of unavoidable absence;
 - Liaise actively with the Executive Committee, including providing the Librarians with reasonable notice of at least one academic week, of their piece selection.
 - In exceptional circumstances, if a conductor fails to meet these obligations, the Executive Committee has the right to reselect music. They also have the right to instruct conductors to choose specific music for the good of the society.

7. Alterations

- 7.1 Alterations to this constitution, by addition or amendment, shall only be made through a motion at an AGM or EGM.

This document was registered as the official constitution of *the Wind Orchestra* at an EGM of *the Wind Orchestra* held on Monday 25th June 2007.

Signed for and on behalf of *the Wind Orchestra* by

David Brown, President

8. Amendments Log

- This document was amended in July 2011 by Rachel Player, President, to include motions passed in the AGMs up to and including the 2011 AGM.
- This document was amended in April 2012 by Laura Wilkins, President, to include motions passed in the 2012 AGM.
- This document was amended in April 2013 by Richard Henshaw, President, to include motions passed in the 2013 AGM.
- This document was amended in April 2015 by Katrina Evans, President, to include motions passed in the 2015 AGM.
- This document was amended in June 2016 by Stephanie Glenister, President, to include motions passed in the 2015 and 2016 AGMs and the May 2016 EGM.
- This document was amended in March 2018 by Daniel Brennan and Gabriella Haynes, Librarian and President, to include motions passed in the 2018 AGM.
- This document was most recently amended in March 2019 by Daniel Brennan, Vice President and Treasurer, to include motions passed in the 2019 AGM.