



EDINBURGH UNIVERSITY

BRASS BAND

CONSTITUTION

as of 9th of October 2020



Edinburgh University Brass Band
c/o The Activities Office
5/2 Bristo Square Potterrow
EH8 9AL

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1 Name

1.1 Official Title

- (a) The Society shall be known as Edinburgh University Brass Band, hereinafter referred to as the Society.

2 Aims

2.1 The aims of the Society shall be

- (a) To provide an opportunity for brass and percussion playing students at The University of Edinburgh to play in a brass band, without having to regularly travel outside the city of Edinburgh.
- (b) To provide the opportunity for these students to regularly rehearse and perform the varied repertoire which is contained in the brass band movement.
- (c) To promote interest in the brass band movement in general by promoting and playing in concerts, contests, and other related brass band events.
- (d) To involve the greatest number of members possible in all activities of the Society, including concerts, contests and other social events and activities.
- (e) To support the local brass band community whenever possible.

3 Membership

3.1 Forms of Membership

- (a) Full Membership of the Society is open to all matriculated students of The University of Edinburgh.
- (b) Membership is open to anyone who has paid the membership subscription fees. Membership must be renewed annually.
- (c) The cost of the annual membership subscription fees are subject to change annually, per a vote at the Annual General Meeting (hereinafter referred to as “A.G.M.”)
- (d) Membership shall be at least 75% matriculated students of The University of Edinburgh.
- (e) Full membership lists should be filed with the Activities Office at least once per semester to ensure membership databases are up to date.
- (f) If any dispute of membership should arise, the list registered through the Edinburgh University Students’ Association (hereinafter referred to as “the Students’ Association”) database will be used as the official list.
- (g) The Musical Director (hereinafter referred to as “M.D.”) will be exempt from any subscription fees.

3.2 Membership Responsibilities

- (a) Members must not intentionally or neglectfully cause damage to Society property.
- (b) Members must not intentionally or neglectfully cause damage to venues for Society events.
- (c) Members must not act in a manner which brings the Society into disrepute and must act in good faith to the Society.

3.3 Breach of Member Responsibilities (and Conflict Resolution)

- (a) The Committee may impose sanctions for misconduct on members, based on verifiable evidence collected, taking into account the seriousness of the misconduct with reference to the membership responsibilities and standard code of conduct, any previous warnings, and any mitigating circumstances. When appropriate the following sanctions may be applied:
 - (i) Informal Warning
 - (ii) First Written Warnings will be issued for a minor offence or complaint;
 - (iii) Final Written Warnings will be issued for: a further offence or complaint; if the conduct of the member failed to improve following a previous warning; if the actions are serious enough to warrant a Final Written Warning.
 - (iv) Removal from the Society will occur if: there is a further serious event of misconduct; the conduct of the member failed to improve following a previous written warning; the member committed an act of gross misconduct.
 - (v) The Students' Association Societies department will be notified upon removal of a member and provided with a copy of the evidence pertaining to the sanctions process and removal. All persons removed from membership may appeal to the Societies' department against such removal.

4 Management

4.1 The General Committee

- (a) The business of the Society shall be managed by a Committee of Office Bearers.
- (b) The role of the General Committee is expanded further in Section 5.

4.2 Annual General Meeting

- (a) All members of the Society are entitled to attend the A.G.M.
- (b) At least 14 days written/email notification shall be given to all members of the date and venue of the A.G.M. This is the responsibility of the Secretary.
- (c) An A.G.M. shall be held between weeks 7 and 11 of semester 2.
- (d) The President of the Society shall call the A.G.M.

- (e) Motions to be discussed should be presented to the Secretary in advance of the A.G.M.
- (f) Only fully-matriculated students of The University of Edinburgh are entitled to vote at the A.G.M.
- (g) All members who are matriculated students of The University of Edinburgh shall be entitled to stand and to vote in elections.
- (h) The quorum shall be 50% of the members of the Society who are eligible to vote according to regulations enforced by the Students' Association.
- (i) It is the responsibility of the outgoing Treasurer to present the final reports for the previous year and a complete account of the current state of finances. They must present an accurate breakdown of the definite commitment for which the Society has been engaged in the current year, henceforth to be known as the Budget. Emphasis must be placed on comparing this Budget with current income.
- (j) The Secretary shall report on the administrative affairs of the Society.
- (k) All Office Bearer roles shall be subject to election annually at the A.G.M.
- (l) All candidates shall be voted upon annually at the A.G.M. The candidates shall be voted on using the "first-past-the-post" system, either by a show of hands, or by an anonymous paper vote, whichever is deemed suitable under the circumstances.
- (m) For the roles of Social Secretary and Publicity Officer each position will be filled by its own unique "first- past-the-post" election.
- (n) To make the voting as fair as possible both ballots shall be conducted by secret ballot.
- (o) In the event of a tie members will vote by show of hands whether to allow a Committee position to be shared or for the tied candidates to go forward to a second round of voting. Executive Committee Positions, those of President, Secretary, and Treasurer, cannot be shared.
- (p) In the event of the band allowing two tied candidates to share the role of Social Secretary or Publicity Officer following the first round of elections then the Society will not proceed to a second round of elections, having filled both positions in one election.

4.3 Extraordinary General Meeting

- (a) The President may call an Extraordinary General Meeting (hereinafter referred to as "E.G.M.") for matters arising in the course of the year which require consideration by members.
- (b) Following the receipt of such a request by the Secretary the General Committee shall have twenty-eight (28) days to implement the request, and must take reasonable measures to notify the members of the time and place of the E.G.M.
- (c) The E.G.M. shall follow the procedure of the A.G.M. outlined in 4.2 above.
- (d) All members must receive at least 14 days written/email notification of the E.G.M.

- (e) In the event of an Executive position becoming vacant, the President will call an E.G.M. to elect a replacement.
- (f) Any newly elected Office Bearers will be communicated to the Societies Team after the election has taken place.
- (g) An E.G.M. can be called at any time by the Executive Committee, or by a written request to the President, containing at least 10 signatures.
- (h) Any request for an E.G.M. shall be dealt with within 14 days of presentation, giving members at least 14 days' notice. The quorum for any such meeting is one third of the members of the Society who are eligible to vote according to regulations enforced by the Students' Association.
- (i) In the event of a Committee position becoming vacant, the Committee will inform members of an E.G.M. giving 14 days' written/email notice.

5 The General Committee

5.1 The General Committee

- (a) Any member of the Society who is a fully matriculated student at The University of Edinburgh shall be entitled to sit on the Committee.
- (b) The Office Bearers must be members of the Society and a matriculated student of The University of Edinburgh.
- (c) All Office Bearers will complete annual online training as outlined by the Activities Team.
- (d) The Committee shall consist of one President, one Secretary, one Treasurer (the Executive Committee), two Publicity Officers, two Social Secretaries, one Librarian and one Freshers' Representative who shall be elected in the third week of semester 1.
- (e) All positions other than that of Freshers' Representative shall be filled in an election at the A.G.M. with a view to taking the position at the beginning of Freshers' Week each year.
- (f) All positions are subject to election annually at the A.G.M. There is nothing against any member of the Committee standing for re-election for any position.

5.2 Executive Office Bearers

- (a) The Committee must consist of a President, Secretary, and Treasurer (the Executive Officers) as a minimum.
- (b) These Office Bearers will be elected at the A.G.M.
- (c) No person may be elected to more than one of these posts simultaneously.

5.3 President

- (a) The President will chair the General Committee, the A.G.M. and any E.G.M.
- (b) The President is responsible to the A.G.M. and the General Committee and is ultimately responsible for the conduct of the Society.
- (c) It is the President's responsibility to ensure the Society has submitted their annual report, risk assessment and re-registration forms to the Activities Office.
- (d) Should the President resign, a new President or Acting President will be voted in at an E.G.M.
- (e) The President will take overall responsibility for the Society's activities.
- (f) They will run Committee meetings and follow up on the Committee's tasks, and are also responsible for organising rehearsals, local gigs, and the Society's concerts.
- (g) Communication will include keeping the band informed of dates for rehearsals and concerts, email correspondence, collaborating with the M.D. and being present for the majority of the Society's activities.
- (h) As part of the Executive Committee, they will share extra duties including maintenance of the Society mailing list and being named on the Society's bank account.
- (i) The President also serves a welfare role for anyone who may wish to avail themselves of this service.

5.4 Secretary

- (a) The Secretary shall be responsible for the administration of the Society.
- (b) The Secretary shall also be responsible for any correspondence within or on behalf of the Society and prepare the agendas and the minutes of every Committee meeting, A.G.M. and E.G.M.
- (c) Should the Secretary resign, a new Secretary or Acting Secretary will be voted in at an E.G.M.
- (d) Administration includes booking rehearsal and social spaces, writing minutes for meetings and performing tasks delegated by the President; they will effectively be acting as second-in-command.
- (e) As part of the Executive Committee, they will share extra duties including maintenance of the Society mailing list and being named on the Society's bank account.

5.5 Treasurer

- (a) The Treasurer shall be accountable to the Committee and members for the finances of the Society.
- (b) The Treasurer shall keep and prepare Accounts of the Society and provide a provisional budget, as exhaustive as possible, to be presented at the A.G.M.

- (c) It is the Treasurer's responsibility to ensure the annual financial report is complete and submitted along with the Society's annual report.
- (d) Should the Treasurer resign, a new Treasurer or Acting Treasurer will be voted in at an E.G.M.
- (e) They will be responsible for collecting membership fees, instrument loan deposits and payments for the weekend away and managing the money from ticket sales for concerts.
- (f) They will be responsible for maintaining the Society's bank accounts.

5.6 Non-Executive Officers

- (a) These members are in addition to the Executive Committee.
- (b) Any additional duties not specified here will be shared out fairly at the discretion of the President.
- (c) Positions of the Committee may be created or dissolved as required at an A.G.M. or E.G.M. as the needs of the Society change.

5.7 Publicity Officer

- (a) The two Publicity Officers will be responsible for publicising the band, including designing the posters, programmes and tickets for concerts and promoting competitions. They will maintain the Society's presence on social media accounts and will also manage the clothing order.

5.8 Social Secretaries

- (a) The two Social Secretaries will organise social events outside of rehearsals, including the annual weekend away. Other examples of such events include pub quizzes, meals, and post-rehearsal socials.

5.9 Librarian

- (a) The Librarian will organise the band's music and ensure that music is available for rehearsals and performances. Other duties will include providing photocopies, preparing music for the Society's library, and maintaining good communications with other brass bands.

5.10 Freshers' Representative

- (a) The Freshers' Representative will represent the views of band members to the Committee to form a link between the Committee and other members of the Society. They will also organise any additional events at the discretion of the President. They should also aim to ensure all new members (in particular) feel welcomed and comfortable as part of the band.

5.11 Conduct

- (a) All Office Bearers shall act in good faith towards the Society in all actions they undertake on its behalf.
- (b) The Committee may impose the sanctions for misconduct on committee members. The sanctions are listed in 5.11.
- (c) Sanctions should be imposed based on verifiable evidence collected, taking into account the seriousness of the misconduct with reference to the responsibilities their role entails, the membership responsibilities and standard code of conduct, any previous warnings, and any mitigating circumstances. In all cases of claimed misconduct at least one member of the executive committee and one member of the general committee must be in agreement about the situation.
- (d) The following sanctions may be applied:
 - (i) Informal Warning
 - (ii) First Written Warnings will be issued for a minor offence or complaint;
 - (iii) Final Written Warnings will be issued for: a further offence or complaint; if the conduct of the Office Bearer failed to improve following a previous warning; if the actions are serious enough to warrant a Final Written Warning.
 - (iv) Removal from membership of the Committee will occur if: there is a further serious event of misconduct; the conduct of the member failed to improve following a previous written warning; the member committed an act of gross misconduct.
 - (v) The Students' Association Societies department will be notified upon removal of an Office Bearer and provided with a copy of the evidence pertaining to the sanctions process and removal. All persons removed from membership of the Committee may appeal to the Societies' department against such removal.
 - (vi) In the case that the Office Bearer is removed from the Committee their post will be filled by vote in an E.G.M.
- (e) Should a situation arise in which all three of the Executive committee are deemed not to be fulfilling their responsibilities or accusable of misconduct by two or more members of the general committee, the general committee should speak to a Societies Officer working for EUSA to seek guidance on how to proceed.

5.12 Recall

- (a) The members shall have the right at an E.G.M. to see the recall of any or all of the Office Bearers by a special resolution (i.e. a 75% vote in favour of the resolution).
- (b) For such a vote to be binding on the Society the Meeting must be quorate.
- (c) The quorum shall be 50% of the membership of the Society.
- (d) Grounds for recall may be founded on the failure of any office holder or member of the General Committee to comply with the terms of the constitution, or for any other reason deemed legitimate by the E.G.M.

6 Musical Director

6.1 Appointment of M.D.

- (a) After the appointment of an M.D. it will be a maximum of two years before the role is opened again.
- (b) The M.D. is appointed following an audition process which is outlined below.
- (c) The role of M.D. will be advertised by the Secretary for at least four weeks beginning at the start of Semester 2.
- (d) Applications are open to anyone, regardless of their student status, including the incumbent M.D.
- (e) Applications must include a cover letter and C.V.
- (f) The Committee shall review applications and produce a shortlist of candidates to be auditioned by the end of teaching in Semester 2. The shortlisting process may include interviews if the Committee deems it necessary.
- (g) The number of shortlisted candidates is decided at the Committee's discretion, alternatively they may reopen applications if appropriate.
- (h) Each shortlisted applicant shall be given at least two weeks notice of the audition date and the requirements of the audition.
- (i) The auditions will take place in May, followed by anonymous feedback from the band.
- (j) The outgoing and incoming Executive Committees will vote for a suitable candidate, advised by the band feedback.
- (k) The appointment becomes official upon the signing of the Freelance Agreement by the M.D. and the outgoing President.

6.2 Obligations

- (a) The obligations of the M.D. are outlined in the M.D. Freelance Agreement.

6.3 Recall

- (a) The members shall have the right at an E.G.M. to seek the recall of the M.D. by a special resolution (i.e. a 75% vote in favour of the resolution).
- (b) For such a vote to be binding on the Society the Meeting must be quorate.
- (c) The quorum shall be 50% of the membership of the Society.
- (d) Grounds for recall may be founded on the failure of the M.D. to comply with the terms of their Freelance Agreement, or for any other reason deemed legitimate by the E.G.M.

7 Finance

7.1 Finance Policy

- (a) The Treasurer must endeavour to ensure that the ordinary expenditure of any given year is not more than the ordinary income of that year.
- (b) The financial year shall run from 1st April to 31st March.
- (c) The definition of ordinary and extraordinary expenditure is the responsibility of the General Committee.
- (d) A statement of accounts for the year to date shall be presented by the Treasurer at the A.G.M.
- (e) All cheques from the Society must be signed by the Treasurer and one of either the President or the Secretary.

7.2 General Finance

- (a) The Society shall be non-profit making. The Office Bearers and members may only receive payment, direct or indirect, as reimbursement for legitimate expenses.
- (b) Core income shall be defined as income arising from membership fees and any other source as agreed by the General Committee.
- (c) Any reserves at the end of the Financial Year shall be carried over into reserves for the following Financial Year.
- (d) A loss carried forward into the following financial year must be notified and explained at the A.G.M.

8 Policy

8.1 Re-registration, Annual Reports and Financial Reports

- (a) Re-registration of the Society must be submitted in accordance with the deadlines set by the Activities Team.
- (b) Annual and Financial Reports must be completed and submitted as part of the re-registration process following the A.G.M. in the second semester.

8.2 Society Status

- (a) The Society may not register to obtain any legal status, including a limited company or a charitable status.

8.3 Equal Opportunities Policy

- (a) The Society shall uphold and maintain its policy on the equality of opportunity as defined in the Equal Opportunities Policy.
- (b) The Society will take all necessary steps to ensure that their meetings, events and socials are accessible to all.
- (c) The Society will ensure that it complies with any relevant data protection legislation.
- (d) The Society believes that discrimination or harassment, direct or indirect, based on a person's gender, age (except where it relates to licensing laws), race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities, or any other irrelevant distinction, is detrimental to the Society, the university and wider society, and will not be tolerated.
- (e) The Society shall abide by any applicable laws, bye-laws, and guidelines of the Students' Association in relation to recognised Societies.
- (f) The Students' Association has a Zero Tolerance policy for sexual harassment and violence. This means that any case of sexual harassment or violence will be escalated to the final disciplinary stage (removal). Appeals will go through the formal complaints process of the Students' Association.
- (g) The Students' Association understands harassment to include all forms, whether expressed orally, in writing, or on any cyber or digital platform. The Society is against harassment of any form, including but not limited to the aforementioned forms, including physical.

9 Dissolution

9.1 Dissolution of the Society

- (a) The Society shall not be wound up except by a resolution of three quarters of those present at an E.G.M. called for that purpose.
- (b) All funds remaining after the satisfaction of all debts and liabilities following such a resolution shall be passed on to a charitable organisation having objects like those of the Society as the General Committee.

10 Music

10.1 Contesting

- (a) If there is sufficient interest, the Society shall enter brass band contests under the name of "Edinburgh University Brass Band".
- (b) The M.D. shall, along with the President, and one other member chosen by the Executive Committee, decide on the selection of players eligible for contesting.
- (c) Players will be selected firstly on merit, secondly on availability for upcoming contests.

- (d) The Society shall register a maximum of 35 players with “The Scottish Brass Band Association”. Players shall be picked to perform in compliance with individual contest restrictions.
- (e) Players can be registered and deregistered in accordance with the rules and regulations set out by “The Scottish Brass Band Association”.
- (f) All members of the Society are reminded that all contests take place during weekends.
- (g) The M.D. shall have the final say in all musical matters relevant to any contest.

10.2 Society-owned Instruments

- (a) Any Society-owned instruments which the Committee decides to lend to individual members of the Society must be advertised to the membership at the start of each University semester. The allocation of the instrument will be made at the discretion of the Committee, in consultation with the M.D., and in accordance with the Aims of the Society as laid out in Section 2.
- (b) A contract must be signed between the member borrowing the instrument and the Executive Committee (on behalf of the Committee).
- (c) A deposit must be left with the Treasurer, which will be returned at the end of the loan if the Committee deems the instrument to be in the same state in which it was received.
- (d) Any players using percussion instruments are exempt from clauses 10.2.b and 10.2.c.
- (e) The player is responsible for costs arising from damage to or loss of the instrument caused by lack of care and attention, as determined by the Committee. The Society is responsible for the cost of any ongoing maintenance of the instrument arising from general wear and tear, as determined by the Committee.

11 Alteration of the Constitution

11.1 Alteration

- (a) Any motion to alter the Constitution will have to be supported by two-thirds of the members present at the A.G.M. or E.G.M., 14 days’ notice of which shall be given.
- (b) The Students’ Association considers the ruling Society constitution to be that which is displayed on the Society Profile.

12 History

- (a) This constitution was adopted at an E.G.M. held on the 9th of October 2020.