

Constitution of Churchill Jazz Band

26th April 2014

1. Name and objectives

- a. The name of the society shall be “Churchill Jazz Band”.
- b. The society’s aims shall be to perform and promote jazz.
- c. The society shall normally meet weekly during Full Term for rehearsals.

All members should be present at each rehearsal unless they have received permission to be absent from the Musical Director (MD) or President; or have mitigating circumstances.

- d. Performances will be as notified throughout the year.

All members should be present at performances unless they have received permission to be absent from the MD or President; or have mitigating circumstances.

2. Application of Income and Property

- a. Any payment received from performances shall become property of the society.
- b. The property of the society shall only be used to further the aims of the society.

However, upon agreement of the entire committee, funds received from a performance may be distributed evenly amongst the members present at the performance in question.

- c. The bank account shall require two signatories: the President and the Junior Treasurer.
- d. The society’s sheet music may be borrowed by any member, for practice purposes provided the MD gives permission, the borrower takes all responsibility for any damage and the sheet music shall be with the society for every rehearsal and performance whether the member is present or not.

3. Membership

- a. The society shall consist of Musicians and a Committee. In addition to this, one Sound Engineer may also be enlisted. It is not necessary for the committee to be performers themselves.
- b. The Musicians shall form a Big Band consisting of saxophonists, trumpeters, trombonists, vocalists and a rhythm section, as well as other musicians as the MD sees fit.
- c. Membership of the society shall be extended to all members of the University and any others who may apply to the Committee. However, preference shall be given to members of the University *in statu pupillari*.
- d. The Committee shall not refuse an application for membership on the grounds of race, gender, sexual orientation, religion or political views.
- e. Applications shall be assessed by the MD and one other member of the Committee, on the grounds of musical ability.
- f. All members shall have full voting rights at society meetings.
- g. There shall be no membership fee.
- h. The members of the society shall not be personally liable for any financial debt or other obligation of the society, unless the member has personally authorised such a debt in writing.
- i. Upon graduation from the University, a member shall either apply to the Committee to remain a member or leave the society. All members who are not *in statu pupillari* at the University must reapply to the Committee at the commencement of each academic year to remain a member, or must leave the society.
- j. The Committee may expel any member whose general performance (such as punctuality, organisation, or musical ability) is deemed to be a threat to the smooth operation and musical standards of the Big Band, or for any other behaviour likely to bring the society into disrepute.

4. Appointment of the Committee

- a. The Committee shall be elected at the AGM, for the following academic year or at an EGM called for that purpose.
- b. Nominations for the Committee must be submitted to the Secretary at least three Full Term days before the general meeting.

- c. Any member of the society may be nominated for any Committee post by one other member of the society.

- d. There is no limit to the number of times an individual can stand on the committee, in any position.
- e. There may be hustings at the AGM.
- f. The election and count shall be conducted using the Instant-runoff voting system.
- g. Votes shall be counted by two persons chosen at the AGM and who are not candidates for Committee posts.
- h. The Committee may at its discretion co-opt additional Committee members to itself where it perceives the need, or to fill vacancies that may arise.

5. Committee

- a. The Committee shall consist of a President (with or without Vice President), Musical Director (MD), Junior Treasurer, Secretary, Webmaster, Technical Advisor, Social Secretary and Publicity Officer.

The **President** is responsible for the overall running of the society, overseeing the procurement and organisation of performances and ensuring the reputation of the society is not brought into disrepute. A Vice President may also be elected to assist the President in their role. The role may also be divided equally between two Co-Presidents, providing this arrangement is made clear prior to election.

The **MD** is responsible for overseeing the musical affairs of the society, through the leading of rehearsals and performances and the purchasing of new music. The role may be divided between two Co-MD's, providing this arrangements is made clear prior to election.

The **Junior Treasurer** is a responsible for maintaining accurate accounts of the society's financial affairs and accurate records of the assets. They are also responsible for issuing and depositing payments.

The **Secretary** is responsible for keeping an accurate record of the membership and ensuring that the constitution is kept, in particular with respect to taking minutes in all meetings and declaring nominations for the AGM.

The **Webmaster** is responsible for ensuring that the website and mailing lists are kept up-to-date and accurate.

The **Technical Advisor** is responsible for ensuring that the committee is aware of the status of the technical equipment that the society owns and requires for performances.

The **Social Secretary** is responsible for arranging at least one social meeting each Term, to which all members will be invited.

The **Publicity Officer** is responsible for the production and distribution of appropriate publicity material for society events.

- b. One member may hold more than one position on the Committee; however the positions of President and Junior Treasurer shall remain distinct.
- c. There will be at least three members on the Committee.
- d. The Committee members shall not be personally liable for any financial debt or other obligation of the society, when signing contracts or cheques on behalf of the society.
- e. A Senior Treasurer shall be appointed by the Committee each year to audit the society's accounts.

The Senior Treasurer shall not be personally liable for any financial debt or other obligation of the society, unless the Senior Treasurer has personally authorised such a debt in writing.

The Senior Treasurer shall be granted free access to all performances, if possible, and shall be invited to social meetings.

6. Committee Meetings

- a. Committee meetings will be held as required, but at least once per Term.
- b. There must be a minimum of three Committee members or 75% of the Committee (whichever is greatest) present at any Committee meeting.
- c. The President may veto any decision made at a meeting in their absence.
- d. A Committee meeting can be called by the President or any other two members of the Committee, during Term.
- e. These meetings will be minuted. The minutes will be stored and be made available for any member of the society to access.
- f. Any expenditure over £20, or less at the discretion of the Junior Treasurer, needs to be agreed by majority vote of the Committee.

7. General Meetings

- a. The Annual General Meeting (AGM) of the society shall be held each year in the Easter Term. The exact time and date will be decided by the Committee.
- b. An Extraordinary General Meeting (EGM) can be called by the consensus of the committee or by half of the society.

- c. The time and venue of a general meeting must be published at least fourteen Full Term days beforehand, by email to the current members.
- d. Proposals for amendments to this Constitution must be submitted to the Secretary in writing, at least fourteen Full Term days before the general meeting.
- e. This Constitution may be amended or the Committee changed only at a general or extraordinary meeting.
- f. A vote at a general meeting shall only be valid if at least one quarter of the society's membership is present at the meeting.

8. Dissolution

- a. Dissolution can only occur upon the agreement of the entire membership.
- b. Upon dissolution, all assets of the society shall be donated to a charity of the Junior Treasurer's choosing or be donated to another University society for their own use, as agreed by the entire committee.