

MUSIC SOCIETY OF UNSW CONSTITUTION

1. Introduction

- 1.1 The official name of the club shall be the Music Society of UNSW, herein referred to as Musoc.
- 1.2 Musoc shall be affiliated to the Arc.
- 1.3 The aims and objectives of the club are:
 - 1.3.1 To appreciate all genres of music including but not limited to jazz and classical music
 - 1.3.2 To encourage the development of jazz, musical and improvisational skills and knowledge and classical music knowledge
 - 1.3.3 To create networking and social opportunities for musicians and music lovers through musical events
 - 1.3.4 To support formation, development, organisation and performances of ensembles including but not limited to a Stage Band, improvisation-focussed Combo and a Vocal Group that encourages vocal improvisation.
 - 1.3.5 To support original compositions
- 1.4 For the purposes of this constitution;
 - 1.4.1 The University shall mean the University of New South Wales
 - 1.4.3 Arc shall mean Arc @ UNSW Limited.
 - 1.4.4 Members shall mean members of Musoc
 - 1.4.5 Associate members shall mean associate members of Musoc
 - 1.4.6 The Executive shall mean the executive of Musoc
 - 1.4.7 The AGM shall mean the Annual General Meeting of Musoc
 - 1.4.8 The EGM shall mean the Extraordinary General Meeting of Musoc
 - 1.4.9 Musicians shall include instrumentalists, vocalists, composers and conductors
- 1.5 The club shall be bound by all clauses in this Constitution.

2. Membership

- 2.1 The list of members of Musoc is to remain with the Executive and the Arc to have sole access. Club lists are not to be given or sold to any other person. Breaches of this guideline will allow any affected member to submit a complaint to the CASOC Standing Committee, who will arrive at a final resolution of the matter and have the power to dismiss the Executive or specific member(s) of the Executive.
- 2.2 Full Membership shall be open to all UNSW students subject to affiliation requirements of Arc and they shall be required to pay an annual club membership fee of \$5 to be set by the Executive, and complete a membership form prepared by the executive.
- 2.3 Associate membership shall be open to all persons who are not UNSW students subject to affiliation requirements of Arc and they shall be required to pay an annual club membership fee not less than the full membership fee, to be set by the Executive, and complete a membership form.
- 2.4 Musoc shall not discriminate on any basis in any of its activities or procedures, including the granting of membership

3 The Executive

- 3.1 The executive shall be responsible for the following duties:
 - 3.1.1 The activities of the club,
 - 3.1.2 The finances of the club.
- 3.2 The executive is at all times bound by the decisions of the Music Society of UNSW Annual or Extraordinary General Meeting.
- 3.3 One member is permitted to hold two executive positions, provided that a minimum of four different members shall remain on the executive at all times.
- 3.4 Two people may jointly nominate for the position, but no more
- 3.5 Each member of the Executive shall;
 - 3.5.1 Uphold the aims and objectives of Musoc
 - 3.5.2 Discuss and put together the events calendar for Musoc at the beginning of their appointment
 - 3.5.3 Carry out their duties as outlined in sections 4 and 5 of the Constitution
 - 3.5.4 Report on their duties through newsletter submissions and/or meetings

- 3.5.5 Prepare a hand-over document reporting on their duties for their successor
- 3.6 Each member of the Executive shall hold their position until the close of the meeting at which their successor is announced.
- 3.7 A position becomes vacant when;
 - 3.7.1 The person passes away
 - 3.7.2 The person gives a written resignation to the Secretary who will immediately inform the Executive. If the person resigning is the Secretary, a written resignation is to be given to the President who will immediately inform the Executive.
 - 3.7.3 The Executive pass a four-fifths majority vote of no confidence
 - 3.7.4 A vote of no confidence is passed at an EGM. The motion must specify whether no confidence is moved against the Executive, or specific member(s) of the Executive. If a no confidence motion is passed by an EGM, elections for the vacant position(s) will be held immediately. A Returning Officer (who is not standing for election) will be appointed by the meeting to carry out the election.
- 3.8 Replacement of vacant positions not created through a vote of no confidence at an EGM will be through voting by the Executive:
 - 3.8.1 The Secretary shall publicise the vacant position to the Musoc membership at least a week prior to voting
 - 3.8.2 Nominations should be sent to the Secretary
 - 3.8.2.1 Nominations must include the name and student number of the nominee and two members' names and student numbers to support the nomination
 - 3.8.3 Voting will take place at an Executive meeting and run by the Secretary
- 3.9 Should the Secretary position become vacant, the President will carry out the tasks outlined above.
- 3.10 The executive shall consist of:
 - 3.10.1 President
 - 3.10.2 Vice-President
 - 3.10.3 Secretary

- 3.10.4 Treasurer
- 3.10.5 Events Coordinator
- 3.10.6 Publicity Coordinator
- 3.10.7 Information Technology Officer
- 3.10.8 Ensemble leaders – to be voted for by members of each ensemble at the first rehearsal after an AGM, or the first rehearsal after a position becomes vacant.
- 3.10.9 1st Year Representative – to be voted for by 1st year members at a Meeting (General, Extraordinary or Annual) of Musoc within three weeks after Semester One Oweek.
- 3.11 The President shall;
 - 3.11.1 Chair all Musoc meetings
 - 3.11.2 Oversee and coordinate the activities and administration of the club;
 - 3.11.3 Encourage members to become involved in Musoc and to promote the aims and objectives of Musoc
 - 3.11.4 Oversee and coordinate the work of the Executive, by promoting good teamwork, and ensuring that the elected officers of Musoc perform duties as laid down by this Constitution, by regularly liaising with them
 - 3.11.5 To ensure that all other tasks necessary for the running of the activities of the society are performed, properly either by doing them or delegating the duties;
 - 3.11.6 To have a thorough knowledge of this Constitution and to uphold this Constitution at all times;
 - 3.11.7 To act as official spokesperson for Musoc;
 - 3.11.8 To liaise with the Arc and the University where necessary;
 - 3.11.9 To ensure that an “Application for Affiliation” form accompanied by the minutes of the most recent Annual General Meeting and an updated membership list is submitted to the Arc;

- 3.11.10 To ensure that the Treasurer submits a Financial Report to Musoc at the AGM and to the Arc and that they have the clubs' finances in good order in preparation for Spot Audits by the Arc;
 - 3.11.11 To ensure that the Arc is informed of changes to the executive;
 - 3.11.12 To pass on their knowledge to their successor; and
 - 3.11.13 Other duties as in accordance with this Constitution
- 3.12 The Vice-President shall;
- 3.12.1 Deputise for the President, and assist the President and other Executive members wherever possible
 - 3.12.2 Act as the President when the President is unavailable
 - 3.12.3 Represent Musoc at Arc meetings, and Coordinate all Arc requirements, including re-affiliation, subsidies and forms
- 3.13 The Secretary shall;
- 3.13.1 Handle correspondence of Musoc
 - 3.13.2 Organise all Musoc meetings, agendas and minutes
 - 3.13.3 Organise, keep and pass on all Musoc documents and publications
 - 3.13.4 Coordinate the hand-over of documents for the succeeding Executive
 - 3.13.5 Coordinate elections according to this Constitution
 - 3.13.6 Maintain membership lists securely and act as the first point of contact for membership enquiries
- 3.14 The Treasurer shall;
- 3.14.1 Maintain a good financial position for Musoc through:
 - 3.14.1.1 Seeking and liaising with sponsors
 - 3.14.1.2 Appropriate budgeting
 - 3.14.2 Be responsible for all financial transactions of Musoc
 - 3.14.3 Keep a record of all financial transactions, with official receipts and invoices
 - 3.14.4 Prepare an annual budget and cost distribution
 - 3.14.5 Give financial advice for all Musoc activities, procedures and publications

- 3.14.6 Organise processing of membership fees with the Secretary
- 3.15 The Events Coordinator shall;
 - 3.15.1 Coordinate Musoc events throughout the year that achieve Musocs aims and objectives, including but not limited to social events and performances.
 - 3.15.2 Coordinate an Events Committee to assist in event organisation
 - 3.15.3 Coordinate Musoc ensemble performances with Ensemble Leaders
 - 3.15.4 Obtain the budget from the Treasurer for each event
 - 3.15.5 Keep the society informed of upcoming Musoc events
 - 3.15.6 Inform the Publicity Coordinator of Musoc events to be publicised
 - 3.15.7 Coordinate ticketing of Musoc events where necessary, making use of the website if appropriate
- 3.16 The Publicity Coordinator shall;
 - 3.16.1 Coordinate publicity of Musoc and its meetings and activities around the University campus, including at O-week
 - 3.16.2 Produce the Musoc newsletter at least twice a session including reports from the President and other Executive members, and reporting on and promoting its activities.
 - 3.16.3 Coordinate a Publicity Committee to assist in producing and distributing publicity materials and publications
- 3.17 The Information Technology Officer shall;
 - 3.17.1 Set up and/or maintain the Musoc website, which shall;
 - 3.17.1.1 Have information about Musoc and its activities
 - 3.17.1.2 Advertise upcoming Musoc events
 - 3.17.1.3 Have available Musoc newsletters and publications
 - 3.17.1.4 Have Executive meeting minutes and an up-to-date copy of the constitution available
 - 3.17.2 Set up and/or maintain discussion boards for the Members
 - 3.17.2.1 Discussion boards shall be monitored on a fortnightly basis at least

- 3.17.3 Set up and/or maintain a ticketing system for Musoc events if deemed appropriate by the Publicity Coordinator
- 3.18 The Ensemble leaders shall;
 - 3.18.1 Promote their ensemble, including by organising recruitment and performances
 - 3.18.2 Coordinate rehearsals for their ensemble or delegate authority to do so
 - 3.18.3 Represent their ensemble at Executive meetings
 - 3.18.4 Keep Musoc informed of the progress of their ensemble
 - 3.18.5 Organise for their ensemble to perform at Musoc events
 - 3.18.6 Obtain the budget from the Treasurer for each semester
 - 3.18.7 Participate in the Events Committee
- 3.19 The First Year Representative shall;
 - 3.19.1 Promote Musoc activities to 1st year members and encourage their involvement
 - 3.19.2 Represent 1st year members at Executive meetings

4. Meetings

- 4.1 There shall be one Annual General meeting every calendar year.
 - 4.1.1 The Annual General Meeting shall be held during University session.
 - 4.1.2 Notice in the form of an agenda for the Annual General Meeting shall be no less than five (5) academic days, and is to be:
 - 4.1.2.1 Advertised in Tharunka and/or Blitz;
 - 4.1.2.2 Given in writing to the Arc;
 - 4.1.2.3 Given in writing to all club members, or upon approval by the Arc, displayed in a way that will guarantee an acceptable level of exposure among club members.
 - 4.1.3 Quorum for the Annual General Meeting shall be fifteen members or one half of the club membership, whichever is the lesser.
 - 4.1.4 At this meeting:

- 4.1.4.1 Reports shall be presented by at least the President and the Treasurer;
- 4.1.4.2 Full financial reports shall be presented and adopted;
- 4.1.4.3 Elections for a new executive (except Ensemble Leaders and 1st Year Representative) shall be conducted; and
- 4.1.4.4 Constitutional amendments and other motions on notice may be discussed and voted upon.
- 4.1.5 Full minutes of this meeting, including a list of the new executive, written financial reports, and constitutional amendments, shall be forwarded to the Arc within ten (10) academic days of the meeting.
- 4.2 There shall be Extraordinary General Meetings as the executive sees fit or as petitioned under clause 4.10.
 - 4.2.1 Extraordinary General Meetings shall be held during University session.
 - 4.2.2 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting, except that executive elections will not be held unless specifically notified.
 - 4.2.3 To petition Extraordinary General Meeting fifteen (15) members or half of the club membership, whichever is the lesser, must petition the executive in writing.
 - 4.2.4 Such a petitioned meeting must be held within twenty-one (21) academic days, but no sooner than five (5) academic days.
- 4.3 There shall be other general meetings of the club as the executive sees fit.
- 4.4 General requirements for all meetings are as follows:
 - 4.4.1 All voting at meetings shall be with a simple majority required for a resolution to be passed;
 - 4.4.2 Each member is entitled to one vote;
 - 4.4.3 No proxies shall be allowed in any meetings;
 - 4.4.4 In the case of equality of voting the President shall have a casting vote;
 - 4.4.5 Elections for executive shall use the “first past the post” system;
 - 4.4.6 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting;

5. Finances

- 5.1 Musoc shall hold an account with a financial institution on University campus.
- 5.2 The executive must approve all accounts for payment, including any and all expenditures, including petty cash.
- 5.3 All financial transactions shall require two signatures, one of which must be that of the club Treasurer. There must be three signatories who are Executive members on the bank account, any two of which may sign.
- 5.4 The club shall nominate three members of the executive as possible signatories for the account.
- 5.5 The financial records of the club shall be open for inspection by the Arc at all times.

6. Dissolution

- 6.1 Dissolution of the club will occur after the following conditions have been met:

- 6.1.1 An Extraordinary General Meeting is petitioned in writing as set out in 6.2;
 - 6.1.2 Procedures for notification as set out in 4.1.3 are followed, and the reasons for the proposed dissolution are included with the notification to the Arc;
 - 6.1.3 Quorum for the meeting to dissolve the club shall be twenty (20) members or three-quarters of the club membership, whichever is the lesser;
 - 6.1.4 No other business may be conducted at the meeting to dissolve the club;
 - 6.1.5 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten minutes set aside for this purpose;
 - 6.1.6 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club;
 - 6.1.7 If the motion to dissolve is carried, the Arc must be notified within ten (10) academic days.
- 6.2 Dissolution of the club will also occur if the club has been financially and administratively inactive for a period of eighteen (18) months.
 - 6.3 The Arc must give twenty (20) academic days notice in Tharunka and in writing to the last known President before dissolving the club in this way.

6.4 On dissolution of the club, the club is not to distribute assets to members. All assets are to be distributed to an organisation with similar goals or objectives that also prohibits the distribution of assets to members. This organisation may be nominated at the dissolution meeting of the club. If no other legitimate club or organisation is nominated, the Arc will begin procedures to recover any property, monies or records belonging to the club which it perceives would be useful to other Arc-affiliated clubs.