

**University Music**

**Constitution**

**published 01/09/2024**

## 1 Names and definitions

- 1.1 The Club shall be known and referred to as ‘University Music’.
- 1.2 The Committee Members shall be jointly known and referred to as ‘the University Music Committee’.
- 1.3 The Ensembles shall be jointly known and referred to as ‘the University Music Ensembles’.
- 1.4 The Club’s privacy notice is set out at <https://www.birmingham.ac.uk/schools/lcahm/departments/music/universitymusic>.
- 1.5 In these Rules:

<b>Auditioned Ensembles</b>	means the Ensembles for which, in order to participate in their activities, Members must audition as set out at schedule 8.
<b>Academic Year</b>	means the period of 1 September to 31 August.
<b>Appointed Ensemble</b>	means the Ensembles for which the University appoints conductors, as set out at schedule 7.
<b>Calendar Year</b>	means the period of 1 January to 31 December.
<b>Club</b>	means University Music as regulated by these Rules from time to time.
<b>Committee</b>	means the Club’s committee comprising the Principal Committee Members and the University Committee Members, and: <ul style="list-style-type: none"><li>• “Committee Member” shall refer to a member of the Committee;</li><li>• the “Principal Committee Members” shall refer to the roles set out at part 1 of schedule 1;</li><li>• the “University Committee Members” shall refer to the roles set out at part 2 of schedule 1</li></ul>
<b>Committee Ensembles</b>	means the Ensembles set out at schedule 4, which shall be administered by the University with the support of the Committee, and which are so titled because of their historic foundation in the now disassociated University Music Society
<b>Committee Guide</b>	means the non-binding advisory document held by the Club intended to ensure a smooth handover between outgoing and incoming Committees and which sets out certain responsibilities of the Committee Members, in force from time to time.
<b>Deputised Ensembles</b>	means the Ensembles for which, in the event of any absence from a rehearsal or a concert, a Member must arrange for the attendance of a deputy, as set out at schedule 10.

<b>Elected Ensemble</b>	means the Ensembles for which the Members elect conductors, as set out at schedule 6.
<b>Ensembles</b>	means the Committee Ensembles and the University Ensembles.
<b>Member</b>	means a member of the Club, and: <ul style="list-style-type: none"> <li>• “student Member” shall refer to a Member who at the relevant time is a registered student of the University;</li> <li>• “employee Member” shall refer to a Member who at the relevant time is an employee of the University;</li> <li>• “community Member” shall refer to a Member who at the relevant time is neither a student Member nor an employee Member</li> </ul>
<b>Objects</b>	means the Club’s objects as set out at Rule 2.1.
<b>Rules</b>	means these Rules (including the schedules) in force from time to time.
<b>Term</b>	means the University’s Autumn, Spring and Summer terms as published on its website from time to time.
<b>the University</b>	means The University of Birmingham (a body incorporated by Royal Charter with number RC000645) of Edgbaston Birmingham B15 2TT.
<b>Un-auditioned Ensembles</b>	means the Ensembles for which, in order to participate in their activities, Members need not audition as set out at schedule 9.
<b>University Ensembles</b>	means the Ensembles set out at schedule 5, which shall be administered by the University and fall outside of the Committee’s scope, powers and responsibilities, and which are so titled because of their function and strategic purpose in the University’s Department of Music.

## 2 Objects

2.1 The Club is formed with effect from 1 September 2024 in order to:

- Promote the appreciation and enjoyment of music for the students, staff, and wider community of the University;
- Promote musical performance through the Ensembles;
- Provide practical opportunities for the Principal Committee Members to develop their skills and experience by supporting the running of the Committee Ensembles in order to benefit the wider membership of the Club;
- Promote musical composition;
- Promote social activities associated with membership of the Club;

- Put on activities – such as composition workshops, choirs for assessed conductors, and ensembles for recording sessions - which support elements of the University's undergraduate and postgraduate music programmes of study.

2.2 In pursuing the Objects, the Committee shall ensure that they liaise and collaborate with the University's Department of Music and University Music and Concerts team.

### **3 Status and scope**

3.1 The Club is a proprietary Club, the owner of which is the University, and the property of which belongs to the University.

3.2 The distinction between the treatment of the Committee Ensembles and the University Ensembles in these Rules arises from the historic foundation of the Committee Ensembles in the now disassociated University Music Society, and to the function and strategic purpose of the University Ensembles in the University's Department of Music.

3.3 The University shall administer the activities of the Club and the Ensembles in accordance with the Objects and these Rules principally through the University's Music and Concerts team.

3.4 The Committee shall on the University's behalf support the administration of the activities of the Club as regards the Committee Ensembles, and the Club's 'Summer Festival of Music' event, in accordance with the Objects and these Rules, and may exercise the powers given to it by these Rules and/or as the University may specify in writing from time to time.

3.5 The University Ensembles fall outside of the Committee's scope, powers and responsibilities.

3.6 The University's Music and Concerts team shall administer the scheduling and programming of the Ensembles' concerts and rehearsals in consultation with the Committee.

3.7 The Committee shall administer the scheduling of all of the Club's social events in consultation with the University's Music and Concerts Team.

3.8 The Committee shall report to, and in such manner as the University may specify in writing from time to time, the University's Music and Concerts team in connection with the Club's activities.

3.9 These Rules may from time to time be revoked, altered or added to by:

- The University at its absolute discretion, provided that in the case of any:
  - Revocation of, alteration to or addition to these Rules which would enable the University to expel a Member other than in accordance with Rule 6.10;
  - Revocation of or alteration to Rule 2, Rule 3 or Rule 4
 the University's decision must be ratified by a resolution of the Members passed at a general meeting by a majority of at least 50% of the Members present and entitled to vote; or
- Subject to Rule 3.10, a resolution of the Members passed at a general meeting by at least 50% of the Members present and entitled to vote.

3.10 Any resolution of the Members passed at a general meeting or resolution passed by the Committee at a Committee meeting and any other act of the Members or the Committee shall be of no effect unless the University confirms in writing its consent thereto. As regards resolutions and acts which affect solely Committee Ensembles, the University shall not

unreasonably withhold, delay or condition such consent. As regards resolutions and acts which affect University Ensembles, or the administration of the Club, the University shall have absolute discretion as to the provision of any such consent.

- 3.11 The Club may be dissolved by the University with effect from the end of any Academic Year subject to the University having first notified the Members in writing of its intention to do so not less than 6 months before the end of the relevant Academic Year.

#### **4 Funding of the Club**

- 4.1 The University shall provide the Club and the Members with facilities and premises on its Edgbaston campus provided previously to members of the now disassociated University Music Society (by the University's Department of Music either directly or through arrangement within the University, and as more fully particularised by the University in writing) for carrying on the activities of the Club in accordance with the Objects and these Rules. The University is solely responsible for all expenses and liabilities so incurred and for the payment of staff, coaches, and conductors engaged by it in connection with the Club's activities and all other matters involving expenditure of money in connection therewith.

- 4.2 The University shall, and may only, apply:
- Any funds held by or donated to the Club at the date of its formation;
  - Membership subscriptions paid by the Members;
  - Income generated by the Club's activities
- (together "the Revenue") towards the discharge of its obligations pursuant to Rule 4.1.

- 4.3 The University shall ensure that the Revenue is subject to its usual financial rules and procedures.

- 4.4 The University shall at each annual general meeting provide to the Members written confirmation of its compliance with Rule 4.2 and 4.3.

- 4.5 The University shall procure that the Club and the Members have the benefit of professional indemnity, public liability, property, directors' and officers', and travel insurance cover in connection with the Club's activities.

#### **5 Honorary President**

- 5.1 On the recommendation of the Committee, the Members may by a resolution at an annual general meeting appoint an Honorary President.

- 5.2 An appointed Honorary President shall hold that position for the Academic Year immediately subsequent to the Academic Year in which the resolution is made.

- 5.3 The Honorary President shall for the duration of their appointment be a Member and entitled to all the privileges of membership without paying a membership subscription for their honorary membership but shall not, for the avoidance of doubt, be a Committee Member.

#### **6 Membership**

- 6.1 Membership of the Club commences at the beginning of each Academic Year from 1 September 2024 onwards, and expires at the end of each Academic Year.

- 6.2 Any individual, whether or not they are or have been a registered student or employee of the University, may apply for membership.
- 6.3 First applications for membership and requests for the continuation of membership must be on the forms provided by the University for that purpose, state the name and address of the applicant, status (community, employee or student), year group (if applicable), subject of study (if applicable), instrument, and be signed by the applicant, and submitted by the applicant via Microsoft Forms or by email to [universitymusicclub@contacts.bham.ac.uk](mailto:universitymusicclub@contacts.bham.ac.uk) or as the University may specify in writing from time to time.
- 6.4 Acceptance of applications for membership, and of requests for the continuation of membership, and in each case the imposition of any conditions of membership, is at the absolute discretion of the University.
- 6.5 The annual membership subscription is £20 (including VAT) per individual, or any other sum determined by the University from time to time (having first consulted with and had due regard to the opinions of the Committee) and notified by it to the Members in writing not less than 4 months before 1 September of the relevant Academic Year in respect of which the said sum shall first become payable.
- 6.6 Membership subscriptions are due and payable in full (notwithstanding that an individual becomes a Member part of the way through an Academic Year) in such manner as the University may specify in writing from time to time, and within three weeks of the date of the University's acceptance of an individual's application for or request for continuation of membership.
- 6.7 Compliance with these Rules is a condition of membership and participation in the Club's Ensembles and other activities.
- 6.8 Members who have paid their membership subscription may use and enjoy in common with the other Members the premises and facilities provided by the University for the use of and participate in the Club's Ensembles and other activities.
- 6.9 Only student Members may enter into and participate in any competition organised by the Club.
- 6.10 The University may expel from the Club with immediate effect any Member whose membership subscription has not been paid within three weeks of the date of acceptance of their application or request for continuation of membership, provided that the University may at its absolute discretion restore them to membership on payment of all arrears of membership subscriptions then due.
- 6.11 A Member is not under any financial liability by reason of their membership except (other than in the case of the Honorary President) for payment of their membership subscription to the University.
- 6.12 A Member in respect of whom the University has put in place a reasonable adjustments plan and/or additional educational or pastoral needs, may liaise with the University's Music and Concerts team in confidence to ensure that any relevant available support is put in place in connection with their membership.

- 6.13 A Member may resign their membership at any time by notifying the University of their resignation by emailing [universitymusichub@contacts.bham.ac.uk](mailto:universitymusichub@contacts.bham.ac.uk) or as the University may specify in writing from time to time, but is liable for their full membership subscription for the Academic Year during which they resign. Resignation as a Member shall operate automatically as resignation from any position held within the Club (including without limitation any Committee or conductor position(s)).
- 6.14 Members must notify the Club of any change from time to time to their postal address or email address by emailing [universitymusichub@contacts.bham.ac.uk](mailto:universitymusichub@contacts.bham.ac.uk).

## **7 Conduct, misconduct and expulsion**

- 7.1 A member who is a registered student or employee of the University must as regards their membership comply with the University's Rules, regulations, policies, procedures, codes of practice and other legislation from time to time in force.
- 7.2 A Member, whether or not a registered student or employee of the University, must not conduct themselves in a manner injurious to the interests, character or reputation of the Club or the University or the interests of any Member.
- 7.3 A Member may complain to the University concerning the failure of another Member to comply with these Rules. The University may, either following receipt of such a complaint or of its own motion, investigate any potential failure by a Member to comply with these Rules. As regards the subject matter of such an investigation:
- The personal data (including their name and the subject matter of the complaint) of any Member who submits to the University a complaint concerning another Member may be shared by the University with the Committee and the Member about whom the complaint is submitted;
  - The personal data of any Member (including their name and the subject matter of the investigation) who is investigated by the University may be shared by the University with the Committee and the Member (if any) whose complaint gave rise to the investigation.
- 7.4 At its absolute discretion but having due regard to the views of the Committee, and notwithstanding the existence of other specified sanctions in these Rules, the University may expel from the Club with immediate effect, or impose a lesser sanction on, any Member:
- Whose conduct is in the University's opinion injurious to the interests, character or reputation of the Club or the University or the interests of any Member;
  - Who has otherwise failed to comply with these Rules and who has failed to justify or explain such conduct or failure satisfactorily.
- 7.5 Before the University imposes any sanction on a Member (but for in the circumstances specified at Rule 6.10), the University must make reasonable inquiry into the Member's conduct or failure and give the Member a reasonable opportunity to defend themselves and to justify or explain their conduct or failure.
- 7.6 A Member who is sanctioned under Rule 7.4 may appeal against the imposition of the sanction by emailing the University's Head of the School of Languages, Cultures, Art History and Music at [headofcahm@contacts.bham.ac.uk](mailto:headofcahm@contacts.bham.ac.uk) within 5 working days of the date of imposition of the sanction. The Member may not in connection with their appeal rely on any evidence that could reasonably have been available to the University in arriving at its decision to impose the sanction. The University will aim to acknowledge the appeal in writing within 2 working days.

The University will aim to give a final response to the appeal within 10 working days. The University's decision is final and binding on the Member.

- 7.7 Subject to Rule 7.6, an expelled Member shall immediately cease to be a Member and forfeit all the privileges of membership and all other rights against the Club and the University.
- 7.8 An expelled Member is not entitled to any refund of their membership subscription and remains liable for their full membership subscription for the Academic Year during which they are expelled.

## **8 General meetings (annual general meetings and extraordinary general meetings)**

- 8.1 The Committee must call for, and hold on a day in November or December in each year, an annual general meeting to elect Principal Committee Members and conduct any other business to be transacted in accordance with these Rules.
- 8.2 The Committee must call for, and hold as soon as reasonably practicable thereafter, an extraordinary general meeting if required to do so by not less than 10% of the Members or seven Committee Members (not including the University Committee Members).
- 8.3 The Committee must give every Member at least 14 days' notice of any general meeting and the notice must specify the business to be transacted at the general meeting.
- 8.4 The quorum for any general meeting shall be 10% of the Members.
- 8.5 Every Member may be present at any general meeting and may give one vote and no more upon every resolution put to the Members.
- 8.6 A simple majority of Members present and voting at a general meeting is necessary to pass any resolution put to the Members, provided that in the case of equality of votes the President shall have a second or casting vote.
- 8.7 Voting at general meetings may be by voting form, show of hands or as the University may specify in writing from time to time.
- 8.8 General meetings shall be chaired by the Head of the University's Music and Concerts, supported by the President, or (in each case) their nominated deputies.
- 8.9 The Secretary shall take minutes of each general meeting.
- 8.10 The Secretary shall not less than 48 hours in advance of each general meeting circulate to the Members:
- Confirmation of the location, date and time of the general meeting;
  - The minutes taken by the Secretary at the last general meeting;
- The Members shall at each general meeting discuss the contents of the minutes of each immediately prior general meeting and any amendments thereto proposed, and resolve to approve the same. Such approved minutes shall be held within the Club's minute book.
- 8.11 The chairperson's decision as to the result of the voting on any resolution in a general meeting is final and binding on all the Members and an entry in the minute book signed by the



chairperson of the meeting is conclusive of the terms of any resolution and of its having been passed.

## **9 The Committee**

- 9.1 All Committee Members must be Members.
- 9.2 Certain of the responsibilities associated with each position on the Committee shall be as set out at schedule 3. Further details of the responsibilities associated with each position are set out in the Committee Guide. Over and above the extent to which the Committee Guide details such responsibilities, the Committee Guide is a non-binding advisory document intended to ensure a smooth handover between outgoing and incoming Committees. The President shall review the Committee Guide annually before each annual general meeting and update it as appropriate.
- 9.3 The responsibilities of the Principal Committee Members shall be discharged by the University Committee Members (or, at their direction, a University employee).
- 9.4 The positions of the University Committee Members are not elected but, rather, shall be filled by the relevant postholders within the University or by such alternative postholder as the University may specify in writing.
- 9.5 For the Calendar Year comprising 1 January 2024 to 31 December 2024, the positions of the Principal Committee Members shall (but for in respect of the Community Representative, which shall be vacant in that Calendar Year) be held by the individuals set out at schedule 2. In respect of each subsequent Calendar Year, the Members shall at the immediately prior annual general meeting elect individuals among their number to the positions of the Principal Committee Members.
- 9.6 Only:
- Student Members who will be and remain students of the University for the duration of the Calendar Year in respect of which they seek election are eligible for election to and to serve on the Committee;
  - Student Members are eligible (save for in respect of any Principal Committee position prefixed 'community') for election to Principal Committee positions;
  - Community Members are eligible for election to any Principal Committee position prefixed 'community'.
- 9.7 No Member may be elected as a Principal Committee Member for more than three consecutive Calendar Years, provided that:
- Any period of time in which a Member has been co-opted onto the Committee shall not be a period of time for which they are elected to the Committee and shall therefore not count towards the three consecutive Calendar Years;
  - A member is eligible to be elected to the Committee in the circumstances specified in Rule 9.16 notwithstanding that they have previously been elected to the Committee for three consecutive Calendar Years.
- 9.8 Save as set out at Rule 9.7, retiring Principal Committee Members are eligible for re-election.
- 9.9 A Principal Committee Member may resign from their position on the Committee at any time by notifying the University of their resignation by emailing

[universitymusiclub@contacts.bham.ac.uk](mailto:universitymusiclub@contacts.bham.ac.uk) or as the University may specify in writing from time to time.

- 9.10 If a Principal Committee Member without reasonably adequate justification or explanation fails to attend two consecutive Committee meetings or to fulfil their responsibilities, the Committee may debate a motion of no confidence in them. If the motion is carried by a resolution of the Committee, the Principal Committee Member shall, with immediate and automatic effect, vacate their position on the Committee.
- 9.11 Resignation from, or the vacation of a position on, the Committee shall not operate automatically as resignation as a Member or from any other position held within the Club (including without limitation any conductor position(s)).
- 9.12 Candidates for election to the Committee must present to the President at least 5 clear days before the relevant annual general meeting a written form of nomination signed by them, a proposer and a seconder, both of whom must be Members, and containing a candidate manifesto not exceeding 250 words in total.
- 9.13 The Principal Committee shall ensure that the name of every candidate and their proposer and seconder be printed in the notice convening the relevant annual general meeting. Neither proposer nor seconder need be present at the annual general meeting.
- 9.14 If no Member stands for election to a position on the Committee by presenting a written form of nomination in accordance with Rule 9.12, any member may stand for election without notice (but provided always that they are proposed and seconded by other Members at the annual general meeting).
- 9.15 At each annual general meeting, Members standing for election to a position on the Committee shall present a 1 minute speech outlining the reasons behind their decision to stand for election, their qualifications for the position, and their intended commitments to the Club, if elected. In the case of unavoidable absence from the annual general meeting, a candidate may nominate another member to deliver the speech on their behalf or may ask the President (at the President's absolute discretion) to read out their speech.
- 9.16 If no Member stands for election to a position on the Committee at a general meeting, the Committee shall offer the position in descending order to all Members who received the next highest number of votes in an election to another position. In the event that more than one such Member wishes to accept the offer, the Members shall vote upon the member to be elected to the Committee. In the event of a tie, all Members who received fewer than the highest number of votes shall be excluded from the recount;
- 9.17 Some activities of the Club may not operate if, in respect of any Calendar Year, a position(s) on the Committee is not filled.
- 9.18 The option to re-open nominations must be available in all elections for positions on the Committee. Voting in elections for positions on the Committee shall be by secret voting paper or ballot or as the University may specify in writing from time to time. In the event of a tie, a recount is mandatory. In the event of a tie on the recount, the University shall determine the winner of the election by the toss of a coin.

- 9.19 In any Calendar Year, no member shall stand for election for or be elected to more than one position on the Committee provided that an unsuccessful candidate for election to the position of President shall, upon being notified of the outcome of that election, be entitled to stand for election to another position on the Committee. For that purpose, the University shall in each Calendar Year announce the outcome of the vote for the position of President before speeches and voting takes place in respect of the elections to the other positions on the Committee.
- 9.20 After each annual general meeting and before the end of the relevant Calendar Year, the outgoing Committee shall meet with the incoming Committee, and each outgoing Principal Committee Member shall meet with their incoming Principal Committee Member counterpart, as reasonably necessary to ensure the orderly handover of responsibilities for the benefit of the Club and the Members.
- 9.21 The Committee may resolve to co-opt up to six additional Committee Members (including without limitation final year students, and the manager of any Committee Ensemble not otherwise represented on the Committee) if reasonably necessary to discharge the function of the Committee including, without limitation, in circumstances where a Committee Member has resigned or vacated their position on the Committee. The position on the Committee of any co-opted member shall automatically be surrendered on any date specified by the Committee upon their co-option and, in any event, at the end of the Calendar Year in which the co-option takes place. That member shall, however, immediately be eligible for further co-option in accordance with these Rules. Co-option onto the Committee is at all times subject to the approval of, and is terminable at any time by, the University.

## **10 Committee meetings**

- 10.1 The Committee shall meet at least four times each Term on dates to be specified by the University in writing.
- 10.2 Any Member may email the Secretary not less than 72 hours in advance of a Committee meeting proposing item(s) for inclusion within the agenda of that meeting.
- 10.3 The quorum required for any Committee meeting shall be seven Committee Members.
- 10.4 Every Committee Member may be present at any Committee meeting and may give one vote and no more upon every resolution put to the Committee.
- 10.5 A simple majority of Committee Members present and voting at a Committee meeting is necessary to pass any resolution put to the Committee, provided that in case of equality of votes the President shall have a second or casting vote.
- 10.6 Voting at Committee meetings may be by voting form, show of hands or as the University may specify in writing from time to time.
- 10.7 For the purposes of personal development for student Principal Committee Members, the student Principal Committee Members shall, on rotation throughout their term(s), chair Committee meetings with support of the University Committee Members. There shall be no additional responsibilities associated with the chairperson's position save as expressly set out in these Rules.
- 10.8 The University Committee Members shall:

- Advise the Principal Committee Members (who shall have due regard to such advice) as appropriate in connection with the discharge of the function of the Committee but shall not be entitled to vote in Committee meetings or general meetings;
- Be entitled to invite University employees to attend Committee meetings (and general meetings) in an observational, advisory, and non-voting, capacity.

10.9 The Secretary shall take minutes of each Committee meeting.

10.10 The Secretary shall not less than 48 hours in advance of each Committee meeting circulate to the Committee:

- Confirmation of the location, date and time of the Committee meeting;
- The minutes taken by the Secretary at the last Committee meeting;
- Any agenda items for resolution and/or discussion at the Committee meeting;
- Any apologies received for the Committee meeting.

The Committee shall at each Committee meeting discuss the contents of the minutes of each immediately prior Committee meeting and any amendments thereto proposed, and resolve to approve the same. Such approved minutes shall be held within the Club's minute book.

10.11 The chairperson's decision as to the result of the voting on any resolution in a Committee meeting is final and binding on all the Members and an entry in the Club's minute book signed by the chairperson of the Committee meeting is conclusive of the terms of any resolution and of its having been passed.

## **11 Ensembles**

11.1 In order to participate in the activities of any Ensemble a Member must register annually, in such manner as the University may specify in writing from time to time, themselves with the University as a participant in the Ensemble. As regards the Auditioned Ensembles, each Member must successfully audition to participate in the relevant Auditioned Ensemble(s) in such manner as the University may specify in writing from time to time. Each Member acknowledges that positions in Ensembles are limited.

11.2 By registering as a participant in an Ensemble, a Member agrees:

- Notwithstanding their other commitments (including without limitation preparation for and attendance at the City of Birmingham Symphony Orchestra Chorus), to:
  - Practice and prepare fully for each of the Ensemble's rehearsals and concerts as directed by the conductor of the Ensemble;
  - Make every reasonable effort to attend all of the Ensemble's rehearsals, and without exception to attend the final rehearsal before each concert as well as the concert itself.
- To arrive at each of the Ensemble's rehearsals and concerts in sufficient time to be ready to begin the rehearsal or concert (as applicable) at the advertised time, and with their instrument and any associated equipment in good working order.
- As regards any concert, to adhere to the advertised concert dress uniform as notified by the University to the relevant Ensemble in writing from time to time.
- As regards the Auditioned Ensembles, to comply with any request by the conductor of the Ensemble to change position within the Ensemble.
- To notify:
  - As regards any Un-auditioned Ensemble, the relevant Ensemble manager;
  - As regards any Auditioned Ensemble, the University's Music and Concerts Team

by email as soon as reasonably practicable of inability to attend any rehearsal or concert of the Ensemble.

- As regards any Deputised Ensemble, to ensure that they arrange for a deputy, who shall be in possession of a copy of their music, to attend any rehearsal or concert which they are unable to attend.
- That, in the event that they are not:
  - On two separate occasions, and without having first notified the Ensemble Manager or the University's Music and Concerts Team (as applicable) by email, ready to begin the rehearsal or concert (as applicable) within a period of time of less than 10 minutes after the advertised time;
  - On a single occasion, and without having first notified the Ensemble Manager or the University's Music and Concerts Team (as applicable) by email, ready to begin the rehearsal or concert (as applicable) within a period of time of 10 minutes or more after the advertised timetheir lateness will constitute an "Ensemble Absence".
- In the event of an Ensemble Absence either the conductor of the Ensemble or the University may at their respective absolute discretion revoke their registration with the Ensemble until the end of the Term in which the Ensemble Absence occurred.
- In the event of two Ensemble Absences either the conductor of the Ensemble or the University may at their respective absolute discretion revoke their registration with the Ensemble until such time as the University at its absolute discretion agrees to reinstate the same.
- To pay any costs charged by the University for the provision of replacement music.

11.3 In the event that any Ensemble has an insufficient number of participants to perform a concert to an appropriate standard, the conductor(s) of the Ensemble may agree to permit an individual who is not a member to participate as a guest in the concert and all associated rehearsals subject always to the permission of the University, which permission may be revoked at any time at the University's absolute discretion.

11.4 In these Rules "Ensemble Conductor Voting Members" means an Elected Ensemble Member who:

- In elections held in the Autumn and Spring Terms, and in the Summer Term where the Elected Ensemble rehearses in that Summer Term, participates in the Elected Ensemble's rehearsals;
- In elections held in the Summer Term where the Elected Ensemble does not rehearse in that Summer Term, volunteers to play in the auditions of all nominees standing for election.

11.5 The University shall having due regard to the opinions of the Committee appoint the conductors of the Appointed Ensembles.

11.6 Student Members shall be elected in each Term to act in each immediately subsequent Term as the conductors of the Elected Ensembles. Each Elected Ensemble may decide between its participants whether to elect one, or two, conductors in each Term.

11.7 Any student Member wishing to be considered for election to the position of conductor of an Elected Ensemble shall nominate themselves by email to the President by the relevant deadline specified by the University in writing.

- 11.8 Following receipt of nominations, and in the Term immediately prior to the Term in which the successful nominee will hold the position of conductor, each nominee shall audition for the position.
- 11.9 Following completion of all auditions for a position, the Ensemble Conductor Voting Members shall vote upon the nominee to act as conductor. Voting shall be by secret voting paper or ballot or as the University may specify in writing from time to time. In the event of a tie, a recount is mandatory and all nominees who received fewer than the highest number of votes shall be excluded from the recount. In the event of a tie on the recount, the University shall determine the winner of the election by the toss of a coin.
- 11.10 Retiring conductors are eligible for re-election.
- 11.11 A conductor may resign from their position as a conductor at any time by notifying the University of their resignation by emailing [universitymusicclub@contacts.bham.ac.uk](mailto:universitymusicclub@contacts.bham.ac.uk) or as the University may specify in writing from time to time.
- 11.12 If a conductor without reasonably adequate justification or explanation fails to fulfil their responsibilities, the Committee may debate a motion of no confidence in them. If the motion is carried by a resolution of the Committee, the conductor shall, with immediate and automatic effect, vacate their position as a conductor.
- 11.13 Resignation from, or the vacation of a, position as a conductor shall not operate automatically as resignation as a Member or from any other position held within the Club (including without limitation any Committee position(s)).
- 11.14 In the event that a conductor resigns from or vacates their position as a conductor, the Ensemble shall offer the position to the nominee(s) who received the next highest number of votes in the foregoing election to the position in descending order (and in the event that more than one nominee had received an equal number of votes the University shall determine the appointment by the toss of a coin). In the event that no nominee accepts the offer, the University shall having due regard to the opinions of the Committee appoint a conductor.
- 11.15 In any Term, no member shall stand for election for or be elected to more than one position as a conductor provided that, in the event that a conductor or conductors (as appropriate) of an appropriate standard cannot be found for an Ensemble, the University Committee Members and the President may by agreement between them appoint a conductor who is of an appropriate standard to act as conductor of that Ensemble notwithstanding their election as conductor of another Ensemble.

## **12 Disputes and complaints**

- 12.1 Any dispute or difference that may arise between the Members as to the meaning or interpretation of these Rules, the powers of the Committee, or the validity of any election or proceeding or resolution at a Committee meeting or a general meeting, must be determined by the University (having first consulted with and had due regard to the opinions of the Committee), whose decision is final and binding on all Members.
- 12.2 The University treats all people who make complaints with respect, and expects respect for its employees who deal with complaints. All complaints and other feedback are recorded in a way

that can be analysed in order to improve the University's administration of the Club in both the short and the long term.

12.3 If an individual has a complaint, comment or concern in connection with the University's administration of the Club, they may discuss this with a member of the University's Music and Concerts team. After doing so, if they are still not happy they may follow the complaint procedure below.

- Email the complaint to the Head of University Music and Concerts at [universitymusichub@contacts.bham.ac.uk](mailto:universitymusichub@contacts.bham.ac.uk).
- The University will aim to acknowledge the complaint in writing within 2 working days.
- The University will aim to resolve the complaint within 10 working days.

12.4 If the individual is not satisfied with the University's response to their complaint, they may follow the appeals procedure below.

- Email the appeal to the Head of the School of Languages, Cultures, Art History and Music at [headofcahm@contacts.bham.ac.uk](mailto:headofcahm@contacts.bham.ac.uk).
- The University will aim to acknowledge the appeal in writing within 2 working days.
- The University will aim to give a final response to the appeal within 10 working days.

The University's decision is final and binding on all Members.

## **Schedule 1 – Positions and Responsibilities of the Committee**

<u>Part 1 - Principal Committee Members</u>	<u>Part 2 - University Committee Members</u>
<ul style="list-style-type: none"><li>• President</li><li>• Deputy President</li><li>• Secretary</li><li>• Marketing and Communications Team<ul style="list-style-type: none"><li>• Mailing and Membership Officer</li><li>• Online and Digital Administrator</li><li>• Social Media and Digital Media Officers (x4)</li></ul></li><li>• Community Representative</li><li>• Social Secretaries (x2)</li><li>• Health and Wellbeing Representative</li><li>• Equality and Diversity Representative</li><li>• Ensemble Managers (1 per Ensemble except for Chamber Choir, Chamber Music, University Chorus and Wind Band, which shall each have 2 Ensemble Managers)</li></ul>	<ul style="list-style-type: none"><li>• Head of University Music and Concerts</li><li>• Director of CEMPR</li><li>• Director of Orchestral Studies</li><li>• Director of Jazz Studies</li><li>• Director of Choral Activities</li><li>• University Music Manager</li><li>• University Music Administrator</li></ul>

## **Schedule 2 – Postholders of the Principal Committee Member positions between 1 January 2024 and 31 December 2024**

### Principal Committee Members

- President – Annabella Lehner
- Deputy President – Fern Warwick
- Secretary – Ora Solomons
- Marketing and Communications Team
  - Mailing and Membership Officer – Emilia Bashford
  - Online and Digital Administrator – William West
  - Social Media and Digital Media Officers (x4) – Tasmin Lee; Nathaniel Littlechild; Brabim Basel; Esme Eaton
- Social Secretaries (x2) – Toby Caswell; Eddie Holmes
- Health and Wellbeing Representative - Naomi Thornhill
- Equality and Diversity Representative – Fay Carpenter
- Ensemble Managers (1 per Ensemble except for Chamber Choir, Chamber Music, University Chorus and Wind Band, which shall have 2 managers) – Ella Clark; Andrew Pollard; Freya White; Anders Beavis Berry; William Roberts; Louise Akroyd; Katie Peacock; Nikhila Malladi; Matthew



Couldery; Kamran Aminian; Hannah Komedera; Hannah Lesley; Conrad Geake; Noa David; Nicholas Ikoyi; Gemma Ayton; Rosie May Kennedy

### **Schedule 3 – Principal Committee Member responsibilities**

- **President**  
The President shall be the lead individual in supporting the activities of the Committee Ensembles and the Principal Committee. They shall assist all other Committee Members in the performance of their duties in an advisory or in a practical capacity. They shall communicate regularly with the Members (including the Committee Members), and shall ensure strong links between them and the University. They shall attend weekly meetings with the University Music and Concerts team to ensure the smooth running of the Club. Where reasonably practicable they shall attend all concerts performed by Ensembles, be given the opportunity to make a speech at each formal social event held by the Club, and be responsible for reviewing and updating annually the Committee Guide.
- **Deputy President**  
The Deputy President shall deputise the President in any or all of the above matters.
- **Secretary**  
The Secretary shall be responsible for taking minutes at Committee meetings and general meetings and making them available to the Members; they shall also be responsible for compiling agendas for Committee meetings and general meetings. They shall liaise with Ensemble Managers and the University Music Manager regarding arrangements for all of the Committee Ensembles' concerts (including Principal Committee management rotas).
- **Marketing and Communications Team**  
The Marketing and Communications Team supports the publicising of the Club, including increasing membership and selling concert tickets. They shall meet with the President and University Committee Members, especially the Head of University Music and Concerts, to discuss publicity matters and the delegation of tasks. The President shall be invited to such meetings, and the Marketing and Communications Team shall report on their progress at Committee meetings. All of the members of the Marketing and Communications Team will have access to the Club's social media and online accounts. Each member of the Marketing and Communications Team, especially those with specifically technology-related roles, will work to ensure that all relevant technology operates as the Club requires.
- **Community Representative**  
The Community Representative shall represent the interests of community Members within the Club and act as a point of contact for any community Members with concerns or suggestions regarding the Club's activities or administration.
- **Social Secretaries**  
The Social Secretaries shall be responsible for all social activities related to the Club. They shall organise varied socials events throughout the year, including the Club's annual ball, and shall assist the President in the organisation of any official visit made by the Honorary President. They shall liaise with the University Music and Concerts team on financial matters relating to social events.
- **Health and Wellbeing Representative**

The Health and Wellbeing Representative shall promote events falling within their remit and act as a point of contact for anyone with concerns or suggestions regarding the health and wellbeing of Members. They shall liaise with University Music and Concerts team, the Marketing and Communications Team, and Ensemble Managers to ensure all events are well publicised and attended. The Health and Wellbeing Representative will also be responsible for ensuring relevant University mental health and wellbeing support is displayed and accessible for all Members in liaison with the Wellbeing Officer of the University's College of Arts and Law.

- **Equality and Diversity Representative**  
The Health and Wellbeing & Equality and Diversity Representatives shall promote events falling within their remit and act as a point of contact for anyone with concerns or suggestions regarding issues of equality and diversity within the Club. They shall liaise with University Music and Concerts team, the Marketing and Communications Team, and Ensemble Managers to ensure all events are well publicised and attended. The Health and Wellbeing Representative will also be responsible for ensuring relevant equality and diversity related material is displayed and accessible for all Members in liaison with the Wellbeing Officer of the University's College of Arts and Law.
- **Ensemble Managers (1 per Ensemble except for Chamber Choir, Chamber Music, University Chorus and Wind Band, which shall have 2 managers)**  
Ensemble Managers shall be responsible for supporting the administration of the rehearsals and concerts of the Committee Ensembles. They shall work with the University Music Manager and University Music Administrator, who are responsible for the overall administration of the Ensembles, for distributing parts and scores to the Committee Ensemble participants and collecting them back in. They shall liaise with the University Music and Concerts team to ensure that every participant in each Committee Ensemble has paid their subscription. They shall also liaise with University Music and Concerts team and the Secretary as to the organisation of Committee Ensembles' rehearsals and concerts including the distribution of parts to the members of the Ensembles. They shall be responsible for ensuring that every participant in each Committee Ensemble receives all the required information and for raising at Committee meetings any issues within the Ensemble. Ensemble Managers will assist the President and University Music and Concerts team in organising auditions for positions in Auditioned Ensembles, and auditions for conducting positions in Elected Ensembles, as appropriate.

<b><u>Schedule 4 – Committee Ensembles</u></b>	<b><u>Schedule 5 – University Ensembles</u></b>
<ul style="list-style-type: none"> <li>• University Chorus</li> <li>• Wind Band</li> <li>• Jazz Orchestra</li> <li>• Philharmonic Orchestra</li> <li>• Symphony Orchestra</li> <li>• Brass Band</li> <li>• Creative Exchange</li> <li>• SSA Chamber Choir</li> <li>• SATB Chamber Choir</li> <li>• Flute Choir</li> <li>• Clarinet Choir</li> <li>• Saxophone Choir</li> <li>• String Orchestra</li> </ul>	<ul style="list-style-type: none"> <li>• New Music Ensemble</li> <li>• Folk Band</li> <li>• South Asian Ensemble</li> <li>• University of Birmingham Voices (UoB Voices)</li> <li>• Birmingham University Singers</li> <li>• University Camerata</li> <li>• University Upper Voices</li> <li>• Birmingham Symphonic Brass</li> <li>• University Vocal Consort</li> <li>• University Staff Singers</li> <li>• Baroque-Classical Orchestra</li> <li>• All CEMPR ensembles (Collective for Early Music Performance and Research) as</li> </ul>

	<p>determined from time to time by the University's Director of Early Music</p> <ul style="list-style-type: none"> <li>• Liturgical Choir</li> </ul>
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<p><b><u>Schedule 6 – Elected Ensembles</u></b></p> <ul style="list-style-type: none"> <li>• Creative Exchange</li> <li>• SSA Chamber Choir</li> <li>• SATB Chamber Choir</li> <li>• Flute Choir</li> <li>• Clarinet Choir</li> <li>• Saxophone Choir</li> <li>• String Orchestra</li> <li>• Wind Band</li> </ul>	<p><b><u>Schedule 7 – Appointed Ensembles</u></b></p> <ul style="list-style-type: none"> <li>• Birmingham Symphonic Brass</li> <li>• Birmingham University Singers</li> <li>• Brass Band</li> <li>• All CEMPR ensembles (Collective for Early Music Performance and Research) as determined from time to time by the University's Director of Early Music</li> <li>• Folk Band</li> <li>• Jazz Orchestra</li> <li>• Liturgical Choir</li> <li>• New Music Ensemble</li> <li>• Philharmonic Orchestra</li> <li>• South Asian Ensemble</li> <li>• Symphony Orchestra</li> <li>• University Camerata</li> <li>• University of Birmingham Voices (UoB Voices)</li> <li>• University Chorus</li> <li>• University Staff Singers</li> <li>• University Upper Voices</li> <li>• University Vocal Consort</li> </ul>
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<p><b><u>Schedule 8 – Auditioned Ensembles</u></b></p> <ul style="list-style-type: none"> <li>• Jazz Orchestra</li> <li>• Philharmonic Orchestra</li> <li>• Symphony Orchestra</li> <li>• New Music Ensemble</li> <li>• University of Birmingham Voices (UoB Voices)</li> <li>• Birmingham University Singers</li> <li>• University Camerata</li> <li>• University Upper Voices</li> <li>• Birmingham Symphonic Brass</li> <li>• University Vocal Consort</li> <li>• Baroque-Classical Orchestra</li> </ul>	<p><b><u>Schedule 9 – Un-auditioned Ensembles</u></b></p> <ul style="list-style-type: none"> <li>• University Chorus</li> <li>• Wind Band</li> <li>• Brass Band</li> <li>• Creative Exchange</li> <li>• SSA Chamber Choir</li> <li>• SATB Chamber Choir</li> <li>• Flute Choir</li> <li>• Clarinet Choir</li> <li>• Saxophone Choir</li> <li>• String Orchestra</li> <li>• Folk Band</li> <li>• South Asian Ensemble</li> <li>• University Staff Singers</li> <li>• All CEMPR ensembles</li> <li>• Liturgical Choir</li> </ul>
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**Schedule 10 - Deputised Ensembles**

- Philharmonic Orchestra
- Symphony Orchestra
- Jazz Orchestra
- New Music Ensemble
- Birmingham Symphonic Brass