

# DUBLIN UNIVERSITY ORCHESTRAL SOCIETY

## CONSTITUTION

### 1. NAME

The society shall be known as the Dublin University Orchestral Society or by the initials D.U.O.S. or by Trinity Orchestra. (Hereinafter referred to as the society).

### 2. OBJECTS

The society will seek to provide instrumentalists with a platform by establishing a symphony or chamber orchestra in the college which performs a minimum of two concerts during the college year.

### 3. MEMBERSHIP

Membership shall be open to all capitated students of the university and members of the academic staff. Membership shall be of three types:-

- a) Ordinary membership shall be granted to any capitated student or member of the academic staff in return for a subscription, the exact amount to be decided by the committee and announced at the A.G.M. This figure must be within the limits set down by the C.S.C.
- b) Playing membership shall be granted to certain ordinary members, as selected by the conductor and the committee.
- c) Honorary membership shall be awarded to persons as deemed fit by the committee. Honorary members shall not be entitled to vote or participate in decision making. Honorary membership shall be for life.

### 4. THE COMMITTEE

- a) The committee shall consist of the following Executive officers: The Auditor, the Treasurer, the Secretary, the Chief Technical Officer (who shall take precedence in that order) and the ordinary officers: the Public Relations Officer and the Librarian. There will also be a number of ordinary committee members, not less than two and not more than seven (excluding honorary members of the committee).
- b) In the event of all committee posts not being filled at an A.G.M., the auditor may at his/her discretion appoint up to two committee members during the year, but not less than 72 hours before a committee meeting, A.G.M. or E.G.M.
- c) Honorary membership of the committee shall be awarded to persons as deemed fit by the committee. Honorary committee members will not be entitled to vote or participate in decision making.

### 5. THE ROLE OF THE COMMITTEE

- a) The committee shall meet at least three times a term and at other times as deemed necessary by the Auditor. The Auditor shall chair all committee meetings.
- b) The function of the committee is to oversee all aspects of the running of the society.

- c) The committee shall be responsible for appointing the conductor and establishing a suitable fee with the conductor in the event of the conductor being a professional musician. If the conductor is a registered student of the college, no fee shall be payable. The decision of who the conductor shall be will be announced before the commencement of Michaelmas Term.
- d) The committee will seek to give longest-serving or most talented players (who are deemed fit by the conductor and the committee) the opportunity of performing a concerto with the society's orchestra. These soloists will be determined by audition.
- e) The committee shall, by the first week of MT, set a policy for auditions for the year, to include conductor, concerto and playing member auditions. Such a policy shall include details of the selection process, requirements for candidates and selection of the panel. The policy should reflect the ethos and aims of the society.
- f) The committee, with the conductor, shall arrange the positioning of all players in the orchestra.
- g) The committee, with the conductor, shall constitute the auditioning panel in the event of auditions being necessary.
- h) Officers of the committee shall have individual responsibilities as outlined below. All officers shall carry out duties delegated by the Auditor as are seen fit.
- i) The committee shall be responsible for inviting outside orchestras and presenting them.
- j) The committee shall have the final decision on all administrative matters pertaining to the running of the society.

## **6. COMMITTEE MEETINGS**

- a) Attendance at committee meetings is compulsory for all committee members. Apologies for inability to attend must be sent to the secretary no later than three hours before the meeting is scheduled to begin.
- b) Notice of not less than two days must be given to committee members ahead of a committee meeting.
- c) Failure to attend three consecutive committee meetings without accepted apologies shall result in said committee member being subject to the removal procedure laid out in Article 13(a).
- d) A quorum of six shall be necessary at a committee meeting for motions to be carried or decisions of general importance to be made.

## **7. THE AUDITOR**

- a) The Auditor shall be the chief officer of the society and shall be responsible for the general running of the society. The Auditor shall be answerable to the committee.
- b) The Auditor shall be the immediate interpreter of these laws.
- c) The Auditor shall be responsible for delegating tasks to officers of the committee as are seen fit.
- d) In the event of any office other than that of the Auditor becoming vacant, the Auditor shall appoint substitute to hold office until the society elects a new officer. The committee shall decide when the society should elect a new officer.

- e) The Auditor may, at his/her discretion, deliver a public Auditorial address to the society, at a time and a place to be decided upon by the Auditor with the approval of the committee.
- f) All cheques from the society's account shall be signed by the Auditor and Treasurer.

#### **8. THE TREASURER**

- a) The Treasurer shall have the custody of all monies and financial records belonging to the society and shall keep account of and transact all financial business of the society.
- b) The Treasurer shall keep an account of all sums of money received and expended by the society. The treasurer shall not spend any society monies without the sanction of the committee.
- c) The Society's bank statements and account transactions shall be exhibited for inspection, when required, to the committee, at all reasonable times.
- d) The Treasurer shall have the duty of conducting routine communications with the C.S.C. on financial matters, and will be responsible for securing the grant from the C.S.C.
- e) The Treasurer, with the Auditor, shall conduct the financial affairs of the society according to the wishes of its ordinary members.
- f) Before the A.G.M., the Treasurer shall have closed all accounts for the session, and have them audited. The Treasurer shall also draw up and present to the society at the A.G.M., an Income and Expenditure Account, an up to date balance sheet, and a statement of all items of expense incurred subsequently.

#### **9. THE SECRETARY**

- a) The Secretary shall carry out the general correspondence of the society.
- b) The Secretary shall keep proper minutes of the proceedings of every meeting of the society, which will be sent out to the committee, and be available to all members of the society, by request.
- c) The Secretary shall keep a record of all persons present at rehearsals of the society, and manage the players' list/attendance.
- d) The Secretary shall keep a book wherein shall be listed the names of all ordinary members and committee members for the session.
- e) The Secretary shall also keep a book wherein shall be listed the names and addresses of all Honorary Members and Honorary Committee Members.

#### **10. THE CHIEF TECHNICAL OFFICER (C.T.O.)**

- a) The C.T.O. is responsible for the orchestra's musical instruments and equipment.
- b) The C.T.O. shall source and hire any special instruments not in the orchestra's possession under the advice of the conductor and auditor.
- c) The C.T.O. is responsible for ensuring the appropriate equipment is available and ready for use during rehearsals.

- d) The C.T.O. is responsible for ensuring all necessary provisions are made for electronic sound, lighting and visuals at performances of the orchestra as well as related acts should the auditor deem it so.
- e) The C.T.O. shall, to the best of his abilities, endeavour to pass on his knowledge and experience to the Deputy Technical Officer should the appointment of such a position among the ordinary committee members be necessary.
- f) The C.T.O. may appoint, maintain and disband a sub-committee composed of no more than three persons of the C.T.O.'s choosing to aid in his duties for particular concerts.
- g) On equipment leaving House Six/Regent House the C.T.O. is responsible for checking equipment in and out of the society's rooms and ensuring safe travel.

#### **11. THE LIBRARIAN**

- a) The Librarian shall be in charge of the orchestra's music.
- b) The Librarian shall ensure the procurement of all music for each of the main concerts, with the consent of the Auditor and Treasurer, or the committee.
- c) The Librarian shall keep all music hired safe throughout its hire to the orchestra.
- d) The Librarian shall make practice parts for playing members, by request.
- e) The Librarian shall oversee the handing out and taking in of all music at weekly rehearsals and at concerts.
- f) The Librarian is responsible for the return of music to outside parties.

#### **12. THE PUBLIC RELATIONS OFFICER (P.R.O.)**

- a) The P.R.O. is responsible for maintaining and improving upon the society's public relations.
- b) The P.R.O. shall endeavour to preserve and encourage good relations with other Trinity College student societies.
- c) The P.R.O. is responsible for publicising each performance of the orchestra to the best of his abilities should the committee feel this necessary.
- d) The P.R.O. shall assume responsibility for the society's presence on the internet and promote the society through social networking.
- e) The P.R.O. shall strive to attain sponsorship for the orchestra.
- f) The P.R.O. is responsible for updating and maintaining the society's contributions to the CSC calendar.
- g) The P.R.O. shall be responsible for corresponding with the C.S.C. on the activities of the society, and regularly updating the online event guide.

#### **13. REMOVAL OF OFFICERS OF THE COMMITTEE**

- a) Any individual who fails to attend three consecutive committee meetings without explanation shall be deemed to have resigned from the committee and a person to replace them shall be appointed according to Article 7 (d).
  - i) Having missed two consecutive meetings without explanation the Secretary shall communicate with the individual the consequences of missing another meeting.

- b) Any committee member who, while on society business, breaks or attempts to break college regulations shall be deemed to have resigned from the committee with immediate effect and a person to replace them shall be appointed according to Article 7 (d).
- c) Any member of the committee may step down at any point during the year by formally offering their resignation in writing to the senior officers who shall accept it and replace the committee member as laid out in Article 7(d).
  - i) Notice of at least one week must be given.
- d) Upon the death or incapacitation of a committee member, a replacement may be opted in accordance with the procedure outlined in Article 7(d).
- e) A committee member may be impeached for failure to fulfil their duties through a committee vote at which a supermajority of 2/3rds of the entire committee is attained.
  - i) At the meeting to remove a committee member, the person being impeached may address the meeting prior to the vote taking place.
  - ii) The vote to remove a committee member must be held by secret ballot and must be carried by a 2/3rd's supermajority of all members of the committee.
  - iii) Following the removal of the committee member the vacant position will be filled as per procedure set out in section 7(d).
  - iv) A committee member may also be removed through a motion obtaining a simple majority at a general meeting.
  - v) The decision of the committee in the removal of a committee member may be overturned by a motion at an EGM.
- f) Any member who resigns from their position or is removed from it may not be elected to the committee again during that society session.

#### **14. THE CONDUCTOR**

- a) The conductor shall be appointed by the committee for the conducting and direction of the orchestra for each of the major concerts, which fulfil the principal aim of the society.
- b) The policy for selecting the conductor shall be decided by the outgoing committee as per section (c).
- c) Where two candidates are of equal standing following an audition, preference shall be given to registered students of the college when appointing a conductor.
- d) The conductor will act as musical director for his/her appointed term. The selection of music to be performed, together with holding auditions (where necessary), the choice of soloists and other relevant matters, shall be made by the Conductor in consultation with the Committee.
- e) The conductor shall be responsible for taking all rehearsals of the college orchestra (unless alternative arrangements are made with the committee).
- f) The conductor should be prepared to perform any other task that is directly related to matters of music as requested by the Auditor.
- g) Further events may be organised by the committee, for which they may appoint other individuals as musical directors. However, these events may not compete with the two main concerts put on throughout the year.

- h) In the event that a member of committee applies for conductor, that member will not be part of the decision making process.

#### **15. REMOVAL OF CONDUCTOR**

The conductor may be removed before his/her term is complete by a 75% majority of the committee or a simple majority of the playing members and committee.

#### **16. AUDITIONS**

- a) Auditions for positions may be called by the conductor or any playing member (with the conductor's approval). Playing members may be called upon to audition to retain their position at any time.
- b) Requirements and procedure for auditions shall be set out by the committee as per section 5(c).
- c) Auditions should be held before a panel of at least two people; the conductor and one or more committee member/s, or other persons appointed by the committee.

#### **17. SUBMISSIONS**

- a) All ordinary members will be entitled to submit their own compositions or arrangements for performance by the orchestra or a group of musicians from the society.
- b) Members will be given the opportunity to submit music for a whole concert, or individual pieces to be performed within a concert.
- c) Applicants will have to submit a sample of their proposed compositions/arrangements, suggest performers, and provide their own librarian and equipment manager to work in conjunction with the committee.
- d) Submissions are to be judged by the two most senior society officers that are not submitting, as well as two judges independent of the committee.
- e) The frequency of such performances will be decided on by the committee.
- f) The independent judges for the purposes of (d) shall be appointed by committee vote.

#### **18. CHAMBER MUSIC SUBCOMMITTEE**

- a) The committee may form a sub-committee to organise chamber music within the society.
- b) The subcommittee will work to provide members of the society with a platform to partake in and perform in chamber music ensembles.
- c) The sub-committee will be made up of ordinary members numbering no less than 2 and no more than 4.
- d) The sub-committee will be answerable to the Committee and act to further and uphold the aims of the society.
- e) Membership of the sub-committee is distinct from committee membership, thus sub-committee members cannot sit on committee meetings and hold no voting power apart from that of ordinary members.

- f) The selection procedure for general members of the society to sit on a given subcommittee will be decided by the committee and communicated to members at least one week before the subcommittee is formed.
- g) The subcommittee will disband when either one of the following events occurs:
  - i) A motion to disband the subcommittee is passed by the majority of the committee
  - ii) An AGM of the society

## **19. THE ANNUAL GENERAL MEETING**

- a) The Annual General Meeting of the society shall be held during the second last week of the Hilary Arts Lecture Term or another week of term if deemed necessary by the committee. Notice of the meeting shall be given to members at least three days before the meeting giving the date and time of the meeting and the fact that elections to committee will take place thereat.
- b) The meeting shall be open to all capitated students of the college and members of the academic staff, but only paid up ordinary members will be entitled to speak and vote. The Auditor of the society shall chair the meeting.
- c) At the meeting, the officers of the committee shall read their reports of the society's activities for the year.
- d) The election of a new committee shall take place.
- e) Nobody shall be admitted to membership less than 72 hours before an A.G.M. or E.G.M.

## **20. GENERAL MEETING**

A general meeting of the society may be called by the committee or by at least one third of the members of the society presenting a signed petition to the committee. Three days notice as provided in the case of an annual general meeting shall be given.

## **21. EXTRAORDINARY GENERAL MEETING**

An extraordinary general meeting may be called following the procedure set out above for the general meeting.

## **22. ELECTIONS**

- a) Candidates for election must be ordinary members of the society, and each candidate must be nominated and seconded by an ordinary member of the society.
- b) The committee positions shall be elected in separate ballots by means of a single transferable vote and according to the following order: Auditor; Treasurer; Secretary; Chief Technical Officer; Librarian, PRO, followed by the elections of OCMs.
- c) Each ballot shall also have the option to Reopen Nominations (hereafter referred to as RON). In the event of an election producing a result of RON, the position will be left vacant, and the elections for the rest of the committee shall continue in the order set out above. It shall be the responsibility of the newly elected committee to arrange an EGM to fill the vacant position or positions. In the event that these elections produce a result of RON again, the committee may co-opt a general member of the society to fill any vacant positions, except in the case of executive positions

- d) Should the election for Auditor result in RON, or should no candidate for Auditor make themselves known at the AGM, the Auditor of the incumbent committee will continue on in an acting capacity until the EGM organised by the newly elected committee.
- e) The newly elected committee shall take office at a meeting scheduled as soon as possible after the AGM, and both the outgoing and incoming committees shall be present.

### **23. Amendment**

- a) This constitution may be amended by a vote of a simple majority of those present at an A.G.M. or an E.G.M. Notices of such amendments must be given to the committee at least 72 hours before the time set for such a meeting and to the Chairman of that meeting before he/she takes the chair.
- b) Copies of this constitution shall be made available for inspection to all ordinary members on request.
- a) This constitution is binding as and from the 25<sup>th</sup> of March 2015, the date of its being approved by both the society and the C.S.C.

*March 2015.*