



**Bristol SU**  
Supporting Student Groups

The Richmond Building,  
105 Queen's Road,  
Clifton,  
Bristol,  
BS8 1LN,  
Tel (0117) 331 8600,  
[www.bristolsu.org.uk](http://www.bristolsu.org.uk)

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## **Bristol University Music Society**

### 1. NAME

- a. The name of the Society shall be the Bristol University Music Society, abbreviated to 'BUMS'.
- b. The Society shall be affiliated to the University of Bristol Students' Union and represented by the Societies' Network.

### 2. AIMS

- a. The aim of the Society shall be to organise and promote music making amongst its members through 9 main ensembles and other music related activities and events.
- b. This will involve organising rehearsals and concerts for each of our nine ensembles as well as providing and organising a chamber music programme and composition network as well as other music related events throughout the year.
- c. The Society shall abide by the Union's Code of Conduct, and any other policies laid down by the Union's Board of Trustees.

### 3. MEMBERSHIP

- a. Full membership is open to all full members of the Union by application to the Society.
- b. Associate membership is open to all other persons who are associate members of the Union.
- c. Not less than  $\frac{3}{4}$  of the Society members shall be full members of the Union.
- d. The Secretary shall keep a list of all members, differentiating between full and associate members. The Secretary shall inform the Student Services Team of the membership of the Society each year.
- e. There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the Committee.

### 4. PRIVILEGES OF MEMBERSHIP



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- a. Only members may sit on the Committee.
- b. Only full members may vote in Committee elections.
- c. All categories of membership shall have equal rights of attending meetings etc.

#### 5. COMMITTEE

- a. There shall be a Society Committee which shall be the executive decision-making body of the Society.
- b. All members of the Core Committee (President, Vice-President, Treasurer, Secretary) and the Equality Officer shall be full members of the Union.
- c. All Committee members must be members of the Society.
- d. Ensemble Managers need not be members of the ensemble they manage.
- e. The Committee shall be responsible for the general and financial policy of the Society, subject to such rules as laid out in the Union's Constitution and Byelaws, and any rulings made by the Union.
- f. Quoracy for committee meetings shall be set at 7 people.
- g. Committee meetings shall be held at least twice termly.
- h. All committee meetings must be minuted by the Secretary (or other committee member if they are unavailable) and the minutes circulated to the Committee before the next committee meeting.
- i. Voting in Committee meetings shall be by simple vote. Where necessary, the President shall have the casting vote. Quoracy for a meeting where a vote is taking place shall be set at  $\frac{2}{3}$  of the post filled positions + 1.
- j. The Committee shall serve immediately following their respective handover meetings with previous committee members, with the exception of the Ensemble Conductors and Managers (whose terms extend until the end of the academic year).
- k. No-one may hold more than one post on the Committee, with the exception of the Ensemble Managers during the summer term.
- l. The Committee is comprised of:

##### *President*

Responsible for the coordination of all the Society's activities, and shall have overall responsibility for its affairs.



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*Vice-President*

Aids the President with the general running of the Society and is responsible for the Society's Freshers' Fair campaign. They shall also be responsible for Society outreach and charity work, and be in contact with RAG.

*Treasurer*

Primarily responsible for all financial arrangements of the Society, as laid down in Section 6. They shall also aid in the organisation of all ensemble tours (see Section 11).

*Secretary*

Take minutes during all Committee meetings and General Meetings of the Society, and shall also be responsible for membership and the distribution of emails to the Society.

*Concerts Administrator(s)*

Oversees all the arrangements for any concerts given by the main Ensembles of the Society and liaise with the department Concerts Administrator. Two members who wish to share the role can run together for this role. If desired to split the workload however, an individual may run as well. The most voted for pair/individual will be elected.

*Chamber Music Coordinator*

Responsible for organising a Chamber Music programme within the Society.

*Communications Officer*

Responsible for the upkeep of the Society's website and social media accounts.

*Publicity Officer*

Responsible for the production and distribution of posters and any other publicity material, as the Committee sees fit, for the promotion of the Society's events.



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*Social Secretary/Secretaries*

Responsible for the organisation of all social events provided by the Society. The role can be comprised of up to 2 people, candidates may run as a pair.

*Welfare and Equality Officer*

Fostering an inclusive, safe and friendly environment within BUMS' various facets. A port-of-call that supersedes the rest of Committee for members to express welfare issues. Encouraging a diverse repertoire of music throughout the Society's ensembles and concerts.

*Tour Officer(s)*

Responsible for the organisation of tour (see section 11).

*Non-Portfolio Officer*

Must be a member of first year and will be elected by Committee in the Second term. They must be available to assist other Committee members with large projects, and undertake general matters not falling under the remit of other posts, including the upkeep of the Society library.

*Undergraduate Composition Officer*

Oversees the commissioning and performance of new compositions by the undergraduate members of the society. These works will be showcased in chamber concerts, and the opportunity to compose for these will be open to Society members only. Co-Leads the Composition Network.

*Postgraduate Composition Officer*

Oversees the commissioning and performance of new compositions by the postgraduate members of the society. These works will be showcased in chamber concerts, and the opportunity to compose for these will be open to Society members only. Co-Leads the Composition Network.

*Ensemble Managers*

(Chamber Orchestra, Chamber Choir, Wind Orchestra, String Orchestra, Brass Band, Symphonic Winds, Baroque Ensemble, Flute Choir, Minerva Choir (non-auditioned choir))



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They have specific administrative duties involved in the organisation of these Ensembles, and shall assist the Concerts Administrator(s) with the arrangements for any concerts given by these groups. They shall also be involved in the organisation of ensemble tours (see Section 11).

## 6. FINANCIAL

- a. The Treasurer of the society shall be a full member of the Union and not in their final year at the University. However, if given approval by the Union, a final year student may take the position.
- b. The President and Treasurer shall have joint responsibility for the financial management of the Society and shall be held jointly liable for the consistent and transparent conduct of all financial business.
- c. All financial arrangements must be made in accordance with current instructions to Society Treasurers, as set down by the Union.
- d. The Bristol SU Union Affairs Officer, Sport and Student Development Officer and Director of Finance and Administration shall jointly be empowered to issue financial instructions on behalf of the Society if:
  - i The affiliated student group ceases to be affiliated.
  - ii There are concerns that the funds are being managed in breach of the provision set out in the Byelaws.
  - iii The group ceases to exist or there are any breaches of any minimum standards set out in Union policy.

## 7. GENERAL MEETINGS

- a. There shall be an Annual General Meeting (AGM) once per annum, and this shall be held between March - May of each academic year.
- b. Notice of such meetings must be sent to the Society's membership via email and social media with at least 14 days' notice. An agenda must be sent out with at least 7 days' notice.
- c. Quorum of such meetings shall be set at 1.5x the size of the current Committee.



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- d. An Extraordinary General Meeting (EGM) may be called by either the Committee or 5% of the membership of the Society by application to the Committee. An EGM shall be called as specified on the application, but at least 7 days' notice shall be given.

## 8. ELECTIONS

- a. Elections shall be held at the AGM to elect the following Committee posts for the following annual session: President, Vice President, Treasurer, Secretary, Concerts Administrator(s), Chamber Music Coordinator, Communications Officer, Publicity Officer, Welfare and Equality Officer, Social Secretary/Secretaries, Chamber Orchestra Manager, Chamber Choir Manager, Wind Orchestra Manager, String Orchestra Manager, Brass Band Manager, Symphonic Winds Manager, Baroque Ensemble Manager, Flute Choir Manager, Minerva Choir Manager, Tour Officer(s), Undergraduate Composition Officer and Postgraduate Composition Officer. Officers can only be removed from their posts by an EGM or AGM.
- b. If Committee positions are left unfilled after the AGM then the Committee shall have the power to co-opt Society members onto the Committee to fill the vacant posts. However, co-opted Committee members are not regarded as full Committee members and can be removed by the Committee at any time.
- c. Voting shall be by majority rule through a blind vote and shall be conducted by a show of hands, conducted and counted by the President and Secretary. If the vote is conducted online then an anonymous polling system shall be used, such as Zoom's.
- d. In the event of a tie, the out-going President shall have the deciding vote.

## 9. SOCIETY ENSEMBLES

- a. Subject to availability of suitable singers and players, the Committee shall organise and be responsible for the administration of the Chamber Orchestra, Chamber Choir, Wind Orchestra, String Orchestra, Brass Band, Symphonic Winds, Baroque Ensemble, Flute Choir, Minerva Choir (non-auditioned choir) and Composition Network. ('the Ensembles').



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- b. Members of all the Ensembles shall be members of the Society, which shall be monitored by Ensemble Managers and the Treasurer. Ensemble members who are unwilling to join the Society will be asked to leave the Ensemble.
- c. Membership of all Ensembles will be granted for one academic year, meaning from the first day of a University Session, and after successful audition where required.
- d. The Conductors (see section 10) shall have the power to exclude members from performing at a concert, if such a member has missed a significant number of rehearsals. This must be done with the consent of the Manager of the Ensemble and the Welfare and Equality Officer.
- e. In extreme circumstances, the Conductors shall have the power to exclude any member from the Ensemble for the remainder of the academic year, subject to approval by at least the President and the Welfare and Equality Officer.
- f. Membership of the Chamber Orchestra, Chamber Choir, Baroque Ensemble and Symphonic Winds shall be granted by auditions, to take place at the beginning of each academic year. Flute Choir will hold auditions if oversubscribed, at the discretion of the Conductor.
- g. Audition panels for Chamber Choir and Chamber Orchestra shall consist of a member of the Music Department Academic Staff and a member of the Committee, where instrumental/vocal specialisms can be identified, or other such person as agreed by the Chairperson of the Music Planning Board and the President of the Society.
- h. Audition panels for Symphonic Winds and Baroque Ensemble shall consist of at least the Ensemble Conductor/Director and the Ensemble Manager. Exceptions to this must be approved by the President.
- i. Each Ensemble shall be granted financial support to cover music hire costs etc., to be agreed by the Treasurer. A budget can be proposed if seen necessary by the Treasurer.
- j. Members of the Ensembles shall be responsible for the safekeeping and prompt return of all music issued to them, as directed by the Manager of their Ensemble.
- k. Where music is bought by the Society, this shall be kept in the Society library, the upkeep of which shall be the responsibility of the Non-Portfolio Officer.



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- I. The Managers of the Ensembles shall be responsible for the issue of music to members of the Ensembles, and also for its return to the Society, and, where necessary, to the hirer or library involved.

## 10. CONDUCTORS

- a. The Conductors of each Ensemble shall be chosen by audition. Such auditions shall be arranged by the Committee before that year's AGM.
- b. A Conductor of any Society Ensemble shall not be permitted to re-audition for conductorship of the same Ensemble in any following year. However, at the discretion of the Committee, such a person may be invited to conduct if there are no other suitable candidates.
- c. Each audition will be comprised of two stages:
  - i. Each auditionee shall be required to conduct and rehearse the Ensemble for a designated period of time in front of a panel. The panel, which shall be as impartial as possible, shall consist of the current Conductor of the Ensemble, one member of the Society Committee (usually the Ensemble Manager) and, where possible, a member of the Music Department Academic Staff, acting in an advisory capacity.
  - ii. This will be followed by an interview with the Ensemble Conductor and the Society's Welfare and Equality Officer (or suitable alternative approved by the President and Welfare and Equality Officer) to discuss suitability.
  - iii. In extenuating circumstances outside of the Committee's control, where it is not possible to hold conductor's auditions in person, new Conductors shall be chosen by application and interview only.
  - iv. Conductors must be either an Undergraduate or Postgraduate student of the University during the year in which they hold office. If it transpires they are not, then their conductorship is forfeit. In exceptional circumstances the Committee may ask a non-student to conduct. Undergraduates should be treated preferentially in the audition process as Postgraduates will often have had more conducting experience.
  - v. The current Conductors shall take full responsibility for the musical direction of their Ensembles in all rehearsals and concerts. They must





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show an awareness of demonstrating musical diversity when choosing repertoire.

- vi The choice of music to be performed shall be made by the current Conductors, subject to the approval of the Committee and Music Planning Board, in the case of public concerts.
- vii Should the Committee see fit after consulting relevant members of an Ensemble, any current Conductor may be removed from their post at any point and replaced by an individual of the Committee's choice, without the need for further auditions.

#### 11. ENSEMBLE TOUR

- a. The Tour Officer(s) shall organise a tour for the Chamber Orchestra and Chamber Choir. Membership to these ensembles is opened for tour (exception to 9e).
- b. All members of the Society can go on tour and either ask Conductors to join the Ensemble or watch the concerts.
- c. Tours are organised by the Tour Officer(s) with assistance of the Treasurer, the Conductors and Managers.

#### 12. AFFILIATIONS

- a. The Society shall affiliate to external bodies only where membership of those bodies is essential to the fulfilment of the core aims, and only with the prior agreement of the Union.

#### 13. CONSTITUTIONAL AMENDMENTS

- a. Any amendment to this constitution shall require  $\frac{2}{3}$  majority of the members present at a properly constituted General Meeting.
- b. All such amendments shall become valid only after approval by the union.