



University of Bristol Students’ Union University of Bristol Symphonia Society

# **0. Contents**

Table of Contents

0. Contents

1. Name

2. Aims

3. Membership

3.1 Membership payments

3.2 Selection process for Symphonia Symphony orchestra

3.3 Selection Process for Symphonia Philharmonic orchestra

4. Privileges of Membership

5. Committee

5.1 Committee Roles

6. Financial

7. General Meetings

8. Elections

9. Conductor

10. Society Property

11. Affiliations

12. Constitutional Amendments

13. Log of Changes

# **1. Name**

 1.1 The name of the Society shall be the “University of Bristol Symphonia”,

 1.2 The Society shall be affiliated to the University of Bristol Students’ Union, (henceforth referred to as “the Union”).

1.3: The society encompasses 2 orchestras. The Bristol University Symphonia Symphony Orchestra and the Bristol University Philharmonic Orchestra (henceforth known as Symphonia and Philharmonic respectively)

1.4: The Bristol University Symphonia symphony orchestra is a semi-auditioned, high standard orchestra

1.5: The Bristol University Philharmonic is an un-auditioned orchestra

# **2. Aims**

 2.1 The aim of the Society shall be to provide a relaxed atmosphere in which to rehearse and perform orchestral repertoire to a high standard.

 2.2 The Society shall abide by Code of Conduct, and any other policies laid down by the Union’s Board of Trustees.

 2.3 The Society shall exist independently of other musical groups and ensembles, although not in competition with them, and participation in several music societies is encouraged.

# **3. Membership**

3.0.1 Full membership is open to all full members of the Union by application to the Society.

3.0.2 Associate membership is open to all other persons who are associate members of the Union.

3.0.3 Associate members shall have the same rights as members, except where detailed herein.

3.0.4 No less than two-thirds of the Society members shall be full members of the Union.

3.0.5 The Committee shall keep a list of all members, differentiating between full and associate members. The Secretary shall inform Bristol SU of the membership of the society each year.

3.0.6 Members who are absent from more than three rehearsals within a rehearsal period may have their place offered to another musician at the discretion of the Committee.

### **3.1 Membership payments**

3.1.1 There shall be an annual subscription fee levied for membership, which shall be fixed at the discretion of the Committee.

 3.1.2 Membership is required for the continued attendance of rehearsals, and for participation in any concerts.

3.1.3 Members who join the society halfway through the year can purchase a full membership at a subsidised rate.

### **3.2 Selection process**

 3.2.1 Returning members of Symphonia who are full members of the Union shall be offered a place in the orchestra for the subsequent year.

 3.2.2 Returning members who do not accept the offer of a returning place in the orchestra before a deadline set by the Committee will lose their guaranteed place in the orchestra at the discretion of the committee.

3.2.2.1: Returning members who do not accept the offer of a returning place in the orchestra will have to reapply in order to join the society in the subsequent year.

 3.2.3 The Committee shall seek to fill all remaining places in the orchestra with players of a standard comparable to or exceeding the average standard of the orchestra.

 3.2.4 The Committee shall select players on the basis of information provided by application form and reserves the right to audition players when it is not possible to distinguish between applicants.

 3.2.5 In the case that no suitable applicants are found, and after a period of time a further application by a player of an acceptable standard is submitted, the Committee shall accept this application by default.

3.2.6 In the case that all auditionees fail to reach the required standard, the Committee shall audition any further applicants of an acceptable standard, unless the new applicant is of a significantly higher standard than the failed auditionees, in which case the Committee shall accept this application by default.

3.2.7 In the case that an applicant who is successful in gaining a place in the orchestra is found to have wilfully submitted incorrect and/or misleading information on their application form and as a result is found to not have the requisite standard, the Committee reserves the right to terminate their membership of the Society without refund.

### **3.3 Selection Process for Philharmonic orchestra**

3.3.1: Admission to the orchestra is via application form for the purpose of communication

3.3.2: All applicants who have paid the society membership are eligible to play in rehearsals and concerts.

## **4. Privileges of Membership**

4.1 Only members may sit on the committee

4.2 All categories of membership shall have equal rights of voting, attending meetings and participation so long as they don’t violate the membership agreement set out in section 3

## **5. Committee**

5.0.1 There shall be a Society Committee which shall be the executive decision-making body of the Society.

5.0.2 The Committee must consist of a minimum of the four core roles as mandated by the Union: President, Secretary, Equalities Officer and Treasurer. Further committeeroles, which are not mandated but are highly recommended, are: Vice President, Concert Administrator, Publicity Officer, Symphonia Orchestral Manager, Philharmonic Orchestral Manager, Librarian, Social Secretaries.

* President: Roles include the day to day running of society, making sure everyone in the committee is fulfilling their roles and helping out where necessary. They are in charge of weekly group posts, room bookings, Balloon accreditation with the Vice President, creating agendas for meetings and liaising with the SU. Overall, making sure society runs effectively and efficiently.
* Secretary: Takes the minutes at committee and general meetings. Also, sends and organises emails. Is in charge of extra room bookings and working with the president to create agendas.
* Treasurer:Is in charge of the group's finances and making sure we spend money effectively, especially in regards to music. They will decide the distribution of society funds between both orchestras. Is also in charge of membership and tracking when individuals have not paid membership.
* The Equalities Officer shall be responsible for the welfare of members during concerts and throughout the year. They shall make members aware of available grant funding and ensure the society represents the diverse nature of the university.
* Vice President: Helps out the president where necessary, is in charge of monitoring attendance, sending attendance emails and Balloon accreditation. Should take leadership role when the President is absent.
* Conductor of Symphonia: In charge of repertoire and making sure it is suitable for the orchestra. Has sole musical control but committee can raise issues, for example if the music is believed to be too hard. Runs rehearsals, sectionals, auditions and focuses on the effective running of the musical side of the society.
* Conductor of Philharmonia: In charge of repertoire and making sure it is suitable for the orchestra. Has sole musical control but committee can raise issues, for example if the music is believed to be too hard. Runs rehearsals, sectionals and focuses on the effective running of the musical side of the society.
* Concert Administrator: Organises concerts for both orchestras and gathers names for programmes. Also books the concert venue and takes lead on the day of the concert. Is also in charge of arranging stewards for the day and is the point of contact for external venues. Determines concert dress and refreshments.
* Publicity officer: Is responsible for all publicity for both orchestras, including materials for fresher’s fair and keeping up to date the website, our SU webpage, Instagram and our official Facebook page. Also designs the programme for concerts and any promotional materials including posters.
* Symphonia Symphony Orchestra manager:Hires and buys all the music needed for concerts and organises delivery. Will work with Philarmonic’s manager to make sure orchestras have separate music programmes.
* Librarian: Responsible for organising and maintaining current and archived sheet music/scores and assisting orchestral managers in their duties.
* Social Secretaries: There will be 1-2 per orchestra and they will all work together for some socials but will work independently too. Organises socials throughout the year and will help arrange ‘Give it a Go’ sessions.

5.0.4 All Committee members must be members of the Society and full members of the Union.

5.0.5 The Treasurer should not be in their final year at University. However, if approval by Bristol SU is given, a final year student may take the position.

5.0.6 The Committee shall be responsible for the general and financial policy of the Society, subject to rules as laid out in the Union’s Constitution and By-Laws, and any rulings made by the Societies’ Network.

5.0.7 During term time, the Committee meetings shall be held twice per term, however, monthly meetings are strongly advised.

5.0.8 Out of term time, the President shall have responsibility for making decisions on behalf of the Society following consultation with the members of the committee

5.0.9 Voting in Committee meetings shall be by simple vote. Where necessary, the President shall have the casting vote.

 5.0.10 Quoracy for Committee meetings shall be set at one more than half of the filled roles.

 5.0.11 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.

 5.0.12 Normal members of the Society may attend Committee meetings at the discretion of the Committee but shall not have voting rights.

 5.0.13 Minutes from Committee meetings shall be available at the request of any member of the society.

 5.0.14 The Committee shall serve from the first scheduled Committee meeting following the handover meeting, which shall be scheduled as soon after the Annual General Meeting as is practicable.

 5.0.15 The repertoire for each rehearsal period shall be decided by the Conductor with the input and approval of the committee.

 5.0.16 No-one may hold more than one role on the Committee

 5.0.17 No-one may hold any role on Committee for more than two consecutive academic years with the exception of the conductors (see section 9) This may be waived at the committee’s discretion for non-core roles if there is no other competition for the role.

5.0.18 No-one may take a core Committee role (President, Secretary, Treasurer) for more than three academic years (this includes non-consecutive academic years).

### **5.1 Committee Roles**

 5.1.1 The President shall be responsible for the coordination of all the Society’s activities and shall have overall responsibility for its affairs.

 5.1.2 The Vice-President shall aid the President with the general running of the Society and shall temporarily assume their position in the event that the President is incapacitated or unable to make decisions on behalf of the Society.

5.1.2.1: The Vice President will also be responsible for the welfare and inclusion of members

 5.1.3 The Treasurer shall be primarily responsible for all financial arrangements of the Society, as detailed in Section 6 including keeping-up-to-date with society memberships

5.1.4 The Secretary shall create the agenda alongside the President prior to each committee meeting, record the minutes of Committee meetings and General Meetings of the Society and is responsible for reading and distribution of correspondence to the Society as well as booking extra rehearsal spaces for the orchestras.

 5.1.5 The Concert Administrator shall coordinate the venue for any concerts and shall take responsibility for determining the appropriate concert dress. They shall also be responsible for the organisation of refreshments and concert notes, as well as the recruitment of any ushers and additional performers that may be required.

5.1.6 The Symphonia and Philharmonic Orchestral Managers shall source and arrange the delivery of all repertoire to be played, liaise with other committee members where necessary and is responsible for the general affairs of their respective ensemble.

 5.1.7 The Social Secretaries shall organise social events and society trips throughout the year, in collaboration with the rest of the Committee. There will be 1 to 2 social secs for each orchestra.

 5.1.8 The Publicity Officer shall be responsible for the advertisement of the Society and any concerts. They should also take the lead on any sponsorship the Committee wishes to pursue.

5.1.9 The Equalties Officer shall be responsible for the welfare of members during concerts and throughout the year. They shall make members aware of available grant funding and ensure the society represents the diverse nature of the university.

5.1.10 The Symphonia Librarian shall be responsible for organising and maintaining current and archived sheet music/scores and assisting orchestral managers in their duties.

## **6. Financial**

 6.1 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.

 6.2 All financial arrangements must be made in accordance with current instructions to Society Treasurers, as set down by the Societies’ Network.

6.3 Any financial agreements made on behalf of the Society must be approved in advance by the President or the Treasurer. This includes the agreed hire of any music or venue.

6.4 The Society may charge admission for its concerts as determined by the Committee.

6.5 Where charges are incurred for late or missing music, the charge will be passed to the individual(s) responsible at the discretion of the Committee.

6.6 The Bristol SU Union Affairs Officer, Sport and Student Development Officer and the director of finance and administration shall jointly be empowered to issue financial instructions on behalf of the society if:

 (i) the society folds with outstanding financial affairs, or

(ii) change of mandate forms are not completed, and the previous Committee are out of reasonable contact, or

 (iii) financial irregularities are found.

6.7 Income from concert ticket sales shall be re-invested in the society and not distributed to individuals, with the exception of the Conductor’s fee if the Conductor is a non-student (see section 9).

## **7. General Meetings**

 7.1 There shall be an Annual General Meeting (AGM) once per annum, held after the Easter Concert season and allowing for sufficient time for Balloon Accreditation submission.

 7.2 Notice of the AGM must be sent to the Society’s membership via email with at least fourteen day’s notice. An agenda must be sent out with at least seven days notice.

 7.3 Quoracy of the AGM shall be set at twice the committee size plus one.

 7.4 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. Quoracy of an EGM shall be that as for an AGM.

 7.5 Should a committee member wish to resign at any point before the AGM, a replacement may be advertised and co-opted by a process at the discretion of the committee.

 7.6 Should the Committee seek to remove a committee member from their role in advance of the AGM, they must do this by calling an EGM.

 7.7 After an AGM or EGM held for the purposes of voting in a new committee member, the President or Secretary must submit the appropriate contact details for the new committee member(s) to Bristol SU as soon as possible, and comply with any relevant paperwork issued by the same.

## **8. Elections**

 8.1 Elections shall be held at the AGM for the following Committee posts, for the following annual session: President, Vice-President, Treasurer, Secretary, Concert Administrator, Publicity Officer, Equalities Officer, Orchestral Managers, Librarian and Social Secretaries.

 8.2 These officers can only be removed from their posts by an EGM or AGM and nominations for President, Secretary and Treasurer must be received 1 day in advance.

 8.3 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.

 8.4 The posts of President, Secretary, Equalities Officer and Treasurer must be filled for each year. If any of these positions are not filled at an Annual General Meeting, an EGM must be held as soon as possible in order to fill the role as these posts are mandated by the Union.

 8.5 Nominations for all positions shall be accepted up to the commencement of voting.

 8.6 Voting shall be by first past the post and shall be conducted by an anonymous vote. The candidate(s) will be asked to leave the AGM room, so the voting can take place. Members running for that position may not vote for that position and the votes shall be counted by a non-contesting outgoing committee member.

## **9. Conductor**

 9.1 The conductors shall be chosen by a tripartite process: application, interview, audition. Such a process shall be arranged by the Committee, and all society members present at the auditions shall vote. The orchestral vote shall be ratified by the Committee before announcement of its result. In extenuating circumstances outside the committee’s control, where it is not possible to hold conductor’s auditions in person, new conductors shall be chosen by the committee through application and interview only.

 9.2 Notice of the auditions shall be given no less than one month in advance, so that sufficient time is given for prospective auditionees to register their interest, except in the case of emergency auditions.

 9.3 The Committee shall decide the format for the auditions.

 9.4 The role may be held by an undergraduate or postgraduate. Non-students may only conduct the orchestra during a temporary period at the discretion of the committee, such as a handover, an interregnum or for temporary coaching purposes.

9.4.1 When the position is held by a non-student, the conductor for the orchestra position ceases to be a committee position for the duration of which they hold the role

9.4.2 If the conductor is a non-student they are invited and encouraged to attend Committee meetings as a guest by convention.

9.5 The performance of the Conductors in their role shall be reviewed by the Committee during the Spring Term to allow sufficient time for re-auditioning if necessary.

9.6 The Conductors shall take full responsibility for the musical direction of their respective orchestras in all rehearsals or concerts.

9.7 Emergency auditions may be held with notice of at least a week given, in the case of the situations outlined above. The former Conductor may attend only at the invitation of the Committee.

9.8 In a situation where the conductor is a non-student, the Conductor may be paid a fee by the society, a decision which will be made, and if necessary, negotiated at the discretion of the Committee based on the current financial situation of the Society.

9.9 This negotiation for the term’s fee may occur after the concert for the term if it is dependent on concert ticket sales.

9.10 In a situation where a Conductor is a non-student, that Conductor is exempt from paying the membership fee.

## **10. Society Property**

 10.1 Property owned by the society, see equipment list, should be stored in the Students’ Union building, rehearsal venue or any other appropriate venue.

10.2 The Committee shall be responsible for the equipment and the Society shall absorb all costs relating to upkeep and maintenance, except in the case where an individual can be identified as being responsible for any damage inflicted upon the property.

10.3 Any property lent to members shall be their responsibility and any damage inflicted shall be charged accordingly, at the discretion of the Committee.

10,4 The Committee may require a deposit to be taken for any equipment lent to non-members, or for equipment of significant value lent to members.

10.5 Non-members must supply adequate proof of identity before Society property is allowed to be lent.

## **11. Affiliations**

 11.1 The Society shall affiliate to external bodies only where membership of those bodies is essential to the fulfillment of the core aims and does not conflict with the Constitution in any way, and only with the prior agreement of the Union’s Societies Network.

## **12. Constitutional Amendments**

 12.1 Any amendment to this Constitution shall require a two-thirds majority of the members present at a properly constituted, quorate General Meeting.

 12.2 All proposed amendments shall be published with the Agenda for the meeting.

 12.3 All such amendments shall become valid only after approval by the Societies Network where practicable.

 12.4 It is recommended that this Constitution is reviewed by the Committee at least once every two years to ensure that relevance and accuracy is maintained, and such reformatting requires just a majority vote within the committee, only in this case is a general meeting not required.

12.5 Changes to the constitution should be recorded in section 13.

## **13. Log of Changes**

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2019 EGM

Section 1

* 1.1 Removal of “abbreviated to Symphonia”
* 1.3, 1.4 & 1.5 added to include Philharmonic as a 2nd orchestra under the University of Bristol Symphonia Society

Section 3

* 3.0.4 “Not” changed to “No less than”
* 3.0.7 removal of “without notice”
* 3.1.3 added
* 3.2 “orchestra” changed to “Symphonia”
* 3.2.2 removal of “may” so it becomes “will lose their place” addition of “at the discretion of the committee”
* 3.2.2.1 created
* 3.3 created

Section 5

* 5.0.3 Non- core committee roles changed from “Concert Manager, Social Secretary” to “Symphonia Orchestral Administrator, Philharmonic Orchestral Administrator, Social Secretaries” and addition of “Conductor of Symphonia, Conductor of Philharmonic” to non-core roles
* 5.0.7 “monthly” replaced with “held twice per term” “Although a greater frequency may be necessary at times” replaced with “however, monthly meetings are strongly advised”
* 5.0.8 addition of “following consultation with the members of the committee”
* 5.0.15 “Committee with input of the conductor” replaced with “Conductor with input and approval of the committee”
* 5.0.16 removal of “except for that of the social secretary”
* 5.0.17 “No-one may hold any role on Committee for more than two consecutive academic years with the exception of the conductors (see section 9)”
* 5.0.18 “terms of office” replaced with “academic years”
* 5.1.2.1 created
* 5.1.3 addition of “Including keeping-up-to-date with society memberships
* 5.1.4 “shall cause minutes to be made of all Committee meetings and General Meetings of the Society, and shall also be responsible for membership” removed and replaced with a new role description
* 5.1.6 Librarian role removed from the committee and replaced with the Orchestral Administrators. Previous description was: “The Librarian shall source and arrange the delivery of all repertoire to be played, and liaise with other committee members where necessary”
* 5.1.7 addition of organising society trips to the roles of Social Secretaries

Section 6

* 6.8 addition of “with the exception of the conductor’s fee if the Conductor is a non-student”

Section 8

* 8.1 committee roles altered in line with alterations made to section 5.0.3

Section 9

* 9.1 “Conductor” becomes “Conductors”
* 9.4.1 created
* 9.4.2 created
* 9.6 “Conductor” becomes “Conductors”

“the Orchestra” replaced with “Their respective orchestras”

* 9.9 removed
* 9.9 (previously 9.10) addition of “in a situation where the conductor is a non-student”
* 9.11 (previously 9.12) addition of “In a situation where the conductor is a non-student, that conductor is exempt”
* 9.13 removed
* 9.14 removed

Section 10

* 10.1 addition of “see equipment list” and “or any other appropriate venue”

2019 Reaffiliation updates

Section 3

· Removed: 3.0.6 The Committee shall have the power to remove a member from the Society if they believe them to have violated the Union’s Equal Opportunities and Harassment Policies, and any other policies laid down by the Union’s Board of Trustees. The decision is subject to ratification by the Societies Network. The appeals process shall be that laid down in the Union bylaws.

Section 5

Added descriptions of roles: 5.0.2

· President: Roles include the day to day running of society, making sure everyone in the committee is fulfilling their roles and helping out where necessary. They are in charge of weekly group posts, room bookings, Balloon accreditation with Vice President, creating agendas for meetings and liaising with the SU. Overall, making sure the society runs effectively and efficiently.

· Secretary: Takes the minutes at committee and general meetings. Also, sends and organises emails. Is in charge of extra room bookings and working with the president to create agendas. Should upload all minutes to drop box.

· Treasurer: Is in charge of the group’s finances and making sure we spend money effectively, especially in regards to music. They will decide the distribution of society funds between both orchestras. Is also in charge of membership and tracking when individuals have not paid membership.

Section 5

Added descriptions of roles: 5.0.3

i) Vice President: Helps out the president where necessary, is in charge of monitoring attendance, sending attendance emails and Balloon accreditation. Should take leadership role when President is absent.

ii) Conductor of Symphonia: In charge of repertoire and making sure is suitable for the orchestra. Has sole musical control but committee can raise issues, for example if the music is believed to be too hard. Runs rehearsals, sectionals, auditions and focuses on the effective running of the musical side of the society.

iii) Conductor of Philharmonia: In charge of repertoire and making sure is suitable for the orchestra. Has sole musical control but committee can raise issues, for example if the music is believed to be too hard. Runs rehearsals, sectionals and focuses on the effective running of the musical side of the society.

iv) Concert Administrator: Organises concerts for both orchestras and gathers names for programme. Also books the concert venue and takes lead on the day of the concert. Is also in charge of arranging stewards for the day and is the point of contact for external venues. Determines concert dress and refreshments.

v) Publicity officer: Is responsible for all publicity for both orchestras, including materials for fresher’s fair and keeping up to date the website, our SU webpage, Instagram and our official Facebook page. Also designs the programme for concerts and any promotional materials including posters.

vi) Symphonia Symphony Orchestra manager:Hires and buys all the music needed for concerts and organises delivery. Will work with Philarmonia’s manager to make sure orchestras have separate music programmes.

vii) Social Secretaries: There will be 1-2 per orchestra and they will all work together for some socials but will work independently too. Organises socials throughout the year and will help arrange ‘Give it a Go’ sessions.

Section 6

· Removed: 6.4 The accounts of the Society shall be audited by a member of the Union’s staff and submitted to the Societies Network as and when requested and at least once per annum.

Section 8

· Removed: 8.7 After the AGM the President or Secretary must submit a sheet of contact details for the new committee to the Student Services Team as soon as possible.

Section 9

· Removed: 9.7 Should the Committee see fit after consulting the members of the Society or following the untimely resignation (posthumous or otherwise) of the Conductor, the Conductor may be removed from their post at any point and replaced by emergency auditions held at the Committee’s discretion.

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2021 AGM

* Amended: 9.1 “In extenuating circumstances outside the committee’s control, where it is not possible to hold conductor’s auditions in person, new conductors shall be chosen by the committee through application and interview only.”