



SYDNEY UNIVERSITY MUSICAL SOCIETY CONSTITUTION

LAST REVISED APRIL 2023

CONTENTS

Sydney University Musical Society Constitution	2
1. Name	3
2. Aims	3
3. Membership	3
3.1.1. Ordinary Membership	3
3.1.2. Associate Membership	3
3.1.3. Honorary Life Membership	3
4. Committee	4
5. Sub-Committees	6
6. Ordinary meetings	6
7. General Meetings	7
8. Annual General Meeting	8
9. Elections	9
10. Alteration to the Constitution	10
11. Property and Finances	11
12. Not-for-Profit and Voluntary Status	11
13. Dissolution	11
14. Inactivity	12
15. Recognition	12
Schedule 1 - Standing Orders for the Conduct of Meetings	12
1. Scope	12
2. Motions	12
3. Debate	14
4. Reports	15

5. Chairperson	15
6. Order	16
Schedule 2 - Duties of Committee Members, Ex-Officio Members and Musical Director	17
Elected Committee Members	17
1. Duties of President	17
2. Duties of Treasurer	17
3. Duties of Secretary	18
4. Duties of Concert Manager	19
5. Duties of Events Officer	19
6. Duties of Publicity Officer	20
7. Duties of Fundraising Officer	20
8. Duties of Librarian	20
9. Duties of Social Secretary	21
Ex-Officio Members	22
10. Duties of O Vos Omnes Editor	22
11. Duties of the General Assistant	22
12. Duties of the Webmaster	22
13. Duties of Media Officer	22
14. Duties of Small Group Director	22
15. Duties of the Immediate Past President	23
Musical Director	23
16. Duties of the Musical Director	23
Schedule 3 – Rehearsal Policy	23
1. The Purpose of this Document	23
2. Definition of Rehearsal	23
3. Minimum Rehearsal Requirements	24
4. Absenteeism	24
5. Lateness/Leaving Early	24
6. Camp Rehearsals and Compulsory Rehearsals	25
6.1. Camp Rehearsals	25
6.2. Compulsory Rehearsals	25
7. Special Dispensation	25
7.1. New Members	25
7.2. Sydney University Undergraduate Students and Carolfest	26
8. Individual Cases	26
9. The Role of the Concert Manager	27
10. Disputes	27

1. NAME

- 1.1. The name of the Society shall be the Sydney University Musical Society, hereinafter referred to as 'the Society'.

2. AIMS

- 2.1. The aims of the Society shall be:
 - 2.1.1. The encouragement of music among its members; and
 - 2.1.2. The promotion of the musical interests of the University of Sydney.
- 2.2. The Society will undertake the following activities to achieve its aims:
 - 2.2.1. Schedule performances of the society throughout the year;
 - 2.2.2. Provide members with access to sheet music, rehearsals, and such rehearsal aids as may be necessary to maintain a high standard in the performances scheduled;
 - 2.2.3. Give members the opportunity to develop their musical abilities by participating in small groups, by collaborating with other musical organisations, or by participating in concerts not usually accessible to other groups for reasons of repertoire, venue, etc.; and
 - 2.2.4. Host social events throughout the year to foster relations between members.

3. MEMBERSHIP

- 3.1. Membership runs from 1st January to 31st December each year. The classes of annual membership shall be:

3.1.1. ORDINARY MEMBERSHIP

- 3.1.1.1. All Members of the University of Sydney Union shall be eligible for Ordinary Membership of the Society. Any Ordinary Member shall hold one vote at all meetings and elections of the Society at which they are present.

3.1.2. ASSOCIATE MEMBERSHIP

- 3.1.2.1. All holders of a USU Rewards Membership of the University of Sydney Union other than those who qualify for Ordinary Membership shall be eligible for Associate Membership of the Society. Associate Members are not eligible to hold Committee positions, vote in elections or vote at meetings of the Society.

3.1.3. HONORARY LIFE MEMBERSHIP

- 3.1.3.1. Honorary Life Membership can be granted to any person by a two-thirds majority vote at a General Meeting where that person has made a “significant meritorious contribution to the Society over a period of time”. Honorary Life Membership may be terminated by a two-thirds majority vote at a General Meeting. Honorary Life Members are only eligible to hold Committee positions, vote in elections or vote at meetings of the Society if they qualify for Ordinary Membership of the Society. Honorary Life Members are not required to pay any subscription fee to qualify for membership.
- 3.2. Upon payment of a subscription fee, a person shall be deemed an Ordinary Member or Associate Member of the Society and henceforth be bound by this Constitution and its schedules.
- 3.3. Ordinary Membership (Fresher) shall be available to students in their first year at the University of Sydney who have not been members of the Society before.
- 3.4. The membership types shall be:
 - 3.4.1. Ordinary Membership (Fresher)
 - 3.4.2. Ordinary Membership (Standard)
 - 3.4.3. Associate Membership (Concession)
 - 3.4.4. Associate Membership (Standard)
- 3.5. The schedule of fees will be:
 - 3.5.1. Ordinary Membership (Fresher): \$5
 - 3.5.2. Ordinary Membership (Standard): \$30
 - 3.5.3. Associate Membership (Concession): \$50
 - 3.5.4. Associate Membership (Standard): \$70
- 3.6. The schedule of fees for membership from the second half of the year will be:
 - 3.6.1. Ordinary Membership (Fresher): \$5
 - 3.6.2. Ordinary Membership (Standard): \$20
 - 3.6.3. Associate Membership (Concession): \$30
 - 3.6.4. Associate Membership (Standard): \$50
- 3.7. No member shall publicise the name of the Society in relation to the course of business of that member or the Society, unless authorized by the Committee.

4. COMMITTEE

- 4.1. The Society shall have a Committee consisting of:
 - 4.1.1. a President
 - 4.1.2. a Treasurer

- 4.1.3. a Secretary
- 4.2. The Committee may include the additional roles, provided there are enough eligible and willing Members to fill such, of:
 - 4.2.1. a Librarian
 - 4.2.2. a Concert Manager
 - 4.2.3. an Events Officer
 - 4.2.4. a Publicity Officer
 - 4.2.5. a Social Secretary
 - 4.2.6. a Fundraising Officer
- 4.3. The Society may have the following ex-officio positions, provided there are enough eligible and willing members to fill such, of:
 - 4.3.1. Immediate Past President
 - 4.3.2. General Assistant
 - 4.3.3. Small Group Director
 - 4.3.4. *O Vos Omnes* Editor
 - 4.3.5. Media Officer
 - 4.3.6. Webmaster
- 4.4. There shall be an Executive Committee, consisting of the President, Secretary, and Treasurer.
- 4.5. Ex-officio positions are advisory positions and may speak at committee meetings; however, at those meetings they do not count towards quorum and are not eligible to vote. They are appointed as follows:
 - 4.5.1. The position of Immediate Past President will be filled by the previous person to hold the position of President.
 - 4.5.2. All other ex-officio positions will be appointed and dismissed by a majority vote of the committee.
- 4.6. Between its election and taking office, the Committee-elect shall meet for the purpose of planning the following year's activities, and may apply to the committee for power to implement its decisions.
- 4.7. Upon the application of the Committee-elect, the Committee may delegate such powers and duties to the Committee-elect as it deems appropriate.
- 4.8. Any member of the Committee may at any time retire therefrom by giving written notice to the Secretary.
- 4.9. Committee members may be dismissed by a successful motion of no confidence at a General Meeting, provided that notice is given in advance and that the member is given reasonable right of reply.

- 4.10. The Committee may continue to act, notwithstanding any vacancy in its membership except in the case of any vacancy in the Executive Committee. In this case a General Meeting shall be called immediately to elect members to fill the vacancies.
- 4.11. The quorum at a Committee meeting shall be three members, including two members of the Executive Committee.
- 4.12. At each meeting of the Committee, the President shall chair; if the President is not present, the Treasurer shall preside.
- 4.13. Any interested person may attend Committee meetings, unless the Committee votes to proceed *in camera*.
- 4.14. In the event that any member of the Committee is unavailable to fulfil the duties associated with the position, or that a position is temporarily unfilled, the President may take over any or all duties necessary to continue the efficient running of the Society.

5. SUB-COMMITTEES

- 5.1. Sub-committees may be created for the purpose of managing a specific event or duty which the committee deems to be too large to be effectively managed by a single committee member.
- 5.2. Sub-committees may be formed or dissolved by a simple majority vote of the committee or a General Meeting.
- 5.3. The Sub-committee shall be made up of volunteers from the society and chaired by a member of the committee.
- 5.4. The chair of the sub-committee shall prepare a report on the activities of the sub-committee to be submitted to the committee at each committee meeting whilst the sub-committee remain active.
- 5.5. No decisions of the sub-committee shall be final until ratified by the committee.

6. ORDINARY MEETINGS

- 6.1. The Society shall hold an Ordinary Meeting at least once every semester (teaching period, Weeks 1-13).
- 6.2. Ordinary Meetings shall be called by the President, Secretary or Vice-President, or by the Secretary forthwith upon receipt of the written application of at least twenty percent (20%) of the *Ordinary Members* of the Society.
- 6.3. At least three (3) clear days notice of the time and place of an Ordinary Meeting shall be given in one of the recognised publications of The University of Sydney Union and, if

possible, the Society notice board and, if possible, by a mail-out to all Members. (A mail-out is understood to include communication by e-mail.)

- 6.4. The President shall chair Ordinary Meetings. In the absence of the President, another *Executive Member* shall chair the Meeting.
- 6.5. Quorum at Ordinary Meetings shall be five (5) *Ordinary Members* if the Society's current membership is no greater than seventy (70) *Ordinary Members*, or ten (10) *Ordinary Members* if the Society's membership is greater than seventy (70) *Ordinary Members*. Quorum must include not less than three (3) *Executive Members*.
- 6.6. The agenda for an Ordinary Meeting shall include:
 - 6.6.1. Apologies and leaves of absence
 - 6.6.2. Minutes of the previous meeting
 - 6.6.3. Correspondence
 - 6.6.4. Reports of *Executive Members*
 - 6.6.5. General Business
- 6.7. An Ordinary Meeting of the Society has power to carry motions relating to the affairs of the Society by a simple majority vote of those members present and voting, including:
 - 6.7.1. Giving direction to the Executive
 - 6.7.2. Determining the use of the finances and other assets of the Society
 - 6.7.3. Instituting Committees for any purpose of the Society and co-opting Society members onto any Committee
 - 6.7.4. Dismissing *Executive Members* under 4.9 of the Constitution

7. GENERAL MEETINGS

- 7.1. The Society shall hold General Meetings as required during semester (defined as the University of Sydney teaching period, Weeks 1-13). A General Meeting shall be held between 9am and 9pm at a place on a campus of the University of Sydney. A General Meeting shall be chaired by the President or a member of the Executive Committee.
- 7.2. The Secretary may at any time, for any worthy purpose, call a General Meeting, and shall do so forthwith upon receipt of the written application of twenty per cent (20%) of Ordinary Members of the Society stating the purposes for which the meeting is called. The business debated at a General Meeting shall be confined to the purposes named in the notice.
- 7.3. Except as provided in Clause 9, the Secretary shall give at least seven (7) clear days notice of the time and place of a General Meeting through one of the recognised publications of the University of Sydney Union and, if possible, through:

- 7.3.1. the Society notice board;
 - 7.3.2. the Society website; and
 - 7.3.3. by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)
- 7.4. Accidental omission of a member from any mail-out shall not render a General Meeting invalid.
- 7.5. Quorum at General Meetings shall be the lesser of one-third (1/3) of the Ordinary Members or fifteen (15) Ordinary Members. If within thirty (30) minutes of the time appointed for the meeting a quorum is not present, the meeting shall be dissolved.
- 7.6. The procedure at all meetings shall run under standing orders as detailed in Schedule 2 of the constitution.
- 7.7. The agenda for a General Meeting shall include:
- 7.7.1. Opening and welcome;
 - 7.7.2. Apologies and leaves of absence;
 - 7.7.3. Minutes of the previous meeting & Business arising from the Minutes;
 - 7.7.4. Correspondence;
 - 7.7.5. General business; and
 - 7.7.6. Date of the next meeting (if applicable).
- 7.8. A General Meeting of the Society has power to carry motions relating to the affairs of the society by a simple majority vote of those members present and voting, including:
- 7.8.1. Giving direction to the committee;
 - 7.8.2. Determining the use of the finances and other assets of the Society;
 - 7.8.3. Instituting Committees for any purpose of the Society and co-opting Society members onto any Committee;
 - 7.8.4. Creating sub-committees under section 5 of the constitution;
 - 7.8.5. Filling vacancies on the Committee; and
 - 7.8.6. Repealing motions and the effect of motions carried at a Committee Meeting.

8. ANNUAL GENERAL MEETING

- 8.1 The Society shall hold an Annual General Meeting annually in the month of April.
- 8.2 The Annual General Meeting shall be convened for the following purposes:
- 8.2.1 to receive a report and statement of accounts for the preceding financial period; and
 - 8.2.2 to elect an Executive for the ensuing term

- 8.2.3 to transact any other business, notice of which shall be duly submitted to the Secretary
- 8.3 The Secretary shall give at least fourteen (14) clear days notice of the time and place of the Annual General Meeting in one of the recognised publications of the University of Sydney Union and, if possible,
- 8.4 The Annual General Meeting shall be held between 9am and 9pm at a place on a campus of the University of Sydney during semester (teaching period, Weeks 1-13). The Annual General Meeting shall be chaired by the President or a member of the Executive Committee.
- 8.5 Quorum at the Annual General Meeting shall be the lesser of one-third of the Ordinary Members or fifteen (15) Ordinary Members.
- 8.6 The agenda for the Annual General Meeting shall include:
- 8.6.1 Opening and welcome;
 - 8.6.2 Apologies and leaves of absence;
 - 8.6.3 Minutes of the previous meeting & Business arising from the Minutes;
 - 8.6.4 Annual Reports;
 - 8.6.5 Constitutional Amendments (if required);
 - 8.6.6 Election of Executives;
 - 8.6.7 General Business;
 - 8.6.8 Date of next Meeting;

9. ELECTIONS

- 9.1. The Committee shall be elected at the Annual Elections in the month of April each year.
- 9.2. Only *Ordinary Members*, and *Honorary Members* who would otherwise be eligible for *Ordinary Membership*, shall be eligible to be candidates for election or to vote in the election.
- 9.3. The term of the Executive shall commence immediately following the close of the Annual Election Meeting and conclude at the close of the Annual Election Meeting in the following year.
- 9.4. The Secretary shall give at least fourteen (14) clear days notice of the time and place of the annual elections in one of the recognised publications of The University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all Members. (A mail-out is understood to include communication by e-mail.). The notice shall state:

- 9.4.1. the day on which nominations open, which day shall be at least fourteen (14) clear days before the day of the elections;
 - 9.4.2. the day and time on which nominations close, which shall be no later than the time of the meeting at which the elections are to occur;
 - 9.4.3. the time, date and venue of the election;
 - 9.4.4. that only *Ordinary Members*, and *Honorary Members* who would otherwise be eligible for *Ordinary Membership*, shall be eligible to be candidates for election or to vote.
- 9.5. In order to stand for election, nominees must accept nomination.
 - 9.6. Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer. The Returning Officer shall be charged with the conduct of the election, and may appoint suitable persons, not being candidates for election, as Deputy Returning Officers.
 - 9.7. The Clubs & Societies Manager shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.
 - 9.8. Voting shall be by secret ballot, and shall be First Past the Post.
 - 9.9. The General Body of the Society may, in a General Meeting, elect any *Ordinary Member* of the Society to fill any casual vacancy that may occur in the Executive. (A casual vacancy occurs when an Executive Member is dismissed from the Executive or resigns before the term of office has expired.)

10. ALTERATION TO THE CONSTITUTION

- 10.1. This Constitution may be amended by a two-thirds majority of those Ordinary Members and Honorary Members who would otherwise be eligible for Ordinary Membership in attendance at any General Meeting, provided that:
 - 10.1.1. written notice of proposed changes has been given to the Secretary not less than seven (7) clear days before such a meeting;
 - 10.1.2. the said changes do not contravene The University of Sydney or The University of Sydney Union guidelines;
 - 10.1.3. the Secretary has given at least fourteen (14) clear days' notice of those proposed changes to all Members through one of the recognized publications of The University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members (A mail-out is understood to include communication by e-mail.);
 - 10.1.4. a copy of the amended constitution, and minutes of the meeting at which the amendments were made, are presented to the Clubs & Societies Manager of The University of Sydney Union within fourteen (14) days of the meeting; and
 - 10.1.5. the amendments are approved by the Clubs & Societies Committee and ratified by the Board of The University of Sydney Union.

- 10.2. Constitutional amendments do not become effective until approved by the Clubs & Societies Committee and ratified by the Board of The University of Sydney Union.

11. PROPERTY AND FINANCES

- 11.1. All property of the Society shall be vested in the Committee, and shall be dealt with in such manner as directed by the Society in a General Meeting.
- 11.2. The Society shall maintain a bank account.
- 11.3. All payments of the Society shall be by cheque, signed by at least two members of the Executive Committee, one of whom must be the Treasurer.
- 11.4. The finances of the Society shall be maintained in accordance with the C&S Handbook for Treasurers produced by the Clubs & Societies Office of The University of the Sydney Union, and submitted for audit by the Clubs & Societies Auditor immediately following the Financial Year End of the Society in the month of February each year.
- 11.5. Notwithstanding anything contained in this Constitution, all assets and funds of the Society shall be used solely to further the Objects of the Society, and no portion of those funds shall be paid or distributed to members of the Society except as compensation for out-of-pocket expenses.
- 11.6. The financial year of the Society shall run from the first day of March to the last day of February the following year.

12. NOT-FOR-PROFIT AND VOLUNTARY STATUS

- 12.1. The Society is Not for profit; meaning: the assets and income of the society shall be applied solely in furtherance of the aims of the society and no portion shall be distributed directly or indirectly to the members of the society except as bona fide compensation expenses incurred on behalf of the society.
- 12.2. The Society is volunteer-based and no member of the society (including Committee members) may share in any profits of the Society, nor may they receive remuneration from the Society for their time or expertise.
- 12.3. Members are permitted to seek reimbursement for reasonable expenses incurred on behalf of the Society where this expense has been previously approved at a quorate Committee meeting and a valid tax invoice is provided to the Treasurer.

13. DISSOLUTION

- 13.1. The Society may be dissolved by resolution of a two-thirds majority vote of those members present and voting at a General Meeting. If on the dissolution there remain any monies or property, they shall, with the consent of the Clubs & Societies Office, be transferred to a cultural, charitable or educational organisation as the Society in a General Meeting may resolve.

13.2. The Secretary shall give at least fourteen (14) clear days' notice of the time and place of such a General Meeting through one of the recognized publications of the University of Sydney Union and, if possible, through:

13.2.1. the Society notice board;

13.2.2. the Society website; and

13.2.3. by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)

14. INACTIVITY

14.1. The Society shall be deemed inactive after any continuous six month period in which the Society does not hold any events or engage in financial activity. If upon inactivity there remain any monies or properties, the Clubs & Societies Auditor and the Clubs & Societies Manager shall become signatories of the Society account and the Clubs & Societies Office shall control such properties and held in trust. After a further six month period, all money will be deposited into a USU-administered trust account, and will be returned to the Club should it reform. After a total of eighteen months inactivity, all Society funds will be transferred to the USU general account.

15. RECOGNITION

15.1. The Society shall comply with all requirements of the University of Sydney and the University of Sydney Union for recognition as a registered Society of the University of Sydney Union.

SCHEDULE 1 - STANDING ORDERS FOR THE CONDUCT OF MEETINGS

1. SCOPE

1.1. General and Committee Meetings shall be conducted in accordance with these Standing Orders unless suspended from time to time in accordance with section 6(c) of these Standing Orders.

2. MOTIONS

2.1. Voting shall be on the voices unless one member demands a show of hands, whereupon this shall be the method. Voting shall be by secret ballot where one third of those present and voting request it.

2.2. No substantive motion or amendment may be proposed at the same meeting as is in substance the same as a motion or amendment previously proposed and disposed of at the meeting.

2.3. Amendments shall be dealt with as follows:

- 2.3.1. An amendment may be proposed to any substantive motion by addition to and/or deletion from the motion.
 - 2.3.2. An amendment shall not oppose the intention or the original motion.
 - 2.3.3. The proposer of a motion may amend or withdraw the motion with the consent of the seconder. Where such consent is not obtained, the amendment shall be permissible, though the seconder may propose the original motion.
 - 2.3.4. Where the proposer of a substantive motion accepts any proposed amendment, the amendment shall become the motion, whereupon the proposer of the original motion shall be deemed the proposer of the new motion.
 - 2.3.5. Where the proposer of a substantive motion does not accept a proposed amendment, the amendment shall be debated and put, and if carried shall become the new substantive motion.
 - 2.3.6. Should a proposed amendment be put and lost, and no further amendment is proposed, the original motion shall again be open to debate.
 - 2.3.7. A subsequent proposed amendment shall not be submitted until the first received proposed amendment is disposed of, though any speaker may foreshadow further proposals for amendment. These shall be dealt with in the order in which they are received.
- 2.4. A second substantive motion shall not be accepted until the motion under debate has been disposed of, provided that notwithstanding anything in these Standing Orders, two or more motions dealing with the same subject matter may be considered in cognate form, except where the intention of the motions are opposing, whereupon one motion shall be declared to be substantive and the others as foreshadowed. The order of debate shall be:
 - 2.4.1. Mover of the substantive motion;
 - 2.4.2. Secunder of the substantive motion;
 - 2.4.3. Mover of the foreshadowed motion;
 - 2.4.4. Secunder of the foreshadowed motion;
 - 2.4.5. Speakers for the substantive motion and the foreshadowed motion alternatively;
 - 2.4.6. Right of reply for the foreshadowed motion;
 - 2.4.7. Right of reply for the substantive motion.
 - 2.5. The substantive motion shall then be put and, if carried, other motions shall lapse. Where the substantive motion is lost, any foreshadowed motion shall be put without further debate.
 - 2.6. A motion shall be set aside on the affirmative resolution of the motion "That the meeting proceed to the next item of business", whereupon no further debate shall be allowed.

- 2.7. Debate on a motion shall be stood over on the affirmative resolution of the motion “That the motion lie on the table”.
- 2.8. Debate on a motion shall be closed on the affirmative resolution of the motion “That the motion be now put”, and no further debate shall be allowed.
- 2.9. Debate on a motion shall be closed on the affirmative resolution of the motion “That the motion be now put”, whereupon the substantive motion shall be put without further debate or amendment, but allowing the right of reply of the proposer.
- 2.10. On the affirmative resolution of the motion “That the motion be not now put”, the meeting shall proceed to the next item of business, no further debate being allowed on the motion so disposed of. On the negative resolution of such motion, the substantive motion shall be put without further debate or amendment, but allowing the right of reply of the proposer.
- 2.11. The Chairperson need not accept either of the procedural motions under Standing Orders 2(t) and 2(i), if in the Chairperson’s opinion there has not been sufficient debate upon the question, but if accepted, such motions shall be put without debate.
- 2.12. A procedural motion shall take precedence over any substantive motion or proposed amendment to such motion.
- 2.13. Should any question arise which requires a decision by the Chairperson as to whether a motion is procedural, the Chairperson shall use the following rules in making the decision. The following motions shall be considered, subject to the discretion of the Chairperson, as procedural motions, to be put to the meeting without debate:
 - 2.13.1. That a person should or should not be heard;
 - 2.13.2. That a person should not be further heard;
 - 2.13.3. That strict order of debate be followed;
 - 2.13.4. That the motion be now put.
- 2.14. The following motions shall be considered, subject to the discretion of the Chairperson, as procedural motions which may be debated:
 - 2.14.1. That the meeting proceed to the next item of business;
 - 2.14.2. That the motion lie on the table;
 - 2.14.3. That the motion be not now put;
 - 2.14.4. That the debate be adjourned;
 - 2.14.5. That the meeting be adjourned.

3. DEBATE

- 3.1. A member desiring to speak shall address the Chair.

- 3.2. No speech, other than the report of an Officer, shall be permitted, save to a distinct motion, either already submitted to the meeting for deliberation, or by way of amendment or a substantive motion.
- 3.3. Where two or members desire to speak, the Chairperson shall call upon the member who, in the Chairperson's opinion, first indicated such intention.
- 3.4. No member shall speak more than once on any motion without the permission of the Chairperson.
- 3.5. Procedural motions or motions for amendment shall be considered new questions, and persons who have spoken on the substantive matter may speak again after the procedural motion, or after amendment has been proposed and seconded.
- 3.6. In all cases, the right of reply shall be allowed to the proposer of a motion other than a procedural motion, after which the motion shall be put forthwith.
- 3.7. No member shall speak to any motion after it has been put.
- 3.8. A motion shall lapse if, after the motion is proposed, there is no seconder.
- 3.9. The seconder of a proposed motion or amendment may speak after the proposer, or may reserve the right to speak until later in any debate where the speakers, if any, oppose the motion. Where there is no opposition to the proposed motion, the seconder's reserved right shall not be exercised.
- 3.10. Upon the procedural motion "That strict order of debate be followed" being put and affirmatively resolved, the Chairperson shall permit only one speech per speaker, except to allow the proposer to present a right of reply, nor, subject to Standing Order 3(i), shall the Chairperson permit consecutive speeches either in favour of, or opposing, the motion.
- 3.11. At the discretion of the Chairperson, no member shall speak to a motion for more than five minutes.

4. REPORTS

- 4.1. A report, or statement of accounts, may be:
 - 4.1.1. received by formal motion, or
 - 4.1.2. debated with or without amendment by formal motion.

5. CHAIRPERSON

- 5.1. Subject to these Standing Orders, any member addressing the meeting shall be heard in silence.
- 5.2. Should the Chairperson enter any debate, he or she shall first vacate the Chair.
- 5.3. Where the Chairperson rules on any point of procedure, such ruling shall determine the matter, save that the meeting may entertain any motion of dissent from such ruling. The motion of dissent shall be in the form "That the meeting dissents from the

Chairperson's ruling", and upon that resolution, the Chairperson's ruling shall be of no effect. When the dissent motion is proposed, the Chairperson shall vacate the Chair. The Proposer and the Chairperson, in whose ruling the dissent was moved, only shall speak, after which the motion shall be put. The motion shall be carried by a simple majority. The Chairperson shall then resume the Chair.

6. ORDER

- 6.1. A member may take a point of order at any time. On the taking of such point of order, all debate shall be suspended until such time as the Chairperson rules on the point of order. A point of order shall be clearly and succinctly stated, shall contain no irrelevancy, and shall not seek to debate any motion before the Chair.
- 6.2. A point of order shall show that the speaker was:
 - 6.2.1. using unseemly language;
 - 6.2.2. not speaking on the question;
 - 6.2.3. infringing on the provisions of the Constitution, these Standing Orders, or the Common Law of Meetings.
- 6.3. Any of these Standing Orders, or any part of any Standing Order, may be suspended from time to time upon the affirmative resolution of the meeting, without debate.

SCHEDULE 2 - DUTIES OF COMMITTEE MEMBERS, EX-OFFICIO MEMBERS AND MUSICAL DIRECTOR

ELECTED COMMITTEE MEMBERS

1. DUTIES OF PRESIDENT

- 1.1. The President shall ensure the effective running of the Society, including:
 - 1.1.1. Supporting the Committee decision-making process by:
 - 1.1.1.1. calling, preparing agenda for, and chairing Committee Meetings;
 - 1.1.1.2. ensure timely discussion of major issues, based on full information;
 - 1.1.1.3. coordinating the planning of activities; and
 - 1.1.1.4. informing the Society of Committee decisions;
 - 1.1.2. Supervising Committee members by:
 - 1.1.2.1. Identifying all duties consequent upon this Schedule and upon Committee decisions and assigning them to appropriate members;
 - 1.1.2.2. ensuring that such duties are understood and completed; and
 - 1.1.2.3. reassigning or else undertaking incomplete duties;
 - 1.1.3. Subject to ratification by the next Committee Meeting:
 - 1.1.3.1. making urgent decisions and conducting urgent negotiations;
 - 1.1.3.2. coordinating the day-to-day running of the Society; and
 - 1.1.3.3. directing Committee members in urgent duties;
 - 1.1.4. Attending meetings of the Australian Intersociety Choral Societies Association and the Australian Intersociety Choral Council, or otherwise arranging a proxy;
 - 1.1.5. Representing the Society on official occasions; and
 - 1.1.6. Ensuring a smooth transition of the administration of the Society from one Committee to the next.

2. DUTIES OF TREASURER

- 2.1. The Treasurer shall keep a true and accurate account of the Society's finances, and shall manage them in the best interests of the Society, including:
 - 2.1.1. At all times maintaining the Society's finances in accordance with the Treasurer's Handbook produced by the Clubs and Societies Office of the University of Sydney Union;
 - 2.1.2. Maintaining accurate, up-to-date and proper books of account, specifically journal, ledger, receipt book, petty cash book and any cheque or passbook relating to accounts at financial institutions;

- 2.1.3. Ensuring that a receipt is issued for all monies received;
- 2.1.4. Ensuring that all monies received are promptly banked, and all liabilities promptly discharged within the terms allowed;
- 2.1.5. Ensuring that all accounts at financial institutions and financial arrangements are conducted in accordance with arrangements made;
- 2.1.6. Ensuring that funds are available to meet all commitments;
- 2.1.7. Drawing up budgets for all major activities of the Society, and ensuring that budgets are adhered to as closely as possible;
- 2.1.8. Preparing and arranging auditing of a financial statement for the previous financial year, for the purposes of presentation to the Annual General Meeting, and University Union recognition;
- 2.1.9. Ensuring that the accounts are ready for auditing at the end of the financial year;
- 2.1.10. Recording and managing all saleable items including tickets, and the purchases of sales thereof;
- 2.1.11. Informing each Committee meeting of the current financial position of the Society, including (but not limited to):
 - 2.1.11.1. Year to date profit & loss statement;
 - 2.1.11.2. Details of all cheques written since the last committee meeting;
 - 2.1.11.3. Breakdown of income since the last committee meeting;
 - 2.1.11.4. The current bank balance of the society; and
 - 2.1.11.5. The current book balance of the society;
- 2.1.12. Maintaining the Financial History of the Society, which shall include concert and camp attendances, prices charged, membership numbers and subscription rates, etc.;
- 2.1.13. Apply for funding from the University bodies and other organisations, in conjunction with the President, and with the President and Fundraising Officer coordinate any funding and grants; and
- 2.1.14. Ensure an adequate handover, including any documents and materials, to the following Committee.

3. DUTIES OF SECRETARY

- 3.1. The Secretary shall maintain the general administrative records of the Society, including:
 - 3.1.1. Taking minutes at General and Committee meetings;
 - 3.1.2. Distributing copies of the minutes of Committee Meetings to Committee members before the next Committee meeting;

- 3.1.3. Distributing copies of the minutes of General Meetings to the Society before the next General Meeting;
- 3.1.4. Editing, producing and distributing the Society's newsletter;
- 3.1.5. Receiving and recording all incoming correspondence, and distributing it to all appropriate persons;
- 3.1.6. Recording all outgoing correspondences;
- 3.1.7. Keeping up-to-date membership and where the position of concert manager is unfulfilled, rehearsal attendance lists;
- 3.1.8. Booking meeting rooms for the Society; and
- 3.1.9. Maintaining the Society's registration with the University of Sydney Union.

4. DUTIES OF CONCERT MANAGER

- 4.1. The Concert Manager shall organise the Society's concerts, including:
 - 4.1.1. Producing a rehearsal schedule for each concert series in accordance with Rehearsal Policy Clause 9;
 - 4.1.2. Organising rehearsal attendance rolls;
 - 4.1.3. Maintaining lists of rehearsal attendance and informing members of their standing in relation to their eligibility to perform in concerts in accordance with Rehearsal Policy Clause 9;
 - 4.1.4. Arranging all venues and necessary facilities for concerts and rehearsals;
 - 4.1.5. Engaging and liaising with such soloists and other musicians as shall be agreed upon by the Committee;
 - 4.1.6. Engaging and liaising with all other personnel required for the effective staging of concerts, including backstage personnel;
 - 4.1.7. Directing the movement of concert participants during concerts and rehearsals;
 - 4.1.8. Producing, and, ensuring the distribution of a concert information sheet to inform concert participants of requirements and information including concert attire and call time; and
 - 4.1.9. Organising any concerts or activities where the Society is augmenting other choirs/groups.

5. DUTIES OF EVENTS OFFICER

- 5.1. The Events Officer shall organise rehearsal camps, social events, and similar activities, with the following duties:
 - 5.1.1. Booking and liaising with campsites and venues;

- 5.1.2. Organising accommodations, catering, and other necessary logistical details;
- 5.1.3. Informing the Society of the dates and costs of events and camps, and collecting monies and information for these in conjunction with the Treasurer; and
- 5.1.4. In conjunction with the Concert Manager and Musical Director, organising the rehearsal schedule, piano hire, etc.

6. DUTIES OF PUBLICITY OFFICER

- 6.1. The Publicity Officer shall publicise the Society and its activities, including:
 - 6.1.1. Designing, producing, and maintaining consistency and quality in all items representing the Society to the general public, including tickets, programmes, logos, posters, handbills, advertisements, and any other items;
 - 6.1.2. Distributing publicity material;
 - 6.1.3. Maintaining the Society's publicity records and materials; and
 - 6.1.4. Publicising the Society to the student body of the University and other prospective members through relevant publications and activities such as Orientation Week.

7. DUTIES OF FUNDRAISING OFFICER

- 7.1. The Fundraising Officer shall coordinate and organise fundraising activities for the Society, including:
 - 7.1.1. Professional choral performances at weddings and other functions;
 - 7.1.2. Promoting the sale of fundraising merchandise such as wine, chocolate, lamingtons, Society T-shirts and windcheaters, and songbooks; and
 - 7.1.3. Liaising with other bodies and organisations involved in the funding or sponsorship of the Society, in conjunction with the President and Treasurer.

8. DUTIES OF LIBRARIAN

- 8.1. The Librarian shall run the Society's music library and maintain the archives of the Society, including:
 - 8.1.1. Obtaining music for the Society's use, by way of purchase, hire, loan, manufacture or composition;
 - 8.1.2. Arranging distribution of scores to the members of the Society and other relevant people, and their subsequent recovery;
 - 8.1.3. Arranging distribution and hire of gowns to the members of the Society and other relevant people, and their subsequent recovery;
 - 8.1.4. Arranging the hire or loan of music to other organisations or people;

- 8.1.5. Adequately storing, maintaining and cataloguing the library, and keeping records of all transactions under (a), (b) and (c) above;
- 8.1.6. Adequately storing, cataloguing and maintaining all records of the Society not required for immediate use;
- 8.1.7. Collecting and storing any published material relevant to the Society including newsletters, programmes, recordings and posters; and
- 8.1.8. Making archival information and copies of archival material available to the Society as required.

9. DUTIES OF SOCIAL SECRETARY

- 9.1. The Social secretary shall collaborate with the Events officer to organise social events appropriate for the society, including:
 - 9.1.1. In collaboration with the President, organising an annual President's picnic, where appropriate;
 - 9.1.2. Organising an annual academic dinner for members of the Society, where appropriate;
 - 9.1.3. Booking and liaising with venues to arrange post-rehearsal social events; and
 - 9.1.4. Organising other social events including but not limited to Trivia, Karaoke and Board Games, where appropriate.

EX-OFFICIO MEMBERS

10. DUTIES OF *O Vos Omnes* EDITOR

- 10.1. The *O Vos Omnes* Editor shall disseminate written information within the Society, including:
- 10.1.1. Editing, producing and distributing the Society's magazine;
 - 10.1.2. Distributing any other documents when required.

11. DUTIES OF THE GENERAL ASSISTANT

- 11.1. The General Assistant shall assist the other members of the committee by:
- 11.1.1. Setting up and putting away of refreshments during weekly rehearsals;
 - 11.1.2. Ensuring that there is a sufficient supply of refreshments each week; and
 - 11.1.3. Assisting other members of the committee as requested.

12. DUTIES OF THE WEBMASTER

- 12.1. The Webmaster shall be responsible for maintaining the society's electronic and online systems including:
- 12.1.1. Maintaining and updating the society's website;
 - 12.1.2. Maintaining and updating and distributing the society's electronic calendar;
 - 12.1.3. Maintaining and engaging with the President in managing the society's email accounts and electronic file storage systems; and
 - 12.1.4. Creating an annual physical backup of the society's electronic file storage systems and storing this in the library.

13. DUTIES OF MEDIA OFFICER

- 13.1. The Media Officer shall coordinate and organise the creation of media that would benefit the society, including:
- 13.1.1. Photographing of the society at social events, where necessary, and distributing that media internally within the society;
 - 13.1.2. Arranging recording of performances, and the editing of such performances, where necessary;
 - 13.1.3. Engaging with the Publicity Officer to assist with the creation of materials that would be useful in publicising the Society; and
 - 13.1.4. Engaging with the Webmaster to organise the storage and archive of materials created.

14. DUTIES OF SMALL GROUP DIRECTOR

- 14.1. The Small Group director shall coordinate and organise and act as musical director of a small choir that rehearses and performs separately to the Society's main choir.

15. DUTIES OF THE IMMEDIATE PAST PRESIDENT

- 15.1. The Immediate Past President is the president of the society preceding the current president and serves in an advisory capacity to the current President and committee.

MUSICAL DIRECTOR

16. DUTIES OF THE MUSICAL DIRECTOR

- 16.1. Each year the committee shall appoint a Musical Director who shall be the society's Musical Director, principal Chorus Master and Conductor. The Musical Director operates under the supervision of the President and Concert Manager, and through them the Committee as a whole.
- 16.2. The Musical Director is generally given complete autonomy by the Committee as to how to rehearse the choir, both over the length of the rehearsal period and during individual rehearsals. The role of the Musical Director also includes advising the committee on choice of repertoire for each concert. The Musical Director will usually understand better than the committee the ability of the choir to perform specific pieces in the time and budget constraints available.

SCHEDULE 3 – REHEARSAL POLICY

1. THE PURPOSE OF THIS DOCUMENT

- 1.1. This document formally codifies the administrative rehearsal policy as has been used by the Society's Committee for many years. This policy has been regularly repeated to the Society's members at rehearsals and is understood by most members. This document clearly defines the rehearsal policy in writing for all members to protect the Society and Committee from claims of bias or discrimination in relation to the rehearsal policy.

2. DEFINITION OF REHEARSAL

- 2.1. A rehearsal is any session of exercise, drill, or practice, advertised by the Committee in preparation for a public performance of the Society. A rehearsal is run by the Musical Director (or another person nominated by the committee as being qualified to run the rehearsal or part thereof) under the joint supervision of the President and the Concert Manager. A rehearsal is always part of a larger concert series and is specific to each concert. In general, all rehearsals (weekly rehearsals, camp rehearsals and dress rehearsals) are three (3) hours in length (including break(s)). A rehearsal is

considered to be the entire three (3) hour period advertised for each rehearsal (including break(s)). Where a rehearsal is less than or greater than three (3) hours, the rehearsal is considered to be the entire period of time advertised for the rehearsal. For the purposes of the remainder of this document it is taken that rehearsals are three (3) hours in length.

- 2.2. The Concert Manager is expected to produce a rehearsal schedule for each concert series. This rehearsal schedule is to list the dates, times and locations for all weekly, camp and compulsory rehearsals as well as dates, locations, and call times for the concert(s). This schedule is to be available by at least the second week of rehearsals, though ideally should be available on the Society website before rehearsals commence.

3. MINIMUM REHEARSAL REQUIREMENTS

- 3.1. The Society is an un-auditioned choir made up of amateur choristers. The principal method used to guarantee a high standard of singing for any given concert is by imposing minimum rehearsal requirements on all members of the choir. Rehearsal requirements are based on full attendance at three (3) hours of rehearsal (or the length of time advertised for the rehearsal where this is different). Minimum rehearsal requirements are the absolute minimum number of rehearsals members are expected to attend. All members are encouraged to attend more than the minimum for reasons of both quality and to safeguard members against unforeseen events that cause them to miss additional rehearsals.

4. ABSENTEEISM

- 4.1. All members must sign the roll to be considered present at rehearsal. If for some reason a member is present at rehearsal but misses the roll they are expected to contact the Society Secretary immediately at the end of that particular rehearsal to sign the roll. All members must sign the roll to be considered present at rehearsal; failure to do so may include, but is not be limited to, the following action being taken:
 - 4.1.1. The member may be required to complete additional rehearsal(s), or
 - 4.1.2. The member may be barred from performing in the concert.
- 4.2. If a member does not sign the roll in a given rehearsal then that member may not have an opportunity to sign for that rehearsal at a later time. The onus is on individual members to ensure they sign the roll promptly for all rehearsals they attend.

5. LATENESS/LEAVING EARLY

- 5.1. Being late to rehearsal or leaving rehearsal early is not permitted. It is disruptive to the rehearsal process and disrespectful to both the Musical Director and the choir in general. If a member is late to rehearsal or leaves rehearsal early, the time they arrive or leave may be noted on the roll and a record kept. If such behaviour occurs

frequently (that is, more than three (3) times in a concert series) then action may be taken including, but not limited to:

- 5.1.1. The member may be required to complete additional rehearsal(s), or
- 5.1.2. The member may be barred from performing in the concert.

6. CAMP REHEARSALS AND COMPULSORY REHEARSALS

6.1. CAMP REHEARSALS

6.1.1. Camp rehearsals are any weekend rehearsal, generally held two (2) or three (3) weeks before a concert. They usually consist of three (3) separate three (3) hour rehearsals, though the number and length may vary. Camps may be “away camps” where member will often stay overnight outside Sydney, or they may be “home/day camps” where the camp is held somewhere in Sydney University or nearby. No matter how a camp is structured, attendance at camp is strictly compulsory. It is a non-negotiable in the Society that all members must attend at least one (1) camp rehearsal to be eligible to sing in the concert associated with that camp. Failure to attend for any reason will immediately result in ineligibility to sing in the concert.

6.2. COMPULSORY REHEARSALS

6.2.1. Compulsory rehearsals are any rehearsals that all members intending to sing in a concert are expected to attend. Dress rehearsals are always compulsory rehearsals. Failure to attend a compulsory rehearsal may result in action being taken, including, but not limited to:

6.2.1.1. The member may be required to complete additional rehearsal(s), or

6.2.1.2. The member may be barred from performing in the concert.

6.3. A compulsory rehearsal may count towards minimum rehearsal requirements. For example, a compulsory dress rehearsal may also count as a weekly rehearsal for the purposes of minimum rehearsal requirements, yet failure to attend can result in ineligibility to perform in the concert associated with this rehearsal.

6.4. It is the duty of the Concert Manager to ensure all compulsory rehearsals are sufficiently advertised to the members of the Society.

7. SPECIAL DISPENSATION

7.1. NEW MEMBERS

7.1.1. New members of the Society are granted special dispensation by the Committee to attend fewer than the minimum advertised number of

rehearsals for a concert series. This is an administrative decision taken for the following reasons:

- 7.1.1.1. It allows new members to join the choir later in the rehearsal period yet still become full members of the Society and enjoy all the benefits associated with membership;
 - 7.1.1.2. It fosters new members' interest in choral music and the Society in general; and
 - 7.1.1.3. It encourages new members to return for future concert series.
- 7.1.2. Discretion is required and it is expected that such members will attend at least half the total number of weekly rehearsals and at least two camp rehearsals.

7.2. SYDNEY UNIVERSITY UNDERGRADUATE STUDENTS AND CAROLFEST

- 7.2.1. Members of the Society who are also University of Sydney undergraduate students are granted special dispensation by the Committee to attend one (1) less than the minimum advertised number of rehearsals during the Christmas Carolfest concert series. This is an administrative decision taken for the following reasons:
- 7.2.1.1. The Society is primarily the undergraduate choir of Sydney University and frequently advertises itself as such;
 - 7.2.1.2. The Society seeks to promote musical interest with students at the university;
 - 7.2.1.3. Carolfest is a unique situation where the exam period occurs during the rehearsal period; and
 - 7.2.1.4. The Society encourages students to sing with the choir whilst also accepting that Sydney University undergraduate student members may find it difficult to attend rehearsals during the exam period.

8. INDIVIDUAL CASES

- 8.1. Where a member has exceptional circumstances for not attending the minimum number of rehearsals they will be required to audition for the Concert Manager and Musical Director. This will involve singing through sections of music from the concert as chosen by the Musical Director, or any other method decided by the Concert Manager. The matter will then be up to the discretion of the Concert Manager and the Musical Director on the basis of the individual's familiarity with the music and the validity of their reasons for not attending rehearsals.
- 8.2. It is expected that anyone attending less than the minimum weekly rehearsals must still attend all camp rehearsals. Conversely, if a member asks for dispensation to attend less than the minimum number of camp rehearsals required they will have to show why they cannot attend more weekly rehearsals to offset this.

- 8.3. No member is permitted to miss all camp rehearsals and sing in the concert. This rule is strictly non-negotiable.

9. THE ROLE OF THE CONCERT MANAGER


- 9.1. One of the roles of the Concert Manager is to monitor the number of people eligible to sing in the concert. This is done in conjunction with the Secretary (who keeps the rolls) and the Section Representatives (where they have been appointed). The Concert Manager is tasked with informing members that they have not made sufficient rehearsals to sing in a particular concert. The Concert Manager will endeavour to inform members of this decision as early as possible, but members are advised that depending on the number of rehearsals attended it may not be until the final dress rehearsal that this decision can be made.
- 9.2. The Concert Manager may, but is not required to, warn members that they are close to failing to comply with rehearsal requirements. It is up to each member to be aware of how many rehearsals they have signed for and what the minimum rehearsal requirements are. It is expected that all members will attend the minimum number of weekly rehearsals unless they have been granted dispensation by the Concert Manager. If any member is in doubt they are to talk this over with the Concert Manager in the first instance.

10. DISPUTES

- 10.1. Where there is a dispute regarding this rehearsal policy and a specific member's eligibility to sing in a concert, the member involved is expected to give a submission in writing to the Concert Manager. This submission is to outline:
 - 10.1.1. The reasons why the member has not attended sufficient rehearsals (if the member has not previously done so in writing),
 - 10.1.2. Justify why the member should be permitted to sing in the concert having not made sufficient rehearsals (if the member has not previously done so in writing),
 - 10.1.3. Why the member feels the decision is unjustified.
- 10.2. The concert manager will then, in consultation with the President and Musical Director, make a final decision. It is noted that the Concert Manager's decision is final. The President and/or Musical Director will consult with the Concert Manager and may offer advice about the situation, but the decision rests solely with the Concert Manager.
- 10.3. Where this fails to resolve the dispute, the person involved can be directed to the relevant Union body for arbitration.

This constitution was adopted on 5th of April 2023.

President's Signature:  _____

Secretary's Signature:  _____