**THE CONSTITUTION OF THE UNIVERSITY COLLEGE**

**LONDON LIVE MUSIC SOCIETY**

# Name

**1.1.** The name of the society shall be the University College London Union (UCL) Live Music Society.

 1.2. The society shall be affiliated to Students’ Union UCL.

# Statement of Intent

2.1. The constitution, regulations, management and conduct of the club/society shall abide by all Students’ Union UCL policy, and shall be bound by the [Students’ Union UCL Memorandum & Articles of Association](http://studentsunionucl.org/governing-documents), [Byelaws](http://studentsunionucl.org/governing-documents), [Club and Society Regulations](http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations) and the club and society procedures and guidance – laid out in the ‘[how to guides](https://studentsunionucl.org/how-to-guides)’.

#### 2.2. The club/society stresses that it abides by Students’ Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to the club/society shall not contravene this policy.

#### 2.3. The Club and Society Regulations can be found on the following webpage: <http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

# Definitions

**3.1.** The Society shall define an **‘event’** as any designated opportunity for socialising, instruction, or performance provided by the Society for the benefit of Society members.

**3.2.** The Society shall define a **‘social’** as an event attended by Society members, where the performing of live music by members of the Society, at a Society run event, is not the primary focus for activities.

**3.3.** The Society shall define a **‘gig’** as an event attended by Society members, where the performing of live music by members of the Society, at a Society run event, is the primary focus for activities.

**3.4.** The Society shall define an **‘Open Mic Night’** as a gig where any member of the Society may hold the right to sign-up and perform, in any style or genre they deem appropriate.

**3.5.** The Society shall define the **‘Committee’** as the collective group of Society Officers, operating interdependently for the efficient and effective running of the Society.

**3.6.** The Society shall define a **‘sound system’** as a method of audio reproduction, for the amplification of audio sources to a live audience, to be comprised of:

**3.6.1. FOH Speakers** **(Front of House)** – Amplified speakers utilised to direct audio to an audience.

**3.6.2. Monitor Wedges** – Amplified speakers utilised to direct audio to a performer.

**3.6.3. Sound Desk** – An audio summing device, capable of taking multiple input sources and distributing them to appropriate output devices.

# The Society Committee

## President

4.1.1. The President’s primary role is laid out in section 5.7 of the Club and Society Regulations.

4.1.2. The President shall be responsible for overseeing, and facilitating all core society activities. The President shall act to assist and support other society officers in performing their duties.

4.1.3. The President shall facilitate the running of regular Society Committee meetings, as detailed in 4.14

## Treasurer

4.2.1. The Treasurer’s primary role is laid out in section 5.8 of the Club and Society Regulations.

4.2.2. The Treasurer shall be tasked with the managing of all financial obligations within the society. This will include, but not be limited to, equipment purchases and refunds, earnings, and costs from events.

4.2.3. The Treasurer shall evaluate the financial position of the Society, and advise relevant Society Officers over financial policy. The Treasurer shall strive to offer members a cost-efficient membership, while balancing the financial needs of the society in both the short and long term.

4.2.4. The Treasurer shall be tasked with researching and applying for alternative funding opportunities.

## Secretary

4.3.1. The Secretary shall assist the President in any tasks or roles deemed appropriate by them.

4.3.2. The Secretary shall attempt to seek out new opportunities and ideas for the benefit of the society, and bring them before the Committee where appropriate, for consideration.

4.3.3. The Secretary shall maintain close ties to the Committee at all levels, and act as a point of liaison between all Society Officers, to ensure effective communication, and transparency.

4.3.4. The Secretary shall be tasked with taking minutes of all society meetings and properly conveying the results of such meetings to the Union.

4.3.5. The Secretary shall be responsible for email communication, and monitoring messages received by the society Facebook page.

4.3.6. The Secretary shall compose and circulate a regular newsletter to all members of the society, detailing upcoming society and wider London live music events, opportunities for acts and general information.

4.3.7. The Secretary shall assist in the updating and maintenance of the Society’s online websites. They shall ensure information is up to date and consistent across all platforms. They shall liaise with the Marketing and Social Media Officer to ensure the Society’s online presence is an accurate and welcoming reflection of the Society for new members.

## Events Officers

4.4.1. The Events Officers shall be responsible for all large events run by the society, including but not limited to, all organised gigs, gigs at external venues, promotional events, Battle of the Bands, Open Mic Nights and Print Room gigs. There may be more than one Events Officer, as necessity demands.

4.4.2. The Events Officers shall seek out new opportunities and venues for gigs, make recommendations to the Committee over opportunities, and strive to promote the Society’s presence on the wider London music scene.

4.4.3. The Events Officers (should there be more than one) may split their roles into classifications as ‘External’ and ‘Internal’ Events Officers. They may then each take on the appropriate responsibilities in organising events that fall within their individual purviews.

## Marketing and Social Media Officer

4.5.1. The Marketing and Social Media Officer shall be responsible for publicising, and coordinating the society’s regular events; leading the designing, printing and distribution of online marketing materials. They shall also be tasked with communicating with other societies, both within UCL, and wider University of London societies.

4.5.2. The Marketing and Social Media Officer shall assist in the updating and maintenance of the Society’s online websites. They shall ensure branding, graphic style and photos are consistent, and recent. They shall liaise with the Secretary to ensure the Society’s online presence is an accurate and welcoming reflection of the Society for new members.

4.5.3. The Marketing and Social Media Officer shall maintain and operate the UCL Live Music social networks, to inform members and interested parties about the Society’s activities.

## Social Secretaries

4.6.1. The Social Secretaries shall be responsible for making members and event attendees feel welcome and comfortable within the society, as a first point of contact for any interested attendees. There may be several secretaries, as necessity demands.

4.6.2. The Social Secretaries shall organise socials to relevant performances by peer Societies, to strengthen ties and goodwill with other Arts Societies.

4.6.3. The Social Secretaries shall be responsible for the organisation of the ‘Live Music Society Holiday’. This shall be held after the end of exam-season, and offer members an equal opportunity to attend, at an affordable rate.

4.6.4. The Social Secretaries shall aim to support UCL musicians’ activities around London, and promote events of interest to members.

## Volunteering and Welfare Officer

4.7.1. The Welfare Officer shall undergo appropriate training as deemed necessary by the UCL Union to ensure they are capable of carrying out their duty in an effective manner. They shall work to become a friendly and safe point of contact in the society for any members in need of support or advice.

4.7.2. The Welfare Officer shall assist the Social Secretaries to ensure society events are welcoming and comfortable spaces for members of the society.

4.7.3. The Welfare Officer shall aim to run an event at least once per term, focused principally on welfare related activity.

4.7.4. The Welfare Officer shall be present and involved in all audition panels and processes run by the society, or if not possible, they shall elect a relevant committee member to take their place

## Freshers’ Representatives

4.8.1. The Freshers’ Representatives shall be responsible for providing a more approachable point of contact for freshers, and will receive and pass on all suggestions and thoughts received from the freshers to the rest of the committee. There may be more than one Freshers’ Representative, as necessity demands.

4.8.2. The Freshers’ Representatives shall shadow key society officers in the performing of their duties, to best learn how the Society is managed and run.

## House Band Directors

4.9.1. The House Band Directors shall be responsible for the running and coordinating of the ‘UCL Live Music House Band’. This shall include arranging rehearsals, organising auditions (to be run equitably and in accordance with university guidelines), and communicating with the other Society officers to determine the best opportunities for the House Band’s use.

4.9.2. The House Band Directors shall establish a ‘UCL Live Music Function Band’, to be utilised at events deemed unsuitable – either due to frequency of events in the time frame, or short notice - for the ‘UCL Live Music House Band’. This band will be comprised of members auditioned from the ‘UCL Live Music House Band’, with at least one term’s experience within the ‘House Band’. Auditions shall be held at the start of the First Term, and again at the start of the Second Term, at the discretion of the directors. The Function Band’s constituent members shall be varied to as great a degree as feasibly possible during the audition process between the two academic terms. The House Band Directors shall liaise with other society officers, to determine which events necessitate the use of the ‘Function Band’.

## Head Technical Officers (x2)

4.10.1. The Technical Officers shall be responsible for the administration and leading of audio engineering responsibilities for all necessary Society events.

4.10.2. The Technical Officers shall maintain and educate a group of audio engineers, ‘The UCL Live Music Techs’, to assist with performing audio engineering duties at relevant Society events.

4.10.3. The Technical Officers shall advise the committee on any necessary acquisitions of audio equipment, and shall maintain existing equipment to the best of their ability.

4.10.4. The Technical Officers shall work directly with the Bloomsbury Sessions (see 5.3.3) team, to provide audio engineering support.

4.10.5. The Technical Officers shall be directly responsible for maintenance of stage kit after any shows they are present at, and shall ensure correct operation of all equipment.

4.11. All Society Officers shall assist with the transportation of instruments and audio equipment to events. Any Officers with the knowledge and skills to assist in setting up and dismantling the stage kit shall also assist in these respective areas at said events.

4.12. Management of the society shall be vested in the Society Committee which shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the Society’s activities.

4.13. The Committee members will perform the roles as described in section 5 of the UCL Union Club and Society Regulations document.

4.14. Committee members are elected to represent the interests and well-being of Society members and are able to be held to account. If Society members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with section 5.6 of the Club and Society Regulations.

# Terms, Aims and Objectives

 **5.1.** The society shall hold the following as its aims and objectives.

5.2. The society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

 5.3. The core activities of the society shall be:

5.3.1. To hold an annual Battle of the Bands competition in which UCL Bands may compete.

5.3.2. To put on a large-scale Theatre Show, in the Bloomsbury Theatre or equivalent, ‘Rhapsody’, in which auditioned members can perform a variety of live music.

5.3.3. To provide members an opportunity to have their material recorded under the title ‘The Bloomsbury Sessions’. These can be done in collaboration with other UCL societies if deemed appropriate.

5.3.4. To put on live music nights featuring UCL and non-UCL bands for the enjoyment of members and the wider UCL community.

5.3.5. To provide a platform for UCL students to meet and perform together, through ‘open mic’ events, and the provision of rehearsal space.

5.3.6. To provide opportunities for members to meet and socialise.

5.3.7. To provide a society-run soundproofed rehearsal space, bookable by our members for 12 hours every weekday, which includes the necessary facilities for a full band with a PA system, guitar and bass amplifiers, piano and a drum kit.

5.3.8. To maintain a ‘stage kit’, comprised of a drum set, bass and guitar amplifiers, and a keyboard, for use at society events and wherever else is deemed appropriate by the committee.

5.3.9. To maintain a ‘PA system’, comprising of both FOH speakers, Monitor systems, and a modern and effective sound desk, for use at society events and wherever else is deemed appropriate by the committee.

5.4. In addition, the society shall also strive to organise other activities for its members where possible:

5.4.1. To provide training in the field of audio engineering, free of charge for any interested members.

5.4.2. To organise collaborative events with other societies, for the enjoyment of members, and all UCL students.

5.4.3. To collaborate with other universities around London, to encourage interuniversity relations, and promote the sharing of resources and performers.

1. In accordance with Union policy, the Society shall allow any events held in ‘Freshers’ Fortnight’ to be free of access to any interested parties within the University.
2. In the interest of promoting transparency, the Society shall publish a copy of this constitution, on the Society website or other social media, in a manner that is readily accessible to any interested parties.
3. This constitution shall be binding on the society officers and shall only be altered by consent of two thirds majority of the full members present at a society general meeting. The Activities Board and Governance Committee shall approve any such alterations.
4. This constitution has been approved and accepted as the Constitution for the University College of London Live Music Society. By signing this document, the President and Treasurer have declared that they have read, and will abide by the Club and Society Regulations.

|  |  |
| --- | --- |
| President name: | Will Kim |
| President signature: | Text, letter  Description automatically generated |
| Date: | 22/06/2022 |
| Treasurer name: | Seb Priest |
| Treasurer signature: |  |
| Date: | 22/06/2022 |