

2024-25

Constitution of Students' Union UCL

UCL Jazz Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL Jazz Society.
- 1.2. The Club/Society shall be affiliated to Students' Union UCL.

2. 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](#), [Byelaws](#), [Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the '[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>.

3. Committee

- 3.1. President
 - 3.1.1. The Presidents' primary role is laid out in section 5.7 of the Club and Society Regulations.
 - 3.1.2. The President shall represent the club/society and be responsible for making sure that the Society is run according to its constitution, the UCL SU Club and Society regulations, Good Practice Guidelines, and Standing Orders of the UCL Union
 - 3.1.3. It is the responsibility of the President to call General Meetings of the society, and organise proper elections for the following year's Committee, in accordance with Club and Society Regulations

- 3.1.4. The President shall be the primary point of communication between the Union and the Society members. It is therefore required that they attend the relevant Union Committees.
- 3.2. Treasurer
 - 3.2.1. The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
 - 3.2.2. Shall carry out the day to day financial duties of the society, and is accountable to the union and the membership for Society finances
 - 3.2.3. Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the society ensuring that these are made through the Union Finance Department. Only the Treasurer, or in their absence the President, may authorise withdrawals or expenditure from the Society accounts.
- 3.3. Welfare Officer
 - 3.3.1. The Welfare Officers' primary role is laid out in section 5.9 of the Club and Society Regulations.
 - 3.3.2. The Welfare & Equality Officer exists as the point of contact for welfare adversities experienced by the membership base and to represent all minority communities within the society; overcoming retrospective disengagement, tackling the bespoke barriers to accessibility of respective core society activity and developing a strong and progressive culture of inclusivity throughout the Union.
 - 3.3.3. Shall encourage members to join and interact with the society at every level no matter the background, ability, requirements or beliefs of that individual.
 - 3.3.4. Shall run and promote activities for (but not exclusively): Postgraduate students, Mature students, Black, Asian and Minority Ethnic Students, Students with disabilities, Beginners and new members
 - 3.3.5. Shall be responsible for organising a 'Women in Jazz' workshop in Term 1 and Term 2 (to coincide with This Girl Can campaign and/or International Women's Day if possible)
 - 3.3.6. Shall promote the society's commitment to equal opportunities by enacting policies, such as establishing minority house bands to play at the Phineas jam (e.g. postgraduate house band, students with disabilities house band)
 - 3.3.7. Shall work with the Volunteering & Community Outreach Officer to organise fundraising and volunteering events

- 3.3.8. Shall be present, or organise a representative to be present on the panel for every auditioned position within the Society to ensure adherence to the Union Fair Auditions Policy
- 3.4. Additional Committee Members
 - 3.4.1. Social Secretary
 - 3.4.1.1. Shall be responsible for organising the Society's social calendar
 - 3.4.1.2. Shall be responsible for liaising with the Welfare Officer to organise relaxed, alcohol-free socials during busy times such as show weeks and exam season
 - 3.4.1.3. Shall be responsible for organising the Fresher's Pub Crawl during Freshers' Week
 - 3.4.1.4. Shall be responsible for organising the Weekend Away Trip
 - 3.4.1.5. Shall work with other social secretaries to organise Arts events and promote intermingling between societies
 - 3.4.2. Choir Manager
 - 3.4.2.1. Shall be responsible for running the weekly Jazz Choir rehearsal
 - 3.4.2.2. Shall be responsible for representing the choir within the society and in committee meetings
 - 3.4.2.3. Shall coordinate with the Choir Musical Director and liaise with relevant production teams
 - 3.4.3. Big Band Manager
 - 3.4.3.1. Shall be responsible for running the weekly Jazz Big Band rehearsal
 - 3.4.3.2. Shall be responsible for representing the big band within the society and in committee meetings
 - 3.4.3.3. Shall coordinate with the Big Band Musical Director and liaise with relevant production teams
 - 3.4.4. Workshop Manager
 - 3.4.4.1. Shall be responsible for organising weekly workshops, which may involve bringing in external speakers
 - 3.4.4.2. Shall liaise with the Welfare and Equality Officer to facilitate organisation of "Women in Jazz" workshops
 - 3.4.5. Media & Publicity Manager

- 3.4.5.1. Shall be responsible for managing and regularly updating the Society's social media accounts such as Instagram
 - 3.4.5.2. Shall be responsible for storing online account passwords to be passed on to other committee members, and future committees
 - 3.4.5.3. Shall be responsible for formatting and distributing the bi-weekly email
 - 3.4.5.4. Shall be responsible for ordering merchandise, including T-shirts
 - 3.4.5.5. Shall be responsible for publicity including designing and ordering posters and flyers for events such as the Freshers' Fair and shows.
 - 3.4.5.6. If the manager cannot design the material, they shall be responsible for organising someone else to design the material
- 3.4.6. Small Bands Manager
- 3.4.6.1. Shall be responsible for co-ordinating and directing the various activities embodied by small bands, jam and gigs of the society;
 - 3.4.6.2. As such, the Jam Manager and Gigs Manager will be answerable to the Small Bands Manager
 - 3.4.6.3. Shall be responsible for assisting with both the jam and external gigs, covering both roles where necessary and providing day-to-day support
 - 3.4.6.4. Shall ensure that there are no clashes of use of kit or musicians, and will decide where priority is given in the event of a clash of rehearsal or event
 - 3.4.6.5. Shall assist and advise on casting of shows, running of rehearsals and organising of arrangements, if the relevant production team so desires
 - 3.4.6.6. Shall be responsible for any small band activity or related project that is not the Tuesday jam or an external gig (e.g. Salsa Night), although this may be done in conjuncture with the Jam and Gigs Managers
 - 3.4.6.7. In the event of a clash, the Small Bands Manager shall have final say over whether a gig can go ahead, which musicians can be used, and which kit can be used
 - 3.4.6.8. Shall co-ordinate at least one collaborative event with another UCL Society
- 3.4.7. Volunteering & Community Outreach Officer
- 3.4.7.1. Shall find and create volunteering opportunities most appropriate to the society (this must involve at least one regular volunteering activity)
 - 3.4.7.2. Shall govern the logistics such as a rota for each volunteering project

- 3.4.7.3. Submit applications for Union awards for volunteering on behalf of the society and its' members
- 3.4.7.4. Shall act as the main/first contact between the society and Olly's Future
- 3.4.8. Jam Manager (2 Positions)
 - 3.4.8.1. Shall be responsible for the Tuesday night jam at Phineas, including set up, pack up and selecting/ organising a house band
 - 3.4.8.2. Shall answer to the Small Bands Manager
 - 3.4.8.3. Shall work to create an open and welcoming atmosphere to include the widest possible selection of people
- 3.4.9. Gigs Manager
 - 3.4.9.1. Shall be responsible for running the external small bands gigs
 - 3.4.9.2. Shall answer to the Small Bands Manager
 - 3.4.9.3. Shall correspond with the relevant event organiser, advise on band, and ensure that payment is received
 - 3.4.9.4. Shall select the musicians for the gigs ensuring adherence to the Union Fair Auditions Policy and to include the widest possible selection of people
 - 3.4.9.5. Shall organise transport to and from the gigs
 - 3.4.9.6. Shall promote and seek out new paid gig opportunities for the Society
 - 3.4.9.7. The purpose of gigs is to raise money for the Society and not for its individual members. The money raised through these gigs will be divided between workshops, subsidy of Tour, maintenance of equipment, and other expenses at the discretion of the committee.
 - 3.4.9.8. The expenses of each Gig shall be paid by the Society, not the musicians, including transport to and from the venue and admission fee if applicable. These expenses may be levied on the client, at the discretion of the Gigs manager.
- 3.4.10. Tour Managers (2 positions)
 - 3.4.10.1. Shall be responsible for the organisation of the Society tour (historically, the tour has occurred on a bi-annual basis). This includes (though is not limited to) transport to and from the UK and during the tour, accommodation, tour itinerary, planned activity during the tour.
 - 3.4.10.2. Shall act as the main/first point of contact for the relevant tour company.

- 3.4.10.3. Shall be responsible for ensuring all relevant documentation is completed in advance of the tour. This includes (though is not limited to) an Additional Activity (Risk Assessment), Participant list, Overnight Stay Form, a Budget Request Form (if necessary). The completion of these documents shall be supported by the President and Treasurer.
 - 3.4.10.4. Shall be responsible for notifying the Union if Union-owned equipment shall be taken on the tour and ensuring any excess insurance charges to cover the equipment are paid for in advance by communicating with the Union and the Treasurer.
 - 3.4.10.5. Shall be responsible for publicising the tour to all members.
 - 3.4.10.6. Shall be responsible for ensuring at least two trained first aiders are in attendance for the duration of the tour.
 - 3.4.10.7. Shall be responsible for advising all tour members to purchase their own comprehensive travel insurance in advance of the tour.
 - 3.4.10.8. Shall act as the Activity Leaders for the duration of the tour.
 - 3.4.10.9. Shall be responsible for communicating to tour members who the point of contact is for health and safety concerns/issues.
 - 3.4.10.10. Shall work to create an open and welcoming atmosphere, both in advance of and during the tour, to ensure everyone feels welcome.
- 3.5. Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.
 - 3.6. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
 - 3.7. Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. If club/society members are not satisfied by the performance of their representative officers, they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

4. Terms, Aims and Objectives

- 4.1. The club/society shall hold the following as its aims and objectives.
- 4.2. The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

- 4.3. The core activities of the club/society shall be:
- 4.3.1. Big Band - a weekly rehearsal and view to at least one large-scale production each year
 - 4.3.2. Jazz Choir - a weekly rehearsal and a view to at least one large-scale production each year
 - 4.3.3. Jazz Jam - a regular jam open to all musicians, members and non-members alike
 - 4.3.4. Workshop - a weekly workshop
 - 4.3.5. Volunteering - a regular volunteering activity, with participation from members
 - 4.3.6. Gigs - opportunities to play for external clients and raise money for the society
 - 4.3.7. At least one large-scale production per year in which the whole society comes together to perform
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
- 4.4.1. To provide opportunities for members to perform and listen to jazz and other music within the genre
 - 4.4.2. Opportunities (rehearsals and gigs) for smaller bands and ensembles
 - 4.4.3. Trips to local gigs, jazz clubs and the like
- 4.5. This constitution shall be binding on the club/society officers and shall only be altered by consent of two-thirds majority of the full members present at a club/society general meeting. The Activities Executive shall approve any such alterations.
- 4.6. This constitution has been approved and accepted as the Constitution for the Students' Union UCL Jazz Society. By signing this document, the President and Treasurer have declared that they have read and abide by the Students' Union UCL Club and Society Regulations.

President	Name: Jung Woo Kim
	Signature: Jung Woo Kim
	Date: 21.06.2024
Treasurer	Name: Jinhyung Will Kim
	Signature: Jinhyung Will Kim
	Date: 21.06.2024