

2024-25

## Constitution of Students' Union UCL

### UCL Music Society

#### 1. Name

- 1.1. The name of the Society shall be Students' Union UCL Music Society.
- 1.2. The Society shall be affiliated to Students' Union UCL.

#### 2. Statement of Intent

- 2.1. The constitution, regulations, management and conduct of the 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 Society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that Society regulations pertaining to membership of the Society or election to the 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 is ultimately responsible for the Society and UCOpera, websites, as well as other related IT services, such as Officer's email accounts. Direct management of these services may be transferred to a designated Society member, who possesses required competencies.
- ##### 3.2. Treasurer

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

### 3.3. **Welfare Officer**

3.3.1. The Welfare Officer's primary role is laid out in section 5.9 of the Club and Society Regulations.

### 3.4. **Additional Committee Members**

#### 3.4.1. **Vice President**

The Vice President shall:

- 3.4.1.1. Support the President in the organisation of Society activities, as needed;
- 3.4.1.2. Be responsible for the ordering of all Society merchandise;
- 3.4.1.3. Assist the President in Society communications, aiding with email writing and taking responsibility for the Society's newsletters;
- 3.4.1.4. Be responsible for taking minutes at meetings, and, in the absence of the Society President or Treasurer, shall represent the Society at relevant board meetings;
- 3.4.1.5. Organise initiatives such as the Freshers' Fair and music families.

#### 3.4.2. **Opera Producer**

The Opera Producer shall:

- 3.4.2.1. Be the primary point of contact for all professional components of UCOpera, the opera committee and the Union. It is therefore required that they attend the relevant union boards;
- 3.4.2.2. Be responsible overall for the production of UCOpera and shall oversee all activities concerning and leading up to the production itself;
- 3.4.2.3. Ensure regular Opera committee meetings are held in the first and second terms of the academic year in which the Opera will be performed and chair the meetings of the Opera committee;
- 3.4.2.4. Ensure timelines are drawn up outlining progress for the forthcoming production. These will detail deadlines for budget sponsorship, fundraising, advertising etc.;
- 3.4.2.5. Liaise with the Union and Theatre Coordinator regularly to update on progress;
- 3.4.2.6. Appoint Society members to fulfil roles within the Opera committee including assistant producers, assistant director, assistant conductor, assistant costume designer and stage crew liaison;

- 3.4.2.7. Organise flyering trips for UCOpera;
- 3.4.2.8. Work in conjunction with the President to annually review the five-year agreement with the Union for use of UCL-provided theatre for the opera;
- 3.4.2.9. Be responsible for renting scores for the opera and ensure that these scores are returned within an agreed period of time.

### **3.4.3. Symphony Orchestra Managers**

The Symphony Orchestra Managers shall

- 3.4.3.1. Represent the UCL Symphony Orchestra at the Students' Union UCL Welcome Fair and encourage student participation;
- 3.4.3.2. Organise auditions, in conjunction with the President and the Symphony Orchestra Conductor, for positions in the UCL Symphony Orchestra early in Term 1 in the academic year and ensure that all available positions are filled;
- 3.4.3.3. Be the primary point of communication between members of the UCL Symphony Orchestra, the Society committee, and the Conductor;
- 3.4.3.4. Be responsible for physically setting up (chairs, music stands, percussion etc.) and dismantling all Society rehearsals and performances involving members of the UCL Symphony Orchestra;
- 3.4.3.5. Be responsible for all sheet music used in Society rehearsals and performances involving members of the UCL Symphony Orchestra and manage the hire, distribution and returning of this sheet music;
- 3.4.3.6. Source, under the budget outlined by the Society committee, and provide refreshments to members of the UCL Symphony Orchestra during breaks in Society rehearsals;
- 3.4.3.7. Be responsible for organising concerts for the UCL Symphony Orchestra and finding a suitable external venue for concerts when necessary, in conjunction and consultation with the President, Treasurer and other relevant committee members;
- 3.4.3.8. Be responsible for managing the UCOpera Orchestra;
- 3.4.3.9. Represent the UCL Symphony Orchestra at Opera Committee meetings.

### **3.4.4. Symphony Chorus Managers**

The Symphony Chorus Managers shall:

- 3.4.4.1. Represent the UCL Symphony Chorus at the Students' Union UCL Welcome Fair and encourage student participation;
- 3.4.4.2. Organise auditions, in conjunction with the President and the Symphony Chorus Conductor, for soloist positions where and when they arise;
- 3.4.4.3. Be the primary point of communication between members of the UCL Symphony Chorus, the Society committee, and the Symphony Chorus conductor;
- 3.4.4.4. Be responsible for physically setting up and dismantling all Society rehearsals and performances involving members of the UCL Symphony Chorus;

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- 3.4.4.5. Be responsible for all sheet music used in Society rehearsals and performances involving members of the UCL Symphony Chorus and manage the hiring, distribution and returning of this sheet music;
- 3.4.4.6. Source, under the budget outlined by the Society committee, and provide refreshments to members of the UCL Symphony Chorus during breaks in Society rehearsals;
- 3.4.4.7. Ensure all UCL Symphony Chorus rehearsals have a suitable rehearsal pianist booked;
- 3.4.4.8. Be responsible for organising concerts for the UCL Symphony Chorus and finding a suitable external venue for concerts when necessary, in conjunction and consultation with the President, Treasurer and other relevant committee members;
- 3.4.4.9. Be responsible for managing the UCOpera Chorus providing the Chorus with sheet music for the opera;
- 3.4.4.10. Represent the UCL Symphony Chorus at Opera Committee meetings.

### **3.4.5. Chamber Choir Managers**

The Chamber Choir Managers shall:

- 3.4.5.1. Represent the UCL Chamber Choir at the Students' Union UCL Welcome Fair and encourage student participation;
- 3.4.5.2. Organise auditions for positions in the UCL Chamber Choir, in conjunction with the President and the Chamber Choir Conductor, early in Term 1 in the academic year;
- 3.4.5.3. Be the primary point of communication between members of the UCL Chamber Choir, the Society committee, and the Chamber Choir Conductor;
- 3.4.5.4. Be responsible for leading the consultation process when a new conductor is required;
- 3.4.5.5. Be responsible for physically setting up and dismantling all Society rehearsals and performances involving members of the UCL Chamber Choir;
- 3.4.5.6. Be responsible for all sheet music used in Society rehearsals and performances

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involving members of the UCL Chamber Choir, and shall manage the hiring, distribution and returning of this sheet music;

- 3.4.5.7. Source, under the budget outlined by the Society committee, and provide refreshments to members of the UCL Chamber Choir during breaks in Society rehearsals;
- 3.4.5.8. Be responsible for organising concerts for the UCL Chamber Choir and finding a suitable external venue for concerts when necessary, in conjunction and consultation with the President, Treasurer and other relevant committee members;
- 3.4.5.9. Ensure all UCL Chamber Choir rehearsals have a suitable rehearsal pianist booked.

### 3.4.6. Concert Band Managers

The Concert Band Managers shall:

- 3.4.6.1. Represent the UCL Concert Band at the Students' Union UCL Welcome Fair and encourage student participation;
- 3.4.6.2. Be the primary point of communication between members of the UCL Concert Band, the Society committee, and the Concert Band Conductor;
- 3.4.6.3. Be responsible for leading the consultation process when a new conductor is required;
- 3.4.6.4. Be responsible for physically setting up (chairs, music stands, percussion etc.) and dismantling all Society rehearsals and performances involving members of the UCL Concert Band;
- 3.4.6.5. Be responsible for all sheet music used in Society rehearsals and performances involving members of the UCL Concert Band and manage the hiring, distribution and returning of this sheet music;
- 3.4.6.6. Be responsible for organising concerts for the UCL Concert Band and finding a suitable external venue for concerts when necessary, in conjunction and consultation with the President, Treasurer and other relevant committee members;
- 3.4.6.7. Source, under the budget outlined by the Society committee, and provide

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refreshments to members of the UCL Concert Band during breaks in Society rehearsals.

### **3.4.7. String Orchestra Managers**

The String Orchestra Managers shall:

- 3.4.7.1. Represent the UCL String Orchestra at the Students' Union UCL Welcome Fair and encourage student participation;
- 3.4.7.2. Be the primary point of communication between members of the UCL String Orchestra, the Society committee, and the String Orchestra Conductor;
- 3.4.7.3. Be responsible for leading the consultation process when a new conductor is required;
- 3.4.7.4. Be responsible for physically setting up (chairs, music stands etc.) and dismantling all Society rehearsals and performances involving members of the UCL String Orchestra;
- 3.4.7.5. Be responsible for all sheet music used in Society rehearsals and performances involving members of the UCL String Orchestra and manage the hiring, distribution and returning of this sheet music;
- 3.4.7.6. Be responsible for organising concerts for the UCL String Orchestra and finding a suitable external venue for concerts when necessary, in conjunction and consultation with the President, Treasurer and other relevant committee members;
- 3.4.7.7. Source, under the budget outlined by the Society committee, and provide refreshments to members of the UCL String Orchestra during breaks in Society rehearsals.

### **3.4.8. A Cappella Managers**

The A Cappella Managers shall:

- 3.4.8.1. Represent the UCL A Cappella Group at the Students' Union UCL Welcome Fair and encourage student participation;

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- 3.4.8.2. Be the primary point of communication between members of the UCL A Cappella Group and the Society committee;
- 3.4.8.3. Be responsible for physically setting up (chairs, music stands etc.) and dismantling all Society rehearsals and performances involving members of the UCL A Cappella Group;
- 3.4.8.4. Be responsible for all sheet music used in Society rehearsals and performances involving members of the UCL A Cappella Group and shall manage the hiring, distribution and returning of this sheet music;
- 3.4.8.5. Be responsible for organising concerts for the UCL A Cappella and finding a suitable external venue for concerts when necessary, in conjunction and consultation with the President, Treasurer and other relevant committee members;
- 3.4.8.6. Source, under the budget outlined by the Society committee, and provide refreshments to members of the UCL A Cappella Group during breaks in Society rehearsals.

### **3.4.9. UC8 Manager**

The UC8 Manager shall:



- 3.4.9.1. Represent UC8 at the Students' Union UCL Welcome Fair and encourage student participation;
- 3.4.9.2. Be the primary point of communication between members of UC8 and the Society committee;
- 3.4.9.3. Be responsible for physically setting up (chairs, music stands etc.) and dismantling all Society rehearsals and performances involving members of UC8;
- 3.4.9.4. Be responsible for all sheet music used in Society rehearsals and performances involving members of UC8 and shall manage the hiring, distribution and returning of this sheet music;
- 3.4.9.5. Be responsible for organising concerts for UC8 and finding a suitable external venue for concerts when necessary, in conjunction and consultation with the President, Treasurer and other relevant committee members;
- 3.4.9.6. Source, under the budget outlined by the Society committee, and provide refreshments to members of UC8 during breaks in Society rehearsals.

#### **3.4.10. Social Secretaries**

The Social Secretaries shall:

- 3.4.10.1. Be responsible for organising several social events for Society members throughout the academic year in conjunction with other committee members;
- 3.4.10.2. Be responsible for socials held during Freshers' Week;
- 3.4.10.3. Be responsible for Term 1 Winter intra-society social and a Term 2 inter-Arts Ball;
- 3.4.10.4. Aid the Vice President in organising music family socials.

#### **3.4.11. Volunteering and Welfare Officer**

The Welfare Officer shall:

- 3.4.11.1. Be responsible for regularly scheduled Welfare drop ins in conjunction with the President and Treasurer;
- 3.4.11.2. Organise volunteering projects to take place, at least one in Term 1, and one in Term 2;
- 3.4.11.3. Alert Society members of regular volunteering opportunities;
- 3.4.11.4. Be the main point of contact between the Society and the Volunteering Services Unit.

#### **3.4.12. Freshers' Representative**

The Freshers' Representative shall:

- 3.4.12.1. Be elected during the Term 1 by-elections;
- 3.4.12.2. Sit on the UCL Music Society committee and attend all committee meetings;
- 3.4.12.3. Represent Freshers' views on the committee and come up with new initiatives;
- 3.4.12.4. Help with the running of all Society events in conjunction with relevant committee members.

#### **3.4.13. Publicity Officers**

The Publicity Officers shall:

- 3.4.13.1. Follow the rules of UCL regarding publicity as seen here:  
<https://studentsunionucl.org/students-union-ucl-club-and-society-publicitystatement>;
- 3.4.13.2. Be responsible for the distribution of all Society publicity in conjunction with the Society committee;
- 3.4.13.3. Design publicity for all groups within the Society, when given appropriate notice;
- 3.4.13.4. Be responsible for creating Instagram content in conjunction with other relevant committee members;
- 3.4.13.5. Work with the IT Officer to ensure relevant publicity reaches the UCL Music Society and UCOpera websites.

#### **3.4.14. IT Officer**

The IT Officer shall:

- 3.4.14.1. Follow the rules of UCL regarding publicity as seen here:  
<https://studentsunionucl.org/students-union-ucl-club-and-society-publicitystatement>;
- 3.4.14.2. Work with the Publicity Officer to ensure relevant publicity reaches the UCL Music Society and UCOpera websites;
- 3.4.14.3. Be responsible for updating content on the website, working together with the Vice-President, Publicity Officer and other relevant committee members.

#### **3.4.15. Technical Officer**

The Technical Officer shall:

- 3.4.15.1. Capture photographs and record both audio and video during UCL Music Society concerts and productions;
- 3.4.15.2. Ensure high-quality recordings are promptly processed and distributed to relevant Society managers for general distribution to all participants.

#### **3.4.16. Friends and Sponsorship Officer**

The Friends and Sponsorship Officer shall:

- 3.4.16.1. Reach out to external funds to maintain a high level of excellence in music making;
- 3.4.16.2. Manage the relationship with friends of UCL Music Society, alumni, charities, schools, outreach officers, partnerships and the community.

#### **3.4.17. Tour Manager**

The Tour Manager shall:

- 3.4.17.1. Organise a Summer tour after the conclusion of Term 3 open to UCL Symphony Orchestra and UCL Chamber Choir (hereinafter referred to as tour members);
- 3.4.17.2. Be responsible for arranging travel and accommodation for all tour members;
- 3.4.17.3. Be responsible for organising concerts and rehearsals for tour members, in conjunction and consultation with the President, Treasurer and other relevant committee members;
- 3.4.17.4. Create an itinerary for the tour detailing locations, timings, group activities, suggested local excursions, and any relevant health and safety information;
- 3.4.17.5. Provide periodic updates to relevant committee members throughout the academic year, detailing their progress on organising the tour.

#### **3.4.12. Post-Graduate Representative**

The Freshers' Representative shall:

- 3.4.12.1. Be elected during the Term 1 by-elections;
- 3.4.12.2. Sit on the UCL Music Society committee and attend all committee meetings;
- 3.4.12.3. Represent Post-Graduate views on the committee and come up with new initiatives;
- 3.4.12.4. Help with the running of all Society events in conjunction with relevant committee members.

- 3.5. Management of the Society shall be vested in the Society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate 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 Society members and are accountable to their members. 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 the Students' Union UCL Club and Society Regulations.

#### **4. Terms, Aims and Objectives**

- 4.1. The Society shall hold the following as its aims and objectives.
- 4.2. The 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 Society shall endeavour to provide as many people as possible with a wide variety of opportunities to get involved in music performance, and to encourage appreciation of music. This shall be achieved through:
  - 4.3.1 The running of a range of ensembles, some choral and some instrumental, some of which are auditioned and the rest of which are not, to cater for people at any stage of musical development;
  - 4.3.2 The promotion of events and ensembles run by the Society, both within the UCL student community and outside of it;
  - 4.3.3 The maintenance of an email mailing list consisting of Society members and nonmembers. This mailing list shall be used to publicise and promote Society events and also other opportunities to get involved in music;
  - 4.3.4 The promotion of opportunities to get involved in music through events of other societies affiliated to Student's Union UCL;
  - 4.3.5 The promotion of opportunities to get involved in music through the UCL Chamber Music Club;
  - 4.3.6 The promotion of opportunities to get involved in music through the UCL Union Volunteering Services Unit;

4.3.7 The promotion of student ticket offers to music events and performances in London, for example the Student Pulse Concerts.

4.4. The **core activities** of the Society shall be:

4.4.1. Every ensemble within the Society shall rehearse once a week, (except Reading Weeks). Further rehearsals, for example during the week of a performance, may be called at the discretion of the ensemble conductor and the Society committee.

4.4.2. The ensembles within the Society are:

4.4.2.1 . UCL Symphony Orchestra: This is an auditioned ensemble. Auditions are held early in Term 1. Instrumentation, sections and the size of the ensemble are determined by the requirements of the repertoire and the number of auditionees;

4.4.2.2 . UCL Symphony Chorus: This ensemble is non-auditioned, and it caters for singers of any standard. The size of the ensemble is only dependent upon the number of people who want to be in it;

4.4.2.3 . UCL Chamber Choir: This is an auditioned ensemble. Auditions are held early in Term 1. The size of the ensemble is determined by the requirements of the repertoire and the number of auditionees;

4.4.2.4 . UCL Concert Band: This ensemble is non-auditioned and it caters for woodwind, brass and percussion players of any standard. The size of the ensemble is only dependent upon the number of people who want to be in it;

4.4.2.5 . UCL String Orchestra: This ensemble is non-auditioned, and it caters for string players of any standard. The size of the ensemble is only dependent upon the number of people who want to be in it;

4.4.2.6 . UCL A Capella: This is an auditioned ensemble. Auditions are held early in Term 1. The size of the ensemble is determined by the requirements of the repertoire and the number of auditionees.

4.4.2.7 . UC8: This is an auditioned ensemble. Auditions are held early in Term 1. The size of the ensemble is exactly eight singers, with two from each voice part.

4.4.3. Auditions will be held every year for the selection of the members of the UCL Symphony Orchestra, UCL Chamber Choir, UCL A Capella, and UC8. These will take place early in Term 1 after the Welcome Fair. No individual will be considered for a position in any of

the ensembles without an audition unless there is a shortage of that particular instrument or voice and unless both the ensemble manager(s) and the relevant conductor are satisfied with the candidate's abilities. Should they wish to be a member of any of these ensembles again, all previous members must re-audition every year to account for the intake of new students and to ensure that the ensembles are the best they can be. All committee members must also re-audition. During auditions relevant committee member as well as the relevant conductor will be in attendance.

4.4.4. The ensembles within the Society shall perform a series of concerts throughout the academic year, organised by the relevant Society committee members. The programme for each of these concerts shall be decided by the relevant managers in conjunction with the conductor of the ensemble. Suggestions for repertoire shall be accepted from any member of the Society. All suggestions shall be seriously considered, and every effort made to accommodate members' requests. The general concert schedule should run as follows:

Term 1:

- UCL Symphony Orchestra and Symphony Chorus concert - external venue
- 1 or 2 UCL Chamber Choir concerts – external venue if no suitable internal venue is available
- UCL Concert Band concert – external venue if no suitable internal venue is available
- String Orchestra Concert - external venue if no suitable internal venue is available
- UCL A Cappella - external venue if no suitable internal venue is available
- UC8 – external venue if no suitable internal venue is available

Term 2:

- UCL Chamber Choir concert – external venue if no suitable internal venue is available
- UCL Concert Band concert – external venue as long as break-even is achieved in the first term concert
- UCL String Orchestra concert – external venue as long as break-even is achieved in the first term concert
- UCL A Cappella concert – external venue as long as break-even is achieved in the first term concert

- UCL Symphony Orchestra and Symphony Chorus concert - external venue if no suitable internal venue is available
- UC8 concert – external venue as long as break-even is achieved in the first term concert

This schedule is subject to change at the discretion of the President and the ensemble manager(s) and relevant conductor.

- 4.5. UCOpera Production in the Bloomsbury Theatre or an alternative provided by the Union in the final week of Term 2. This will involve the UCL Symphony Orchestra and the UCL Symphony Chorus, performing alongside no more than 4 professional soloists. There will be 'student soloist' positions available, for which the Society will hold auditions at the end of Term 1.
- 4.6. In addition, the Society shall also strive to organise **other activities** for its members where possible:
  - 4.6.1. The Alex Wu Concerto competition will be held in the second half of Term 1, for which the winner(s) will play their concerto with the UCL Symphony Orchestra during their performance in Term 2;
  - 4.6.2. As part of the Society's relationship with the UCL Chamber Music Club, members of the Society are offered the opportunity to perform in a set number of the Club's series;
  - 4.6.3. A series of social events throughout the academic year. These include the Welcome events at the beginning of Term 1, the opera afterparty and larger social events to promote inter- and intra- society friendships. These events are the responsibility of the Social Secretaries and other relevant committee members;
  - 4.6.4. The chance to participate in volunteering through a Volunteering project chosen by the Volunteering Coordinator and the President.
- 4.7. 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 Executive shall approve any such alterations.
- 4.8. This constitution has been approved and accepted as the Constitution for the Students' Union UCL Music 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.

**Name:** Helene Maurice-Jones

**President**

**Signature:** 

**Date:** 01/12/2024

**Treasurer**

**Name:** (Benson) Zhekuan Zhou

**Signature:** 

**Date:** 01/12/2024