



MELBOURNE UNIVERSITY

ENGINEERING
MUSIC SOCIETY



CONSTITUTION

1. NAME

The name of the unincorporated association is “Melbourne University Engineering Music Society”, in this constitution “the Club”.

2. PURPOSE

The aims of the Club are to provide an opportunity for engineers and other students to play music regularly in a fun environment; to allow those who already have musical ability to keep up their expertise.

3. DEFINITIONS

In this constitution:

- a) “Academic Day” means a day in the teaching period of Semester 1 and Semester 2 of the University of Melbourne.
- b) “Committee” means the governing body of the Club.
- c) “Member of the Committee” means any member of the Committee.
- d) “Member” means a member of the Club.
- e) “Student” means a currently enrolled student of the University of Melbourne.
- f) “Union” means UMSU Inc. (University of Melbourne Student Union)
- g) “University” means the University of Melbourne.

4. AFFILIATION TO THE UNION

- 4.1. This club is affiliated to the Union and anything in this constitution that conflicts with the constitution of the Union or with the Clubs & Societies Regulations shall be null and void. In all matters not specifically dealt with herein, the Constitution of the Union and the Clubs & Societies shall apply.
- 4.2. During the course of affiliation with the Union this club shall comply with any requirements of the Clubs & Societies Committee of the Union for the provision of records and documents and shall be under a duty to apply any grant monies received from the Clubs & Societies Committee in accordance with any conditions imposed by such body.

5. MEMBERSHIP

- 5.1. Membership of the Club is open to all:
 - a) Students, or

b) Other persons who subscribe to the aims of the Club.

5.2. Members shall be those who have:

a) Paid an annual membership fee exacted at the Committee's discretion.

b) Completed a membership form as approved by the Committee.

5.3. Members are eligible to vote at General Meetings.

6. COMMITTEE

6.1. Responsibility and Powers

The Committee shall have the responsibility for the management of the club. In particular, it shall have power over the:

a) Management of club finances.

b) Management of club activities.

c) Communication of the club's activities and decisions to the membership.

d) Selection/hiring of conductors.

e) Organisation of performances.

f) Provision of guidance on the interpretation of this constitution.

6.2. Composition

The Committee shall consist of the following members:

-Executive

-Coordinators

-Ensemble Managers

-General Members

6.2.1. The Executive shall consist of the following four members:

a) President

b) Vice-President

c) Secretary

d) Treasurer

6.2.2. The Coordinators shall consist of the following four members:

a) Two Activities Coordinators, at least one of whom must be woman, trans or non-binary identifying. If there is not at least one candidate who identifies as such, this place may be filled by any other candidate.

b) Two Publicity Coordinators, at least one of whom must be woman, trans or non-binary identifying. If there is not at least one candidate who identifies as such, this place may be filled by any other candidate.

6.2.3. There shall be one Ensemble manager for every regularly rehearsing ensemble.

6.2.4. The number of General Members shall be determined by the Committee and announced prior to the commencement of a General Meeting. Half of the General Members must be woman, trans or non-binary identifying. If there are not sufficient candidates who identify as such, those places may be filled by other candidates.

6.3. Qualification of Members of the Committee

6.3.1. Members of the Committee shall be Members of the Club.

6.3.2. Members of the Executive shall be Students

6.4. Responsibilities of Members of the Committee

6.4.1. Responsibilities of the President include:

- a) Chief spokesperson for the club.
- b) Chairperson of General and Committee Meetings.

6.4.2. Responsibilities of the Vice President include:

- a) Assistance to the President.

6.4.3. Responsibilities of the Secretary include:

- a) Keeping a register of the Members.
- b) Arrangement of General and Committee Meetings.
- c) Minute taking of General and Committee Meetings.
- d) Responsibility for correspondence of the Club.
- e) Keeping of the records of the Club (other than financial records).

6.4.4. Responsibilities of the Treasurer include:

- a) Recording of all income received and payments made by the Club.
- b) Presentation of a financial report to the AGM.
- c) Keeping of the financial records of the Club.
- d) Keeping a register of all assets held by the Club.

6.4.5. Responsibilities of the Activities Coordinators include:

- a) Providing refreshments at rehearsals.
- b) Organising Social activities at camp and other relevant events
- c) Planning and purchase of food for catering at camp and other club events such as barbecues.
- d) Coordination of transport to camp, especially carpool groups

6.4.6. Responsibilities of the Publicity Coordinators include:

- a) Regularly published newsletters.
- b) Promotion of the Club, its events and performances.
- c) Updates and maintenance of the Social Media channels and club website to ensure they are kept up to date.

d) Creation of performance programmes and tickets.

6.4.7. Responsibilities of the Ensemble Managers include:

- a) Providing assistance to the ensemble conductor.
- b) Organisation and distribution of music to ensemble members.
- c) Management of ensemble members.

6.4.8. Responsibilities of the General Members include:

- a) Assistance to other Members of the Committee, especially the Coordinators, as required.

6.5. Committee Meetings

6.5.1. The Committee must meet at least twice during the first and second academic semesters of the University.

6.5.2. A Committee meeting may be called by any Executive member.

6.5.3. Adequate prior notice of a committee meeting must be given to every Member of the Committee as to its time and location.

6.6. Quorum and Procedure

6.6.1. The quorum for any Committee meeting shall be any two Executive members and any three other Members of the Committee.

6.6.2. The Members of the Committee including members appointed to fill casual vacancies shall be entitled to one vote on motions arising in a meeting.

6.7. Term of Office

6.7.1. Elected Members of the Committee shall be appointed for a term that extends until the conclusion of the next AGM.

6.7.2. Members of the Committee may be re-elected.

6.8. Casual Vacancies

6.8.1. For the purposes of this constitution, the office of a Member of the Committee becomes vacant if the Member of the Committee:

- a) Ceases to be a Member, or
- b) Resigns from the office by notice in writing given to the Secretary, or
- c) Fails to attend two consecutive meetings or fulfil their duties as a Member of the Committee without due cause or previous apology and at the Committee's discretion is deemed to have resigned from the office.

7. ELECTION OF MEMBERS OF THE COMMITTEE

7.1. Nomination and election of Members of the committee shall occur at each AGM.

7.2.A nominee shall be elected by a democratic process determined by the Committee prior to the commencement of a General Meeting.

8. ANNUAL GENERAL MEETING

8.1.The Club shall in each calendar year convene an Annual General Meeting (AGM) of its Members.

8.2.The AGM shall be held on an Academic Day no later than the end of September.

8.3.Business conducted at the AGM shall include:

- a) Written reports presented by the President, Treasurer and any other pertinent person.
- b) Ratification of the club's constitution.
- c) Full financial reports presented and adopted for the financial period from the last AGM to the current AGM.
- d) Elections held for the Committee, which shall take office at the conclusion of the AGM.
- e) Other moved motions that may be discussed and voted upon with preference going to motions of which notice was given before the AGM.

8.4.AGM documents shall be submitted to the Club & Societies Office within two weeks of the AGM.

9. SPECIAL GENERAL MEETINGS

9.1.All General Meetings other than the AGM shall be called Special General Meetings.

9.2.Special General Meetings of the Club may be held:

- a) As determined by the Committee, or
- b) Upon written application to the Committee, and signed by fifteen Members, or one third of the total number of Members, whichever is smaller. Such application must state the nature of the business to be discussed and the meeting must be confined to this business. Should the Committee fail to convene the meeting within fifteen Academic days, the applicants may convene such a meeting within a further fifteen Academic days and appoint a Chairperson of their own choice.

10. QUORUM AND PROCEDURE AT GENERAL MEETINGS

10.1.Quorum:

The quorum for voting at a General Meeting shall be twenty Members who are Students.

10.2.Notice:

Notice of a General Meeting shall be by announcement to the club by at least five Academic days immediately preceding the meeting, stating the date, time, place and the nature of the business to be transacted at the

meeting. Such notice must be email notification and given to both the Clubs and Societies Office and club members.

10.3.Voting:

10.3.1.Upon any motion arising at a general Meeting of the Club, each member has one vote which must be given personally. Motions are decided by a simple majority. All tied motions are lost.

10.3.2.The Committee is at all times bound by the decisions of a General Meeting of the Club.

11.AMENDMENT

11.1.The constitution of the Club may be amended by a simple majority at a General Meeting, which shall take effect at the conclusion of the General Meeting.

11.2.Motions to amend the constitution must be presented in writing to the Committee at least five Academic Days before the meeting and notice of these shall be given to the Club.

11.3.Constitutional changes shall be approved by the Union Clubs & Societies Office Bearer(s) before they are presented to a General Meeting.

12.ENSEMBLES

12.1.Ensembles shall be formed at the discretion of the Committee as the need arises.

12.2.Acceptance into ensembles shall not be based on auditions.

13.FINANCE AND PROPERTY

13.1.The profits (if any) or other income and property of the Club must be applied solely towards the promotion of the aims of the Club as set out in this Constitution and no portion of it may be paid or transferred, directly or indirectly, to any Member whether by way of dividend, bonus or other profits. This does not prevent any payment in good faith by the Club for the payment or reimbursement of out-of-pocket expenses incurred by a Member on behalf of the Club.

14.IMPEACHMENT

14.1.If it is deemed that a Member of the Committee should be stood down by a motion of the Committee, or a petition bearing the names of at least fifteen Members, impeachment proceedings will take place against the nominated Member of the Committee. At the next General Meeting, a motion shall be put to impeach the Member of the Committee, providing that at least five Academic Days' notice has been given to the Club and to the Member of the Committee concerned in writing. If this is passed by a two-thirds majority, the office held by the Member of the Committee will become vacant and a new election held immediately. The Member of the Committee to be impeached shall be given five minutes to speak before the vote is taken.

14.2.If deemed by a motion of the Committee, or a petition bearing the names of at least fifteen Members, any Member of the Club may be expelled. The procedure is the same as for impeachment except that the result is the voiding of the person's membership. No Member may be expelled on the grounds of race, sex, gender, sexuality, religion, musical ability or political or moral views.

15.WINDING UP

15.1.A motion to wind up the Club must be written and notice of the motion is to be given in the agenda for the general meeting at which the winding up motion is to be decided. A winding up motion must be carried by an absolute majority.

15.2.In the event that the Club is wound up, any money remaining after the payment of all debts, liabilities and expenses must not be paid or distributed to the Members but must be transferred to the Union Clubs & Societies Committee.

15.3.In the event that the Club is wound up, or ceases to be affiliated to the Union the control of assets which have been 50% or more funded by the Union Clubs & Societies Committee grants and which are less than 3 years old will revert to the Union and be held in trust by the Union Clubs & Societies Committee until such time that a club with the same aims is affiliated or a period of 18 months lapses.

15.4.In the event that the Club has not been able to organise a quorate meeting within the 12 month period, the Union Clubs & Societies committee may wind up the club by passing a motion to do so under the rules of the Union. Any member of the club who wished to oppose the winding up of the club should make submission to the committee. The decision of the committee is final subject only to appeal under the Union rules.

16.GREIVANCES

16.1.Any grievance that arises between a club and UMSU, a club member and another club member, or a club member and another University of Melbourne student is subject to the grievance procedure outlined in the UMSU Clubs & Societies Regulations. If the parties subject to a grievance are unable to meet and discuss the grievance and determine a resolution within 21 academic days, the UMSU Clubs & Societies Officer/s or their nominated representative shall appoint a mediator to facilitate mediation. Parties subject to mediation will have certain rights as members of the club suspended until mediation is completed.

Amended 1 September 2016

Amended 30 August 2018