

Lancaster University Gospel Choir Constitution

1 The Society

- 1.1 The name of the Society shall be Lancaster University Gospel Choir, hereafter referred to as 'the Society'.
- 1.2 The Society shall be associated to Lancaster University Students' Union (LUSU) subject to the conditions set out in Section 27 of the Union Constitution. As such the Society agrees to abide by the Union Constitution, its bye laws, the LUSU Safety Framework and all other Union policies.

2 Aims

- 2.1 The Society shall exist to enable any person wishing to sing Gospel music in a choir of a relaxed environment. The Society is inclusive of any person regardless of race, ability, gender, age or religious denomination.

3 Membership

- 3.1 Membership is subject to the individual having obtained a LUSU Societies Card, and to a Society membership charge, to be determined by the Executive Committee.
- 3.2 Only members have the right to be a candidate, vote, or nominate/second a candidate in elections.
- 3.3 The Executive Committee reserves the right to refuse or revoke membership of an individual for breaching this constitution, the LUSU Safety Framework, or for bringing the Society into disrepute, subject to the complaints procedure set out in Section 7 of this constitution.

4 The Executive Committee

- 4.1 The Society shall be administered by an annually elected Executive Committee which shall have the duties set out below.
 - 4.1.1 Two (2) Joint-presidents, who shall, between them:
 - Be the primary representatives of the Society to the Union, the University and external bodies;
 - Attend the Societies Council and other relevant meetings;
 - Act as chair to all Society meetings;
 - Oversee the safety aspects of all Society activities and ensure that the LUSU Safety Framework is adhered to;
 - Co-ordinate and oversee the activities of both the Executive and the Society as a whole;
 - Act as Musical Director of the Society, ensuring that appropriate arrangements and accompaniments are provisioned for as necessary.

- 4.1.2 Treasurer, who shall:
- Maintain good order of Society finances and ensure that Union financial regulations are adhered to;
 - Maintain an up-to-date account of all financial transactions;
 - Advise the Executive and membership on expenditure of the budget;
 - Prepare an annual statement of revenue and expenditure to be presented at the Annual General meeting for ratification;
 - Be the primary representative who purchases and distributes the music;
 - Be responsible for the ordering and maintenance of all Society equipment.
- 4.1.3 Secretary, who shall:
- Be responsible for the administration of all matters relating to subscriptions and memberships, which includes keeping full details (name, college, and contact details) of all members;
 - Be responsible for all Society correspondence and administration, including checking emails, taking minutes at meetings, and circulating agenda and minutes of such meetings to the membership;
 - Inform the membership of other appropriate information when necessary;
 - Act as Returning Officer at all elections and ensure their smooth running.
- 4.1.4 Social Secretary, who shall:
- Organise and publicise a wide range of social events and activities accessible to all members;
 - Ensure that the safety aspects of such activities are satisfactorily addressed;
 - Maintain good order at all social activities.
- 4.1.5 Publicity Officer, who shall:
- Be responsible for publicising Society performances and other events including, but not limited to, the Freshers' Fair.
 - Liaise with the local media, including SCAN and Bailrigg FM, when necessary.
 - Be responsible for the maintenance of the Lancaster University Gospel Choir website.
- 4.2 In the absence of any member of the Executive their duties may be delegated to another Executive member. Alternatively another member may be co-opted to fulfil such duties, subject to the approval of a General Meeting.
- 4.3 Specific duties (for example the running of the website or purchasing music) may be delegated to any other appropriate Executive member but only with the approval of all Executive members. An Executive member who delegates duties still holds the responsibility for ensuring they are carried out appropriately.
- 4.4 Decisions which will impact on the running or the appearance of the Society should only be made after consulting all Executive members. This may include, but not be limited to, the choice of music that will be performed by the Society, or changing the Society logo.

- 4.5 Any Executive members who fail to attend two consecutive general meetings without acceptable written apology shall have their position subjected to review.
- 4.6 Members of the Executive shall be elected at the Annual General Meeting with new positions to take effect from Week 1 of Michaelmas Term. The Summer Term following the elections shall be used as a “hand-over” period, with training provided as appropriate by the existing Executive.
- 4.7 Failure of Executive members to carry out the duties conferred on them by this constitution or by resolutions of Society meetings, without reasonable excuse, will be grounds for suspension or a motion of no confidence in the officer concerned.

5 Elections

- 5.1 The running of all Society elections shall be the responsibility of the Secretary, who shall act as Returning Officer. Should this officer be a candidate in any election, then another officer may be appointed Acting Returning Officer for the duration of that election.
- 5.2 All officers shall be elected in the Annual General Meeting at the end of Lent Term.
- 5.3 Any post may be filled by by-election at any general meeting.
- 5.4 Society members will be informed of the date of the election, positions available and details of the nominations at least two weeks prior to voting taking place.
- 5.5 Re-Open Nominations (RON) shall be a candidate in all elections.
- 5.6 All elections are preceded by speeches by all the candidates. The Returning Officer shall decide in advance the maximum length of speeches. The speeches will be followed by the opportunity to question the candidates.
- 5.7 Candidates unable to attend the election must send written confirmation of their intention to stand, which may include a speech to be read out by the Returning Officer. If no confirmation is received, exclusion from the election will result.
- 5.8 A count of votes collected at the meeting shall be taken for each candidate. Members may only vote once per position, except in the case of the President, which is a joint post. The candidate with the highest number of votes shall duly be elected. The Returning Officer shall be responsible for the count.
- 5.9 Any full member may propose that voting be done by secret ballot, subject to the approval of a simple majority at the meeting.
- 5.10 Any complaints regarding elections should first be taken to the Returning Officer, then to the Societies Council Chair, as per the complaints procedure detailed in Bye Law 26.

6 Meetings

- 6.1 General Meetings may be called by the Presidents, by a majority decision of the Executive Committee, or by written request of five or more Society members.
- 6.2 General Meetings must be held once each term, and at least seven days’ written notice must be given.

- 6.3 Any elected officer may have a motion of suspension or of no confidence brought against him/her at a General Meeting, and a qualified majority shall be required to sustain it.
- 6.4 The quorum of General Meetings shall be ten full members. Failure to achieve quorum shall mean that the meeting has no constitutional competence.
- 6.5 There shall be an Annual General Meeting towards the end of Lent Term each year. The Presidents shall present a report of the Society's activities for the previous year, and the Treasurer shall present a statement of accounts.
- 6.6 Elections for the Executive Committee shall be held at the Annual General Meeting.
- 6.7 Quorum for the Annual General Meeting shall be ten full members.
- 6.8 Emergency Meetings may be called in the same way as a General Meeting, but will require five days' written notice of the business to be transacted. The quorum for such meetings shall be ten full members.
- 6.9 All members may attend and speak at meetings, and may propose a motion or vote at a meeting.

7 Complaints

- 7.1 Any complaints about the running or operations of the Society should initially be discussed with the Presidents. If further action is required, it should follow the procedures set out in Bye Law 26 of the Union Constitution.

8 The Constitution

- 8.1 The whole or any part of this constitution may be altered, amended or deleted at any General Meeting or at the Annual General Meeting. Any changes shall require a two-thirds (qualified) majority for ratification.

9 Safety

- 9.1 The Society must adhere to the LUSU Safety Framework at all times. Copies of this will be distributed at appropriate times throughout the year. Failure to abide by this framework may result in disciplinary action.
- 9.2 It is the duty and responsibility of the Presidents to ensure that the Safety Framework is enforced during all Society activities.

Lancaster

University

Gospel

Choir

Constitution