

## **1. Organisation**

University of Liverpool Band Society

## **2. Statement of Purpose**

The Band Society is part of the University of Liverpool Guild of Students' registered list of societies. Its purpose is to provide University of Liverpool students a place to practice their music, play music in groups, and perform and participate in the organisation of live events.

The Band Society committee makes introductions, organises events, hires out equipment, monitors and maintains the Band Room, listens to and takes advice from members on equipment etc, offers advice, and listens to members' music.

## **3. Band Society Officers**

Further to the below it is the responsibility of each committee member and the committee as a whole to help any member of the Band Society in any matter relating to the Band Society and peripherals or the committee member's position within the Band Society and peripherals to the best of their ability, including but not limited to third-party referral where necessary.

It is the responsibility of the particular member of the committee to locate, train, and appoint a suitable successor of correct calibre to take his place on the committee during a handover. Note that in the case of President and Secretary, this would have to be done a year in advance.

### **3.1. President**

The President is in charge of the society's general running throughout his term in office.

He is responsible for the finances within the society, essentially acting as the Treasurer.

They must keep authority on the committee and ensure its cooperation throughout the term in office.

The newly appointed President must have been a committee member one year prior to taking the place as President. The President must also have a thorough understanding of how to run the society as if it were a business. They must also have an understanding of music and the music scene in order to give a valid perspective of the society's position.

### **3.2. Secretary**

The Secretary must respond to all mail and e-mail to the society. They are responsible for the grammar and spelling of all documents issued and must have a decent grasp of the English language.

The Secretary acts as a direct consultant to the President.

The Secretary is required to show complete devotion to the rapid response to mail, and must show logic and the ability to have a valid opinion. The Secretary must have been a committee member for a year prior to taking his position.

The Secretary is responsible for keeping the list of members, including e-mail addresses and society numbers, in an appropriate and orderly fashion, and for updating such information when appropriate.

### **3.3. Head of Events and Marketing**

This member is responsible for the smooth running and execution of events. They are also responsible for marketing and publicity, including the distribution of posters.

Where appropriate, the Head of Events and Marketing is responsible for the Events and Marketing Team.

#### **3.3.1. Events and Marketing Team**

A team of persons, headed by the Head of Events and Marketing. They distribute tickets, posters, flyers, and deal with other mass-marketing issues. They are part of the committee, and may also form a committee in their own right, with the Head of Events and Marketing acting as Chairman.

### **3.4. Technician**

Impeccable knowledge of stage and rehearsal equipment needed. The technician is to act as sound engineer at gigs, and to be responsible for the upkeep of all equipment within the band room.

## **4. Removal of an officer**

To remove an officer a unanimous decision must be made by the committee members not being removed.

In such an eventuality, a General Meeting will be called to elect a new officer of the appropriate position.

## **5. Elections**

Elections will be held once a year in May at the AGM. Nominations will be made prior to the event. It is possible for one to nominate oneself.

Anyone is eligible to become a committee member as long as they have the correct credentials. The positions of President and Secretary in the committee can, however, only go to experienced members of the committee. Members are to be notified of the AGM and its nominations by e-mail seven days in advance of the meeting.

## **6. Membership**

Membership is open primarily to University of Liverpool students using their library card as a proof of identity and student number, the latter being used as their society number.

To grant band-mates use of the Band Society facilities, a member can invite up to one non University of Liverpool person to join, the second's society number being the first's society number suffixed with an "X". As far as the Band Society is concerned, the University member is entirely and solely responsible for non-University member's social and physical conduct within the Guild and on University property, and is answerable to the appropriate authorities.

E-mail is the primary source of contact with members. It is up to the member to provide valid contact information, and to inform the Secretary of any changes to such information, and to perform frequent checks of the provided e-mail accounts. Any incorrect information will be deleted.

All members are to abide by the terms and conditions and code of conduct of the Band Society, and the terms and conditions and codes of conduct of the University of Liverpool, the Guild of Students, and any Guild society.

## 6.1. Fees

Fees are charged per term or per year. There are three terms per year. Autumn Term starts on the first Monday after Freshers' Fair, and ends when the Guild closes at Christmas. Lent Term starts when the Guild opens after Christmas, and ends when the Guild closes for Easter. Summer Term starts when the Guild opens after Easter and ends at the start of Freshers' Fair.

Members are assumed to be attending the University of Liverpool – a non-University of Liverpool member is an exception.

### 6.1.1. Pre-existing Members

A pre-existing member is one who has at any point been a member of the Band Society over the last year. Their rates are £5 per term or £10 per year.

### 6.1.2. New Members:

A new member is one who has not been a member of Band Society over the last year. Their rates are £8 per term or £15 per year.

### 6.1.3. Pre-existing non University of Liverpool Members:

A non-University of Liverpool member is one who does not hold a University of Liverpool Library card. Their rates are £8 per term or £15 per year.

### 6.1.4. New non University of Liverpool Members:

Rates are £10 per term or £20 per year.

## 6.2. Code of Conduct

To be displayed prominently within the Band Room, and provided at a member's request:

*Any action which is discourteous and socially retarded is against our Code of Conduct.*

- *All rubbish to be put in the bin provided.*
- *All glasses to be taken back to the Liver Bar.*
- *All people in the room must be members.*
- *Any damage to the room or equipment to be reported immediately to the Porters.*
- *Do not move the equipment.*
- *No alcohol/tobacco to be consumed in the room.*

*Any infringement of the above will result in the offender being fined.*

## 6.3. Discipline

A member may be removed at the committee's discretion if they directly or indirectly violate the terms and conditions and code of conduct of the Band Society and the terms and conditions and codes of conduct of University of Liverpool, the Guild of Students, and any Guild society. The committee reserve the right to retain any fees paid.

#### **6.4. Band Room**

Members may have use of the Band Room, booking up to a maximum of four hours per band per week on the sheet by the Guild front entrance. The sheet will be replaced before opening every Monday morning.

The Band Room is situated in the basement of the Guild, opposite the Reily Café, and is kept locked at all times when not in use. Members obtain the key, and a box containing microphones and leads, by handing a valid Band Society card and University of Liverpool Library card to be returned to the member when the microphone box and room key are returned by the member.

The door is to be locked shut behind the band or member as they leave.

Whilst in the Band Room members are required to acknowledge the terms and conditions and code of conduct within the Constitution of the Band Society, and the terms and conditions and codes of conduct of the University of Liverpool, the Guild of Students, and any Guild society under which they are there, including, but not limited to, the code of conduct on display within the Band Room. Copies of the Constitution are available in electronic form from the Secretary on request.

Whilst in the Band Room the member whose card has been used to obtain the key is, as far as the Band Society is concerned, completely responsible and answerable to all authorities for all equipment therein, and behaviour of those sharing the facilities with him.

The committee reserves the right to close the Band Room at any time giving warning in advance of two days, unless under exceptional circumstances, where no notice is necessary.

### **7. Finances**

The President is responsible for all moneys and monetary transactions to, for, by, with, and from the Band Society, including the acquisition of grants and other donations. He must be able to produce a copy of the society's account details and transactions within a week of request.

The society and committee must abide by all the financial regulations and practices of the Guild of Students.

### **8. Meetings**

Committee Meetings are held once a week during academic term time. A General Meeting may be called under any circumstance at the approval of the majority of the committee. Members will be notified of these meetings via e-mail.

### **9. Amendments to the Constitution and Bylaws**

Amendments may be proposed by any member at any meeting. These amendments must then be approved by a majority vote.

### **10. Ratification**

This Constitution will be effective immediately following the AGM of 15<sup>th</sup> of May 2006, assuming it has been passed by the majority present.

### **11. Affiliations**

At time of writing, the University of Liverpool Band Society is exclusively affiliated with the University of Liverpool Guild of Students. The University of Liverpool Guild of Students is responsible for the society.