

Constitution for ~~the~~ IC Big Band and Jazz

1. Name

- 1.1 The name of the ~~band~~ society shall be the Imperial College Big Band and Jazz, hereafter referred to as 'the ~~band~~ society'.
- 1.2 The ~~band~~ society shall be a member of the Arts and Entertainments Board.

2. Aims and Objectives

- 2.1 The society~~band~~ shall hold the following as its aims and objectives. The society~~band~~ shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2 To provide a rehearsal and performance environment in which musicians of varying degrees of experience and ability may enjoy producing big band music of as high a standard as possible.
- 2.3 To improve the society~~band~~ both as an ensemble and where possible to encourage individuals to improve their improvisational skills as a soloist.
- 2.4 To not only play the existing pieces in the ~~band's~~ society's repertoire as well as possible but also to obtain, rehearse and perform new pieces of varied styles and difficulty.
- 2.5 To perform gigs or concerts regularly and to ensure that these performances are professional and of a high standard musically.

3. Statement of intent

- 3.1 The constitution, regulations, management and conduct of the society~~band~~ shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2 The ~~band~~ society stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that ~~band~~ society regulations pertaining to membership of the ~~band~~ society or election to management of the ~~band~~ society shall not contravene this policy.
- 3.3 The society~~band~~ shall also be governed by the Arts & Entertainments Board standing orders.
- 3.4 The society's~~band~~ committee shall supply a Code of Conduct to the ICU DP(C&S) for approval, who shall sign it as the accepted Code of Conduct for the ~~society~~band.

4. Membership

- 4.1 The following shall be eligible to become members of ICU Big Band and Jazz:
 - 4.1.1 ICU Full Members
 - 4.1.2 ICU Associate Members
 - 4.1.2.1 Life members of ICU
 - 4.1.2.2 Staff of Imperial College
 - 4.1.2.3 Students of other colleges and universities with reciprocal membership of ICU
- 4.2 Any society~~band~~ member who is a full member of ICU shall be a 'full member' of the society~~band~~, all other members shall be 'associate members' of the society~~band~~.
- 4.3 All members shall pay an annual subscription to join the society~~band~~; the membership fee shall be decided by the society~~band~~ committee but shall not be less than that specified in the CSC Standing orders.

5. The ~~Band~~ Committee

- 5.1 The committee shall consist of the following voting members:
 - 5.1.1 Chair~~man~~
 - 5.1.2 Treasurer
 - 5.1.3 Secretary
 - 5.1.4 Webmaster/Librarian
 - 5.1.5 Gig Manager
 - 5.1.6 Social Secretary
- 5.2 All committee members must be members of the society~~band~~.
- 5.3 No committee member shall hold more than one post during each academic year.
- 5.4 Office shall be held from August 1st to July 31st of each academic year.

6. Management and Job Descriptions

- 6.1 The Chair~~man~~ shall represent the society~~band~~ on the Arts & Entertainments Board, and shall be responsible for making sure that the society~~band~~ is run according to the society~~band~~ constitution and code of conduct as far as can be reasonably expected.

- 6.2 The Chair~~man~~ and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 6.3 The Treasurer shall carry out the day to day financial duties of the [societyband](#).
- 6.4 The Secretary shall be responsible for keeping the [societyband](#) records in good order as well as equipment management and ~~band-society~~ communication duties.
- 6.5 The Webmaster/Librarian is responsible for keeping the music organised and the website updated.
- 6.6 The Gig Manager is responsible for organising the [societyband](#)'s gigs.
- 6.7 The Social Secretary shall organise social events for the society members to enjoy.
- 6.8 The management of the [societyband](#) shall be vested in the band committee.
- 6.9 Quorum of the committee shall be two thirds of the voting committee.

7. General Meetings:

- 7.1 A general meeting may be called by the [societyband](#) Chair~~man~~, quorum of the committee or by ten full members of the [societyband](#), this must be submitted to the Chair~~man~~ in writing. The general meeting must be held within 10 college days of receipt of the proposal.
- 7.2 General Meetings may only be held during undergraduate term time.
- 7.3 At least five college days notice of a general meeting must be given to the [societyband](#) membership.
- 7.4 Only full members of the [societyband](#) may vote at General Meetings.
- 7.5 Quorum of the meeting shall be half of the voting band members.
- 7.6 Decision shall be reached by a simple majority of the voting members present.

8. The Annual General Meeting

- 8.1 The AGM shall be held during the second term of the academic year, and shall have as its main business:
 - 8.1.1 The presentation of the Officers Reports for the past year.
 - 8.1.2 The election of the Committee for the next session.
- 8.2 An agenda giving notice of the AGM must be circulated to all [societyband](#) members at least ten college days in advance.
- 8.3 Nominations for [societyband](#) officers must be posted at least ten days in advance of the AGM and closed before the meeting.
 - 8.3.1 Each nomination shall require one proposer and 2 seconders who shall be full members of the [societyband](#).
 - 8.3.2 The quorum of the AGM shall be half of the full membership of the [societyband](#).
 - 8.3.3 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.
- 8.4 In the event that no person is voted in to a post or of resignation from a position, the Chair~~man~~ will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM.

9. Finance

- 9.1 The [societyband](#) shall receive a grant from Imperial College Union and shall administer this in accordance with the Imperial College Union financial procedures.
- 9.2 The [societyband](#) Treasurer will provide the Treasurer of the Arts & Entertainments Board with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 9.3 Budgets for events shall be taken to the DP(F&S) for inspection and approval.

10. Health and Safety

- 10.1 The [societyband](#) acknowledges its duty of care to its members and will abide by Imperial College Union's Health and Safety policy.

11. The Constitution.

- 11.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Arts & Entertainments Board shall approve any such alterations.
- 11.2 The Constitution shall be binding on the [societyband](#) officers and members from December 7th, 2011.
- 11.3 From December 7th, 2011 all other [IC Big Band and Jazz](#) constitutions are hereby revoked.

This constitution has been approved in accordance with 11.1 above, and accepted as the constitution ~~for the Big Band~~ [IC Big Band and Jazz](#), signed,

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Chaz Kiederling

| [IC](#) Big Band [and Jazz](#) Chair

Chandana Shankar

————— Arts & Entertainments Board Chair 2010-2011

