

THE CONSTITUTION
OF THE UWA



**MUSIC
STUDENTS'
SOCIETY**

As Revised at the 2021 Annual General Meeting

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THE SOCIETY

1. Names and Terms

1.1

The Name of the Society shall be the Music Students' Society. It will herein be cited as "The Society".

1.2

Herein "UWA" will refer to the University of Western Australia.

1.3

Herein "The Faculty" will refer to the Faculty of Arts, Business, Law and Education.

1.4

Herein "The Conservatorium" will refer to the UWA Conservatorium of Music.

1.5

Herein "Members" will refer to both Financial and Non-Financial members, unless specified.

1.6

Herein "The Executive" will refer to the President, Vice President, Secretary and Treasurer.

1.7

Herein "The Committee" will refer to the combined Executive and additional positions, as defined in Article 12.

1.8

Herein “Meeting” will refer to a Committee Meeting unless otherwise specified.

1.9

The Society's financial year shall run between December 1st and November 30th.

2. Objects

2.1

The Mission of the Society shall be:

To enhance the University experience for all Members and contribute to their personal, educational and social development.

2.2

The Objectives of the Society shall be:

- a) To represent and promote the educational interests and views of all music students and Society Members.
- b) To further students' personal and professional development through partnerships external to UWA.
- c) To enhance the community of the Conservatorium of Music through facilitating concerts, social, welfare and educational events.
- d) To represent and pursue the interests of all Members and of the Society to the UWA Student Guild.

2.3

In the construction of the Objects in Section 2.2, no one of the Objects shall be deemed to be predominant, and no Object shall be deemed subsidiary, to any other.

2.4

The property and income of the Society shall be applied solely towards the promotion of the Objects of the Society and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to Members, except in good faith in the promotion of those Objects.

2.5

The Society shall not transmit, either directly or indirectly, money by way of gift to any person or body not a Member of the Society.

2.6

The Society shall act only in the direct interests of the Members.

3. Members

3.1

Membership of the Society shall consist of:

3.1.1 Financial Members

Financial Members consist of all students who have filled out a membership form indicating their desire to be considered a member of the Society, giving the relevant details as outlined in 4.1 to the Secretary, and transferring the agreed funds to the Treasurer as decided by the current Executive committee. Financial members are eligible to vote at

General Meetings, qualify for ticket discounts and are eligible to run for Committee positions.

3.1.2 Non-Financial Members

Non-Financial Members include any person who is enrolled in a unit run by the Conservatorium, with a unit code of "MUSC****", but has not filled out a membership form as an indication of their desire to be considered a member of the Society. Although they have not paid, they are entitled to nominate for Committee positions. Non-financial members are not entitled to vote at General Meetings.

3.2

Committee members shall automatically become Financial Members when elected.

4. Register of Members

4.1

The Secretary, on behalf of the Society, must maintain an up to date register of the Financial Members of the Society and their student or preferred email addresses.

4.2

The register must be so kept and maintained on the Secretary's computer and on the committee's document sharing forum, or at such other place as the Members at a General Meeting decide.

4.3

The Secretary must cause the name of a person who ceases to be a Member to be deleted from the register of members referred to in Section 4.1.

5. Meetings of the Society

5.1

Each year, the Society shall hold an Annual General Meeting at some time in the ninth (9th), tenth (10th) or eleventh (11th) weeks of the second university semester. The Committee shall be empowered to set the exact date pursuant to this Section.

5.2

The Committee may, at any time, call a Special General Meeting.

5.3

A Special General Meeting shall be called upon receipt by the Secretary of a written request from at least ten (10) Members; such a Special General Meeting must be held not later than fourteen (14) days following the receipt of such a request.

5.4

Any Member may call a Special General Meeting where the Secretary has failed to comply with the provisions of Section 5.3.

6. Notice of General Meetings

6.1

The Secretary shall cause written notice of any General Meeting to be posted or written on all Society notice boards and on the various social media pages at least fourteen (14) days before the date appointed for the meeting. This shall include all forms of digital, electronic, and social media.

6.2

Within seven (7) days of notice, pursuant to 7.1 being given, any Member may submit to the Secretary an item of business for inclusion on the agenda; the Secretary will base priority of inclusion upon the time of receipt.

6.3

The Secretary shall cause written notice of the agenda of any General Meeting to be posted or written on all Society notice boards and on social media, at least three (3) days before the date appointed for the meeting. This may include all forms of digital, electronic, and social media.

7. Procedure of General Meetings

7.1

The quorum of a General Meeting shall be 20% of Financial Members, including the Executive Committee.

7.2

A resolution shall be deemed to have passed if it receives the support of 50% of the Members present and voting, plus one, at any General Meeting.

7.3

Where the number of Members that vote for a motion is the same as the number that vote against it, the proposed resolution shall be deemed to have failed.

8. Resolutions Passed at General Meetings

8.1

It is the Committee's duty to put into effect any resolution(s) passed at any validly constituted General Meeting that does not conflict with the objectives of the Society.

9. Communication

9.1

The Society shall use and regularly update email, social media, and where appropriate the designated noticeboards. The aforementioned platforms shall be used to convey:

- a. Notice of any event or general meeting run by the Society.
- b. Motions to alter the Constitution.
- c. Notice of Elections and Nominations.
- d. Any other such information as deemed appropriate by the Committee.

9.1.1 Digital and Social Media

The Society shall make provisions for the display of written material on a variety of digital and social media platforms. Digital and social media should be treated as official forms of communication, and shall be used to communicate the official business of the Society, as outlined in 9.1.

9.1.2. Electronic Mail

The Secretary shall be responsible, on the behalf of the Society, to keep an up to date record of all financial and non-financial members email addresses in accordance with items 4.1 – 4.3 in order to distribute electronic mail where appropriate as deemed by the executive.

9.1.3. Society Documents

Should a Financial member wish to know when a society meeting is happening, agenda of said meeting, or the minutes of a committee meeting, they must contact the Secretary, and the Secretary will send the documents requested within 7 working days. It is at the discretion of the President whether minutes are to remain confidential for privacy reasons.

9.2

The Society shall make provisions for the display of written material posted by Members on the noticeboards of Section 9.1. The material must be in the direct interest of the Society and its Members and conform to the Objects in 2.2., but may be removed without notice at the discretion of the Committee.

10. Availability of the Constitution

10.1

The Constitution shall be made available via electronic means, and in the Music Common Room, within one (1) week to any Member who requests it from a current member of the Executive.

10.2

The Executive has the power to make the Constitution available to persons or organisations that they deem appropriate.

THE COMMITTEE

11. Role and Objects

11.1

The Committee is the presiding body of the Society. Subject to this Constitution, the Committee shall be responsible to the Society in General Meeting for giving effect to the Objects of the Society and for carrying out its everyday business; and without prejudice to the foregoing, the Committee shall have the power:

- a. To acquire and dispose of property; to dispose of monies; to open banking accounts; provided that the Committee shall not borrow money or incur debts or liabilities on behalf of or in the name of the Society to an amount greater than one (1) dollar for each and every then existing Member.
- b. To make regulations for the orderly and proper management of affairs of the Society, but so that no such regulation is inconsistent with or repugnant to this Constitution.

11.2

Unless specified otherwise in this Constitution, the Committee shall make all delegations and appointments authorised by the Constitution.

11.3

Resolutions passed by the Committee shall be binding on all other bodies derived from this Constitution.

11.4

Committee members shall not be absent from more than 2 consecutive Committee meetings without explanation.

12. Membership of the Committee

Membership of the Committee shall consist of the Executive of the Society as set out in 12.1, as well as the Additional Committee positions outlined in 12.2. These positions are described in Appendix A.

12.1

The Executive of the Society shall consist of:

- President
- Vice-President (Development and Outreach Officer)
- Education Representative
- Secretary
- Treasurer

12.2

Additional Committee positions shall consist of:

- Welfare and Equity Officer
- Social Representative
- Concerts Coordinator
- Electronic Music Representative
- Sports Representative
- Publications Officer

- Marketing Officer
- Two (2) Ordinary Committee Members
- Two (2) Fresher Representatives
- Immediate Past President

12.3

Committee members shall be elected in accordance with Article 19.

13. Delegations and Appointments

13.1

As provided by the Constitution, the Executive may make up to 2 additional appointments to such positions as may be considered necessary; provided such positions are within the Objects of the Society.

13.2

Submissions for the position of Publications Officer shall be opened immediately following the conclusion of the Annual General Meeting, to be closed fourteen (14) days thereafter. The outgoing Secretary or Publications Officer shall as soon as possible cause written notice of this submission period to be placed on all appropriate forums. The Committee-elect shall assemble within a week after submissions close for the exclusive purpose of selecting their Publications Officer. The Publications Officer must receive a two-thirds majority vote from the Committee-elect. In the event that a two-thirds majority cannot be reached, an executive decision may be made by the President-elect or their delegate.

13.3

Where the President cannot fulfill their role, they may appoint the Vice President as their delegate. The President must inform the Committee of this decision, and for how long the Vice President will be acting in this role. The Vice President shall have the same roles and responsibilities as the President during this time.

13.4

Submissions for the position of the 2022 Marketing Officer shall be opened immediately following the conclusion of the 2021 Annual General Meeting, to be closed fourteen (14) days thereafter. The outgoing Secretary or Publications Officer shall as soon as possible cause written notice of this submission period to be placed on all appropriate forums. The 2022 Committee-elect shall assemble within a week after submissions close for the exclusive purpose of selecting their Publications and Marketing Officers. The Marketing Officer must receive a two-thirds majority vote from the Committee-elect. In the event that a two-thirds majority cannot be reached, an executive decision may be made by the President-elect or their delegate. This provision shall expire upon the 2022 Publications and Marketing Officers being selected, after which selection procedures shall revert to those established in Section 13.2 and Article 19 respectively.

14. Deposit and Withdrawal of Monies

14.1

The Treasurer shall formulate the annual budget of the Society at the commencement of the year.

14.2

All monies due and payable to the Society shall be received by the Treasurer, or a member of the Executive acting on the Treasurer's behalf, who shall lodge them without undue delay into an appropriate bank account for the credit of the Society; provided that the Treasurer may otherwise hold such monies as to enable the day to day running of the society.

14.3

The Treasurer and any other Member of the Executive in concert shall be empowered to sign cheques and forms of authority on behalf of the Society for withdrawal of any money standing to the credit of the Society.

15. Meeting Procedures for Executive, Committee, and Subsidiary Groups

15.1

The President or their delegate shall convene Meetings.

15.2

Meetings shall occur at such times and places as the President or their delegate shall determine.

15.3

A Special General Meeting shall be called upon receipt by the Secretary of a written request from at least two (2) Members of the Committee; such Special General Meetings shall be held no later than fourteen (14) days following receipt of such a request.

15.4

Any Member of the Committee may call a Special General Meeting where the Secretary has failed to comply with the provisions of Section 15.3.

15.5

For a period of forty-eight (48) hours after a notice for a Special General Meeting is given, any Member may submit to the Secretary an item of business for inclusion in the agenda; the Secretary will base priority of inclusion upon the time of receipt.

15.6

The quorum of an Executive, Committee or Subsidiary group meeting shall be 50% plus one of the group.

15.7

A resolution shall be deemed to be binding if it receives the support of 50% of the Members present and voting, plus one, at any Committee meeting.

16. Vacancies

16.1

Where a Committee Member resigns or ceases to hold office for any reason, the Committee shall fill the vacancy so created by appointing a person they see fit by way of a majority vote at any Committee Meeting.

16.2

If a vacancy is unable to be filled, the duties, obligations and responsibilities of the position vacated may be undertaken by the Committee.

17. Removal of Committee Members

17.1

If any Committee Member shall act, or fail to act, in such a fashion that in the opinion of the Committee those actions, or lack thereof, have prejudiced the Objectives of the Society, and those actions, or lack thereof, have caused detriment, be it monetary or otherwise to the Society, then it is open to the Committee in Meeting to pass an expression of no confidence in that Committee Member in a Special Committee Meeting.

17.2

Where an expression of no confidence is passed against a Committee Member, a Special Committee Meeting will be held, with seven (7) days notice from the Secretary. Priority in the agenda of that meeting shall be given to the decision regarding said Member's removal from the Committee.

17.3

If the Committee is of the opinion that the Objects of the Society are being prejudiced by the actions of any appointed person then they may remove that Committee member, by passing a motion to that effect with the support of no less than ten (10) members of the Committee, three (3) of whom must be members of the Executive.

17.4

A Committee member who has been subjected to the process outlined in 17.2 has the right to attend and speak at the Special Committee Meeting, and if they so wish, appoint a Scrutineer, who shall not be a Committee Member.

17.5

An expression of no confidence shall be voted on by a secret ballot.

17.6

Any business set out in a written request under Section 17.3 shall have priority over all other business at a Special General Meeting called pursuant to that Section.

17.7

When a Committee Member is removed, that position shall be declared vacant and the requirements of Article 16 followed.

THE CONSTITUTION

18. Alteration of the Constitution

18.1

Five (5) Financial members may, not less than fourteen (14) days before a General Meeting, submit to the Secretary a notice of motion, proposing an alteration to this Constitution to be discussed by the Committee in advance of a General Meeting.

18.2

The Society in General Meeting may debate and vote upon the motion and any amendments thereto or may defer consideration of such motion to allow further discussion or, where necessary, conduct a referendum amongst the Financial Members at a later date, not more than three (3) months following the aforementioned General Meeting.

18.3

The motion of any amendment thereto shall not be deemed adopted unless it receives a 50%, plus one vote majority of the Financial Members present and voting.

ELECTIONS

19. Eligibility

19.1

Elections shall be conducted in accordance with the Electoral Procedures outlined in Article 20.

19.2

Only Financial Members of the Society are eligible to vote.

19.3

All Financial Members may vote for any Committee position at the General Meeting, with the exception of the First Year Representative position for which only First Year Members may vote for within the first four (4) weeks of the first university semester, as outlined in 20.3.

19.4

Candidates may be nominated for more than one office, but if elected to an office, they shall not be eligible for elections to any office later in the proceedings of a General Meeting.

19.5

Committee Members who have been removed by a vote of no confidence from the Society within the twelve (12) months prior to elections shall be barred from eligibility as a candidate in the following election.

20. Electoral Procedures

20.1

Ballots shall be supervised by, and the ballot cards counted by, at least one (1) Returning Officer appointed for that purpose. The Returning Officer may not be a current Committee Member of the Society, or be a candidate in the election they are supervising.

20.2

When nominations for any office of the Society are to be called, notice of the commencement date for the subsequent Ballot shall be posted or written on all Society notice boards and social media fourteen (14) days before the Ballot date.

20.3

Nominations for First Year Representatives shall be taken at such time in the first University semester as decided by the Committee; provided that the election shall occur no later than the fourth week of the University semester.

20.4

Elections will use an optional preferential voting system.

20.5

Candidates have the right to appoint a scrutineer to monitor vote counting. The scrutineer may not be running for a position in the election.

20.6

Persons elected shall hold Office from the 1st of December of each year, and conclude on the 30th of November the following year. This may be negotiated by the Immediate Past President and the incoming President.

21. Dissolution of the Society

21.1

The Society may be dissolved or wound-up by a resolution passed by not less than 75% of Members present at a General Meeting or Special General Meeting called for that purpose.

21.2

Notice of Intention to propose such a dissolution or winding-up shall be given in writing to the Secretary at least sixty (60) days prior to the meeting.

21.3

The Secretary shall make available copies of any proposal to dissolve or wind-up the Society to all Financial Members at least thirty (30) days prior to the meeting, and shall cause a notice of such intent to be posted to the appropriate forum at least thirty (30) days prior to the meeting.

21.4

If upon the dissolution or winding-up of the Society there remains, after the satisfaction of all its debts and liabilities any property or assets whatsoever, the same shall not be paid to, transferred or distributed amongst the members of the Society, but shall be given or transferred to some other body (or bodies) having objectives similar to those of the Society, and which body or bodies shall prohibit the distribution of their income or property amongst

their members, provided that the members of the Society so determined at the time of dissolution or winding-up.

21.5

If effect cannot be given to the payment or distribution in accordance with Section 21.4, such distribution shall be made to a suitably relevant charity at the discretion of the final committee.

APPENDIX A: ROLES AND RESPONSIBILITIES OF THE COMMITTEE

Committee Members shall adhere to these roles and responsibilities, in addition to their duties as outlined in this Constitution.

EXECUTIVE

President

The President shall lead and coordinate the Society agenda and strategy across all portfolios. They are responsible for maintaining existing internal activities, as well as external ones. They shall represent the Society at the Education Council and SCC meetings, as well as, where appropriate, to staff and external bodies.

Vice President (Development and Outreach)

The Vice President (Development and outreach) shall assist the President to execute Society business and to act on their behalf where appropriate. They shall promote the development and outreach of the Society, by coordinating careers events, networking and opportunities and by increasing contact with other Faculty Societies/clubs and external organisations, promoting the Society brand and developmental function. They shall be the representative at the Societies Council meetings.

Education Representative

The Education Representative shall be the main liaison between the Conservatorium of Music and students. They shall create events that will enrich the educational experience of all music students, and aim to resolve any education issues that arise during the course of the year. They shall represent the Society at Guild Educational Council meetings.

Secretary

The Secretary shall coordinate the administration of the club. They shall convene meetings and take minutes in all meetings. They shall be responsible for the dissemination of information from the Committee and Executive to the rest of the Society, as well as maintaining records and relevant materials.

Treasurer

The Treasurer shall formulate the annual budget of the Society, and maintain accurate financial records throughout the year. They shall be responsible for applying for any relevant grants, and for managing the Guild and external bank accounts.

COMMITTEE

Welfare and Equity Officer

The Welfare and Equity Officer shall actively promote and support students' mental and physical health and wellbeing. They will advocate for equity in all areas, including but not limited to race, culture, ethnicity, sexual orientation, religion, disability, gender, socio-economic background, age, and family responsibility. Where the Officer is deemed appropriate by the Committee to do so, they shall represent the Society at the Guild Women's Council meetings.

Electronic Music Representative

The Electronic Music Representative shall hold responsibility for convening with students enrolled in the Electronic Music and Sound Design major (MJD-MEMSD) or units within said major to ensure their needs are adequately represented in MSS decision-making, and to strengthen the bonds between Electronic Music students and the rest of the Conservatorium.

Social Representative

The Social Representative shall manage all Society social events. They shall be an official Event Manager and hold an RSA qualification. If they do not already hold these qualifications, their immediate attainment shall be subsidised by the Society. They shall aim to increase the social profile of the Society, and aim to run engaging and inclusive events.

Concerts Coordinator

The Concerts Coordinator shall oversee the concert series of the Society. They shall organise performers, accompanists, venues, front and back of house help for all Society performances.

Publications Officer

The Publications Officer shall be responsible for the designs of all promotional materials for the club. They shall work in collaboration with the Marketing Officer to execute all promotional campaigns required by the Society. Both officers shall share responsibility for the club's social media platforms. All material created by the Publications Officer for the club must follow Guild regulations.

Marketing Officer

The Marketing Officer shall manage the distribution of all promotional materials for the club. They shall work in collaboration with the Publications Officer to execute all promotional campaigns required by the Society. Both officers shall share responsibility for the club's social media platforms.

Sports Representative

The Sports Representative shall organise the Society Social Sport teams. They shall organise teams, payment of fees and any uniforms required. They shall actively promote physical and mental wellbeing, and work with the Welfare and Equity Officer in running any relevant events.

Ordinary Committee Members

The two (2) Ordinary Committee Members shall support the committee in the running of all events. They shall provide input in committee meetings, and act on the behalf of other committee members when required.

Fresher Representatives

The two (2) Fresher Representatives shall be the main liaison between the first year cohort and the committee. They shall actively support and be the main point of contact for the new students in the transition into university. The Fresher Representatives shall hold the same responsibilities as the Ordinary Committee Members.

Immediate Past President

The Immediate Past President shall provide support and guidance, when required, to the new committee, particularly in the handover period between committees.

Last amended by Annual General Meeting on **Tuesday 19 October 2021**

As chaired by President **Benjamin Caulfield**

And recorded by Secretary **Abbie Radford**

Please see <https://uwamss.org.au/minutes/agm-2021> for amendment details.

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