

Please fill out, update, or alter this template depending on your Society's needs, goals and requirements.

All constitutions will need to be approved by both NUSU Communities Officer and NUSU Vice-President. Should you have any issues completing this, please contact your Communities Officer at communities@su.nulondon.ac.uk

The Constitution of *The Music Society*

Section One - Name and Objectives

1. Name of Society

The name of the Society was established and shall be *The Music Society*. From here on it will be referred to as *The Music Society*.

2. Objectives of the Society

The Society shall:

1. Foster a safe space for musical expression and appreciation through collaboration;
2. Uphold and respect this Constitution and the Student Union Constitution.
 - a. The Student Union Constitution is the highest authority and this Constitution may under no circumstances contravene the Student Union Constitution.

3. Structure of the Society

To ensure that newly formed societies have prospects in holding events and using their allocated budget, there is a **minimum requirement for non-ExCo members**. There must be at least **5 people** who have expressed interest in attending. *Their names must be provided upon request of the Communities Officer.*

The Society **must** include an **Executive Committee**. The Executive Committee **must** include:

- A **President**;
- A **Treasurer**; and
- A **Secretary**.

You may also have an *optional* **Vice President** if you so wish, but all of these roles **must be elected**.

Section Two - Membership

4. Scope of Membership

Membership is open to any and all current students of Northeastern University London.

5. Termination of Membership

The Executive Committee may terminate a membership for reasons of conduct deemed unsuited to the Society on a three-quarters vote at any Committee meeting.

- a. The quorum must include the **full** Executive Committee;
- b. Notice is given for such a meeting at least **7 days** in advance;
- c. The member concerned is given due notice **and** is given the opportunity to justify their conduct at said meeting;
- d. The member concerned may appeal (see Section 7).

Section Three - The Officers and Committee

6. Components of the Committee

The Society's affairs shall be handled by the Executive Committee, which shall be composed of *at least* the **President**, the **Treasurer**, and the **Secretary**. It may also include an optional **Vice President**.

7. Officers' Powers and Duties

1. The four officers of the Society shall be the **President**, **Treasurer**, and **Secretary**, as well as the optional **Vice President**.

- a. The officers shall be elected annually;
- b. Together they comprise the Executive Committee;
- c. The President may choose to not have a Vice President.

Please note: you are welcome to add to the individual roles of your Committee, but these are merely the expected duties each officer will perform.

2. The roles of these officers shall be as follows:

- a. The **President** shall be responsible for the organisation of meetings, events, and activities (see Section 11), and for ensuring administrative and Student Union communication of said events and activities is distributed.
- b. The **Vice President** shall be responsible for taking over from the President should they become unable to perform their duties.
- c. The **Treasurer** shall be responsible for applying to the Society Budget Committee (composed of the SU President, Vice-President and Communities Officer) for Society funding. This includes, but is not limited to:
 - i. The Treasurer shall have particular responsibility for the financial affairs of the Society by keeping records of all expenditure and income which shall be inspected by the Executive Committee **at least twice during their term, during meetings**.
 - ii. All records and documents shall be handed over at the end of the term in office to the Treasurer-elect.
 - iii. All applications for funding must be submitted to the Society Budget Committee via the relevant form.
 - iv. All records and documents shall be made available to the Student Union Communities Officer upon request.
- d. The **Secretary** shall be responsible for minute-taking at meetings, and the handing over of said minutes to the incoming committee at the end of their term.

3. All decisions of the Executive Committee should seek to be unanimous.

- a. In the case of dissension, a majority vote will suffice;
- b. In the case of an even split, the vote of the **President** will decide the decision.

8. Handing Over

The **outgoing** Executive Committee shall hand over to the **incoming** Executive Committee at the end of their term. The outgoing **President** shall pass a bound version of the Constitution to the incoming President. The outgoing **Secretary** shall pass on all minutes from their term.

Section Four - Elections

9. Elected Positions

1. The Executive Committee positions of **President, Vice President, Treasurer** and **Secretary** are to be elected by members of the Society through a voting process that must be advertised to all current members at least a week before it is to be held. The voting process must involve an online ballot system communicated **at least** via members' institutional email accounts, but reminders may be posted on relevant social media accounts. The Communities Officer **must** be informed of any election due to take place.
2. In addition to the cabinet, there will also be the electable positions of media manager, talent scout, and director of performances
3. Any other elected positions within the Society **must** follow the same electoral process as that of the Executive Committee.
4. The creation of new electable positions within the Society requires a new Constitution as outlined in Section 8.

10. Candidates

Candidates must be full-time undergraduate or postgraduate students at Northeastern University London for the entirety of their term as Executive Committee member, otherwise they **may not** run for any position within the Executive Committee.

11. Returning Officer

1. The outgoing President shall be the **Returning Officer**. Where this is not possible, the **Vice President** shall take over this role. Where this is not possible, the **Secretary** shall take over this role.
2. The Returning Officer shall arrange for elections to take place.
3. The Returning Officer **must** inform the Communities Officer of any election.

12. Elections

The Returning Officer must ensure that all candidates, members and the Societies Officer(s) are informed, via institutional email, as to how, when and where to vote. This must happen **at least a week** in advance of the election.

Voting must remain open for a **minimum** of **24 hours** and for a **maximum** of **one week**, and may only be opened once all candidate manifestos have been received by all members of the Society. Elections need

only take place if there is more than one candidate for an Executive Committee position, otherwise their appointment need only be confirmed by a majority vote of Society members.

13. Candidacy Requirements

1. Any and all members of the Society can apply for candidacy;
2. A candidate may only run for one position on the Executive Committee;
3. Each candidate running for a position on the Executive Committee **must** submit a written manifesto by email. This will then be shared with all Society members.

14. Hustings

NB: Hustings are only necessary if more than one candidate is running for a position.

1. Hustings shall take place within Northeastern University London by the Returning Officer. Where this is not possible, they will be held in an online format, for example via Zoom.
2. Hustings shall be advertised at least five days prior to their commencement.
3. Allow each candidate a **minimum of three minutes** and a **maximum of five minutes** to speak.
4. Allow the audience to ask at least **three questions** per candidate.

15. Electoral Offences

It shall be considered an electoral offence for any candidate to:

1. Intimidate, threaten or express desire to harm any other candidate;
2. Interfere with the publicity produced by another candidate (tear down posters, respond aggressively to online posts, spread rumours, et cetera);
3. Gather votes in exchange for favours, monetary or otherwise;
4. Conduct or perpetuate any action deemed contrary to the fair, dignified and equal procedure required in such an election by the Returning Officer.
5. Should the Returning Officer consider that any candidate has committed an electoral offence, they may decide the consequence, which may include:
 - a. Removing the candidate's manifesto from the election;
 - b. Banning the candidate from the Society;
 - c. Reporting the candidate to the Communities Officer.
6. This decision is subject to a right of appeal to the Executive Committee if more than one other member disagrees with the Returning Officers' decision in an emergency meeting, which may then decide through an absolute majority vote.
7. In both cases, at the committee meeting and before the **Communities Officer**, the accused candidate shall be allowed a hearing to make their case.

16. Voting

1. Only students who are currently registered as students of Northeastern University London may vote in Society elections.
2. Of those students, only those who are members of the Society may vote.
3. The Returning Officer must be satisfied that only eligible voters may cast a vote, and that due diligence in ensuring this is used.

Section Five - Discipline

17. Impeachment of Executive Committee Members

1. If an elected member is considered to be failing in their duties as an Officer, a vote of impeachment may be proposed by either the President or **supermajority** of Society members.
2. Examination of the conduct of the member shall take place at a joint meeting between the society ExCo and the SU Communities Officer, with the member in question permitted to answer any charges of misconduct or negligence brought against them.
3. The vote of impeachment shall be a secret ballot undertaken in the absence of the member in question.

Section Six - Appeals

18. Requirements for an Appeal

1. For the purpose of removal of a Society member, impeachment and other forms of discipline, parties may appeal to the Communities Officer.
2. In an appeal process, the decision that was made is the status quo, and the burden of proof is on the challenger of that verdict.
3. An appeal shall be heard within one week of the Committee vote.
4. The Communities Officer shall chair a panel of three persons chosen at their discretion, to hear the appeal.
5. A decision to overturn the previous action can be made by the Communities Officer if they deem it to be necessary.
6. Any decision made by the Communities Officer and their panel is final and cannot be appealed again.

Section Seven - Changing the Constitution

19. Manner of Alteration

1. Any and all proposed changes to this Constitution **must** be approved by both the Communities Officer and Vice-President. Any Constitution **must** abide by the Student Union Constitution.
2. Proposed changes to this Constitution may be submitted to the Communities Officer under these circumstances:
 - a. If approved by a majority of the Executive Committee, **OR**
 - b. If voted for by a majority of the Society members.

Section Eight - Meetings, Activities and Events

20. Meetings

1. Meetings are to be classified as an informal discussion about the Society and its overall goals. Meetings are casual talks designed to share ideas, aims and hopes for the Society. These can be held in person or online.
2. Meetings must be attended by all members of the Executive Committee, unless completely unavoidable.
3. Minutes of the meeting should be kept by the **Secretary** and made available to both the Communities Officer and the Society members.

21. Activities

1. Activities are classified as meetups or get-togethers involving as many members of the Society as possible.
2. Activities can be held within or outside the University.
3. Activities can be casual or formal.
4. Activities must be attended by all members of the Executive Committee, unless otherwise completely unavoidable.
5. Members of the Society should be informed via their institutional email.
6. The Society **Treasurer** may apply for funding for activities via the relevant forms, or by contacting the Communities Officer.

22. Events

1. Events are to be classified as university-wide events or talks hosted by the Society.
2. The themes of the Society Event should reflect the core themes and interests of the Society.
3. Events can be held within or outside of the University at any time of the academic year, unless said event violates any NU London policies or the Student Union deems it unsuitable.
4. Events should be attended by all members of the Executive Committee unless absolutely unavoidable.
5. The Society **Treasurer** may apply for funding for Events via the relevant forms, or by contacting the Communities Officer.

Section Nine - Roles and Rights of the Communities Officer

1. The elected Student Union Communities Officer reserves the following rights. These rights are subject to the Student Union Constitution and Constitutional Amendments:
 - a. To disband any Society for failure to comply with the Discrimination and Equality Act;
 - b. To retain access to any and all records, minutes and funding requests;
 - c. To reject or approve funding requests (on behalf of the Student Budget Committee);
 - d. To disband Societies deemed to be inactive;
 - e. To trigger a joint meeting between the society ExCo and the Communities Officer to discuss any arising issues;
 - f. To have access to evidence against or about the behaviour of the accused;
 - g. To mediate the situation and apply their own solutions, including but not limited to:
 - i. Disbandment of the Society;
 - ii. Removal of Committee members;
 - iii. Removal of membership;
 - iv. Triggering and oversight of re-elections for the Executive Committee.

