



ELECTRONIC MUSIC SOCIETY CONSTITUTION

- 1) The name of the Society shall be **University of Lincoln Electronic Music Society** herein after referred to as the 'Electronic Music' Society.

- 2) **Aims and Objectives**
The key aim of the Society shall be **to promote and maintain interest in Electronic Music at the University of Lincoln by allowing students to socialise, learn and share music in a welcoming and practical community.**

- 3) **The Committee**
 - 3.1) The committee shall be responsible for the running of the Society and will convene at least monthly on a day outlined at the first committee meeting of an academic year.
 - 3.2) The members of the committee shall be as follows:
 - President
 - Vice President
 - Treasurer
 - Social Secretary (previously events/transport manager)
 - Communications Officer

- 4) **Duties of Committee Members**
 - 1)1) The duties of the Society President shall be to:
 - Oversee the day to day running and be the main point of contact for the Society.
 - Work with the Activities Department to further the Society's aims.
 - Chair Society meetings democratically, ensuring they are conducted properly.

- Uphold the constitution, policies and regulations of the SU Activities Department.

4.2) The duties of the Society Vice President shall be to:

- Deputise for the President and record meetings and communicate this with the SU Activities Department and the membership.
- Uphold the constitution, policies and regulations of the SU Activities Department.

4.3) The duties of the Society Treasurer shall be to:

- Monitor and record the accounts of the Society, verify accounts made available by the SU Activities Department and be responsible for ensuring that the Society adhere to the Students' Union financial regulations at all times.

4.4) The duties of the Social Secretary shall be:

- Organise and book meetings for the society, as well as venues outside of the university should this be required.
- Maintain contact with venues and ensure that the booking procedure is smooth, professional and consistent
- Book transportation to external events such as gigs and exhibitions. Also be the main point of contact to the transportation companies
- Book any upcoming socials, organize any deals that have been agreed with the venue and event

4.5) The duties of the Communications Officer shall be:

- Moderate and maintain communication lines/social media e.g. society email account, facebook/twitter/soundcloud pages
- Respond to queries from non-members and direct them to the appropriate resource within the society
- Assist in the maintaining of relationships with associations/groups outside the society e.g. businesses, clubs, etc.
- Ensure all internal communication between members and the committee (i.e. meeting times/dates, upcoming events/important info etc.) is circulated quickly and effectively

5) Meetings

- 5.1) At least one “all members meeting” a year should take place to engage members for feedback and committee scrutiny, and ratify the Society Constitution and Development Plan.
- 5.2) It is recommended the Society have regular committee meetings.
 - 5.2.1) The Society will have **2** meetings a year.
 - 5.2.2) The quorum of the meetings will be 50% of the full membership plus 1.
- 1)3) Only student, paid members of the Society are permitted to vote at meetings and only those members present are permitted to vote.

6) Additional Information

- 6.1) **N/A**

7) The Constitution

- 7.1) New Committees must formally submit the constitution and pass them on to the Activities Office before the 1st of July for approved by the Activities Executive and their relevant Committees.
- 7.2) By submitting a constitution all members are required to uphold its aims and objectives.

8) Dissolution

Should the Society reach a point where it is no longer able to carry out its mission and as such fold, or not re-affiliate within one year, all assets and money will revert back to the University of Lincoln Students’ Union.