

SOCIETY CONSTITUTION



BRADFORD UNIVERSITY SOCIETY OF
OPERETTAS & MUSICALS

Year 20_____/20_____

1. NAME OF SOCIETY

1.1. The Society name shall be the

Bradford University Society of Operettas and Musicals (BUSOM)

2. FOCUS OF SOCIETY

2.1. AIMS & OBJECTIVES

- _____
- _____
- _____
- _____

2.2. HOW DO YOU EXPECT TO ACHIEVE THESE?

- _____
- _____
- _____
- _____

3. SOCIETY MEMBERSHIP

3.1. Membership of the Society will be open to all members of the Union in accordance with the Union Constitution

3.2. Individuals who are not members of the Union may participate in Society activities by joining as an associate member

3.3. Society members must act according to the Union's equal opportunities policy.

4. SOCIETY SUBSCRIPTION & SOCIETY FINANCE

4.1. All members are required to pay a membership fee between £3 - £10 which is set by the society committee members and administered from the Student Union Building.

4.2. The Sports & Society Office will give each society a budget proportionate with their membership and needs.

4.3. This money shall be held in the Society budget account which is reset to zero at the end of each academic year.

4.4. Other monies, including membership fee shall be held in the society private account which cannot be overdrawn.

4.5. Union members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with society business.

5. SOCIETY OFFICIALS

5.1. An executive committee will conduct the Society's administration. This committee shall not operate autonomously; planning activities, buying equipment and administering other Society matters must satisfy all Society members.

5.2. The committee will consist of the following officers who shall be full members of the Union

- **President**
- **Secretary**
- **Treasurer**
- *Other officers may be committee members such as*

5.2..1. *Vice President*

5.2..2. *Web Officer*

5.2..3. *Spurious and Irrelevant Officer*

5.3. The executive committee will serve for one complete academic year.

5.4. Committee elections will be conducted by week 12 of semester 2.

- The new committee should serve alongside the old committee for the remainder of semester 2 to promote the efficient 'hand-over' of the Society and to provide a period of apprenticeship for the new committee, overseen by the existing committee.

6. DUTIES OF SOCIETY OFFICIALS

6.1. The Society President is responsible for;

- *Providing adequate provision for all members in the Society's program of events.*
- *Submitting a report in weeks 12 (semester 1) and 15 (semester 2) on the activities of the Society to the Sports & Societies Officer.*
- *Publicising the complaints procedure to members.*
- *Ensuring that the Society's committee includes the officers named in 5.2*
- *Other duties as agreed with the Society Committee*

6.2. The Society Secretary is responsible for:

- *Administering the membership of the Society.*
- *Providing secretarial support to the Society committee and issuing the minutes of meetings to Society members.*

- *Other duties as agreed with the Society Committee.*

6.3. The Society Treasurer is responsible for:

- *Administering finances in accordance with Union procedures.*
- *Producing a financial plan for the academic year.*
- *Producing the annual budget proposal.*
- *Other duties as agreed with the Society Committee.*

6.4. The Vice President is responsible for:

- *Organising the ordering of society clothing.*
- *Organising of society trips and socials.*

6.5. The Web Officer is responsible for:

- *Maintaining the Society's presence online.*

6.6. The Spurious and Irrelevant Officer is responsible for:

- *Taking up other jobs that are handed to them by the exec while remaining both spurious and irrelevant.*

7. MEETINGS

7.1. An annual general meeting is required in the second semester to elect the committee for the following year. Society members should be given at least one-week notice of the AGM.

7.2. The Society President must call regular ordinary general meetings. A minimum of three days notice is required.

7.3. Regular committee meetings are required to discuss all Society matters. All Society members must have access to copies of the minutes accompanying these meetings.

8. VOTING

8.1. This will take place for the election of Society officials and any issue that the Society deems of importance.

8.2. Only REGISTERED Society members will be entitled to vote.

9. CHANGES TO SOCIETY CONSTITUTION

9.1. Changes can be implemented if approved by a two-thirds majority at an annual or ordinary general meeting of the Society.

10. SOCIETY COMPLAINTS PROCEDURE

10.1. This procedure is to allow Society members to raise complaints about issues which might include the following:

- Safety of Society activities.

- Poor Society administration
- Disregard to the Union's Equal Opportunities policy.

10.2. Complaints should initially be addressed to the Society President. If this does not prove satisfactory a written complaint should be made to the Sports & Societies Officer. A reply will be received within seven days. If this reply is unsatisfactory then a written complaint should be made to the UBU Internal Affairs Officer who will deal with the complaint in accordance with Union's Complaints Procedures. Complaints regarding the Society President are to be addressed to the Vice President.

11. UNION COMMITMENTS

11.1. Two representatives from each Society are required to attend Society Federation Council meetings. Only one representative per Society has voting rights, any Society member may participate as an onlooker and this member may have speaking rights.

12. DECLARATION

The **BRADFORD UNIVERSITY SOCIETY OF OPERETTAS AND MUSICALS** is a democratically governed organisation in the entire absence of any discrimination in regard to gender, colour, race, ethnic or national origin, age, disability, socio-economic background, religious or political beliefs or affiliation, marital status, family responsibility, sexuality or other inappropriate distinction.

We the undersigned understand that if any of the above statement is not adhered to the above Society will be referred to Union Council and may be disbanded and banned from the UBU. If for any reason individual societies feel that they cannot sign this statement then a written statement detailing the reasons why must be submitted to the Sports & Societies Officer.

12.2 As an elected executive committee member I agree to abide by and enforce the rules of the Society Constitution and the Union's Equal Opportunities Policy.

POSITION	NAME	SINGNATURE	DOB
PRESIDENT	_____	_____	_____
SECRETARY	_____	_____	_____
TREASURER	_____	_____	_____
DATED	_____		

12.3 SPORTS & SOCIETIES OFFICER (For approval)

DATED
