

Concert Band Standing Orders

1. Status

- 1.1 Durham University Concert Band operates as a Durham Student Organisation under the Durham Student Organisation (DSO) Framework approved by the University Executive.
- 1.2 Durham University Concert Band is part of the University of Durham and therefore the legal body for all legal and contractual matters is the University of Durham, as represented by Durham University Concert Band.
- 1.3 The registered address of Durham University Concert Band is The Palatine Centre, Stockton Road, Durham, DH1 3LE. All official and legal post should be sent to this address.
- 1.4 Durham University Concert Band shall use its best endeavors not to bring the University into disrepute.

2. University Policy

- 2.1 Durham University Concert Band shall act in accordance with all relevant University policies and regulations.
- 2.2 These Standing Orders should be interpreted within the DSO Framework agreed by the University Executive. Where there is a conflict or perceived conflict between these standing orders and any provision of the DSO Framework, the latter shall take precedence.

3. Objectives

- 3.1 The objectives of Durham University Concert Band are:

- 3.1.1 To create a relaxed and informal atmosphere where all brass, woodwind and percussion players feel welcome to join the band

- 3.1.2 To play a wide range of music to an excellent standard

- 3.1.3 To perform concerts throughout the year, including at least one each term

- 3.1.4 To promote music outside of the University by getting involved with music in the local community and participating in and/or organising outreach projects

- 3.1.5 To work with Durham Student Music to assist achieving Durham Student Music's Objectives

- 3.2 These objectives will be carried out as follows:

- 3.2.1 Through remaining a non-auditioned group and welcoming all interested woodwind, brass and percussion players

- 3.2.2 Through selecting music which is both challenging and accessible, and which is appropriate to the ability and balance of players in the band

- 3.2.3 Through good communication between DUCB members, the DUCB Exec and Durham Student Music

- 3.2.4 Through continuing to organise termly concerts

- 3.2.5 Through further developing links with the local community and further afield

4. Membership

- 4.1 Members must be enrolled as students at Durham University.
- 4.2 Members may be selected through a process of trial or audition.
- 4.3 Durham University Concert Band shall not discriminate against any person on the grounds of race, ethnic origin, creed, colour, age, disability, sex, sexual orientation, religion, political or other beliefs.

5. Fees/Subscriptions

- 5.1 Members will pay an annual fee for being part of Durham University Concert Band. This fee will be agreed by the Concert Band Executive.
- 5.2 The annual fee will be published on the Durham University Concert Band website alongside the corresponding services provided.
- 5.3 If members leave Durham University Concert Band during the academic year refunds will be issued on a proportionate basis reflecting the services that have already been accessed and those that would have likely been accessed after the time of withdrawal from the Concert Band.

6. Management

- 6.1 Management of the affairs of Durham University Concert Band shall be primarily vested in the Executive Committee consisting of the Officers of the Concert Band who shall be elected annually. Durham University Concert Band can have as many roles as it determines but must have a minimum of three:
 - 6.1.1 President
 - 6.1.2 Treasurer
 - 6.1.3 Secretary
- 6.2 President role description:
 - 6.2.1 Promote the well-being, development and effective operations of Durham University Concert Band and perform all such duties as are consistent with this.
 - 6.2.2 Represent Durham University Concert Band to Parent Body staff members and the staff members to the Concert Band.
 - 6.2.3 Overall responsibility and accountability for the finances of Durham University Concert Band.
 - 6.2.4 Report regularly to the designated specialist enrichment staff member and to the Durham University Concert Band Executive Committee.
 - 6.2.5 In carrying out these duties, the President shall at all times respect the confidences of individual students and members of University staff.
 - 6.2.6 Oversee the work of Durham University Concert Band Executive Committee to ensure the best possible service is provided to Concert Band members.
- 6.3 Treasurer role description:

- 6.3.1 Responsible to the Concert Band President for all financial transactions of Durham University Concert Band.
- 6.3.2 Maintain the accounts of Durham University Concert Band in line with the requirements outlined within the DSO Framework.
- 6.3.3 Ensure Durham University Concert Band financial documents are made available to any member of the Concert Band, Parent Body Department Officers and University Finance staff upon request.
- 6.3.4 Prepare an income and expenditure account and the balance sheet as at the last day of the financial year (31 July).
- 6.3.5 Prepare a financial plan prior to the beginning of Michaelmas term, which is to be reviewed/approved by Durham University Concert Band Executive Committee and presented to the Parent Body Department.
- 6.3.6 Review annually Durham University Concert Band membership fee to ensure that it is set at an appropriate level for the functioning of the Concert Band.
- 6.4 Secretary role description:
 - 6.4.1 Call and advertise all General, Extraordinary, Constitutional, and Committee Meetings.
 - 6.4.2 Advise Durham University Concert Band members on matters concerning the Constitution, Standing Orders, Policy Documents, and the day-to-day running of the Concert Band.
 - 6.4.3 Maintain the Standing Orders and ensure the most recent version is easily available to all Concert Band members on the Concert Band website.
 - 6.4.4 Support Durham University Concert Band Committee Elections, handle complaints, Vote of No Confidence and Censure.
- 6.5 The Executive Committee will meet as required at the request of the President, all members of the committee should attend.
- 6.6 Other members of the DSO and University staff may attend Executive Committee meetings, should the topics of discussion concern them directly.

7. Types Of Meetings

7.1 General Meetings

7.1.1 There shall be at least one General Meeting in each term.

7.1.1.1 Further meetings may be scheduled at the discretion of the Executive Committee.

7.1.1.2 The date and time of the meetings shall also be at the discretion of the Executive Committee.

7.1.1.3 At least seven days preliminary public notice should be given before all General Meetings.

7.1.2 Emergency Meetings

7.1.2.1 Emergency Meetings shall be held at the discretion of the Executive Committee

or on a mandate from (Concert Band to agree percentage of membership) members of the Concert Band, to discuss a matter of extreme urgency.

7.1.2.2 At least forty-eight hours' notice must be given.

7.1.2.3 There will be no other business other than that for which the meeting was called.

7.2 Procedure to Convene Meetings

7.2.1 A date for submission of motions for the above meetings to the President and Secretary shall be stated at least seven days before the meeting.

7.2.2 The agenda for the meetings shall be placed on the Concert Band website not less than two days before the meeting. The agenda shall be drawn up by the Secretary.

7.2.3 Apologies for non-attendance must be sent to the President and Secretary and must be received at least one hour before the meeting.

8. Procedure at Meetings

8.1 Control of the Meeting

8.1.1 The President shall chair the meetings, both General and Emergency.

8.1.2 In the event of either the temporary or complete absence of the President from the meeting, another member of the executive committee shall assume the responsibility of Chair.

8.2 Minutes

8.2.1 The Concert Band Secretary shall take the minutes of all Concert Band Meetings, to be approved by the Concert Band at the beginning of the subsequent meeting.

8.2.2 Past copies of minutes shall be available to all members on the Concert Band website.

8.2.3 Minutes of the previous Concert Band meeting should be displayed on the Concert Band website no less than ten working days before the next meeting.

8.3 Quorum

8.3.1 There shall be a quorum of (Concert Band to agree percentage of membership) members of the Concert Band for both General and Emergency meetings for any matters involving a vote.

8.3.2 No motion or discussion shall be considered binding on the Concert Band if made at an inquorate meeting unless it is subsequently ratified at a quorate meeting.

8.4 Reports

8.4.1 All Executive officers shall report to the Concert Band at each General Meeting.

8.4.2 Each report shall be followed by questions to the officer.

8.4.3 If an officer is unable to attend the meeting where they shall report they must ensure that apologies are given to the President and Secretary and that a full, written report is submitted to the President before the start of the meeting. This report shall be read out by the President.

9. Concert Band Elections and Appointments

9.1 Elections

9.1.1 Schedule: The elections for the Concert Band Executive will be held annually. The following describes the schedule and the venue for hustings:

9.1.1.1 Concert Band to identify each individual Executive Officer role and the election period for each post.

9.1.2 Nominations and Publicity

9.1.2.1 For all elections, nomination forms signed by the candidate, proposer and seconder shall be handed to the Secretary not later than (Concert Band to determine timescale) full days before the date of election. A manifesto of not more than

(Concert Band to determine) words, in an agreed and published file format should be sent to the Secretary via email.

9.1.2.2 A copy of candidates' manifestos shall be displayed within 24 hours of the close of nominations.

9.1.2.3 Neither the proposer nor the seconder may be the current position holder, an elected member of the Concert Band Executive or a candidate standing for the same position.

9.1.2.4 The candidates' names, photographs and manifestos shall be placed on the Concert Band website from after nominations close until voting closes. Note: The appearance of these must be similar in nature.

9.1.3 Canvassing

9.1.3.1 All candidates will be advised of the time period where canvassing is permitted to take place. This information will also be placed on the Concert Band website.

9.1.3.2 Voters have the right to refuse to be canvassed.

9.1.3.3 No materials may be given out to voters during canvassing.

9.1.3.4 A candidate may not utilise poster campaigns nor any form of electronic media.

9.1.3.5 Any member of the Concert Band may complain about breach of the aforementioned rules to the Secretary, who will investigate the breach.

9.1.3.6 If the breach is serious the Secretary may eject a candidate from the election in consultation with the Concert Band Executive Committee.

9.1.3.7 The Secretary is responsible for issuing these rules to candidates on application.

9.1.4 Voting

9.1.4.1 The elections are conducted under secret ballot and single transferable vote.

9.1.4.2 The Secretary shall arrange voting.

- 9.1.4.3 Re-open Nominations shall be included as an option.
- 9.1.4.4 Only members of the Concert Band Executive Committee who are not standing for election may be permitted to act as returning officers during any election.
- 9.1.4.5 Vote counting and publicising of results shall take place immediately after the voting closes. Only members of the Concert Band Executive Committee who are not standing for election may be permitted to count votes. Candidates may permit representatives to observe counting.
- 9.1.4.6 Members of the Concert Band Executive Committee taking part in the running of an election will not be permitted to vote in that election.

9.1.5 Hustings

- 9.1.5.1 Hustings take the form of a short speech by the candidate followed by questions from the floor which must be relevant to all candidates and non-personal in nature.
- 9.1.5.2 If a candidate cannot attend hustings, they can submit a report with an initial speech followed by any relevant information.

9.2 Terms of Office

- 9.2.1 The term of office for each of the Concert Band Executive positions shall be 12 months.

9.3 Censure / No Confidence

9.3.1 A motion of Censure or No Confidence may only be brought at a quorate Concert Band meeting.

- 9.3.2 Such a motion may only be carried by a 2/3 majority of those present at such a meeting.

9.4 Censure

- 9.4.1 A motion of Censure will constitute a formal complaint against an officer of the Concert Band. A second motion of Censure will have the same effect as a vote of no confidence.
- 9.4.2 The names of both the proposer and seconder for such a motion must be handed to the Secretary at least three full days before the date of the meeting.
- 9.4.3 Such a motion must be included on the agenda.
- 9.4.4 The identity of both the proposer and seconder shall not be made known to the Concert Band but shall only be known by the President and Secretary; unless either of them is the subject of the motion, in which case they shall not be informed.
- 9.4.5 The case presented by the proposer shall be read out by the Secretary.
- 9.4.6 The officer in question will have the right to present his/her case to the Concert Band.
- 9.4.7 Questions from the floor shall be accepted at the discretion of the Secretary.
- 9.4.8 Where a motion of censure is upheld, that individual should meet with the Concert Band President inside 1 week to formulate an action plan to resolve all relevant issues.

9.5 No Confidence

- 9.5.1 A vote of no confidence requires the signatures of (Concert Band to agree number) members of the Concert Band in support of the motion.
- 9.5.2 Such a motion must appear on the agenda.
- 9.5.3 The names of the supporters shall not be made known to the Concert Band but shall be known by the President and Secretary; unless either of them is the subject of the motion, in which case they shall not be informed.
- 9.5.4 The case against the officer in question shall be read out by the Secretary.
- 9.5.5 The officer in question will have the right to present his/her case to the Concert Band.
- 9.5.6 Questions from the floor shall be accepted at the discretion of the Secretary.
- 9.5.7 The vote shall take place by a secret ballot.
- 9.5.8 If a vote of no confidence is passed, the officer in question must stand down immediately.

9.6 Resignation

- 9.6.1 In the event of resignation of members of the Executive Committee, a letter should be given to the President, detailing their reasons for resigning. In the event of the President resigning, the letter should be handed to the remaining executive officers.
- 9.6.2 In the event of a resignation, a by-election shall be held using the same election procedure as laid down in the Standing Orders for the original election. This shall be held as soon as possible after the event.
- 9.6.3 In the event of an officer resigning their post due to a passed motion of no confidence, no letter shall be deemed necessary.
- 9.6.4 In the event of the President resigning, the (Concert Band to agree post) shall take over as acting President in accordance with their job description.
- 9.6.5 In the event of any other member of the Executive resigning, their duties should be divided between the other Executive members by the President.

10. Complaints Procedure

- 10.1 If a student feels that they been unfairly dealt with by anyone holding a position of responsibility within the Concert Band, then they shall have the right to complain and to have that complaint dealt with promptly and fairly.
- 10.2 In the first instance, the complainant shall meet the President who shall endeavor to resolve the complaint to the complainant's satisfaction. If the complainant is still unsatisfied then they and the President shall jointly approach the specialist student enrichment staff member for their advice on the matter. If the officer is unable to advise the Concert Band and complainant on a suitable course of action, then the complainant shall have the right to seek independent advice.
- 10.3 In any case of complaint, the complainant must provide evidence to support their claim.

11. Standing Orders

- 11.1 Up to date copies of the Standing Orders shall be available to all members of the Concert Band on the Concert Band website.
- 11.2 Proposed amendments to the Standing Orders shall be circulated to all members of the Concert Band on the Agendas of the meeting at which they are to be proposed. The amendments shall

be declared carried if a 2/3 majority so decides.

- 11.3 Proposed amendments to these Standing Orders must be approved by the Parent Body Department Head or their designated nominee.