

Standing Orders of Durham University Concert Band

1. STATUS

1.1. Durham University Concert Band (DUCB) operates as a Student Organisation under the Durham Student Organisations (DSO) Framework approved by the University Council.

1.2. DUCB is part of Durham University and therefore the legal body for all legal and contractual matters is Durham University, as represented by DUCB.

1.3. The registered address of the DSO is The Palatine Centre, Stockton Road, Durham, DH1 3LE. All official and legal post should be sent to this address.

1.4. The DSO shall use its best endeavours not to bring the University into disrepute.

2. UNIVERSITY POLICY

2.1. DUCB 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 Council. 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 DUCB 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 Music Durham to assist achieving Music Durham'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 Music Durham
- 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.** DUCB 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.
- 4.2.** The membership fee is set at a price decided by the DUCB Executive Committee at the start of each academic year.
- 4.3.** All new members have the right to attend rehearsals for a fixed period free of charge (period to be fixed by the Executive Committee) before paying membership. After this point, membership must be paid in order to remain on the band mailing list, attend rehearsals, play in concerts and participate in any other events organised by the band.
- 4.4.** As a Music Durham society, DUCB members are also required to purchase Music Durham membership at the price set for that academic year.

5. FINANCES AND ASSETS

- 5.1.** The DSO, DUCB, is bound by the financial regulations set out in Annex 3 of the DSO Framework. The DSO framework can be found at:
http://www.dur.ac.uk/gsu/password/student_organisations/dso/framework_document/s/.
- 5.2.** The University's financial regulations set out standards in relation to the acceptance of gifts or hospitality to ensure that its Officers are not influenced by such actions. These standards, contained in section 9.5 of the University's Financial Regulations, as set out at http://www.dur.ac.uk/treasurer/financial_regulations/corporate_governance/code_of_conduct, are hereby incorporated into this document.

5.3. DUCB represents, warrants and covenants that it shall not and shall procure none of its members shall (a) give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with any matter within the scope or arising under the terms of this Standing Order; or (b) subject to the terms of this Standing Order, enter into any business arrangement with any director, employee, agent or any affiliate of a company or organisation without the prior written agreement thereto of that company or organisation; or (c) make any payment or give anything of value to any official of any government or public international organisation, including any officer or employee of any government department, agency, or instrumentality to influence that entity or person's decision, or to gain any other advantage for a company or organisation in connection with this Standing Order.

5.4. DUCB shall ensure that it acts in accordance with the University's Anti-Bribery and Fraud Prevention Policy available online at:

<https://www.dur.ac.uk/resources/about/policies/FraudPreventionPolicyFinal2015.pdf>

5.5. Annex 3 Section 15 of the DSO Framework covers DUCB's responsibilities with regard to physical assets.

5.6. All expenditure over £10,000 must be communicated to the Divisional Accounts Team along with copies of invoices.

5.7. All reasonable expenses incurred by the members of DUCB whilst carrying out DUCB business (or activities) may be reimbursed on the provision of receipts or other appropriate proof of expenditure.

5.8. Should sponsorship or funding be obtained then all the guidelines outlined by the issuer should be met and approved by DUCB, in accordance with the University's procedures. Any offers of sponsorship should be referred to Experience Durham.

6. INSURANCE

6.1. The University will provide insurance cover for DUCB. Insurance coverage shall be for the purpose of University events undertaken in the name of the DSO.

6.2. DSO Officers must give prompt notification to the University's Insurance Office of any potential new risks, additional property that may require insurance and any event that may give rise to a claim.

7. DATA PROTECTION

7.1. Information and records held by DUCB will be maintained in accordance with the relevant University policies and the applicable data protection laws and regulations.

7.2. DUCB and its members shall comply with the terms of the Data Protection Act 1998 (the “DPA”) (including the data protection principles enshrined therein). DUCB may operate as a data processor (as defined in the DPA) of personal data (as defined in the DPA) being processed on behalf of a data controller (as defined in the DPA). Accordingly, DUCB undertakes to ensure that it maintains, and such personal data is fully protected by, appropriate access restrictions and other appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. DUCB shall use its best endeavours to ensure that it does not willingly or knowingly place the University in breach of the University’s obligations under the DPA and shall establish systems to ensure compliance with such obligations.

8. LOGOS

8.1. Any use of the University’s logos, and this includes the name of the DSO, must follow the guidelines created by the Marketing and Communications Office, available online at <https://www.dur.ac.uk/marketingandcommunications/local/toolkit/>.

9. AMENDMENTS

9.1. Proposed amendments to these Standing Orders must be approved by:

9.1.1. the Head of Student Music; and

9.1.2. the Music Development Coordinator; and

9.1.3. 40% of active members in epiphany term (people signed up to play in epiphany concert or average people at rehearsals).

10. EXECUTIVE COMMITTEE OFFICERS

10.1. It is the duty of each member of the Executive Committee:

10.1.1. To exercise their powers and to perform their functions in their capacity as an Executive Officer of the society in the way they decide in good faith would be most likely to further the Objectives of the society; and

10.1.2. To exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to any special knowledge or experience that they have or have held themselves out as having.

10.2. An Executive Officer ceases to hold office if they:

10.2.1. retire by notifying the Executive Committee in writing giving one weeks notice;

10.2.2. are absent without permission of the Executive Committee from all their meetings within a period of 3 months and the Executive Committee resolves that their office be vacated;

10.2.3. are subject to a resolution of no confidence carried at a properly convened General Meeting of the society membership;

10.2.4. die;

10.2.5. are disqualified from acting as an Executive Officer by Experience Durham.

10.3. Any person retiring as an Executive Officer is eligible for reappointment.

10.4. DUCB is governed by the Executive Committee as listed below.

10.5. The number of the officers may vary but must always include:

10.5.1. President

10.5.1.1. Chairs all committee and band meetings and holds a casting vote at the AGM.

10.5.1.2. Represents the band within Music Durham by attending all Music Durham Forums, Music Durham Annual, General and Extraordinary meetings.

10.5.1.3. Responsible for organising, or coordinating the organisation of, rehearsals, concerts and any other band events. This includes all room bookings and instruments/equipment hire.

10.5.1.4. Represents the society to other associations and individuals as necessary.

10.5.1.5. Pursues the best interests of the society at all times.

10.5.1.6. Assists the Treasurer with the annual budget proposal and grant applications.

10.5.1.7. Assists the Secretary with replying to and distributing society correspondence.

10.5.1.8. Responsible for cover/arranging cover for the duties of another officer if they are temporarily unable to carry out their job.

10.5.2. Treasurer

10.5.2.1. Responsible for ensuring that all financial matters of the society are dealt with in a timely appropriate fashion and provide the Executive with regular updates concerning society's financial position.

10.6. The Executive Committee may also include:

10.6.1. Secretary

10.6.1.1. Responsible for society correspondence (monitoring central addresses during holidays and term time) and relevant distribution of this correspondence

10.6.1.2. Relaying all important information to band members in a weekly email.

10.6.1.3. Responsible for maintaining and creating mailing lists to aid correspondence with the band.

10.6.1.4. Taking minutes in all Executive Committee and General meetings and distributing all minutes to other Officers as soon as possible.

10.6.2. Publicity Officer

10.6.2.1. Responsible for the upkeep and content of the band's website, ensuring it remains up to date throughout the year.

10.6.2.2. Responsible for designing, printing and distributing posters for the Freshers Fair, concerts and other band events.

10.6.2.3. Responsible for coordinating the advertising of these events across Durham.

10.6.2.4. Responsible for the upkeep and publishing of content on the Band's social media accounts, including but not limited to Facebook, Instagram, Youtube.

10.6.3. Librarian

- 10.6.3.1.** Responsible for the storage and distribution and organisation of all the band's music and making sure all necessary music is brought to rehearsals, concerts and other events.

10.6.4. Social Secretary

- 10.6.4.1.** Responsible for organising and leading social activities for the band throughout the year with social activities abiding by the following criteria:

10.6.4.1.1. Social activities must be accessible and welcoming to all.

10.6.4.1.2. All members of the band must feel safe whilst partaking in social activities.

10.6.4.1.3. Social activities must include a variety of activities and so not dominated by any one single activity.

- 10.6.4.2.** Responsible for providing refreshments during rehearsals and concerts.

- 10.6.4.3.** Responsible for researching, ordering and distributing stash, if this is something the band is interested in.

10.6.5. Concert Manager

- 10.6.5.1.** Responsible for the general organisation and planning of concerts and other such events.

- 10.6.5.2.** Responsible for sourcing an appropriate venue for each event.

- 10.6.5.3.** Responsible for timings and logistics of the band on the day of the event.

10.7. The Executive Committee may also include:

10.7.1. Principal Conductor

- 10.7.1.1.** Takes ultimate responsibility for the musical direction of the band

- 10.7.1.2.** Will generally take on a larger and potentially more challenging workload than the Associate Conductor in rehearsals and concerts.

- 10.7.1.3.** Supports and advises the Associate Conductor as appropriate.

10.7.1.4. Responsible for covering for the Associate Conductor if he/she is absent from rehearsal.

10.7.2. Associate Conductor

10.7.2.1. Contributes to the band's musical direction in terms of repertoire and musicality.

10.7.2.2. Responsible for covering for the Principal Conductor if he/she is absent from rehearsal.

10.8. At the discretion of the President, the following position(s) may be also be appointed:

10.8.1. Tour Manager

10.8.1.1. This position may be temporarily added to the Executive Committee in years where the Executive Committee vote to organise a tour.

10.8.1.2. If so, the position could be held by one or more students as appointed by the President. Serving Executive Committee Officers can be appointed where they would take these responsibilities additionally to their own.

10.8.1.3. The voting members of the Executive Committee retain the right to remove the incumbent from Office with a resolution in accordance with the voting procedures in 11.8.

10.8.1.4. This Officer does not have voting rights in Executive Committee meetings, unless the person appointed to this position is an already serving Executive Committee Officer listed in sections 10.5, 10.6 or 10.7.

10.8.1.5. The elected party would be responsible for organising, or coordinating the organisation of, a tour for the society and liaising with Music Durham and other necessary organisations in order to do so.

11. EXECUTIVE COMMITTEE

11.1. Executive Committee members are elected annually at an AGM at the end of Epiphany term or the start of Easter term, commencing their term of office at the beginning of Michaelmas term of the following academic year.

- 11.2.** The Officers are elected by votes from paid members of the band, who should take into account both the candidate's experience relevant to the role, and their involvement in the band over previous years. The acting President has the casting vote in the event of a tie.
- 11.3.** During the AGM, those running for Executive Committee positions in sections 10.5 and 10.6 are given a maximum of 3 minutes to outline their suitability for the role in the form of a hust, with the band then being invited to pose questions to the candidate.
- 11.4.** Those running for Executive Committee positions in section 10.7 are permitted one conducting audition with the band of a length to be determined by the incumbent Executive Committee.
- 11.5.** If there is more than one candidate for each position, the other candidates must be outside of the room during the husts and questioning.
- 11.6.** The Easter term is a period of transition for the band where existing Officers continue in their roles whilst training the newly elected Officers, and with the existing Officers retaining voting powers in Executive Committee meetings until the end of Easter term.
- 11.7.** The newly elected Principal and Associate Conductor should be given the opportunity during Easter term to conduct a part of or a whole rehearsal, and to conduct a piece during a concert.
- 11.8.** Rules for Executive Committee meetings are as follows:
- 11.8.1.** Meetings will be chaired by the serving President.
 - 11.8.2.** Voting decisions can be made by a majority vote or general aye.
 - 11.8.3.** The President has the casting vote in the event of a tied vote.
 - 11.8.4.** The quorum for valid Executive Committee decisions is the number strictly greater than one half of eligible voting Executive Committee members.
 - 11.8.5.** Executive Committee meetings shall take place a minimum of three times per academic term.
 - 11.8.6.** Any registered member of the band may attend Executive Committee meetings but cannot vote and may be required to recuse themselves from

discussion of specific agenda items as determined by a resolution of the Executive Committee

11.8.7. Minutes of all Executive Committee shall be available on request to all registered members of the society.

11.8.8. The Executive Committee members listed in section 10.8 do not have voting rights in meetings of the Executive Committee.

12. GENERAL MEETINGS

12.1. Notification of any General Meeting should be circulated to all members at least 7 days prior to the meeting, along with a copy of the current Standing Orders, the minutes of the previous General Meeting and any proposed amendments to these standing orders.

12.2. Extraordinary General Meetings must be held if

12.2.1. It is called for at least 10% of registered society members; or

12.2.2. A proposed amendment to these Standing Orders is supported in writing by at least 10% of the registered society members; or

12.2.3. A resolution by the Executive Committee in accordance with the voting procedure in section 11.8; or

12.2.4. A motion of no confidence is proposed in writing by 10% of registered society members.