



Queen's University Symphony Orchestra (QUSO) Organisation Constitution

Version 2 (drafted 27th April 2022)

Approving Committee:

Adam McCambridge | Chairperson

James Magrath | Treasurer

Tara Mulvey | Secretary

Colm Mohan | Conductor

Maebh Martin | Conductor

Matthew Toal | Tour Manager

Katie Lyons | Librarian

A handwritten signature in black ink, appearing to be 'James Magrath', is positioned to the right of the list of committee members.

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1. Name

- 1.1. The "Queen's University Symphony Orchestra" will be referred to as "QUSO" or "The Orchestra" throughout this document. The Committee of the Queen's University Symphony Orchestra will be referred to as "The Committee" or "QUSOC" throughout this document.

2. Mission & Goals

- 2.1. Mission Statement:
 - 2.1.1. To enrich the musical life of Belfast and the University Area by inspiring and involving students from all walks of life in a high-quality musical ensemble.
- 2.2. QUSO's Goals:
 - 2.2.1. To deliver a meaningful ensemble experience for amateur musicians.
 - 2.2.2. To enable students to further their musical ability and develop their skills in performance, teamwork, communication, and time management.
 - 2.2.3. To foster an inspiring, friendly, and inclusive environment for members from all backgrounds to make music together.
 - 2.2.4. To provide opportunities for members to travel, perform and develop new skills.

3. Membership

- 3.1. Any person who plays a musical instrument at a reasonable standard may apply to join QUSO.
 - 3.1.1. A reasonable standard is recognised by approximately equivalent to ABRSM Grade 6 or above.
 - 3.1.2. Applications to join the Orchestra will be considered by the Committee and are at the discretion thereof.
- 3.2. All applicants must be over 18 years old.
 - 3.2.1. This ensures no Child Protection issues may arise, especially in the context of any tours in which QUSO may partake.
 - 3.2.2. Exceptions may be made (at the discretion of the Committee).
- 3.3. It is not a requirement for applicants to study at Queen's University Belfast, however in the event of oversubscription, preference will be given to applicants in the following order:
 - 3.3.1. Student at Queen's University Belfast,
 - 3.3.2. Student at any other Northern Ireland University or Further/Higher Education Institution,
 - 3.3.3. Recent Graduate of Queen's University Belfast,
 - 3.3.4. Other.
- 3.4. Any applicant who is not a student at Queen's University Belfast will be an 'Associate Member'.
- 3.5. Applications will be accepted online through forms advertised via the QUSO website and other social channels.
 - 3.5.1. The collection of personal data in applications is important for contact regarding Orchestra matters, including auditions, rehearsals, events, etc.
- 3.6. All data provided by applicants is collected and held in line with the Queen's University Symphony Orchestra's Privacy Policy, found on our website, www.quso.weebly.com
- 3.7. In the event of oversubscription in any section, applicants may be subject to group auditions.
 - 3.7.1. Audition format and content will be at the discretion of the Committee.
 - 3.7.2. If an applicant is successful in their audition, they will subsequently be contacted individually and offered a place in QUSO.
 - 3.7.3. If an applicant is unsuccessful in their audition, they will be contacted and informed of this decision. The applicant holds the right to ask for feedback from any audition.

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- 3.7.4. Some applicants may receive an offer of 'Reserve Player'. This is applicable where the applicant is of the standard to be in the orchestra but just missed out (i.e., within 1-2 marks of the lowest marking successful applicant).
 - 3.7.4.1. Reserve Players may be asked to play when successful applicants are not able to partake in QUSO rehearsals/events/similar. This will be at the discretion of the Committee.
- 3.7.5. Where possible, auditions will be held during the normal rehearsal times of QUSO.
- 3.7.6. Places will be offered to applicants based on criteria specified by the Committee and Audition Panel, however marking sheets and criteria will not necessarily be available to applicants.
- 3.7.7. Successful applicants will be of a good standard and fit well into the orchestra, as well as being able to commit to weekly rehearsals and events, as outlined in Section 2 of the QUSO Terms of Membership.

- 3.8. All members are responsible for paying annual membership fees, which will be set by the Committee before the 1st September each year.
 - 3.8.1. Fees are payable to the Treasurer and are used towards the running of the orchestra.
 - 3.8.2. Members may be suspended from the orchestra until membership fees are paid.
 - 3.8.3. Membership fees are non-refundable (except in exceptional circumstances).
 - 3.8.4. Membership fees entitle membership to QUSO **only**, not including any other society, club, or organisation in QUB or similar (e.g., Queen's Music Society).
 - 3.8.5. Fees are subject to change each year.
- 3.9. Membership of QUSO lasts for one single academic year (i.e., September to June). All members must re-apply at the beginning of the following academic year.

4. Committee

- 4.1. The Orchestra shall have a Committee, which shall be decided by the existing Committee at the time of applications (known as the "existing Committee"). The Committee's main role is to direct ongoing activities and foster the mission and goals of the Orchestra. Roles may be altered on an annual basis at the Committee's discretion and based on quality and quantity of applicants.
- 4.2. The Committee shall be composed of the following:
 - 4.2.1. Chairperson*
 - 4.2.2. Treasurer*
 - 4.2.3. Secretary
 - 4.2.4. General Manager**
 - 4.2.5. Tour Manager⁺
 - 4.2.6. Conductor (up to two positions)
 - 4.2.7. Fundraising Co-ordinator
 - 4.2.8. Social Events & Media Co-ordinator
 - 4.2.9. Librarian (up to two positions)
 - 4.2.10. Wellbeing Team (up to three positions)
- 4.3. Roles marked "*" shall be 'Executive Committee Members'.
- 4.4. Roles marked "+" require a minimum of one year's experience on the QUSO Committee.
- 4.5. The role of Chairperson shall be assumed by one of the two Conductors, which shall be decided by the Committee at the time of new Committee applications for the next season.
- 4.6. The Wellbeing Team shall be composed of Committee Members. These roles should be decided by the whole Committee.

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- 4.7. New committee members shall normally take up office following any final engagements of the current season, as their predecessors leave. It is the responsibility of both incoming and outgoing committee members to ensure a proper handover occurs to facilitate the smooth operation of the Orchestra. Handover shall begin following the AGM.
- 4.8. Committee members shall serve for a term of one year and may re-apply.
- 4.9. Responsibilities of the Committee are outlined in the corresponding role descriptions (Appendix 1).
- 4.10. Eligibility, nomination, and election of Committee Members shall be as follows:
- 4.10.1. Eligibility in the case of the Committee is derived from all registered members of the Orchestra. Only members who have been in the Orchestra for at least one year may apply.
- 4.10.2. Applications to join the Committee shall be accepted up to two weeks before the Annual General Meeting via an online application process.
- 4.10.2.1. The existing Committee shall collectively review applications, discuss applicants' suitability for available roles and vote for their preferred applicant. The applicant with the most votes shall be offered the position.
- 4.10.3. The new Committee shall be announced at the Annual General Meeting.
- 4.11. All members of QUSO are entitled to apply for the posts of conductor each year (two posts available).
- 4.11.1. Conductor auditions are held in the Spring semester of each season.
- 4.11.2. The orchestra will vote anonymously for their preferred two applicants.
- 4.11.2.1. The applicant(s) with the highest overall mark(s) will be offered the post(s).
- 4.11.2.2. If an applicant decides to decline the offer, the position shall be offered to the applicant with the next highest marks.
- 4.11.3. Conductors must re-apply each year.
- 4.12. Meetings of the Committee shall be held in accordance with the following:
- 4.12.1. The Annual General Meeting (AGM) of the Orchestra shall be held in the second semester of each year.
- 4.12.2. Notice of the AGM shall be issued at least fourteen (14) clear days in advance. Notice should be given through posting on the Orchestra's website and social media channels or otherwise publicised to the members giving the date, time and location of the meeting.
- 4.12.3. The matters to be discussed at the AGM must be posted/publicised to members not less than three (3) days prior to the meeting.
- 4.12.4. The AGM shall be open to all members of the Orchestra. The meeting shall be chaired by the current QUSO Committee Chairperson.
- 4.12.5. At the AGM, the Committee shall read their reports of the Orchestra's activities for the academic year, and announcement of the new Committee members shall take place.
- 4.12.6. The Committee shall meet at least twice during each term. The quorum for such meetings is deemed to be at least 75% of the Committee.
- 4.12.6.1. If Committee member is absent from a committee meeting on three consecutive occasions without supplying apologies, they are deemed to have resigned.
- 4.12.6.2. If no contact is made after two missed meetings without apologies, the Committee member is to be contacted.
- 4.12.6.2.1. The Committee reserves the right to dismiss the member from the Committee and/or Orchestra following three missed meetings and/or a lack of involvement in the Committee.
- 4.12.6.2.2. The Committee should have at least 60% agreement on these matters.
- 4.12.7. A General Meeting of the Orchestra may be called by the Committee or by twenty (20) members of the Orchestra. There must be a signed petition to the committee in this case. Notification must be given to the membership at least ten (10) clear days in advance, via the Orchestra's website/social channels.

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4.13. Member/Committee Conduct and Absence:

4.13.1. When any issue regarding member conduct, or a member complaint, is brought to the attention of the QUSO Committee, the Committee shall meet to discuss and implement the most suitable procedures and regulations. These procedures may result in member(s) receiving a verbal warning, a written warning, a suspension, dismissal from QUSO, or another appropriate action.

4.13.2. Where an issue arises which affects a member's wellbeing in the Orchestra, the issue should be passed onto the Wellbeing Team to deal with discreetly and, where appropriate, in confidence.

5. QUSO Terms of Membership

5.1. By becoming a member of the Queen's University Symphony Orchestra, members acknowledge and agree to the QUSO Terms of Membership (outlined on our website: www.quso.weebly.com)

5.2. Members must adhere to the QUSO Terms of Membership at all times when participating in QUSO engagements.

6. Amendments to the Constitution

6.1. This Constitution may be amended by a two-thirds majority of those present at an Annual General meeting or Extraordinary General Meeting.

6.2. Amendments to the Constitution shall be proposed by the committee or by 60% of the Orchestra's members to the secretary, in writing at least ten (10) clear days in advance of the AGM.

6.3. This constitution is binding as and from the date of being approved by the Orchestra and Committee. All amendments must be approved by Committee (with an 80% majority) before they become effective.