

CONSTITUTION OF THE SYDNEY UNIVERSITY WIND ORCHESTRA (SUWO)

1. NAME

The name of the Society shall be the “Sydney University Wind Orchestra” (SUWO).
(Hereinafter referred to as ‘the Society’.)

2. AIMS

2.1 “The Society” is Not for profit; meaning: the assets and income of the society shall be applied solely in furtherance of the aims of the society and no portion shall be distributed directly or indirectly to the members of the society except as bona fide compensation for expenses incurred on behalf of the society.

2.2 The aims of the Society shall be to:

i) Provide an opportunity for woodwind, brass and percussion players to play and perform in public.

ii) Foster an appreciation of wind orchestra repertoire and music amongst students and Sydney University and the public.

iii) Encourage a social atmosphere within the group.

2.3 The Society will undertake the following activities to achieve its aims:

i) Provide members with access to relevant sheet music and rehearsals.

ii) Schedule various performances throughout each semester.

iii) Provide social events throughout the year.

iv) Engage a musical director in liaison with the Sydney Conservatorium of Music (hereinafter referred to as the Conservatorium).

3. MEMBERSHIP

3.1 The classes of annual membership shall be:

i) Ordinary Membership

All members of the University of Sydney Union shall be eligible for Ordinary Membership of the Society. Any Ordinary Member shall hold one vote at all meetings and elections of the Society at which they are present.

Ordinary Members shall be defined as either a 'Playing Member' or a 'Non Playing Member', determined by the member at time of sign-up.

Playing Members shall be allowed to attend rehearsals and performances in addition to their other Ordinary Membership benefits.

ii) Associate Membership

Members of the Society who are not a part of the University of Sydney Union shall be eligible for associate membership of the society. *Associate Members* are not eligible to hold Executive positions, vote in elections or vote at meetings of the Society

3.2 Upon registering for the Society via the USU portal and paying any relevant subscription fee(s), a person shall be determined an Ordinary Member or Associate Member of the Society and henceforth be bound by this Constitution.

3.3 The subscription fees per semester for membership shall be:

i) Ordinary Membership - 'Playing Member' - \$55

ii) Ordinary Membership - 'Non-Playing Member' -Free

iii) Associate Membership - \$55

4. THE EXECUTIVE

- 4.1 The Society shall have an Executive consisting of:
- i) A President
 - ii) A Vice President
 - iii) A Treasurer
 - iv) A Secretary
 - v) A Librarian
 - vi) A Publicity Officer
 - vii) A Social Co-Ordinator
 - viii) An IT officer
 - ix) An Equipment Manager
 - x) 2 General Executives
- 4.2 The Executive shall have the power to manage the society in accordance with the Constitution
- 4.3 Only Ordinary Members of the society shall be eligible for election to the Executive
- 4.4 Attendance of Executive members at ordinary and general meetings is obligatory. Any *Executive Member* who does not attend three consecutive meetings without leave can be dismissed from the Executive by a two thirds majority vote of those *Ordinary Members* in attendance at an ordinary meeting.
- 4.5 Executive Members are obligated to ensure an adequate handover, including any documents and materials, to the incoming executive.

5. DUTIES OF EXECUTIVE MEMBERS

5.1 The President shall:

- i) Plan the Society's activities in consultation with the Executive and Conductor
- ii) Liaise with the executive and any committees formed by the Society
- iii) Liaise regularly with the Conductor.
- iv) Liaise with external service providers for the society

5.2 The Vice President shall:

- i) Deputise for the President
- ii) Liaise regularly with the Sydney Conservatorium of Music (hereinafter referred to as the Conservatorium) in regards to the Society's needs and obligations.

5.3 The Treasurer shall:

- i) Maintain the Society's finances in accordance with the Treasurer's Handbook produced by the Clubs and Societies Office of the University of Sydney Union.
- ii) Present to the Annual General Meeting of the Society a report detailing the financial activity and status of the Society.
- iii) Maintain a list of current Members, in accordance with the University of Sydney Union Guidelines.

5.4 The Secretary shall:

- i) Conduct the correspondence of the Society.
- ii) Book meeting rooms for the Society

- iii) Keep minutes of the proceedings of all Society Meetings.
- iv) Maintain the records and documents of the Society
- v) Maintain the Society's registration with the University of Sydney Union

5.5 The Librarian Shall

- i) Maintain a register of the Band's sheet music
- ii) Maintain the storage of the Band's sheet music
- iii) Recommend to the Executive and organisational committee appropriate music purchases to make
- iv) Liaise with the conductor to make sure appropriate music is available including practice parts
- v) Liaise with the vice president and Conservatorium for storage access and purchase of music

5.6 The Publicity Officer shall:

- i) Promote events of the Society.
- ii) Promote the Society to prospective members.
- iii) Produce and distribute publicity material through the Conservatorium and other social outlets
- iv) Provide content for and manage social media pages and website in liaison with the IT officer (See 5.8)

5.7 The Social Coordinator shall:

- i) Arrange social events such as dinners and other functions.
- ii) Coordinate tea/coffee/food for rehearsal breaks
- iii) Organise post performance events as required.

5.8 The IT Officer shall:

- i) Attend to the IT aspects/needs including use of Audio-Visual technology and recording equipment for concerts of the Society in liaison with the Vice President and the Conservatorium.
- ii) Liaise with other Committee members to help them with their roles in respect to IT

5.9 The Equipment Manager shall:

- i) Liaise with the Musical Director and the Vice President to ensure equipment is ready for use at all musical events including those off campus.
- ii) Liaise with the Percussion Section and Percussion Section Leader to ensure correct set up of Percussion equipment
- iii) Ensure percussion equipment is stored correctly and maintained as necessary
- iv) Advise the executive on possible purchases of equipment
- v) Advise the Vice President on all percussion requirements for rehearsals and performances in a timely manner (3-4 weeks' notice)

The 2 X General Executives shall:

- i) Assist generally with the running of the Society
- ii) Make recommendations, suggestions and proposals to the executive for consideration
- iii) Attend all meetings of the executive

6. THE ORGANISATION COMMITTEE

6.1 The Society shall have an organisation committee

6.2 The Organisation Committee shall be a separate and discrete body from the Executive (as defined in Section 4)

- 6.3 The aim of the organisation committee is to assist the Executive in running the Society
- 6.4 The members of the Organisation Committee (hereinafter referred to as Committee members) will consist of 3 unassigned committee positions
- 6.5 Ordinary members and Associate members of the society may be elected to the Organisation Committee
- 6.6 All members of the Executive (as defined in 4.1) will be ex officio members of the Organisation Committee
- 6.7 Meetings of the Organisation Committee will be chaired by the President of the Society
- 6.8 Committee members may be dismissed by a two thirds ($\frac{2}{3}$) majority vote at an Ordinary Meeting if they have not attended the previous three (3) ordinary or general meetings as their attendance is obligatory
- 6.9 Committee members are obligated to ensure an adequate handover, including any documents and materials, to the incoming committee

7. DUTIES OF COMMITTEE MEMBERS

- 7.1 The three Committee positions will have their roles outlined in the general meeting of which they are elected. This role will be recorded in the minutes of said GM

8. THE CONDUCTOR

- 9.1 The Society shall engage and pay a conductor
- 9.2 The Conductor shall not be an Ordinary Member or Associate Member of the Society

- 9.3 The Executive of the Society shall maintain a written agreement with the Conductor outlining the responsibilities, duties and expectations of the Conductor

10. ORDINARY MEETINGS

- 10.1 The Society shall hold an Ordinary Meeting as required.
- 10.2 Ordinary meetings shall be called by the President or the Secretary, or by the Secretary forthwith upon the receipt of a written application of at least twenty percent (20%) of the *Ordinary Members* of the Society
- 10.3 At least three (3) days notice of the time and place of an Ordinary Meeting shall be given in one of the recognised publications of The University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all Members. (A mail-out is understood to include communication by e-mail.)
- 10.4 The President shall chair Ordinary Meetings. In the absence of the President, another Executive Member shall chair the meeting.
- 10.5 Quorum at Ordinary Meetings shall be (5) Ordinary Members if the Society's current membership is no greater than seventy (70) Ordinary Members, or ten (10) Ordinary Members if the Society's membership is greater than seventy (70) Ordinary Members. Quorum must include not less than three (3) Executive Members.
- 10.6 The agenda for an Ordinary Meeting shall include:
1. Apologies and leaves of absence
 2. Minutes of the previous meeting
 3. Correspondence
 4. Reports of *Executive members*
 5. Reports of Organisation Committee Members
 6. General meetings

- 10.7 An Ordinary Meeting of the Society has power to carry motions relating to the affairs of the Society by simple majority vote of those members present and voting including:
- i) Giving direction to the Executive or Committee members.
 - ii) Determining the use of finances and other assets of the Society
 - iii) Instituting Committees for any purpose of the Society and Co-opting Society members onto any committee
 - iv) Dismissing *Executive Members* under 4.4 of the Constitution
 - v) Dismissing *Committee Members* under 6.8 of the Constitution

11. GENERAL MEETINGS

- 11.1 The Society shall hold General Meetings as required.
- 11.2 The Secretary may at any time, for any worthy purpose, call a General Meeting, and shall do so forthwith upon receipt of the written application of twenty percent (20%) of Ordinary Members of the Society stating the purposes for which the meeting is called. The business debated at a General Meeting shall be confined to the purpose named in the notice.
- 11.3 Except as provided in Clause 13 and 14, the Secretary shall give at least seven (7) days notice of the time and place of a General Meeting through one of the recognised publications of The University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)
- 11.4 Quorum at General Meetings shall be the lesser of one-third of the Ordinary Members or fifteen (15) Ordinary Members. If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting shall be dissolved.
- 11.5 The procedure at all meetings shall follow the normal rules of debate.

11.6 The agenda for a General Meeting shall include:

1. Opening and welcome
2. Apologies and leaves of absence
3. Minutes of the previous meeting
4. Business arising from the minutes
5. Correspondence
6. Motions on notice
7. Reports of *Executive Members*.
8. Reports of *Organisation Committee* members
9. Other reports
10. General Business
11. Date of the next meeting

11.7 A General Meeting of the Society has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of the Society by a two-thirds majority vote of those members present and voting:

- i) Repealing motions and the effect of motions carried at an Ordinary Meeting
- ii) Amending the constitution
- iii) Dismissing Executive Members for failure to adequately perform their executive duties, providing that the Executive Member is given reasonable right of reply
- iv) Dismissing Organisation Committee members for reasons other than that in 6.8 of the Constitution, providing that the committee member is given reasonable right of reply.
- v) Dissolving the Society

vi) Permission for the Executive to submit a request of termination of the Musical Director to the Conservatorium.

11.8 Vacant Executive positions may be filled at a General Meeting following the ordinary procedures for election as per Section 13 of this constitution.

12 ANNUAL GENERAL MEETING

12.1 The Society shall hold an Annual General Meeting annually in the month of September.

12.2 The Annual General Meeting shall be convened for the following purposes:

i) To receive a report and statement of accounts for the preceding financial period.

ii) To elect an Executive for the ensuring term

iii) To elect an Organisation Committee for the ensuring term

iv) To transact any other business, notice of which shall be duly submitted to the Secretary.

12.3 The Secretary shall give at least fourteen (14) days notice of the time and place of the Annual General Meeting in one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members (a mail-out is understood to include communication by e-mail.)

12.4 The annual General Meeting shall be held between 9am and 9pm at a place on a campus of The University of Sydney's and/or via video conference. The Annual General Meeting shall be chaired by the President or an Executive Member not standing for election to any position.

12.5 Quorum at the Annual General Meeting shall be the lesser of one-third of the Ordinary Members or fifteen (15) Ordinary Members.

12.6 The Agenda for the Annual General Meeting shall include:

1. Opening and welcome
2. Apologies and leaves of absence
3. Minutes of the previous meeting
4. Business arising from the minutes
5. Correspondence
6. Motions on notice
7. Annual Reports
 - President
 - Treasurer
 - Secretary
 - Other *Executive Members*
 - Organisation Committee members
8. Election of the Executive
9. Election of the Organisation Committee
10. General Business

12.7 Society meetings may not be held during the University closure period surrounding the Christmas and New Year Public Holidays, and notice must be called outside of this period.

13. ELECTIONS

13.1 The Executive and Organisation Committee shall be elected at the Annual General Meeting each year.

13.2 Only Ordinary Members shall be eligible to be candidates for election or to vote in the election.

- 13.3 The term of the Executive and Organisation Committee shall commence at the beginning of the next year following the close of the Annual General Meeting and conclude at the end of the following year. The period between the AGM and the end of the year is intended to be a changeover period between the incoming and outgoing Executive and Organisation Committee. It is expected that the first official event of the incoming Executive and Organisation Committee will be O-week.
- 13.4 The Secretary shall give at least fourteen (14) days notice of the time and place of the annual elections in one of the recognised publications of the University of Sydney Union and by mail-out to all members. (A mail-out is understood to include communication by e-mail.). The notice shall state:
- i) The day on which nominations open, which day shall be at least fourteen (14) days before the day of the elections;
 - ii) The day and time on which nominations close, which may be up to and during time of the meeting at which the elections are to occur;
 - iii) The time, date and venue of the election;
 - iv) That only Ordinary Members shall be eligible to be candidates for election or to vote.
- 13.5 In order to stand for election, nominees must accept nomination.
- 13.6 Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer shall be charged with the conduct of the election, and may appoint suitable persons, not being candidates for election, as Deputy Returning Officers.
- 13.7 The Clubs and Societies Manager shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.
- 13.8 Voting shall be by secret ballot, and shall be First Past the Post.

- 13.9 The General Body of the Society may, in a General Meeting, elect any Ordinary Member of the Society to fill any casual vacancy that may occur in the Executive. (A casual vacancy occurs when an Executive Member is dismissed from the Executive or resigns before the term of office has expired.)
- 13.10 The General Body of the Society may, in a General Meeting, elect any Ordinary Member of the Society to fill any casual vacancy that may occur in the Organising Committee. (A casual vacancy occurs when a Committee Member is dismissed from the Organising Committee or resigns before the term of office has expired.)

14. ALTERATION TO THE CONSTITUTION

- 14.1 This Constitution may be amended by a two-thirds majority of those Ordinary Members in attendance at any General Meeting, provided that:
- i) Written notice of proposed changes has been given to the Secretary not less than seven (7) days before such a meeting,
 - ii) The said changes do not contravene University of Sydney or University of Sydney Union guidelines,
 - iii) The Secretary has given at least fourteen (14) days notice of those proposed changes to all members through one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members (a mail-out is understood to include communication by e-mail.),
 - iv) A copy of the amended constitution, and minutes of the meeting at which amendments were made, are presented to the Clubs and Societies Manager of the University of Sydney Union within fourteen (14) clear days of the meeting,
 - v) The amendments are approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.
- 14.2 Constitutional amendments do not become effective until approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.

15. PROPERTY AND FINANCES

- 15.1 All property of the Society shall be vested in the Executive, and shall be dealt with in such a manner as directed by the Society in an Ordinary Meeting.
- 15.2 The Society shall maintain a bank account.
- 15.3 The Society's bank account will have the three executive members as the signatories to the account.
- 15.4 All Payments of the Society shall be by Electronic Funds Transfer (EFT) and must be authorised by at least two members of the Executive, one of whom must be the Treasurer.
- 15.5 The finances of the Society shall be maintained in accordance with the C&S Handbook for Treasurers produced by the Clubs & Societies Office of The University of the Sydney Union, and submitted for audit by the Clubs & Societies Auditor immediately following the Financial Year End of the Society in the month of July each year.
- 15.6 Notwithstanding anything contained in this Constitution, all assets and funds of the Society shall be used solely to further the Aims of the Society (See Section 2. Aims), and no portion of those funds shall be paid or distributed to members of the Society except as compensation for out-of-pocket expenses.
- 15.7 The financial year of the Society shall run from the 1st of August to the 31st of July following.

16. DISSOLUTION

- 16.1 The Society may be dissolved by resolution of a two-thirds majority vote of those members present and voting at a General Meeting. If on the dissolution there remain any monies or property, they shall, with the consent of the Clubs and Societies Office, be transferred to a cultural, charitable or educational organization as the Society in a General Meeting may resolve.

- 16.2 The Secretary shall give at least fourteen (14) days notice of the time and place of such a General Meeting through one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)
- 16.3 In the event of dissolution the Conservatorium must be notified and all orchestral management is handed to them.
- 16.4 All of the society's assets funded by the USU will be handed to the USU as per their terms upon dissolution. If there remains any monies or properties, the C&S Auditor and the C&S Manager shall become signatories of the Club account and the Clubs and Societies Office shall control such properties and held in trust.

17. INACTIVITY

- 17.1 The Society shall be deemed inactive after any continuous six month period in which that Club or Society has remain unregistered. If upon inactivity there remains any monies or properties, the C&S Auditor and the C&S Manager shall become signatories of the Club account and the Clubs and Societies Office shall control such properties and held in trust. After a further six month period, all money will be deposited into a USU-administered trust account, and will be returned to the club should it reform. After a total of eighteen months inactivity, all club funds will be transferred to the USU general account.

18. RECOGNITION

- 18.1 The Society shall comply with all requirements of the University of Sydney and the University of Sydney Union.

This Constitution was last updated on the 1st of October 2025

President's Signature _____

Secretary's Signature _____