

# Cambridge Graduate Orchestra

Constitution as at 31 August 2005  
Ammendments June 2008

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## 1. Name

The Name of the Society shall be the “Cambridge Graduate Orchestra” or “CGO”.

## 2. Aim

The Aim of the Society shall be to promote purposeful and enjoyable music making by any graduate or mature student instrumentalist, and other instrumentalists at the discretion of the Committee.

## 3. Membership

Membership of the Society shall be open to all members of Cambridge University, Anglia Ruskin University, Addenbrookes Hospital and others at the discretion of the Committee, on the payment of a subscription as determined by the Committee and approved by the Annual General Meeting. The Committee shall have the right to offer honorary membership (free) and life membership (for a fee) to any individual as it sees fit. Membership shall not be refused on the grounds of race, gender, religion, sexual orientation or political views.

## 4. The Orchestra

The Orchestra shall be administered by the Society. The Society may also refer to the Orchestra as the “Cambridge University Graduate Orchestra”.

Orchestra membership is, in principle, open to all members of CGO

Entry to the Orchestra may require a successful audition performance. This would be necessary for those who (a) are unable to self-certify their standard of playing and (b) wish to enter sections for which there are more players than parts. The requirement for audition will be determined by the Committee or Conductor.

In the interests of balance, the Conductor may, in the most extreme cases and with the backing of the Committee, ask players to step down for certain occasions.

Auditions may be held to assist the Conductor in determining the ability of individual members. An audition board consisting of two people – either two Committee members or one Committee member and the Conductor – shall be used.

## 5. Administration of the Society

The Society shall be administered by a Committee elected at the Annual General Meeting of the Society except for the Conductor, Senior Treasurer and ex-officio Founder. A Committee elected at

an Annual General Meeting shall be responsible for all members pertaining to the period beginning with the first day following the AGM until the day before the next AGM, the said period not to exceed 13 months.

## **6. Committee disposition and duties of its members**

The Committee shall consist of the President, Secretary, Junior Treasurer, ex-officios and any additional executives appointed at the Annual General Meeting, whose responsibilities shall be the day-to-day running of the Society. The Committee shall be deemed to be quorate when at least two thirds of these members are present. All members of the Committee shall be informed of the Committee meetings in advance. There shall be at least one Committee meeting per term.

In the event that the Committee are unable to reach a majority decision on any matter to be decided by them, the Committee shall decide if that matter is a musical or non-musical matter. If it is decided by simple majority that the matter is a musical matter then the Conductor shall have the casting vote. If it is decided by simple majority that the matter is a non-musical matter or if no majority decision as to what the matter concerns may be reached then the President shall have the casting vote.

Any CGO member may attend Committee meetings to express an opinion provided he/she gives three days' notice of such an intention (but he/she shall have no voting rights). Any member of the Committee may be called to account for his/her actions at the Annual General Meeting or at an Extraordinary General Meeting subject to the conditions below. If at such a meeting a motion of no-confidence is passed against any single member of the Committee or the Committee as a whole then an election shall be held subject to the conditions outlined below.

### **President**

The President shall be responsible for running the Society's affairs; be able to answer for the actions of the Society; chair the meetings of the Society; be a joint signatory of the Society's Bank Account. The President shall not be liable for any debt or obligation of CGO except for where he/she has personally authorized it in writing.

### **Junior Treasurer**

The Junior Treasurer shall be responsible for the financial affairs of the Society; produce detailed accounts for the Society as set out in Section 10 below; be a joint signatory to the Society's Bank Account

### **Conductor**

An unelected post. The Conductor shall be appointed by the Committee and shall be the person who, in their opinion, is the best available candidate for the job. The post shall be publicized within the University, where deemed appropriate by the Committee, and auditions for the post shall be held by the Committee. The form of the audition shall be at the discretion of the Committee. The appointment shall be one or more concerts at the discretion of the Committee. The Conductor shall be responsible for the musical standard of the Society as a whole; for conducting the Orchestra; for the formation of the Orchestra; for the rehearsal discipline of the Orchestra.

With the approval of the Committee, or at the request of the Committee, one or more Assistant Conductors may be appointed. An Assistant Conductor shall be prepared to conduct the Orchestra if the Conductor is unavailable; may also conduct part of the musical programme of the Orchestra at the Conductor's discretion. The Conductor's decision on matters pertaining to an Assistant Conductor shall be final unless countermanded by the Committee.

In the event that the Society shall administer more than one Orchestra, the Conductor shall have overall responsibility for all the Orchestras and shall if required appoint additional conductors to conduct any of the Orchestras as the Committee sees fit.

### **Secretary**

The Secretary shall take minutes of each Committee meeting and present them for approval at the next meeting; keep an up to date Minutes Book containing minutes of all Society meetings; provide administrative support for the Society as directed by the President.

### **Senior Treasurer**

An unelected post. The Senior Treasurer shall be a senior member of Cambridge University or other approved person for the purposes by the Junior Proctor of Cambridge University. The Senior Treasurer shall not be liable for any debt or obligation of CGO except for where he/she has personally authorized it in writing.

## **7. General Meetings**

All members of the Society shall be given at least seven days' notice of a General Meeting. All members of the Society shall be entitled to attend and vote at the meeting. Motions shall be presented to the President at least three days' before the meeting.

## **8. Annual General Meeting**

An Annual General Meeting of the Society shall be held in the Michaelmas Term of the Academic Year for the purpose of reviewing the past year's activities and electing a new Committee.

Nominations for Committee posts must be received by the President at least 24 hours before the meeting. If no nominations are received, nominations may be made at the AGM.

Elections for Committee posts shall use a transferable vote system in which the candidate may be ranked in order on the ballot paper. After each count, the votes of the candidate in last place shall be transferred to their second choice candidates. This shall be repeated until one candidate receives a simple majority of the votes counted.

Voting shall be by a simple majority of those present with the President for the prior year having the casting vote.

The minutes shall be taken by the outgoing Secretary.

## **9. Extraordinary General Meetings**

An EGM may be called by the Committee or in a letter to the President signed by at least fifteen members of the Society.

The meeting must be held within fourteen days of receipt of such a letter.

Voting shall be two-thirds majority of those present. The President must also be present.

## **10. Finance and Audit**

The Financial Year shall run from the day Michaelmas Term begins to the day preceding the start of the following Michaelmas Term.

At the end of the financial year, the Junior Treasurer shall prepare the accounts for that year audit.

The accounts shall be audited by an individual, who is not the Junior Treasurer, appointed for that

purpose by the Committee.

The accounts shall be countersigned by the Senior Treasurer and submitted to the Junior Proctor at 1 Saint Mary's Passage, Cambridge by 31<sup>st</sup> December that calendar year.

The accounts shall be presented at the next AGM after the end of the financial year.

## **11. Alterations to the Constitution**

This Constitution may be amended at an AGM or an EGM by a two thirds majority, which must include the President and quorum of Committee, subject to the approval of the ex-officio members and the Junior Proctor.

## **12. Dissolution**

On dissolution, all assets, net of any current and long-term liabilities, of the Society shall be paid to the Societies Syndicate for the benefit of other societies with an enthusiasm for music.