

Constitution of The Cygnets (St Hugh's College A Cappella Society)

1. Name

All references hereafter to "The Society" shall refer to "The Cygnets (St Hugh's College A Cappella Society)".

The Society may also be called "The Cygnets".

2. Aims

The aims of the Society shall be:

- (a) To practice and perform choral music from the genres of pop and musical theatre.
- (b) To develop the singing and performance skills of its members.
- (c) To provide entertainment at designated college events.
- (d) To do so in a fun, friendly and relaxed environment for its members.

3. Membership

A person is eligible to apply for membership of the Society if:

- (a) The person is a current student at any college of Oxford University.
- (b) The person is a member of the St Hugh's College governing body.

Membership applications may be made at any time by writing to any current member of the Management Committee.

4. Admittance

Admittance into the society is decided by majority vote of the Management Committee:

- (a) In the event of an equality of vote within the Management Committee, the President holds the casting vote.
- (b) At the discretion of the President, a vocal audition may be held before this vote to uphold the choral calibre of the Society. The expectation is that this regulation is applied to all applications in the same manner.

Upon admittance into the Society, the applicant is considered a member with immediate effect.

5. Supporters

The Management Committee may appoint as a supporter any organisation or person at their discretion for periods as they see fit. Supporters will be expected to contribute to the funds and/or

activities of the society and may send a representative to the Annual General Meeting. Supporters will have no right to vote or participate in the management of the Society.

This article does not disentitle an individual who is also a supporter, one of the group of persons making up a supporter, or a partner in, or employed by, a supporter, who is eligible under article 3 to be a member in their individual capacity and as such exercising their rights in accordance with that membership.

6. Officers

The Society's Management Committee shall be formed of the four following officers:

- (a) A President, who shall be a member in residence and shall be elected annually by the members of the Society. The President is responsible for:
 - a. Chairing meetings of the Society and the Management Committee.
 - b. Choosing music to be rehearsed by the Society (jointly with the Musical Director, in consultation with all members of the Society).
 - c. Applying for amalgamated funds (jointly with the Treasurer).
 - d. Representing the Society to a college- and university-wide audience.
- (b) A Secretary, who shall be a member in residence and shall be elected annually by the members of the Society. The Secretary is responsible for:
 - a. Maintaining a register of current members of the Society.
 - b. The running of the social media and webpages of the Society.
 - c. Communicating decrees of the Management Committee with members.
 - d. Organising venues and performances.
 - e. Fulfilling other tasks as delegated by the President.
- (c) A Treasurer, who shall be a member in residence and shall be elected annually by the members of the Society. The Treasurer is responsible for:
 - a. Keeping proper records of all financial transactions of the Society.
 - b. Communicating as required with the St Hugh's College governing body and the St Hugh's College Junior Common Room about financial matters.
 - c. Applying for amalgamated funds (jointly with the President).
 - d. Fulfilling other tasks as delegated by the President.
- (d) A Musical Director, who shall be a member in residence and shall be elected annually by the members of the society. The Musical Director can be the same person as any other officer of the Management Committee. The Musical Director:
 - a. Running weekly rehearsals.

- b. Choosing music to be rehearsed by the Society (jointly with the President, in consultation with all members of the Society).

7. Management Committee

The Management Committee consists of all sitting officers of the Society and is collectively responsible for managing the activities of the Society.

- (a) The meetings of the Management Committee should occur at least once per year. The President may hold other meetings at their discretion and is obliged to hold a meeting at the request of another Management Committee officer but is not required to hold more than one meeting in any two-week period.
- (b) All non-constitutional decisions of the Society in a meeting of Management Committee shall be decided by simple majority.
- (c) The President will take the chair at meetings of the Committee unless the President decides to delegate powers to another officer. The person in the chair shall have the casting vote in the event of an equality of vote.

8. Annual General Meeting

At least one Annual General Meeting, to which all members are entitled to attend, will be held per year. The date may be determined by the sitting Management Committee.

9. Elections

Elections for the positions of officers shall be held once per year.

- (a) Manifestos must be given to the current President by Friday of Week 6 in Michaelmas Term, or at another date as specified by the President. They should contain the signature of the candidates and the signature of the current standing officer for the corresponding position ascertaining that they have discussed the position.
- (b) Voting slips will be given to all eligible members in their pigeonholes on Friday of Week 7 in Michaelmas Term. The Secretary of the society must receive these by 8:00 pm of Sunday Week 8, or later if agreed by the President. Alternatively voting may be conducted by e-mail.
- (c) Unopposed candidates do not have to be voted in.
- (d) The results shall be posted up on the subject notice boards as soon as they are authorized by at least three standing officers and no later than Monday of Week 8, or displayed electronically via an email to all members of the society. The results should include the signatures of the officers authorizing the result.

10. Termination of Membership

A person may cease to be a member of the society if:

- (a) The member resigns, giving notice in writing to a member of the Management Committee.
- (b) The membership is terminated in order to uphold the aims of the society, on grounds of non-attendance or otherwise, by unanimous vote of the Management Committee.
- (c) The membership is terminated by unanimous decree of members (excluding the member in question), which may be a vote of no confidence in an officer of the Management Committee.

Should the member leaving the Society be an officer of the Management Committee, all members should be notified, and a by-election should be held within 2 weeks of term, according to the same rules as an ordinary election.

11. Data Processing

By applying to the society, the applicant gives permission for their name, phone number and email address to be held on the register of current members, with the knowledge that:

- (a) This information may be used to contact the member about the proceedings of the Society.
- (b) This information will be removed upon termination of the person's membership.
- (c) The member has the right to request a copy of data and/or a correct data held about them by contacting the Secretary of the Society.

12. Power to Change the Constitution

Any of the foregoing rules of the Society may be repealed, altered, or added to by the Society at a special meeting of the Management Committee. The meeting shall require:

- (a) All sitting officers to be present at the meeting.
- (b) The President must sit in the chair. However, there shall be no casting vote for the President at this special meeting.
- (c) A two-thirds majority shall decide the vote.

The Constitution may also be changed if the President suggests alterations that are subsequently authorised by all officers in the Management Committee.