



# Schedule to the Monash University Choral Society Constitution

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Committee Portfolio Regulations

V5.1

February 2018



# Schedule to the Constitution of the Monash University Choral Society

## Part 1.

## Interpretation

### 1.1. Interpretation

- 1.1.1. In these regulations, unless the contrary intention appears, all words and expressions have the same meaning as they have in the Constitution of the Monash University Choral Society.
- 1.1.2. These regulations must be read in conjunction with the Constitution of the Monash University Choral Society.

## Part 2. Positions

### 2.1. Administration

- 2.1.1. The committee shall have positions, which allow the division of tasks and responsibilities, to facilitate the effective administration of the Society.
- 2.1.2. These positions, portfolio or otherwise, can be held by either committee or ancillary members as defined in the constitution.
- 2.1.3. The positions of the committee shall be separated into portfolio and non-portfolio positions as outlined below.
- 2.1.4. The portfolio positions of the committee shall be:
  - i. Concert Manager
  - ii. Fundraising Manager;
  - iii. Events Manager;
  - iv. Publicity & I.T. Officer;
  - v. Resources Officer; and
  - vi. Assistant Treasurer
- 2.1.5. The non-portfolio positions of the committee shall be:
  - i. Immediate Past President;
  - ii. General Assistant(s);
  - iii. Conductor; and

- iv. Assistant Conductor

## **2.2. Positions of the Committee**

### **2.2.1. All committee and ancillary members are:**

- i. required to read their position handover document at the commencement of their term;
- ii. submit written reports to the Society Secretary, where relevant to the agenda items to be discussed (including but not limited to: pertinent updates and recommended motions), a minimum of 2 days prior to a committee meeting; and
- iii. required to update their position handover document prior to each AGM, if one exists

### **2.2.2. The duties of the Concert Manager shall be to:**

- i. attend committee meetings in which matters relating to their portfolio are to be discussed;
- ii. organise venue, soloists, accompaniment/orchestration, choir attendance, and dress code for each concert performed by the Society, in consultation with the Conductor and Treasurer;
- iii. distribute and manage all aspects of the concert ticketing process via Trybooking or similar program;
- iv. liaise with venues and external ticketing organisations as required; and
- v. oversee the smooth running of each concert at the time of the performance(s).

### **2.2.3. The duties of the Fundraising Manager shall be to:**

- i. attend committee meetings in which matters relating to their portfolio are to be discussed;

generate innovative and relevant fundraising ideas and plans that may coincide with social events;

- ii. organise and oversee all fundraising activities that the committee may resolve;
- iii. organise and book paid carolling engagements for the Society during the Christmas season in conjunction with the Conductor and/or Assistant Conductor; and
- iv. ensure sufficient attendance at carolling engagements.

**2.2.4.** The duties of the Events Manager shall be to:

- i. attend committee meetings in which matters relating to their portfolio are to be discussed;
- ii. organise and oversee the social activities of the Society, including post concert parties, after rehearsal socialising and Annual Dinner;
- iii. ensure that records of attendance at social activities are kept, for the purposes of Clubs and Societies grant applications;
- iv. organise and oversee the Society's rehearsal camps;
- v. organise and oversee the catering of food at the Society's rehearsal camps; and
- vi. ensure that records of attendance at camps are kept, for the purposes of Clubs and Societies grant applications.

**2.2.5.** The portfolios of Concert Manager, Fundraising Manager and Events Manager are advised to be held by ordinary student members of the club.

**2.2.6.** The duties of the Publicity & I.T. Officer shall be to:

- i. attend committee meetings in which matters relating to their portfolio are to be discussed;
- ii. manage the MonUCS Website, database, email system and other technology as the committee may resolve;
- iii. report to the committee progress of development as the committee may resolve;
- iv. organise the design and printing of posters and handbills for each performance of the Society;
- v. organise production of a media release for each performance of the Society, to be distributed to Society members, and to any media outlets the committee deems appropriate;
- vi. organise the creation of concert-specific online marketing including, but not limited to, Facebook events and MonUCS website posts;
- vii. organise the distribution of concert handbills outside relevant performances for each upcoming concert; and
- viii. organise production and distribution of Lust of Life, the Society magazine.

**2.2.7.** The duties of the Resources Officer shall be to:

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- i. attend committee meetings in which matters relating to their portfolio are to be discussed;
- ii. organise sourcing and acquisition of sheet music for each performance of the Society;
- iii. organise the distribution and return of sheet music to and from members of the Society for rehearsal purposes;
- iv. maintain an up-to-date register of music currently loaned out to Society members;
- v. be responsible for the loaning out of music owned by the Society to other choirs including, but not limited to, those affiliated with the Australian Intersarsity Choral Societies Association and members of the Canberra Choral Lending Scheme;
- vi. organise transport of the necessary sheet music to rehearsals and other relevant Society events.
- vii. maintain the Society archives;
- viii. add items to the archives which the committee deems are likely to prove of value or historic interest to the Society; and
- ix. report regularly to the committee.

**2.2.8.** The duties of the Assistant Treasurer shall be to:

- i. assist the Treasurer in their duties;

**2.2.9.** The duties of the Immediate Past President shall be to:

- i. advise the new president and committee; and
- ii. act as a general assistant.

**2.2.10.** The duties of the General Assistant(s) shall be to:

- i. perform such duties as the committee may resolve.

**2.2.11.** The committee may appoint as many General Assistants as it deems necessary.

**2.2.12.** The duties of the Conductor shall be to:

- i. prepare the choir for performances;
- ii. conduct the Society's concerts; and
- iii. decide the programming of concerts, in consultation with the committee.

- 2.2.13.** The Conductor shall be appointed by the committee, and the appointment may be reviewed by the committee. The Conductor shall receive an honorarium determined by the committee. The terms under which the Conductor is appointed shall be laid out in a written agreement, a copy of which shall be kept by the committee and another by the Conductor.
- 2.2.14.** The Conductor shall automatically receive free ordinary membership if they are eligible for ordinary membership; otherwise they shall automatically receive free associate membership.
- 2.2.15.** The Conductor may vote at a General Meeting in accordance with their membership type.
- 2.2.16.** In addition to the Conductor, the committee may also appoint a number of Assistant Conductors under any terms that the committee may be pleased to set. Any such appointment may be reviewed by the committee. The committee may choose either to provide or not provide an honorarium to such appointees. Where an honorarium is provided, the terms under which the Assistant Conductor is appointed shall be laid out in a written agreement, a copy of which shall be kept by the committee and another by the Assistant Conductor
- 2.2.17.** The duties of the Assistant Conductor shall be to:
- i. be responsible for preparing the Occasional Singers for performances;
  - ii. be responsible for preparing the Occasional Singers for carolling engagements as booked by the Fundraising Officer;
  - iii. take sectionals and other rehearsals whereby the Conductor is unavailable; and
  - iv. other duties determined by Conductor, in order to assist them.
- 2.2.18.** Any appointed Assistant Conductors may receive free ordinary membership if they are eligible for ordinary membership; otherwise they may receive free associate membership at the committee's discretion.
- 2.2.19.** The committee shall be at liberty to appoint other people to fill in any requirements under any terms the committee may be pleased to set. Any such appointment may be reviewed by the committee. The committee may choose either to provide or not provide an honorarium to such appointees. Where an honorarium is provided, such people may or may not be employed on terms laid out in a written agreement.

### **2.3. Committee Delegates**

- 2.3.1.** The committee may choose certain persons to act as committee delegates.
- 2.3.2.** Committee delegates may be selected to perform in the following functions:
- i. Committee Advisory Member

ii. Section Leader

- 2.3.3.** The committee may choose to appoint up to two Committee Advisory Members.
- 2.3.4.** Their duties of the Committee Advisory Members shall be to:
- i. advise the committee based their previous experience; and
  - ii. act as General Assistants (as per §2.2.14).
- 2.3.5.** These Committee Advisory Members may be added to the committee mailing list, if they so choose.
- 2.3.6.** The eligibility criteria to become a Committee Advisory Member are:
- i. service as an executive member of the committee within the last three years at the date of commencement of Committee Advisory Membership; and
  - ii. not currently acting as Immediate Past President.
- 2.3.7.** Committee Advisory Members may attend committee meetings with full speaking rights but no voting rights, unless they also hold another position that provides them with more rights.
- 2.3.8.** Committee Advisory Membership lapses at the commencement of the AGM each year.
- 2.3.9.** The committee may choose up to four Section Leaders, one for each voice part.
- 2.3.10.** The duties of the Section Leaders shall be to:
- i. be a leader and role model for their voice part;
  - ii. receive apologies from members of their voice part for rehearsal attendance recording;
  - iii. pass concerns of members of their voice part on to the committee or Conductor as deemed necessary; and
  - iv. assist in upholding and encouraging compliance with the Rehearsal Policy at all times.
- 2.3.11.** Section Leaders may attend meetings if they wish, but there is no requirement for them to do so. They do not have full speaking rights or voting rights, unless they also hold another position that provides them with more rights.
- 2.3.12.** Delegation as a Section Leader shall lapse at the end of the calendar year.

**2.3.13.** All committee delegates shall be appointed by the affirmative votes of at least a simple majority of voting members at a committee meeting.

**2.3.14.** A person shall cease to be a committee delegate prior to the ordinary completion of their term if they:

- i. serve a written notice of resignation, specifying the date of cessation, on the committee; or
- ii. have their delegation revoked in accordance with §2.3.7.

**2.3.15.** A committee delegate may have their delegation revoked by the affirmative votes of at least 2/3 of the voting members at a committee meeting, if 2 days' written notice of the intention to move a motion to revoke said membership has been served by the Secretary and/or the committee, and the delegate has been given a reasonable opportunity to speak to the motion.

## **2.4. Eligibility for Positions**

**2.4.1.** A person shall be eligible to hold a portfolio or non-portfolio position if they are an ordinary or associate member of at least 7 days' standing.

**2.4.2.** A person who is not a Society office bearer when they are appointed to hold a position shall automatically be appointed as an ancillary member.

**2.4.3.** A person shall cease to be an ancillary member if they:

- i. are elected a Society office bearer; or
- ii. cease to hold a position.

## **2.5. Restrictions**

**2.5.1.** The elected President, Treasurer and Secretary may not hold any appointed portfolio position outlined in this schedule except where outlined in §2.5.2.

**2.5.2.** Where no suitable applicant is available to fill an appointed position in this schedule, the elected President, Treasurer or Secretary may be co-opted into the appointed portfolio position until a suitable applicant is appointed.

## **2.6. Appointment and Terms of Office**

**2.6.1.** The position of Immediate Past President is an ex-Officio position held by the most recently outgoing President, and is not subject to §2.6.3-§2.6.15

**2.6.2.** A person shall only be appointed to hold a position during a committee meeting.

**2.6.3.** The Secretary shall serve a written notice of a committee meeting where a person may be appointed to hold a position on all members at least 7 days prior to the date of that committee meeting. Notice of the meeting shall include a call for applications for each position.



- 2.6.4.** At a committee meeting where a person may be appointed to hold a position, the Society office bearers shall interview the applicant and appoint them to the position as they deem fit.
- 2.6.5.** Where the number of applicants or nominees for a position exceeds the number of vacancies, the Society office bearers shall elect the person(s) to be appointed to the position by plurality ("First Past the Post") vote after the aforementioned interview with each applicant.
- 2.6.6.** The Society office bearers may choose to leave a position vacant as they deem fit.
- 2.6.7.** The Secretary shall announce the appointment of a person to a position at the first rehearsal following a committee meeting where an appointment was made.
- 2.6.8.** The annual appointment for positions shall ordinarily be made at the first committee meeting following an AGM except as stated in §2.6.12.
- 2.6.9.** An appointment for a position shall be made at a committee meeting other than the first committee meeting following an AGM if the person most recently appointed to the position:
- i. has ceased to hold office prior to the ordinary conclusion of their term, in accordance with §2.6.10, prior to that meeting; or
  - ii. will cease to hold office prior to the ordinary conclusion of their term, in accordance with §2.6.10, within 14 days of the date of that meeting.
- 2.6.10.** A person appointed to a position at the first committee meeting following an AGM shall ordinarily hold the position from the day after that meeting until the day of the following AGM except as stated in §2.6.12-§2.6.13.
- 2.6.11.** A person appointed to a position at a committee meeting other than the first committee meeting following an AGM shall ordinarily hold office for a term commencing the day after that committee meeting, unless the position to which they were elected was not yet vacant on that day, in which case the term shall commence the day after the position is vacated. The ordinary term shall conclude on the day of the following AGM except as stated in §2.6.12-§2.6.13.
- 2.6.12.** The appointment of the Assistant Conductor shall be made at the first committee meeting after all applicants have had a trial rehearsal with the Occasional Singing group.
- 2.6.13.** The position of Assistant Conductor shall ordinarily hold the position from their appointment until the conclusion of the carolling season.
- 2.6.14.** A person shall cease to hold a position prior to the completion of their ordinary term if:
- i. they serve a written notice of resignation, specifying the date of cessation, on the committee;

- ii. they are absent, without apology, from any 3 consecutive committee meetings; or
- iii. they are removed from office in accordance with §2.6.15.

**2.6.15.** A person may be removed from a position by the affirmative votes of at least 2/3 of the voting members at a committee meeting, if 2 days' written notice of the intention to move a motion to remove the member has been served on the Secretary and/or the committee, and the position holder has been given a reasonable opportunity to speak to the motion.

**2.6.16.** A person who has been removed from position by the committee may appeal to a General Meeting by serving on the Secretary, within 14 days of the removal, a written notice of appeal. The decision of the General Meeting on the matter shall be binding.

### Part 3. Amendments to the Schedule

#### 3.1. Amendments to the Schedule

**3.1.1.** This schedule may be added, amended or removed by-

- i. the affirmative votes of an absolute majority of the Committee; or
- ii. the affirmative votes of at least 2/3 of the voting members at a General Meeting.

**3.1.2.** Where the schedule is amended under §3.1.1, a copy of the Schedule incorporating the sections of the Schedule amended is required to be deposited in the C&S Office including a statement on the date and minute number where the Schedule was passed.

Author	Date	Version	Changes
Fiona Schoer	17/09/2013	1.1	<ul style="list-style-type: none"> <li>● Creation of soft copy from v1.0 (hard copy only surviving)</li> <li>● Reformatted to match current constitution</li> </ul>
Fiona Schoer	17/09/2013	1.2	Pre-AGM updates: <ul style="list-style-type: none"> <li>● Updates to meeting attendance</li> <li>● Added the position of Assistant Conductor (of Occasional Singing)</li> </ul>
Fiona Schoer	24/09/2013	1.3	Post-review updates <ul style="list-style-type: none"> <li>● added all committee members duties</li> <li>● split 2.2.2(ii) across two clauses for clarity</li> <li>● added Society office bearers hold no portfolio except President, Treasurer &amp; Secretary</li> <li>● added definition of IPP as ex-Officio</li> </ul>
Fiona Schoer	12/10/2013	2.0	Post-Review updates <ul style="list-style-type: none"> <li>● updated the term of the Assistant Conductor</li> </ul>

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Fiona Schoer	28/08/2014	2.1	<ul style="list-style-type: none"> <li>● updated version throughout</li> <li>● updated footer to show proposed to committee and not yet accepted by C&amp;S</li> <li>● changed “portfolio” to be position to enable differentiation between portfolio and non-portfolio positions (clause 2.1.2).</li> <li>● updated whole committee requirements to remove attendance requirement for non-elected members and to require written reports submitted prior to committee meetings where relevant (clause 2.2.1)</li> <li>● removed multiple portfolio restriction to reflect only the President, Treasurer and Secretary cannot hold an appointed portfolio position (clause 2.4)</li> <li>● added that the President, Treasurer and Secretary may be co-opted if no suitable applicant can fill the appointed position (clause 2.4)</li> <li>● minor formatting corrections</li> </ul>
Fiona Schoer	02/09/2014	2.2	<ul style="list-style-type: none"> <li>● post-review updates – added Assistant Treasurer position to Portfolio Positions</li> </ul>
Fiona Schoer	02/09/2014	2.3	<ul style="list-style-type: none"> <li>● removed position of Ticket Officer and incorporated the duties into the position of Concert Manager (on advice of current ticket officer Simon Singer)</li> </ul>
Claire McGannon	26/10/2014	3.0	<ul style="list-style-type: none"> <li>● updated to reflect approval by C&amp;S and acceptance by MonUCS committee</li> </ul>
Claire McGannon	27/2/2016	3.1	<ul style="list-style-type: none"> <li>● updated version throughout</li> <li>● updated footer to show proposed to committee and not yet accepted by C&amp;S</li> <li>● removed (of Occasional Singing) from Assistant Conductor title throughout</li> <li>● added Past Executive Member(s) and Section Leaders positions (clause 2.1.2.2)</li> <li>● clarified that not all positions will have handover document (clause 2.2.1)</li> </ul>

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			<ul style="list-style-type: none"> <li>• corrected verbs and phrasing throughout 2.2, in order to allow for delegation of duties to some degree</li> <li>• added Lust of Life duties to Publicity Officer duties (clause 2.2.3)</li> <li>• added other duties determined by conductor to Assistant Conductor duties (clause 2.2.13)</li> <li>• added Past Executive Member(s) position duties and number (clauses 2.2.16 and 2.2.17)</li> <li>• added Section Leader position duties and number (clauses 2.2.18 and 2.2.19)</li> <li>• added eligibility requirements for Past Executive Member(s) (clause 2.3.4)</li> <li>• added information on appointment of Past Executive Member(s) (clause 2.5.2)</li> <li>• added “and nominees” to appointment instructions to allow for Past Executive Member(s) appointment (clause 2.5.6)</li> </ul>
Claire McGannon	20/3/16	3.2	<ul style="list-style-type: none"> <li>• updated version throughout</li> <li>• updated footer to show proposed to committee and not yet accepted by C&amp;S</li> <li>• corrected error in clause 2.1.2.2 where the Assistant Treasurer position had been listed twice</li> <li>• removed all changes made to 2.1.2.2, 2.2, 2.3 and 2.5 regarding the Past Executive Members and Section Leaders</li> <li>• created a new clause 2.3 describing committee delegates – all changes here are simply moved from where they were deleted in the above clauses</li> <li>• added that Past Executive Members may be added to the mailing list (clause 2.3.3)</li> <li>• explained the requirements and rights of different delegates at committee meetings (clauses 2.3.6 and 2.3.9)</li> </ul>

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<p>Claire McGannon</p>	<p>19/6/16</p>	<p>3.3</p>	<ul style="list-style-type: none"> <li>● updated version throughout</li> <li>● updated footer to show proposed to committee and not yet accepted by C&amp;S</li> <li>● corrected clause agreement throughout due to previous changes</li> <li>● changed references to “s/he and his/her” to they/their throughout to allow for non-binary gender options</li> <li>● clarified terms of lapse of delegate positions and removal of delegates (clauses 2.3.7 and 2.3.12-14)</li> </ul>
<p>Claire McGannon</p>	<p>6/8/16</p>	<p>3.4</p>	<ul style="list-style-type: none"> <li>● updated version throughout</li> <li>● updated footer to show proposed to committee and not yet accepted by C&amp;S</li> <li>● changed “Past Executive Members” to “Committee Advisory Members” based on committee feedback (clause 2.3)</li> <li>● simplified eligibility, selection, and lapse of membership details for committee delegates (clause 2.3)</li> </ul>
<p>Angel D’Souza</p>	<p>02/09/2016</p>	<p>5.0</p>	<ul style="list-style-type: none"> <li>● updated version throughout</li> <li>● updated footer to show proposed to committee and not yet accepted by C&amp;S</li> <li>● reformatted the numbering lists</li> <li>● clarified the role of ancillary and committee members with regards to this schedule</li> <li>● combined the Concert Manager and Fundraising Officer portfolios and renamed it Concert and Fundraising Manager</li> <li>● combined the I.T. Manager and Publicity Officer portfolio and renamed it I.T. and Publicity Officer</li> <li>● combined the Librarian and Archivist portfolios and renamed it Resource Officer</li> <li>● combined the Social Secretary and Camp Officer portfolios and renamed it Event Manager</li> <li>● removed the Assistant Librarian position</li> <li>● Added the position of conductor as a non-portfolio position</li> </ul>

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			<ul style="list-style-type: none"><li>● Clarified the duties that the position of conductor and assistant conductor entails</li><li>● Explained how the conductor and assistant conductor is appointed and the benefits that they receive</li><li>● specified and explained the approval procedure of any amendment to the schedule</li></ul>
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