

MUSICULTUS
STUDENT MUSIC SOCIETY
Department of Music,
Stellenbosch University



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Constitution of Musicultus Student Society

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PREAMBLE

It is the ongoing goal of the Musicultus: Stellenbosch University Student Music Society, to promote the appreciation of all music to students throughout Stellenbosch University regardless of whether they are students of the Music Konservatorium or not. The enjoyment of music is something that everyone can participate in and that is the joy we wish to share with wider campus.

DEFINITIONS

General meeting: This is a mass meeting of management committee members (see 6.3) and members of the society (5.1 and 5.2), which is announced through a notice distributed to all members of the society.

Quorum: The minimum number of voting members necessary to be present at a properly called meeting to conduct official business. For Musicultus, a quorum consists of 20 voting members.

ExCo: (abr.) Executive Committee

SRC: (abr.) Student Representative Council

SU: (abr.) Stellenbosch University

SECTION 1: NAME

The name of this student association is Musicultus: Stellenbosch University Student Music Society.

SECTION 2: MISSION

Our mission is to build awareness and appreciation of all genres of music and to create an inclusive environment where all students can enjoy live music.

SECTION 3: STATUS AND AUTHORITY

- 3.1 Musicultus is a student society of Stellenbosch University (hereafter SU).
- 3.2 Musicultus is seated within the department of music, but serves all students campus wide.
- 3.3 Musicultus exists as a student association subservient to the rules and regulations of the Student Representative Council (hereafter SRC) of the University of Stellenbosch and the University itself.
- 3.4 To the extent of 3.3, all assets of Musicultus are the property of SU.
- 3.5 Musicultus is subject to the Societies Council of the SU. To that effect, all its members are subject to the Student Constitution and the rules & regulations of the SU.

SECTION 4: AIMS AND OBJECTIVES

Aims and objectives of Musicultus shall be:

- 4.1 To promote all music genres and concert attendance throughout SU campus.
- 4.2 To serve the needs of musicians on SU campus, specifically students who study music in any form.
- 4.4 To encourage and promote student involvement in the functioning of Musicultus and the furtherance of its goals.

- 4.4 To interact with other student bodies on SU campus and the community in ways that furthers its goals.
- 4.5 To organise social events that will promote interaction between its members and create a stimulating environment within which its mission and goals can be achieved.

SECTION 5: MEMBERSHIP AND FEES

- 5.1 Students registered for the courses Bachelor of Music, Higher Certificate in Music or Music Diploma at SU are automatically registered as members of Musicultus and are held liable for the membership fee (see 5.3) on an annual basis.
- 5.2 Any registered student (other than 5.1) of SU may register as a member of Musicultus at an annual fee as described in 5.3 below.
- 5.3 An annual membership fee determined by the executive committee (see 6.1) will be payable upon applying for membership at Musicultus.
- 5.4 Membership is not renewed automatically and members need to reapply annually. Students outlined in 5.1 are, however, subject to renewal of their membership for the duration of their studies.
- 5.5 Membership fees are non-refundable.
- 5.6 Membership is subject to the rules and conduct stipulated by this constitution, the Student Constitution and the Stellenbosch University rules and regulations.
- 5.7 Failure by a member to uphold 5.6 will lead to the termination of said member's membership, as decided by the executive committee in a meeting. See section 12: Conflict and Appeals Procedure.
- 5.8 If said member outlined in 5.7 is a music student the executive committee will meet with the Music department's Head of department to discuss the relevant consequences.

SECTION 6: GOVERNANCE

- 6.1 An Executive committee will govern Musicultus.
- 6.2 The Executive committee will be elected annually.

6.3 The executive committee (hereafter referred to as ExCo) will consist of a fixed structure (see 6.4) All members of this committee are referred to as office bearers.

6.4 The **ExCo** will consist of the following positions:

6.4.1 Chairperson

6.4.2 Vice-chairperson

6.4.3 Treasurer

6.4.4 Secretary

6.4.5 Sub-Committee Coordinator

6.5 Any member of Musicultus may apply for an executive position.

6.6 The **ExCo** will be determined by an interview process with the previous chairperson and an external party, this external party may be someone from the Musicultus **Sub-Committee**.

6.6.1 If need be, an ExCo can decide to create a further subcommittee in order to assist them with their duties.

6.6.2 This Sub-Committee is the responsibility of the Sub-Committee Coordinator which is a fixed position within the ExCo.

SECTION 7: TERM OF OFFICE

7.1 A new **ExCo** must be elected every year. A term of service spans one year (see 7.3).

7.2 A candidate who has already served on the **ExCo** may stand for another term, but must be re-elected and will not be allowed to continue serving on the committee automatically.

7.3 Applications for the ExCo will open in the third term of the SU calendar year. By the commencement of the fourth term, a new committee resumes management of the society.

7.4 All new ExCo members and the positions that they will hold will be decided on through an interview process with the previous chairperson and an external party, this external party may be someone from the Musicultus inter-departmental committee.

SECTION 8: REMOVAL FROM OFFICE

- 8.1 An office bearer will cease to be a committee member and be removed from office if:
 - 8.1.1 Said office bearer ceases to be registered as a student of SU;
 - 8.1.2 Said office bearer resigns in writing addressed to the executive committee and head of Societies Council SRC;
 - 8.1.3 Said office bearer fails to attend two consecutive meetings without any acceptable excuse sent via email to the chairperson;
 - 8.1.4 Said office bearer is found guilty of violating the terms of this constitution;
 - 8.1.5 A majority vote of no confidence by the rest of the ExCo calls for the resignation of said office bearer.
 - 8.1.6 A two-thirds majority vote by a quorum at a general meeting call for the resignation of an office bearer.
- 8.2 All points under this section may be appealed as described in Section 12: Conflict and Appeals Procedures.

SECTION 9: COMMITTEE ELECTION

- 9.1 A person will only be eligible for election as an ExCo office bearer if he/she:
 - 9.1.1 Is a registered SU student and a member of Musicultus;
 - 9.1.2 Has sent through a copy of their Curriculum Vitae and motivation to the standing chairperson before the application closing date.
- 9.2 Applications and Interviews
 - 9.2.1 Applications will be open for a period of time determined by the standing ExCo. All applicants will be expected to send through a copy of their CV and a motivation as to which position they wish to apply for and why they believe they would be well suited to the position.
 - 9.2.2 Once the applications close there will be a period of two weeks where interviews between the applicants, standing chairperson and a third party will take place. After which, in the following week the new office bearers will be announced.

- 9.2.3 The ExCo office bearers' positions are determined by the standing chairperson and the external party after all interviews have taken.
- 9.2.4 An office bearer's term cannot end before new office bearers are announced.
- 9.2.5 If by the closing date of applications there are fewer than five applicants then two courses of action may be taken;
- 9.2.5.1 The time period for applications is increased by a week, during which time more students can apply to serve on the **ExCo**, or
- 9.2.5.2 **Failing** the efficacy of 9.2.5.1, the student(s) who have applied are automatically instated as **ExCo** members. The remaining positions are filled by interim cooption. During this interim period, nominations and voting will take place to fill the remaining positions.

SECTION 10: DUTIES OF THE EXECUTIVE COMMITTEE

10.1 The following guidelines provide ExCo members with an outline of their duties during a term of service. These guidelines are not meant to restrict the activities of ExCo members, but provide them with ideas surrounding their core functions on the committee:

10.1.1 Chairperson:

- 10.1.1.1 Arranges meetings with the Musicultus committee;
- 10.1.1.2 Leads and manages all meetings of Musicultus;
- 10.1.1.3 Delegates project-related duties to ExCo and portfolio members;
- 10.1.1.4 Acts as link between Musicultus and other organisations on campus.
- 10.1.1.5 Checks, validates and releases all documentation for public communication.

10.1.2 Vice-chairperson:

- 10.1.2.1 Supports the Chairperson in all activities and duties;
- 10.1.2.2 Informally acts as objective mitigator in any intra-committee disputes (official disputes and complaints are dealt with in Section 12);

10.1.2.3 Manages the duties of the Chairperson when the Chairperson is absent.

10.1.2.4 Manages public communication in conjunction with the Chairperson.

10.1.3 Treasurer:

10.1.3.1 Manages all financial aspects of Musicultus, including:

10.1.3.2 Assuring that members are reimbursed for official expenditures;

10.1.3.3 Keeping a tangible and thorough record of all income and expenditures;

10.1.3.4 Managing all new membership-applications and payment of membership fees;

10.1.3.5 Managing any financial agreements with extra-societal entities;

10.1.3.6 Managing and controlling the events-budget for Musicultus.

10.1.4 Secretary:

10.1.4.1 Processes new membership applications in conjunction with the Treasurer

10.1.4.2 Manages the booking of venues and dates

10.1.4.3 Writes and sends out weekly emails

10.1.4.4 Creates email lists of all members of Musicultus

10.1.4.5 Manages social media accounts and all advertising for the committee

10.1.5 Sub-Committee Coordinator:

10.1.5.1 Manages the Musicultus Sub-Committee which functions to assist Musicultus as an additional workforce;

10.1.5.2 Oversees the Sub-Committee's efforts of assistance: organising events, marketing, and establishing connections with musicians, etc;

10.1.5.3 Assists in communications between Committees (Conservatorium Departmental Committee, Kuko, as well as the Sub-Committee);

10.1.5.4 Recruits Sub-Committee members once the new ExCo has been appointed;

10.1.5.4.1 Both the previous and the newly appointed Sub-Committee Coordinator may collaborate in this;

10.1.5.5 Fills in for the Musicultus Society committee in any job that is needed.

SECTION 11: AMENDMENTS TO THIS CONSTITUTION

- 11.1 Any member of Musicultus may, at any time, submit in writing to the management committee any proposed amendments or additions to this constitution.
- 11.2 Above-mentioned proposals will be scheduled for anonymous discussion by the ExCo, to be convened by the Chairperson. Proposals will be judged fairly on their contribution to the furtherance of the society and its Aims and Objectives (Section 4). Proposals may be accepted, rejected or modified within reasonable bounds.

SECTION 12: CONFLICT AND APPEALS PROCEDURE

- 12.1 Conflict and disputes are to be dealt with openly and transparently, by ExCo members and any involved parties, in a documented meeting.
- 12.2 If no agreement can be reached in 12.1, the matter will be referred to the Student Court as an alternative route for dispute resolution.
- 12.3 Any decision made by voting can be appealed.
- 12.4 A vote of more than two thirds of the society cannot be appealed within the society; however, an application for review of the vote may be lodged with the Student Court.
- 12.5 An appeal against a vote by the executive committee is first dealt with under the terms of 12.1 and, if necessary, referred to a general meeting of all society members. At such a meeting, the matter under appeal will be voted on by all society members.
- 12.6 An appeal against a vote by the society is dealt with under the terms of 12.1, but is automatically referred to Student Court for impartial investigation.

SECTION 13: DISSOLUTION OF MUSICULTUS

- 13.1 Musicultus can only be dissolved by a two-thirds majority vote of ALL members of the society, either at a general meeting or electronically (following procedures in 9.3.2 and 9.3.3).
- 13.2 In the case of dissolution, all assets of the society are repossessed by SU.

Approved by:

Tia Nyamuda

Chairperson

Date: 30 August 2020

Celeste Wright

Sub-Committee Coordinator

Date: 30 August 2020