

# **University of Exeter Students' Guild Society Constitution for University of Exeter Contemporary Choir**

## **1. Name**

- 1.1. The name of the group shall be University of Exeter Contemporary Choir, hereafter referred to as 'the group'.
- 1.2. The date this document was last updated was 13/10/2021.
- 1.3. This Constitution may be amended by a two-thirds majority of those present and eligible to vote at an Annual General Meeting or Extraordinary General Meeting of the society
- 1.4. Any amendment is subject to ratification by VP Opportunities.
- 1.5. This Constitution does not supersede any Guild Byelaws.

## **2. Aims and Objectives**

The Aims and Objectives define the purpose of the group.

- 2.1. Provide a fun and inclusive opportunity for those who enjoy singing to come together and sing a variety of music as a group.
- 2.2. To provide members with performance opportunities at least once a term, for example showcasing the music we have been rehearsing.
- 2.3. To facilitate and provide fundraising opportunities for a charity of the members choice every year.

## **3. Membership**

- 3.1. Membership of the group shall be open to all members of The Guild in accordance with The Guild's Byelaws.
- 3.2. All members are required to register or pay a membership fee for the year. The group committee will set the membership fee(s) annually.
- 3.3. Anyone who is not a full-member of the Students' Guild must purchase an associate membership before joining the group.

## **4. Committee**

- 4.1. The group should have a committee consisting of officers in the following mandatory positions. These committee members shall be elected by the group's membership as per section 8.
  - 4.1.1. President
  - 4.1.2. Treasurer
  - 4.1.3. Equipment Secretary
- 4.2. Additional roles are:
  - 4.2.1. Communication Secretary

- 4.2.2. Design Secretary
  - 4.2.3. Fundraising Secretary
  - 4.2.4. Marketing Secretary
  - 4.2.5. Outreach Secretary
  - 4.2.6. Social Secretary
  - 4.2.7. Vice-President
  - 4.2.8. Musical Director
  - 4.2.9. Assistant Musical Director
- 4.3. All committee members shall attend committee training.
- 4.4. All committee members shall complete the Student Committee Agreement.
- 4.5. Any new roles to the committee shall only be added with the consent of the Membership at an Annual General Meeting or Extraordinary General Meeting. Minutes will be required by Activities for verification.
- 4.6. The role of the committee is to manage all aspects of the group's administration and activity. The committee shall not work autonomously. Planning activities, buying equipment and administering other group matters should be done in accordance with the wishes of group members and guidance of the Activities team.
- 4.7. The committee has a joint responsibility to ensure that all information is effectively communicated both within the group to its members, and to Guild staff.
- 4.8. The committee will ensure that the society, their roles and the activities of the society are open and inclusive to all Members and will proactively seek to enhance opportunities for all.

## **5. Committee Roles**

- 5.1. President:
- 5.1.1. The president shall be the principal officer and spokesperson for the society and the chairperson of committee meetings, the AGM and EGMs.
  - 5.1.2. The President shall attend meetings with their elected representative officer, as the representative of the society.
  - 5.1.3. They shall have overall responsibility for the promotion and development of the society.
  - 5.1.4. Ensure that the group does not contravene The Guild's Byelaws or any guidelines or policy of the Activities team.
  - 5.1.5. They shall have the responsibility to write and sign off financial forms of the society.

5.1.6. The President has the overall responsibility to respond to communication from the Activities Team

## 5.2. Treasurer

5.2.1. The treasurer shall be the chief financial officer and accountant for the society.

5.2.2. The treasurer shall attend meetings with their elected representative officer, as the representative of the society.

5.2.3. The treasurer shall set and oversee the production of an annual budget and present a financial report to all members at the AGM.

5.2.4. They shall ensure that all members have purchased membership

5.2.5. They shall have the responsibility to write and sign off financial forms of the society.

## 5.3. Vice-President

5.3.1. The Vice-President will support and deputise for the President, providing leadership and direction to the other Committee roles where required.

5.3.2. They shall support the other Committee roles to deliver their remit and work to ensure all Members are engaging with the Society.

5.3.3. The Vice-President shall ensure that a comprehensive Risk Assessment has taken place prior to any and all events that require one.

5.3.4. The Vice-President shall oversee the ordering and creation of 'stash' for the group

5.3.5. The Vice-President shall oversee the running of the group's teams in any Intramural sport they decide to play. This does not necessarily involve captaining one of the teams.

## 5.4. Communication Secretary

5.4.1. The Secretary shall take minutes of all meetings

5.4.2. They shall be responsible for responding to any external mail sent to the society.

5.4.3. They shall be responsible for weekly communications to the membership.

5.4.4. Should be responsible for all booking any Guild or university rooms for meetings of the committee.

## 5.5. Design Secretary

5.5.1. The Secretary shall create all logos, posters and other images used in publicity or to represent the group.

5.5.2. The Secretary shall work with the Marketing Secretary to ensure a consistent brand image for the group.

#### 5.6. Equipment Secretary

5.6.1. The Secretary shall keep an up-to-date inventory of all equipment owned by the group.

5.6.2. Should be responsible for all booking of any Guild or University rooms for meetings of the group.

5.6.3. Shall oversee the sourcing and acquisition of any new equipment used by the group, rented or otherwise.

5.6.4. They shall have the responsibility to write and sign off financial forms of the society.

#### 5.7. Fundraising Secretary

5.7.1. The Secretary shall oversee the fundraising efforts of the group.

5.7.2. The Secretary shall ensure that the beneficiary of all fundraising efforts has been fairly and democratically chosen by the membership of the group.

5.7.3. The Secretary shall work with the Treasurer to ensure that all fundraising activities comply with Charity Law.

#### 5.8. Marketing Secretary

5.8.1. The Secretary shall be responsible for running all public facing accounts representing the group (social media, the Guild webpage, the group's website etc.)

5.8.2. The Secretary shall ensure that all messages attributed to the group comply with the groups ethos and represent the membership of the group.

5.8.3. The Secretary shall work with the Design Secretary to ensure a consistent brand image for the group.

#### 5.9. Outreach Secretary

5.9.1. The Secretary shall ensure that all activities run by the group are accessible to all and provide measures to support members' wellbeing.

5.9.2. The Secretary shall endeavour to ensure the group is representative of the demographics of The Guild, and The University of Exeter.

5.9.3. The Secretary shall be responsible for contacting other groups or societies that the group wishes to collaborate with e.g. other Guild societies, local schools, other Student Unions etc.

5.10. Social Secretary

5.10.1. The Secretary will oversee the running of at least one social every fortnight (where possible)

5.10.2. The Secretary will ensure that the group facilitates a wide range of social activities.

5.10.3. The Secretary will ensure that social activities facilitated by the group will be accessible to all, including those who choose not to drink alcohol.

5.11. Musical Director

5.11.1. The Musical Director shall be responsible for leading rehearsals and concerts through the year

5.11.2. The Musical Director shall be responsible for arranging music to be sung at rehearsals and concerts

5.11.3. The Musical Director is required to work with the Accompanist each week to prepare music for rehearsals

5.11.4. The Musical Director shall work with as part of a music team, that includes themselves, the Assistant Musical Director and the Accompanist, to ensure that their rehearsals are conducted appropriately.

5.12. Assistant Musical Director

5.12.1. The Assistant Musical Director shall be responsible for leading parts of rehearsals and concerts through the year

5.12.2. The Assistant Musical Director shall be responsible for leading rehearsals where the Musical Director is not present

5.12.3. The Assistant Musical Director shall be responsible for arranging the music which they intend to direct

5.12.4. The Assistant Musical Director is required to work with the Accompanist to prepare music for their rehearsals

5.12.5. The Assistant Musical Director shall work with as part of a music team, that includes themselves, the Musical Director and the Accompanist, to ensure that their rehearsals are conducted appropriately.

**6. Finance**

6.1. The group's finances shall be administered by The Guild, on behalf of the group's members. Such funds will be held in trust by The Guild on behalf of the group and shall not be used for purposes other than the group's aims and objectives.

6.2. All funds shall be used to benefit the largest number of members possible at all times.

- 6.3. Where the group is dormant, The Guild will hold funds in trust until a time when the group becomes active again or is disaffiliated from the Students' Guild.
- 6.4. The group shall follow all Guild financial guidelines, and shall ensure that all monies are handled through the respective Guild accounts.
- 6.5. The committee can endeavour to secure external sponsorship for the group. Any sponsorship agreement must be approved by the Activities team prior to the signing of an agreement or money being received.
- 6.6. Any equipment or other items purchased by the group using group funds shall remain property of The Guild.

## **7. Safety**

- 7.1. The group will follow all guidelines and policies laid down by the Activities Team and The Guild.
- 7.2. The committee must complete their due diligence by risk-assessing all events and activities organised by them in line with Guild procedures.
- 7.3. All events undertaken by the group must be submitted to and approved by the Activities Team within the stated deadlines.

## **8. Elections**

- 8.1. All the Executive Committee shall be elected. Voting shall be by single transferable vote and secret ballot, using the online election system provided by the Guild.
- 8.2. All full members of the society may stand for election in both executive and non-executive committee (sub-committee) positions.
- 8.3. Associate members may not stand or vote for executive committee positions.
- 8.4. No committee members will serve for longer than one year without re-election.
- 8.5. Members should be given at least two weeks' notice of any election.
- 8.6. The group may hold by-elections at any point during the year if a position becomes vacant. The by-election may either be held at an Extraordinary General Meeting or online via The Guild website.
- 8.7. By-elections shall follow the same regulations as regular elections.

## **9. Meetings**

- 9.1. Committee Meetings
  - 9.1.1. Committees shall hold regular minuted meetings.
  - 9.1.2. Quoracy of Committee meetings shall be 50% of the executive committee plus one.
  - 9.1.3. Any member of the group is entitled to attend any committee meeting, unless it is a closed meeting

## 9.2. Annual General Meeting

9.2.1. The group will hold an AGM before the end of Term 3, during which the following will take place:

9.2.1.1. each committee member will deliver an outgoing report of the year.

9.2.1.2. the treasurer will present a report of the financial accounts

9.2.1.3. any constitutional amendments will be voted on

9.2.2. All members must be given at least two weeks' notice of this meeting.

## 9.3. Extraordinary General Meetings

9.3.1. An Extraordinary General Meeting (EGM) for a group may be requested by the committee or at least 10% of the group's membership.

9.3.2. There must be a notice period of at least 24 hours before the EGM and all members of the group must be informed.

9.4. Quoracy of an AGM or an EGM will be 20% of the group's membership.