**University of Exeter Students’ Guild Society Constitution**

1. **Name**
	1. The name of the group shall be *Ballroom and Latin Society* hereafter referred to as ‘the group’.
	2. The date this document was last updated was *30/11/20.*
	3. This Constitution may be amended by a two-thirds majority of those present and eligible to vote at an Annual General Meeting of the society
	4. Any amendment is subject to ratification by Societies Council.
	5. This Constitution does not supersede any Guild Byelaws.
2. **Aims and Objectives**

The Aims and Objectives define the purpose of the group.

* 1. *To provide student and professionally taught Ballroom and Latin dance lessons to Exeter university students and affiliated members.*
	2. *Promoting Ballroom and Latin dancing within the University.*
	3. *Represent Exeter University at public events and competitions.*
1. **Membership**
	1. Membership of the group shall be open to all members of The Guild in accordance with The Guild’s Byelaws.
	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. Anyone who is not a full-member of the Students’ Guild must purchase an associate membership before joining the group.
2. **Committee**
	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 7.
		1. President
		2. Treasurer
		3. *Vice-President*
	2. Additional roles are:
		1. *Team Captain 1.*
		2. *Team Captain 2.*
		3. *Fundraising Officer.*
		4. *Publicity Officer.*
		5. *Social secretary.*
	3. All committee members shall attend committee training.
	4. All committee members shall complete the Student Committee Agreement.
	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.
	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.
	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.
	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.
3. **Committee Roles**
	1. President:
		1. The president shall be the principal officer and spokesperson for the society and the chairperson of committee meetings, the AGM and EGMs.
		2. The President shall attend meetings with their elected representative officer, as the representative of the society.
		3. They shall have overall responsibility for the promotion and development of the society.
		4. Ensure that the group does not contravene The Guild’s Byelaws or any guidelines or policy of the Activities team.
		5. They shall have the responsibility to write and sign off financial forms of the society.
		6. The President has the overall responsibility to respond to communication from the Activities Team
	2. Treasurer
		1. The treasurer shall be the chief financial officer and accountant for the society.
		2. The treasurer shall attend meetings with their heir elected representative officer, as the representative of the society.
		3. The treasurer shall set and oversee the production of an annual budget and present a financial report to all members at the AGM.
		4. They shall ensure that all members have purchased membership
		5. They shall have the responsibility to write and sign off financial forms of the society.
		6. The treasurer shall post the weekly class ticket links on the guild website.
		7. The treasurer shall keep up-to-date accounts with weekly updates and feedback to the committee where necessary.
		8. The treasurer shall pay lesson teachers weekly and any other external people and companies.
		9. The treasurer shall submit events and event budgets, assisting with funding applications when appropriate.
	3. Vice-President
		1. The Vice-President will support and deputise for the President, providing leadership and direction to the other Committee roles where required.
		2. They shall support the other Committee roles to delivery their remit and work to ensure all Members are engaging with the Society.
		3. The Vice-President will take charge of making all room bookings and organising stash.
		4. The Vice-President will take minutes at all meetings and make them available.
	4. Fundraising Officer

5.4.1.           The Fundraising Officer is responsible for planning and supervising large events, with emphasis on Exeter Does Strictly Come Dancing.

5.4.2        They will be in charge of organising and running fundraising events both for the society and for wider community charity initiatives throughout the year.

5.4.3         They will be available to support members who are fundraising by themselves, primarily by spreading awareness for events through social media.

5.4.4         The Fundraising Officer will be organised and prepared to delegate any roles to a Strictly Sub-Committee to make sure the event is inclusive to all members.

5.5 Publicity Officer.

5.5.1 The Publicity Officer is in charge of creating posts for social media in order to advertise the society and any socials they may have.

5.5.2 They will keep the social media up to date and reply to all questions over social media.

5.5.3 They must work with the Fundraising Officer to advertise for Exeter Does Strictly come Dancing and any Showcases and other events.

5.5.4 They must create the freshers video in time for freshers week to show all potential members aspects of the society including socials, lesson and competitions

5.5.6 They will take photos and videos where possible with consent from those pictured to use on social media next year

5.6 Social Sec.

5.6.1. The social sec will organise social events for all society members, focusing on creating inclusive and regular events.

5.6.2. The social sec will organise the Christmas and Spring Balls/dinners.

5.6.3. The social sec is responsible for completing all risk assessments, for socials and for lessons/other events.

5.6.4. The social sec will submit all events and lessons through the Guild’s activities site in order for the events to be approved and advertised.

5.6.5. The social sec is responsible for completing and submitting the annual risk assessment.

5.6.6. The social sec must work with fundraising and publicity sec to advertise socials and ensure socials are used to help meet fundraising goals.

5.7 Team Captain

5.7.1 Choreograph and teach lessons or arrange for professional teachers.

5.7.2 Coordinate with other university team captains for arranging competition details.

5.7.3 Sort travel arrangements for competitions where necessary.

5.7.4 Sort accommodation for competitions where necessary.

5.7.5 Help partner members.

5.7.6 Run weekly training sessions for members (or workshops).

5.7.8 Sort out a shoe order for members.

1. **Finance**
	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 objective.
	2. All funds shall be used as to benefit the largest number of members possible at all times.
	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.
	4. The group shall follow all Guild financial guidelines, and shall ensure that all monies are handled through the respective Guild accounts.
	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. Any equipment or other items purchased by the group using group funds shall remain property of The Guild.
2. **Safety**
	1. The group will follow all guidelines and policies laid down by the Activities Team and The Guild.
	2. The committee must complete their due diligence by risk-assessing all events and activities organised by them in line with Guild procedures.
	3. All events undertaken by the group must be submitted to and approved by the Activities Team within the stated deadlines.
3. **Elections**
	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.
	2. All full members of the society may stand for election in both executive and non-executive committee (sub-committee) positions.
	3. Associate members may not stand or vote for executive committee positions.
	4. No committee members will serve for longer than one year without re-election.
	5. Members should be given at least two weeks’ notice of any election.
	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.
	7. By-elections shall follow the same regulations as regular elections.
4. **Meetings**
	1. Committee Meetings
		1. Committees shall hold regular minuted meetings.
		2. Quoracy of Committee meetings shall be 50% of the executive committee plus one.
		3. Any member of the group is entitled to attend any committee meeting, unless it is a closed meeting
	2. Annual General Meeting
		1. The group will hold an AGM before the end of Term 3, during which the following will take place:
			1. each committee member will deliver an outgoing report of the year.
			2. the treasurer will present a report of the financial accounts
			3. any constitutional amendments will be voted on
		2. All members must be given at least two weeks’ notice of this meeting.
	3. Extraordinary General Meetings
		1. An Extraordinary General Meeting (EGM) for a group may be requested by the committee or at least 10% of the group’s membership.
		2. There must be a notice period of at least 24 hours before the EGM and all members of the group must be informed.
	4. Quoracy of an AGM or an EGM will be 20% of the group’s membership.