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

**1.**  **Constitution**

1.1. The name of the group shall be Illuminations, hereafter referred to as ‘the group’.

1.2. The date this document was last updated was 15.06.21.

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 an Extraordinary General Meeting (“**EGM**”) of the society.

1.4. Any amendment is subject to ratification by Societies Council.

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.  To teach music in an a cappella format in a whole-group setting.

2.2.  To compete in national and international competitions for a cappella as well as in other non-competitive performances.

2.3.  To record and publish a cappella arrangements and performances to a wider audience through social media and streaming sites.

**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.           Vice-President

4.2. Additional roles are:

4.2.1.           Musical Director

4.2.2.           Publicity Officer

4.2.3.           Performance Director

4.2.4.           Welfare Secretary

4.2.5        Social Secretary

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.

4.9 The committee shall hold a termly anonymous feedback survey with all of the group members.

4.10 The committee shall have the power to interpret any matter within this constitution (with the approval of the Students’ Guild)

**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 Producer 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

5.1.7.           Additional Responsibilities

5.1.9.           They shall be responsible for response to any external communication sent to the society coordinating with other relevant members of committee.

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

5.2.3.           They shall ensure that all members have purchased membership

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

5.3.4.         The Vice President shall take minutes of all meetings

5.3.6.          Keep an up-to-date inventory of equipment owned by the group.

5.3.7.           Should be responsible for all booking any Guild or university rooms for the group.

5.3.8 The president shall be styled as ‘vice-producer’ in communication with group members and persons outside of the group.

5.4 Musical Director

5.4.1 The Musical Director will be responsible for leading and planning musical rehearsals.

5.4.2 The Musical Director will be responsible for ensuring members of the group know their music and feel confident singing it.

5.4.3 The Musical Directors will manage the group’s collection of arrangements stored and providing copies to group members.

5.4.4 The Musical Directors will be responsible for ensuring sufficient arrangements to be provided for the group and that they are of sufficient quality.

5.5 Publicity Officer

5.5.1 The Publicity Officer shall be responsible for the group’s social media platforms and website.

5.5.2 They shall be responsible for publicising the group’s performances to the public.

5.5.3 They shall be responsible for sourcing the group’s branded attire.

5.5.4 They shall be responsible for the group’s promotional material.

5.6 Performance Director

5.6.1 The Performance Director will be responsible for choreographing all songs that the group performs for shows or competitions.

5.6.2 They will be responsible for leading rehearsals in which performative aspects are being taught.

5.6.3 The Performance Director will be responsible for coordinating clothing worn for performances.

5.6.4 The Performance Director will be responsible for the visual aesthetics of the group.

5.7 Welfare Secretary

5.7.1 The Welfare Secretary shall be responsible for the general well-being of the group.

5.7.2 They shall be responsible for communicating the group’s welfare procedure.

5.7.3 They shall attend Guild organised training related to welfare.

5.7.4 They shall communicate with the Guild any significant welfare issues.

5.7.5 The Welfare Secretary will signpost members to available wellbeing support

5.8 Social Secretary

5.8.1 The Social Secretary will be responsible for organising social activities for the group that are appropriate for the groups members.

5.8.2 They shall be responsible for maintaining safe and secure boundaries within these socials.

**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 objective.

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, except associate members, may stand for election in both executive and non-executive committee positions.

8.3. Associate members may not stand 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 EGM or online via The Guild website.

8.7. By-elections shall follow the same regulations as regular elections.

8.8 In the event that an Executive Committee role is vacant, the committee may elect an existing committee member to fulfil the role’s duties as an acting committee member until the position can be filled.

8.9 Subject to clause 8.2, all members may stand for and hold multiple non-executive committee positions.

**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.

9.1.3.1. A closed meeting can be called for by a majority of the executive committee.

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 EGM for a group may be requested by any committee member 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 50% of the group’s membership.