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

1. **Name**
   1. The name of the group shall be K-Pop Society hereafter referred to as ‘the group’.
   2. The date this document was last updated was 25.09.2023 .
   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 share and promote Korean music and associated culture
  2. To provide a variety of fun and inclusive events, and to encourage member participation
  3. To encourage a positive and inclusive atmosphere in our society and through our events

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. General Secretary
      2. Publicity Officer
      3. Social Secretary
      4. Creative Director
      5. Dance Captain
      6. Welfare Officer
   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
      7. The President shall be responsible for overseeing and supporting the organisation of socials, dance tutorials, and the showcase
      8. The President will help cover for any other committee roles in the event of their respective committee member’s unavailability
   2. Treasurer
      1. The treasurer shall be the chief financial officer and accountant for the society.
      2. The treasurer shall attend meetings with their 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 be responsible for applying for funding for the showcases, dance tutorials and any events in requirement of funding.
   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 deliver their remit and work to ensure all Members are engaging with the Society.
      3. They shall ensure that all events run in a smooth manner and that members of the Society have an enjoyable time.
      4. The Vice-President will work to ensure the committee knows what they are doing and keeping organised with tasks.
      5. The Vice-President shall be responsible for overseeing and supporting the organisation of socials, dance tutorials, and the showcase
      6. The Vice-President will help cover for any other committee roles in the event of their respective committee member’s unavailability
   4. General Secretary
      1. The Secretary shall take minutes of all meetings
      2. Keep an up-to-date inventory of equipment owned by the group.
      3. They shall be responsible for response to any external mail sent to the society.
      4. The Secretary shall be responsible for updating the Whatsapp description on a daily basis.
      5. The Secretary shall be responsible for organising the Google Drive.
   5. Publicity Officer
      1. The Publicity Officer shall be responsible for spreading any promotional material and information.
      2. They shall be responsible for running the society’s social media and Student Guild pages (excluding Spotify and Fixr) and curating the society’s online persona through interactions.
      3. They shall work with the Creative Director on scheduling, post logistics, and other related matters
      4. They shall be responsible for advertising society events.
      5. They shall be responsible for weekly communications to the membership.
      6. They shall be responsible for responding to messages on all social media platforms, and passing along messages about possible collaborations from external organisations or other relevant information with the rest of the committee
         1. If the Publicity Officer believes that a different committee member would be best suited to reply to a specific direct message, then that committee member would have the freedom to respond to that direct message.
   6. Social Secretary

5.6.1 The Social Secretary shall be responsible for organising a varied and

enjoyable programme of events in line with the Students’ Guild Policy.

5.6.2 They shall create and submit risk assessments for socials, ensuring they

are followed.

5.6.3 They shall be a point of contact during society events.

5.6.4 They shall enter each society event in the activities system.

5.6.5 They shall oversee booking of rooms for society events.

* 1. Creative Director
     1. They shall be responsible for creating all visual and auditory content for social media
     2. They will be responsible for leading the general creative direction of the society including but not limited to:
        1. Society Brand including Logo
        2. Stash for all membership types
        3. All social media posts and themes
        4. Musical Content ie. Spotify
     3. They shall work with the Publicity Officer on scheduling, post logistics, and other related matters
  2. Dance Captain
     1. Dance Captain will be responsible for all aspects of dance within the society
     2. They will lead tutorials, either teaching or finding people to teach at dance tutorials, making sure they are well taught and inclusive
     3. They will lead showcases, including:
        1. Helping organise groups and dances for the showcase
        2. Helping the social secretary book rooms for practise
     4. They will also take lead in organising any competitions the society wishes to take part in, working alongside the president to organise them, and will choose dances and take lead in teaching them to the participants
  3. Welfare Officer
     1. They shall be responsible for being a point of contact for members and committee to raise any concerns to, and work to sort these out.
     2. They shall be a point of contact during society events.
     3. Curating and sorting through feedback forms from the membership
     4. Welfare officer shall receive votes from committee on society issues privately and will choose which committee member will have the final say if the vote is split 50/50
     5. Anonymous votes are to be held by the Welfare Officer and closed within 48 hours for general votes or a specified time (detailed in voting form for urgent issues).

Anonymous votes to be held by Welfare Officer are to be closed within 48 hours for general votes or a specified time (detailed in voting form), with them being closed in 24 hours for urgent issues.

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.