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

1. **Name**
   1. The name of the group shall be *Exeter University Dance Society*, hereafter referred to as ‘the group’.
   2. The date this document was last updated was *01/03/2024.*
   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**
   1. The Aims and Objectives define the purpose of the group.
      1. **We aim to create a safe, welcoming, enjoyable, diverse, and inclusive environment for all members of the society in our classes, teams and socials regardless of their ability, age, gender identity, race, ethnicity, sexuality or background.**
      2. **We hope to provide our members and other attendees the opportunity to participate in both classes and socials which provide an opportunity to have fun, make friends and become more involved in our dance community.**
      3. **We provide classes at both beginner and advanced levels, which help our members get out of their comfort zone, try something new and build their confidence not only in their dance ability but also in themselves.**
3. **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.
4. **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. *Publicity Officer*
      2. *Social Secretary x2*
      3. *Competition Team Coordinator*
      4. *Performance Team Coordinator*
      5. *Welfare 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.
5. **Skill-based coaching roles**
   1. The following will be selected by a panel of judges including the President and Vice-President, based on a challenge set by the outgoing coaches of that year.
      1. *Ballet Coach*
      2. *Tap Coach*
      3. *Jazz Coach*
      4. *Contemporary Coach*
      5. *Street Coach*
      6. *Commercial Coach*
      7. *Irish Coach*
      8. *Dance Fit Coach*
      9. *2x Intermediate Coaches for Competition Teams*
6. **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. Ensure the well-being of any committee members and members by holding meetings to talk about things troubling them, and refer them to other members of Guild staff if necessary.
      8. Should be responsible for all booking any Guild or university rooms for the group.
      9. Liaise with outside companies to secure sponsorship.
      10. Create a timetable each week for classes and rehearsals and deliver this to the Publicity Officer.
   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. *To create coach contracts at the beginning of the year and oversee class and competition team money.*
      7. *To liaise with the Team Coordinators about stash and transportation, alongside the Vice-President.*
   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. Ensure the well-being of any committee members and members by holding meetings to talk about things troubling them and refer them to other members of Guild staff if necessary.
      4. The Vice-President shall take minutes of all meetings.
      5. The Vice-President is responsible for stash designs and conferring with outside companies about this.
      6. The Vice-President is also responsible for the Winter and Spring Showcases alongside the Performance Team Coordinator.
   4. Publicity Officer
      1. Keep the society’s social media up-to-date by posting events and timetables at the beginning of each week.
      2. They (alongside the President and Vice-President who also have account access) shall be responsible for response to any messages sent to the society.
      3. They shall be responsible for weekly communications to the membership.
   5. Social Secretary x2
      1. To organise events (both drinking and otherwise) to entertain the members.
      2. Events should be run fortnightly and themes need to be run by the President before being publicised to protect the reputation of the society and consequently the university.
      3. These events are run considerately, not forcing members to participate if they do not wish to.
      4. We will have 2 social secretaries, one responsible for managing events, such as Winter and Summer Balls, and one responsible for managing the fortnightly socials
      5. Both Social Secretaries will support each other in the managing of the society’s social activities
   6. Competition Team Coordinator
      1. To organise the audition day for the Competition Team – ensuring that all scoring is done fairly and without bias.
      2. To decide which competitions to attend each year and sign up to these when appropriate, conferring with the President.
      3. To organise transportation and booking of hotel rooms in conference with the Treasurer for the annual competitions.
      4. To ensure the wellbeing of everyone on the team.
      5. To design the team’s stash with the Vice-President.
   7. Performance Team Coordinator
      1. To organise the audition day for the Performance Team – ensuring that all scoring is done fairly and without bias.
      2. To decide which events to attend each year and sign up to these when appropriate, conferring with the President.
      3. To organise transportation to and from the event, conferring with the Treasurer.
      4. To ensure the wellbeing of everyone on the team.
      5. To design the team’s stash with the Vice-President.
      6. The Performance Team Coordinator is also responsible for the Winter and Spring Showcases alongside the Vice-President.
   8. Welfare Secretary
      1. To look after the welfare of committee, society members and activity attendees
      2. To be a first port of call in the society for any welfare concerns, and keep any concerns confidential
      3. To aid the Publicity Secretary in answering any welfare concerns communicated on Dance Soc’s social media channels
      4. Be present at as many of the society’s events as possible as a friendly and approachable face
      5. To direct society members to appropriate further support if necessary
7. **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.
8. **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.
9. **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.
10. **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.