

Constitution of Swing Dance Society

Title & Aims

The Society shall be called (Swing Dance Society), and shall have the following aims:

- To teach swing dance to the members of the society
- To provide a friendly social atmosphere
- To develop and maintain swing dance in St. Andrews

Affiliations

The Society shall be affiliated to the following organisations:

- St Andrews University Students' Association

Membership

Any matriculated student of the University of St Andrews shall be eligible to purchase Ordinary Membership to the society, at a cost of £15.

Officers & Committee

There shall be the following Officers, who shall constitute the Committee of the Society:

- President
- Treasurer
- Secretary
- Vice-President
- Ordinary Members (x2)
- Events Officer
- Publicity Officer
- Equality and Access Officer
- Fresher's Rep

All Officers shall be elected at a General Meeting or co-opted by the Committee if no candidate is elected at a General Meeting or in the case of casual vacancy. The Committee may co-opt additional members to the Committee, if doing so is expedient to the good governance and organisation of the Society. Only those Officers elected at a General Meeting shall be voting members.

The President shall call Committee meetings on their own volition or upon presentation to them of a written request by two-fifths of the voting members of the Committee. At least 24 hours' notice of a Committee meeting shall be provided to all voting members of the Committee. The quorum for a Committee meeting shall be at least 3 voting Officers, provided that one of them is the President.

No Officer shall derive any financial profit or gain by reason of their officership, including favourable rates on goods or services, unless the same benefit is available to any and all members of the Society.

The Committee reserves the exclusive authority to:

- Authorise Expenditure over £30
- Co-opt additional members to the Committee
- Constitute any subcommittee of its own members

The Committee shall not delegate these powers to any other person or groups, including a subcommittee of its own members.

Any Officer may resign at any point by submitting written notice thereof to the President or Secretary. Such resignation shall take effect at the time specified in the notice therefor or, in the absence of a specified time, upon receipt of the notice.

Duties of Office

The **President** shall:

- Serve as the primary point of contact between the Students' Association and the Society.
- Chair Committee Meetings.
- Oversee the smooth operation of the Society.
- Be solely responsible for upholding Health and Safety of the society in line with the standards of the Student's Association and may not delegate these responsibilities to another officer except in the event of a vacancy in the position.
- Attend the Health and Safety Training during reaffiliation.
- Pass the associated Health and Safety Competency test.
- Review and submit all risk assessments on behalf of the Society to the Student's Association.
- Keep a record of the Society's risk assessments submitted during their term and pass them on to their successor.

The **Vice President** shall:

- Be responsible for chairing meetings when the President cannot attend.
- Assist the President in smooth operation of the Society.
- Liaise with class teachers and keep the committee informed of class schedules.
- Be a point of contact for the wellbeing of the society, alongside the Equality and Access Officer.

The **Treasurer** shall:

- Maintain records of the Society's financial activity in accordance with Association Guidelines.
- Execute any resolution by the Committee to apply to the Students' Association for funding.
- Maintain a full and accurate membership roll.

The **Secretary** shall:

- Compose the weekly emails and be responsible for email correspondence.
- Keep track of the committee meeting minutes.
- Be responsible for the organisation of the society Google Drive.
- Be responsible for booking rooms for classes and events.

The **Publicity Officer** shall:

- Manage the society's social media pages.
- Create graphics and promotional material to be used in society communication.
- Publicise society events and news using the social media accounts.
- Be responsible for the society's social media correspondence.

The **Events Officer** shall:

- Organise socials for the whole society.
- Liaise with the Secretary or President to ensure the booking of rooms for these socials.
- Organise resources required for these socials.
- Be responsible for organising the rotation of Sober Members for all relevant planned events

The **Equality and Access Officer** shall:

- Assist in the organisation of events, along with the Events Officer.
- Source and create swing history content for the weekly email.
- Work to increase the accessibility of the society for all members.
- Be a point of contact for the wellbeing of the society, alongside the Vice-President.

The **Ordinary Members** shall:

- Hold no specific duty, but aid in the running of the committee, attend events and sit as a voting member of the committee.

The **Freshers' Rep** shall:

- Be responsible for recruiting other first-years into the society and in generating interest about Swing Dance Society.

Finances

Any debt incurred by the Society shall be satisfied by an equal subscription from all members. The annual subscription for Ordinary Membership shall be approved at a General Meeting. Two signatories of the Students' Association shall appear on the Society's bank mandate. The society bank account signatories should be the treasurer, president, and two staff members chosen by the Student's Association.

Events

Any events held by the society will have a minimum of one sober member of the committee attending. It is the responsibility of the sober member/ members of committee to generally care for any member of the society attending the event. Remain for the entirety of the event and ensure all members leave the event safely.

Constitution

The Constitution of the Society may be amended by a General Meeting on the advice and consent of the Committee or by a duly proposed and seconded motion. A copy of this Constitution shall be on display at all General Meetings of the Society.