

University of Nottingham Students' Union Society Constitution

UoN A Cappella Society



1.0 Name

- 1.1 There shall be a 'University of Nottingham Students' Union A Cappella Society' or 'UoN A Cappella'.

2.0 Aims and objectives

2.1 The aim of the society shall be:

- i. To give Members of the Students' Union the opportunity to get involved with A Cappella singing.

2.2 The objectives of the society are:

- i. To bring together students with a common interest in A Cappella singing.
- ii. To provide opportunities for vocal training and development of musical skills via workshops and public performances.
- iii. To foster a better understanding and appreciation for A Cappella singing by organising, for instance, trips to A Cappella concerts and festivals (participating where possible).
- iv. To offer opportunities in choreography and composition.

3.0 Membership

- 3.1 As per the *Articles of Association*, all Full Members and Associate Members of the Union may become Society Members upon payment of a membership fee.
- 3.2 The Society's membership fee shall be £5.

4.0 Committee

4.1 There shall be a Society Committee who are responsible for the effective operation of the Society in pursuit of the Society's Aims and Objectives.

4.2 The Committee shall consist of the following Committee Members:

i. President

- i. Shall have overall responsibility for the Society.
- ii. Shall chair General Meetings of the Society and meetings of the Society Committee.
- iii. Shall attend Societies Council on behalf of the Society or send a Committee Member as their deputy.
- iv. Shall ensure the Society is operating in line with the Union's compliance guidelines and processes.
- v. Shall delegate Committee Members to attend Students' Union Committee training sessions.
- vi. Shall be responsible for completing the Students' Union STARs application.
- vii. Shall prepare a written handover for their successor.

ii. Vice President

- i. Shall deputise for the President.
- ii. Shall assist the President in day-to-day running of the Society.
- iii. Shall provide advice and assistance to all other Committee Members.
- iv. Shall be responsible for organising a Welcome Event for new members at the start of the year.
- v. Shall be responsible for organising the rota for Welcome Fair.
- vi. Shall be responsible for completing the annual Risk Assessment and Inventory form for the Society.
- vii. Shall deal with all matters relating to communicating/dealing with A Cappella alumni.
- viii. Shall prepare a written handover for their successor.

iii. General Secretary

- i. Shall be responsible for the general administration of the Society.
- ii. Shall be responsible for the organisation of meetings, including minute-taking and publicising all minutes to the Society's membership in appropriately timely manner.
- iii. Shall be responsible for keeping track of Membership records and ensure that all active Members of the Society have purchased Membership.
- iv. Shall announce results of auditions before the first social, with the assistance of the Group Coordinator.
- v. Shall be responsible for the Society's official email address.
- vi. Shall be responsible for organising the Annual General Meeting.
- vii. Shall prepare a written handover for their successor.

iv. Treasurer

- i. Shall be responsible for the financial operations of the Society.
- ii. Shall aim to ensure that the Society is not running a deficit at any time.
- iii. Shall be responsible for maintaining a finance spreadsheet to track society and group transactions, stored on the society's Google Drive.
- iv. Shall manage the Society's equipment, ensuring it is stored and tracked securely and available for use.
- v. Shall be responsible for Society's funding applications.
- vi. Shall organise fundraising when necessary.
- vii. Shall endeavour to organise deals or sponsorships for the Society where appropriate.
- viii. Shall prepare a written handover for their successor.

v. Social Secretary

- i. Shall organise and attend socials and other events for the Society.
- ii. Shall be responsible for hiring venues and financial transactions of all social events, and only finalise them after seeking approval from both the President and Treasurer.
- iii. Shall ensure that their events are run in a safe and responsible manner and follow the Union's events compliance guidelines and processes.
- iv. Shall encourage participation of non-active Members.
- v. Shall advertise all social events and carry out ticket sales transactions online (where possible).
- vi. Shall report to the President before finalising any actions on behalf of the Society.
- vii. Shall prepare a written handover for their successor.

vi. Publicity Secretary

- i. Shall promote and publicise Society events.
- ii. Shall be responsible for designing and printing any promotional material to be used by the Society.
- iii. Shall seek approval from the President before any promotional materials are printed.
- iv. Shall report to the Treasurer before finalising any financial transactions with respect to publicity.
- v. Shall run and administrate the Society's social media.
- vi. Shall ensure the Society's page on the SU website is up-to-date.
- vii. Shall ensure the Society's webpage is up-to-date.
- viii. Shall organise and schedule additional media for the society including and not limited to TikTok videos and Concert promotional material.
- ix. Shall prepare a written handover for their successor.

vii. Wellbeing Coordinator

- i. Shall act as a point of contact to signpost Society Members to appropriate welfare services.
- ii. Shall be responsible for the monthly checking of the Society's online feedback form (updating the Committee if necessary).
- iii. Shall be responsible for requesting and compiling responses to the annual welfare survey.
- iv. Shall liaise with the Union to ensure that signposting information is accurate.
- v. Shall create a 'Welfare Wednesday' post every Wednesday, addressing a variety of different welfare issues.
- vi. Shall organise welfare events such as 'Welfare Cafes'.
- vii. Shall organise compulsory welfare training for Committee members, Group Leaders and MDs, to enable them to provide welfare support to members of the society.
- viii. Shall coordinate with the Welfare Network/SU Welfare Officer to take part in SU welfare events throughout the year.
- ix. Organise a welfare week every year to promote welfare within the society and collaborate with other societies if possible.
- x. Shall prepare a written handover for their successor.

viii. Events Coordinator

- i. Shall be responsible for scheduling and organising workshops and liaising with external vocal coaches to conduct them (and appoint a representative to take over the session if necessary).
- ii. Shall appoint someone to MC for each Society concert.
- iii. Shall be responsible for ensuring that activities of all groups managed by the Society are discharged in a manner consistent with UK Law, with particular reference to the legislation regarding the copying of music and performance rights.
- iv. Shall be responsible for liaising with the Students' Union and completing all Event Forms.
- v. Shall be responsible for completing the Health & Safety forms for all Society events.
- vi. Shall be responsible for delegation of roles for Society events.
- vii. Shall appoint someone to take photos of the Society events and concerts.
- viii. Shall report to the President before finalising any actions on behalf of the Society.
- ix. Shall prepare a written handover for their successor.

ix. Group Coordinator

- i. Shall be responsible for the system by which new groups are formed.
- ii. Shall assist non-active Members in joining a group.
- iii. Shall assist group leaders in running groups.
- iv. Shall act as a point of contact for all groups managed by the Society and ensure that each group has an active Musical Director and Manager at any point in time.
- v. Shall organise Select Committee meetings (1 per month)
- vi. Shall organise the run-through for Society concerts.
- vii. Shall organise and delegate auditions and cross-over procedures.

- viii. Shall assist the General Secretary with announcing audition results before the first social.
- ix. Shall be responsible for confidentiality during the auditions process, assuring that any recordings are held securely and only accessible to relevant parties.
- x. Shall organise Society rehearsals.
- xi. Shall encourage the existence of an un-auditioned group, an all-male-and-non-binary identifying group and an all-female-and non-binary identifying group within the society.
- xii. Shall report to the President before finalising any actions on behalf of the Society.
- xiii. Shall prepare a written handover for their successor.
- xiv. Shall act as an independent observer (present for majority of the process, with powers to intervene in cases when they believe it to be necessary) during the offers process as advocate for all Groups that are not represented by those in the roles of President or General Secretary. In the case that Group Coordinator is a member of the same group as President or General Secretary, this role of independent observer will fall to an alternate elected committee member who is a member of a different group.

x. Creative Coordinator

- i. Shall be responsible for producing musical arrangements for the Society.
- ii. Shall provide assistance with arrangements.
- iii. Shall report to the President before finalising any actions on behalf of the Society.
- iv. Shall prepare a written handover for their successor.

xi. Equity, Diversity & Inclusion Officer

- i. Shall be responsible for advancing equity, diversity, and inclusion within the group.
- ii. Shall liaise and collaborate with the Students' Union's Part-Time Officers where appropriate.
- iii. Shall ensure that all activities, including social events and communications, are accessible of all members, and shall seek guidance regarding this where necessary.
- iv. Shall answer any emails and queries related to equity, diversity, and inclusion.
- v. Shall be knowledgeable of, and signpost students to, the university/external services where necessary.
- vi. Shall attend the Students' Union's Inclusion and Liberation Training Day.
- vii. Shall report to the President before finalising any actions on behalf of the Society.
- viii. Shall prepare a written handover for their successor.

xii. Technical Officer

- i. In the absence of a Technical Officer, the Treasurer and General Secretary shall jointly hold the responsibilities of the Technical Officer.
- ii. In order to prevent conflict of interest, booking requests for tech hire shall be on a system that timestamps requests. If there are dual bookings, then the Group Coordinator, or a Committee member who is not in either groups, shall have the final decision.

- iii. Shall be responsible for maintaining and managing the society's technical equipment, ensuring its booking, functionality and availability for rehearsals and performances.
- iv. Shall be responsible for the enforcement and updates of technical hire policies in accordance with SU policies
- v. Shall oversee the proper setup and operation of sound systems and other technical equipment during events.
- vi. Shall be responsible for holding one set of keys for the society flight cases.
- vii. Liaise with external vendors for equipment rentals or repairs, if necessary, with prior approval from the treasurer.
- viii. Maintain an inventory of the society's technical equipment with the treasurer, and ensure its proper maintenance and care.
- ix. Delegate tasks and provide technical support to other members as needed.
- x. Prepare a budget for technical needs and equipment purchases, seeking approval from the Treasurer.
- xi. Submit a report to the Committee at the end of each term, outlining technical activities and any equipment needs.
- xii. Find and share, or facilitate technical training workshops for A Cappella members on using the society's equipment.
- xiii. Shall report to the President before finalising any actions on behalf of the Society.
- xiv. Shall prepare a written handover for their successor.

4.3 There shall be a Select Committee made up of one voting representative from each group and confirmed by the committee.

4.4 Committee Members must be both Society Members and Full Members of the Union.

4.5 As per the Union's byelaws, Committee Members shall be elected by Single-Transferable Vote.

- i. All Society Members shall be eligible to vote in Society elections.
- ii. All Society elections must be administered by the Union.
- iii. All Society elections must be run in line with the relevant Unions governing documents.

4.6 All Committee members shall:

- i. Attend Society Committee meetings and General Meetings or submit reasonable apologies to the President.
- ii. Complete relevant SU Committee training, where indicated by the Union.
- iii. Act in accordance with the Student Groups Code of Conduct.

4.7 The Society Committee may delegate tasks to consenting Society members outside of the Committee, including sub-committees.

- i. The Society Committee must notify the Union of these instances.

- ii. The Society Committee remains responsible for these tasks.
 - iii. And individuals or groups delegated tasks must adhere to the Union's governing documents including the Student Groups Code of Conduct.
- 4.8 A Committee Member may resign by giving written notice of their resignation to the President or General Secretary.
- i. The President or General Secretary should then organise a by-election to fill the vacant role at the discretion of the rest of the Committee where appropriate.
- 4.9 For all elected or appointed positions within the society, except for President, Welfare Secretary, EDI Officer, General Secretary, Group Coordinator, Vice President, and Treasurer, the option shall exist for two individuals to run together on a joint ticket and share the responsibilities of the position.
- i. Candidates wishing to share a position must submit a joint application when running, with both of their names in the appropriate fields. Their manifesto should explain how they plan to divide the responsibilities.
 - ii. If elected/appointed, the two individuals will share the duties and authorities associated with the position. They are expected to work collaboratively and ensure all responsibilities are fulfilled.
 - iii. Both members will be listed as a single option on the ballot paper and cannot run against one another in the same election.
 - iv. In the case of shared positions, both individuals holding the position will have equal voting rights within the Committee.
- 4.10 Both the role of President and that of General Secretary must not be held by individuals who also hold roles as Musical Directors, Representatives or Group Leaders of any Competitive group in the society, or hold any vested interest in a competitive group other than normal membership.
- 4.11 Members of the Society are not eligible to run for the elected roles of President or General Secretary while they are a Musical Director, Representative or Group Leader of a Competitive group, or they alternatively must resign from their role as President or General Secretary in the case that they do decide to take on the role as a Musical Director, Representative or Group Leader of a Competitive group. There must not be any overlap between any individual holding any of the roles specified in clause 4.10, in the case that this does occur, automatic procedures specified under clause 7.0 of this constitution will take immediate effect.

5.0 Committee Meetings

- 5.1 Committee Meetings shall be the operational decision-making forum of the Society.
- 5.2 All Committee Members are entitled to speak and vote at Committee Meetings.
- 5.3 The Activities Officer is entitled to attend and speak at all Committee Meetings.
- 5.4 Quorum for Committee Meetings is a simple majority of all Committee Members.
- 5.5 Two Union Days Notice must be given to all Committee Members before a Committee Meeting.
 - i. In exceptional circumstances the President may call a Committee Meeting with less Notice given.
 - ii. The reasoning for this must be made clear in the minutes.
- 5.6 All Committee Meetings must be minuted and made available to Society Members and the Union, via the Union's website, in an appropriately timely manner.
 - i. Committee Meeting minutes may be withheld from the Society Membership when the meeting is declared closed by the President. These minutes must still be made available to the Union.

6.0 General Meetings

- 6.1 The Society's highest decision-making forum shall be a General Meeting.
- 6.2 The Society shall hold at least one General Meeting annually.
 - i. This must be before the end of the Spring Term of each Academic Year, except at the discretion of the Activities Officer.
 - ii. This General Meeting must contain the following:
 - iii. Committee Report on achievement against the Society's Aims and Objectives.
 - iv. Constitution Review
 - v. Annual Financial Report and presentation of accounts
- 6.3 A General Meeting may be called by either:
 - i. A simple-majority vote of the Society Committee
 - ii. A petition of either one third of Society Members or 20 Society Members, whichever is fewer, is presented to the Society Committee or Activities Officer.
- 6.4 Notice of General Meetings must be communicated to all Society Members and the Union a minimum of 5 Union days in advance.
- 6.5 All Society Members are entitled to speak and vote at a General Meeting.
- 6.6 Any Society Member may put forward a motion at a General Meeting.
- 6.7 The Activities Officer is entitled to attend a General Meeting.
- 6.8 The quorum for a General Meeting shall be either one third of Society Members or 20 Society Members, whichever is fewer.
 - i. If the annual General Meeting is inquorate, this shall be notified to the Activities Officer and any decisions made must be ratified by a vote of the Society Members with the same quoracy requirements.
- 6.9 Minutes of a General Meeting must be made available to the Society Members, via the Union website, and shared with the Union in an appropriately timely manner.

7.0 Committee Member Removal Procedure

- 7.1 If an elected committee member is unable to fulfil the duties mandated by their role, or if they refuse to do so, a Vote of No Confidence (VoNC) in that individual can take place.
- 7.2 A VoNC may take place according to one of the following procedures:
- i. Upon committee member proposal:
 - i. A committee member must propose the VoNC to the President or to the Union.
 - ii. The Union must be consulted, and an attempt to find a solution must be made before a valid VoNC may take place. All committee members have a right to be involved in this consultation.
 - iii. A valid VoNC may only take place through this procedure upon confirmation from the Union that the appropriate processes have been followed.
 - iv. The committee must then vote anonymously.
 - v. A two-thirds majority is required for the VoNC to pass.
 - vi. If the VoNC is unsuccessful, the Committee Member in question may not be subjected to this procedure within the same University term.
 - ii. Upon petition by Society Members:
 - iii. A petition must either be presented at a quorate General Meeting or to the Society President. The petition must be signed by either five percent of all Society Members or 20 Society Members, whichever is fewer.
 - iv. A vote of the Society Members must take place.
 - i. The VoNC operates under the same quoracy and election guidelines as a General Meeting.
 - ii. The Committee Member in question shall have the right to present their response alongside the petitioned motion.
 - iii. A VoNC needs a simple majority to pass.
- 7.3 If a Vote of No Confidence passes, then the individual to whom it pertains is removed from the Committee, and, at the Committee's discretion, a by-election is called to fill their position.
- 7.4 If a committee member finds themselves unable to fulfil their duties due to health or other personal reasons, informal discussion with the President and their Union Coordinator should take place.
- i. The member may want to step back from the role temporarily or other mediatory measures could be put in place to help the individual back into fulfilling their role.

8.0 A Cappella Groups

- 8.1 Membership of all A Cappella groups is conditional on Membership of the Society.
- 8.2 At no point should the conduct or management of a group act in a way to undermine the Society's aims and objectives.
- 8.3 Each group shall have at least one Group Leader.
- 8.4 Authority of each group shall be discharged by their appointed Group Leaders.
- 8.5 All financial actions executed on behalf of a group must be confirmed with the Treasurer and President before the transaction takes place. Any financial transaction that does not have prior approval by the Treasurer and President will not be considered as a Society transaction and as such the Society will not be financially liable.
- 8.6 Musical Directors should begin to plan the concert repertoire at the end of the academic year for the following academic year and notify the Committee.
- 8.7 Select members of the Committee (President, Group Coordinator, Welbeing Coordinator and EDI Officer) are permitted to intervene in the running of a group, should they be in agreement that there is reasonable evidence to suggest that the wellbeing or inclusion of members is compromised. Any intervention/mediation should be carried out by a committee member who is not a member of the group in question.
- 8.8 If a member opts to be in more than two groups - excluding the open-to-all group, then a discussion should be made with the wellbeing officer to ascertain whether it is feasible. In the case of a conflict of interest, this discussion should be with another member of the committee who is not a member of any groups in question.
- 8.9 For each member enrolled in a group, a funding allocation of £3.50 per member per annum shall be provided by the society. These funds shall be designated into group accounts.
- 8.10 A Cappella groups shall have the authority to make decisions regarding their own activities, excluding:
 - i. Society-wide events (any event including one or more members from another group or society)
 - ii. Events exceeding £3.50 per attending member
 - iii. Events with potential significant impact as determined by the Committee.
 - ii. A streamlined process for approving A Cappella group activities shall be established by the Committee, ensuring responsible financial planning and adherence to SU policies.
 - iii. A Cappella group leaders, upon pre-approval of their group's activities, are authorised to:
 - i. Book travel and accommodation, adhering to the SU's financial policies and any budgetary constraints set by the Treasurer, provided the accommodation can be

proven to meet The Consumer Rights Act 2015 on provisions of it being fit-for-purpose and not posing a health or safety risk, and (if applicable), either:

- The Universities UK/Guild HE Code of Practice for student housing managed by Universities
- The ANUK (Accreditation Network UK)/Unipol Code of Standards

- iv. Activities exceeding pre-defined spending limits or with potential significant impact require full approval by both the President and Treasurer.
- v. A Cappella group leaders are responsible for ensuring their group's activities comply with all SU policies and financial regulations.
- vi. A Cappella group leaders must submit event forms for all activities to the events coordinator. Any event that requires a budget by SU policy shall be a society event.

9.0 Group Leaders

- 9.1 A group must have at least one group leader.
- i. There is no upper limit on group leader numbers.
- 9.2 Group Leaders:
- i. Must adhere to the Union's governing documents including the Student Groups Code of Conduct. They will be required to confirm that they have read this document, and will be provided by the committee with an online copy to sign.
 - ii. Shall be a Full Member of the Society.
 - iii. Shall act as the leader of their respective group.
 - iv. Shall report to the Group Coordinator before finalising any public activity carried out by the group.
 - v. Shall be responsible for directing rehearsals of their respective group.
 - vi. Shall be responsible for conducting auditions for their respective group in accordance with constitutional guidelines.
 - vii. Shall support all music and social events held by the society (where possible).
 - viii. Shall inform the Group Coordinator of any changes to song choices and Members.
 - ix. Shall give notice to the Group Coordinator, at least 2 weeks in advance, that their respective group is unable to participate in an agreed activity.
 - x. Shall attend meetings when summoned by the Society Committee.
 - xi. Shall put forward one group member to represent the group on the select committee once per month.
 - i. This member can be a group leader.
 - xii. Shall ensure that each Member of their group has Full Membership to the Society.
 - xiii. Shall attend Select Committee meetings (1 per month).
 - xiv. Shall be responsible for maintaining and fostering a relationship within the UK A Cappella community.
 - xv. Shall champion wellbeing and inclusion within their group and attend any relevant training, delegated by the Wellbeing Coordinator and EDI Officer.
- 9.3 If a group leader is unable to fulfil the duties mandated by their role, or if they refuse to do so, a Vote of No Confidence (VoNC) can take place.
- i. A VoNC for group leaders may only be initiated by members of that group.
 - ii. Upon submission of the VoNC, the society committee are to:
 - i. Organise a meeting between the submitter, the committee, and the Union to determine the areas of concern.
 - ii. Liaise with the Union to create an appropriate plan of resolution.
 - iii. Organise a meeting between the group leader in question and the committee where these guidelines are to be discussed.
 - iii. After the Union has been consulted, a vote is to be held amongst the group in question.
 - i. Quorum for a VoNC of a group leader is a simple majority of the group in question.

- iv. If quorum is met, a new group leader is to be appointed with assistance from the group coordinator.

10.0 Finances

- 10.1 The Treasurer shall be responsible for the financial management of the Society.
- 10.2 The Treasurer shall be responsible and accountable for authorising the financial decisions of the Society.
 - i. In the absence of the Treasurer or where the Treasurer has a conflict of interest, the President shall assume this responsibility.
- 10.3 The Society will comply with any financial regulations set by the Union.
- 10.4 All monies shall be held by the Union.
- 10.5 Any monies in group pots is controlled by leaders and permission from appropriate group leaders must be obtained before said monies can be spent.
- 10.6 All monies shall be used to support the Society's Aims and Objectives.
- 10.7 All members of the A Cappella Society are responsible for promptly informing the Treasurer, EDI Officer or the Students' Groups team of any payment issues or financial difficulties that may prevent them from fulfilling their financial obligations to the society.
 - i. Notification of such issues should be made within a reasonable timeframe, as defined by the SU's financial policy or at the discretion of the Treasurer, to allow for alternative arrangements or potential waivers.
 - ii. In the event a member fails to communicate a payment issue within a reasonable timeframe, and a debt to the society remains outstanding, the A Cappella Society may pursue recovery of the full amount owed in accordance with:
 - The Students' Union Code of Conduct
 - The A Cappella Society Code of Conduct
 - iii. Pursuit of debt may include the group's fund covering the cost if it cannot be paid by the member within a reasonable timeframe.
- 10.8 A Member Opportunities Fund (MOF) shall be established, run by the treasurer and EDI officer to support members from a range of backgrounds to access A Cappella Society activities off of campus, to stop costs prohibiting full participation in student activities, including equipment, trips, balls and other events.
 - i. It is primarily intended to benefit members who identify with one or more of the following groups:

- i. People of Colour
 - ii. Mature Students
 - iii. International Students
 - iv. Postgraduate Students
 - v. Disabled Students
 - vi. LGBTQ+ Students
- ii. A minimum of £100 per academic year shall be allocated to the MOF from the Society's general fund. Additional fundraising initiatives can be undertaken to further contribute to the MOF.
 - iii. All full A Cappella Society members are eligible to apply for funding from the MOF. Priority will be given to applications that demonstrate:
 - i. Financial need
 - ii. Relevance to personal development
 - iii. Benefit to the Society or other members
 - iv. Benefit to the Nottingham/Nottinghamshire community
 - iv. A formal application process will be established for MOF funding through a form on the A Cappella Website with a statement explaining the safeguards of information.
 - v. The application form will require details about the event, estimated costs, financial need, and expected benefits. The application process and selection criteria will be clearly communicated to all members.
 - vi. Applicants will be held in a secure spreadsheet or table and shall be accessible through the A Cappella website. This will not be viewable and accessible for all of the committee members.
 - vii. Applications for MOF funding will be reviewed and approved by a designated committee. Decisions will be made based on the established criteria and the available funds.
 - viii. Recipients of MOF funding will be required to submit a brief report after attending the event.
 - ix. The fund cannot be used for:
 - i. Membership
 - ii. Stash and non-essential clothing for groups
 - iii. Recording sessions
 - iv. Events and activities that do not affect your ability to take part in society activities
 - v. Course-related costs
 - vi. Living costs
 - vii. Travel costs for drivers – these will be refunded in through the travel cost refund scheme

11.0 External Organisations

- 11.1 Any affiliation to an external organisation must be approved in line with the process outlined in the Societies Guidance Document.
- 11.2 Any commercial or sponsorship arrangement with an external organisation must be approved by the Union.

12.0 Auditions

- 12.1 Auditions are to be overseen and moderated by the general secretary and group coordinator.
- i. The setting of a time period, including at least one weekend, to be agreed upon by both the society committee and group leaders.
 - ii. The assignment of audition spaces to group leaders.
 - iii. Sending auditions results to auditionees in a timely manner.
 - iv. Management of the auditions spreadsheet.
- 12.2 During auditions, group leaders are to manage and advertise:
- i. Any audition sign-up system for their group.
 - ii. The audition materials for their group.
 - iii. The criteria for their auditions.
- 12.3 During auditions, group leaders must adhere to the following guidelines:
- i. Auditions must be primarily held and ran by a group leader. If a group leader is unavailable, a group member may be selected to hold auditions, upon the following conditions:
 - i. The elected member is a member of the society.
 - ii. The group coordinator and general secretary is notified of the selection.
 - ii. The pronouns of all auditionees should be asked for and noted.
 - iii. Audition information must only be shared with verbal consent from the auditionee.

This includes:

 - i. Auditionee name.
 - ii. Any contact information for the auditionee.
 - iii. Recordings of the audition.
 - iv. Any other identifying information for the auditionee, including vocal range, song choice, and pronouns.
- 12.4 During auditions, group leaders must adhere to the following guidelines:
- i. Rehearsal schedules.
 - ii. Competition dates (if possible).
 - iii. Other performance commitments.

13.0 Constitution

- 13.1 This Constitution and any supporting documents may be amended by a General Meeting of the Society with immediate effect.
 - i. Amendments may be passed by a simple majority vote at a General Meeting.
 - ii. Amendments to the Society's Name, Aims, and Objectives must be also be ratified by the Societies Executive Committee, as per the Societies Guidance Document.
- 13.2 This Society Constitution shall be subordinate to the Union's Articles of Association, Byelaws and Guidance Documents.
- 13.3 The Society shall adopt a code of conduct, which shall be accessible to all members before the auditions process. All members shall have the ability to access the code of conduct before purchasing membership.
- 13.4 The Society shall establish a published "Technical Hire Policy" accessible to all members. This policy, subject to amendment at Annual General Meetings (AGMs), shall be read in conjunction with the Society's Constitution.
- 13.5 To support trips booked through the society, it shall create a "Members Opportunity Fund Policy." This policy, outlining how the fund operates, will be published and accessible to all members. The policy can be revised at Annual General Meetings (AGMs) and should be read alongside this constitution.