

## 1 Name

1.1 The name of the society shall be Warwick Students' Union **Opera Warwick**

## 2 Aims and Objectives

2.1 The Society shall have a written statement of aims and objectives providing a clear understanding of the society. This shall be subject to review annually by the **Opera Warwick** Executive Committee

2.2 The society aims and objectives shall be:

2.2.1 To encourage interest in opera within the University of Warwick, and to encourage students from all backgrounds to participate in its productions, workshops and social events.

2.2.2 To give members, current and potential, the opportunity to experience the development of an opera on stage or in concert.

2.2.3 Productions are to be selected through an open decision-making process involving input from both members of Opera Warwick and other interested parties to reflect the interests and abilities of current members.

2.2.4 To promote the wider knowledge of opera styles, backgrounds and performance techniques. This may include workshops and outreach events led by current students, faculty members or outside speakers, open to all students at the University of Warwick.

2.2.5 To support the development of singers and musicians, regardless of previous experience, by providing regular performance opportunities, encouraging collaborations with other musical societies and connecting students with the University's Music Centre.

2.2.6 To ensure that all current and potential members feel welcomed and able to participate in events, no matter their ethnic and socio-economic backgrounds, physical and intellectual abilities, gender identities and sexual orientations. Ensuring this is in line with the University of Warwick's "Widening Participation" mandate.

2.2.7 To make members of the society aware of the resources available to them, should they require support with mental or physical health issues whilst working on society productions, led by the society's welfare officer(s).

2.3 The Society, its Executives, its funds and all its activities shall be subject to the provisions of the By-Laws, Regulations and Policy of the University of Warwick Students' Union.

2.4 The Society shall be subject to a disciplinary code as laid down by the Students' Union and administered by the Societies Executive.

2.5 Any alterations to the Society Constitution must be ratified by the Societies Executive. A provisional copy must be sent to the Societies Officer for approval before the new constitution may take effect.

2.6 If the Society has issues arising not mentioned in a personalised Constitution, then this document will become the default. Any issues may be dealt with by contacting your Societies Coordinator.

### **3 Memberships**

3.1 Memberships of the Society shall be open to all full, associate and honorary members of the Students' Union upon payment of the required Societies Federation subscription.

3.2 Memberships of the Society are to be renewed in the October of every academic year.

3.3 Only standard members of the society shall be entitled to vote in elections, provided they have joined the society and paid the appropriate subscription fee no less than three days before the election takes place.

3.4 The following shall not be entitled to hold the office of an Executive position in the society:

3.4.a An Associate or Honorary member of the Students' Union or Societies Federation

3.4.b Any person who has received payment for the provision of services to the society (not including reimbursement of personal expenditure on behalf of the society)

3.5 The Society must have a minimum of 30 members by the sixth week of term one. If the minimum membership is not met a meeting with the Society, Societies Coordinator and Societies Officer will be scheduled to discuss the future of the Society.

3.6 It is the responsibility of the Society Executive Committee to ensure that those attending their events are members of the Union.

### **4 Executive Committee**

4.1 The Society's Executive Committee shall be made up of at least three voting officers of whom two shall be the President/Chair and the Treasurer respectively.

4.2 The Executive Committee shall be responsible for the day to day running of the society and may decide upon any matter that has not yet been decided upon by the General Meeting. The Executive Committee shall further be responsible for:

4.2.a Organising the activities of the Society in such a way as to include the greatest possible number of Society members

4.2.b Managing the expenditure of the Society's funds in a responsible fashion and in line with the aims, objectives and planned activities of the Society whilst adhering to the SU's financial regulations

4.2.c Formulating and submitting an annual bid for funds from the Societies Executive prior to any specified deadline which shall include a statement of activities and objectives for the coming year and detailed justification of the figures contained in the bid

- 4.2.d Formulating and submitting any additional bids for funds from the Societies Executive or groups within the Students' Union
- 4.2.e Assisting any review of the Society's activities and use of funds carried out by a standing committee or group of the Students' Union that has granted funds to the Society
- 4.2.f Upholding the Constitution of the Society and ensuring that its aims and objectives reflect the Society activities
- 4.2.g Ensuring that all society activity abides by the By-laws, regulations and policy of Warwick SU.
- 4.2.h Executive Committee members must attend assigned training to ensure they are equipped to organise the Society.

#### **4.3 Core Officers**

4.3.1 The Core Officer Duties shall include:

- 4.3.1.a To attend the Society's Annual General Meeting
- 4.3.1.b To attend Societies Council and complete mandatory training sessions/courses

The core officers shall be:

##### **4.3.2 President/Chair/Club Captain**

- 4.3.2.a The President/Chair/Captain should organise and oversee the running of The Society
- 4.3.2.b The President/Chair/Captain should chair committee meetings
- 4.3.2.c The President/Chair/Captain should produce an annual report

##### **4.3.3 Treasurer**

- 4.3.3.a The Treasurer should be responsible for the finances of the Society
- 4.3.3.b The Treasurer should maintain an up-to-date record of their group account in addition to the record kept by the SU finance office
- 4.3.3.c All funds should be held and processed through the groups Students' Union bank account. No money should be held in personal bank accounts
- 4.3.3.d The Treasurer should submit grant funding applications

#### **4.4 Additional Officers**

4.4.1 The Additional Officers (even though not all roles need to be filled) will support the Core Officers and will be elected by the members of the Society in accordance with section 6.

##### **4.4.2 Secretary**

- 4.4.2.a The Secretary should write emails informing members of social events
- 4.4.2.b The Secretary should keep record of Exec meetings

##### **4.4.3 Musical Director**

- 4.4.3.a The Musical Director should collaborate with the Productions Manager to create shortlist for the upcoming opera shows

##### **4.4.4 Social Secretary**

- 4.4.4.a The Social Secretary should create drinking and non-drinking social events open to all members of the society

##### **4.4.5 Productions Manager**

- 4.4.5.a The Productions Manager should collaborate with the Musical Director to create shortlist for the upcoming opera shows
- 4.4.5.b The Productions Manager will ensure a fair panel process will be held to make sure that the show selected has been well developed and beneficial for the society

##### **4.4.6 Marketing Manager**

- 4.4.6.a The Marketing Manager should take over social media accounts to promote the society and upcoming events/shows

##### **4.4.7 Outreach Officer**

4.4.7.a The Outreach Officer should reach out to other societies and external groups to promote upcoming shows/events

#### 4.4.8 Workshops Officer

4.4.8.a The Workshops Officer should plan workshops, led by members of the society or members of staff about any aspect of Opera, by filling out the forms required by the SU and assisting with room booking.

#### 4.4.9 Tour Secretary

4.4.9.a The Tour Secretary should organise as many tours that he/she desires, varying in length, and ensuring that the Health and Safety Guidelines are followed and agreed upon by all members participating in a tour.

### 5 Meetings

5.1 The Executive must meet at least **three times per term** to ensure the Society is operated to a high standard.

5.2 The Society Executive shall call at least one General Meeting per year for the purposes of discussing plans and activities for the coming year. This must be held by Week 10, Term 2. This GM may also be used to hold Society Officer elections.

5.3 The Society Executive shall give at least seven days' notice of any General Meeting to all members via Society email and such notice shall include details of any elections to be held

5.7 The Executive shall call further meetings either at its own initiative or at the request of 10% of the membership or the request of the Societies Officer.

### 6 Elections

6.1 Elections shall be held online or at a quorate general meeting in line with By-Law 10 Appendix D

6.2 Votes will be counted a **First Past The Post/Single Transferrable Vote** electoral system.

6.3 Any amendments to the constitution must be made by the end of term 3.

6.4 The renewed Constitution, with up to date signatures, must be sent to the Societies Coordinator before the end of term 3

Position	Name	Signature
President (Incoming)		
President (Outgoing)		