

CONSTITUTION



The purpose of this document is to outline the policies and procedures, as well as general guidelines, of the operations under all respective members and affiliates of #WOKEWeekly. All corresponding adherents are expected to read and abide by the articles of this constitution.

Definitions

- ❖ **“#BlackExcellence”**: a series of tributes dedicated to individuals in the black community who are recognised by #WOKEWeekly to be excellent in their field, or who have overcome great obstacles, and believed to have significant potential.
- ❖ **“Chair”**: one responsible for hosting a session, stimulating and engaging all participants in the conversation.
- ❖ **“Co-chair”**: one who assists the chair during a session.
- ❖ **“Conversation”**: either a debate or a discussion being facilitated during a #WOKEWeekly session.
- ❖ **“Coordinator”**: a member of the organisation who operates on a university team.
- ❖ **“Debate”**: a conversation where topic questions are expected to be met with opposing views between members of the audience.
- ❖ **“Discussion”**: a more docile conversation where topic questions seek to shed light on issues as members of the audience talk through causes and remedies.
- ❖ **“Supervisor”**: the superior member of the organisation to whom one reports to.
- ❖ **“#WWCE”**: *#WOKEWeekly Christian Edition*; sessions held typically in collaboration with Christian-based societies, causes and institutions where conversations on the faith from a more social perspective are facilitated.
- ❖ **“#WWMH”**: *#WOKEWeekly Mental Health*; sessions based upon the dimension of mental health, particularly amongst the black community; discussing misconceptions, tackling stigmas and providing insight on various aspects of mental health.
- ❖ **“#WWPO”**: *#WOKEWeekly Politics*; sessions where conversations on the events and occurrences in the dimension of UK and international politics are facilitated.

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1. General Policy

1.1. *Brand*

On all official documents, media and digital platforms, entity names of #WOKEWeekly must always be formatted correctly without fail. The hashtag and formatting of our name is the unique identifier and primary key to the franchise brand.

- ❖ “#WOKEWeekly” and “#WOKESurrey” are examples of **correct** formatting.
- ❖ “Woke Weekly”, “WokeSurrey” and “#WOKEweekly” are examples of **incorrect** formatting.

1.2. *Slack*

Slack is a mobile and desktop messenger application which allows for communication between all members of the workspace, as well as the use of channels for public and private communications.

- 1.2.1. All members of #WOKEWeekly are required to be a part of the #WOKEWeekly Slack workspace.
- 1.2.2. Coordinating chairmen will not be provided with any material for their sessions if they are not members of the Slack workspace.
- 1.2.3. All members are required to read and stay up-to-date with messages on the Slack workspace. Slack messages should be checked frequently or, at the very most, daily.
- 1.2.4. Members are required to show that they have read and acknowledged messages which pertain to them through “reactions” (emojis which are added to messages). Due to the nature of Slack, it is difficult to tell whether other members have read messages. Adding reactions to the messages of others indicates that a message has been received.
- 1.2.5. All members should ensure that their display names on Slack are appropriate and identifiable, maintaining a level of professionalism and uniformity with others.
- 1.2.6. All members should ensure that their roles are displayed and are stated correctly and uniformly in accordance to what is instructed of them. All University Coordinators should ensure that the university in which they coordinate is indicated in their role (e.g. *Surrey University Coordinator*).

- 1.2.7.** All members are encouraged to have appropriate profile pictures of themselves displayed to make themselves more easily identifiable and discoverable by other members of the workspace.

1.3. Communication

As a member of the #WOKEWeekly organisation, it is expected that communication remains at a high standard.

- 1.3.1.** All members are required to respond to or acknowledge messages as soon as possible.
- 1.3.2.** Each member may have tasks to be performed and deadlines to be met. However, there are some occasions where personal issues and circumstances may interfere with one's ability to perform.
- a)** It is expected that any personal issues or circumstances, which may slow down or cease the progression of a task, be brought to the attention of your Supervisor. It is not expected of you to outline the details of such issues. However, it is important that your Supervisor is notified of any absences or inabilities to progress a task.
 - b)** It is expected that these hindrances be communicated to your Supervisor as soon as possible. This should be done *before* taking an authorised leave of absence. Failure to notify your Supervisor of any absences beforehand will result in warnings. Consecutive warnings will lead to a termination from the organisation.

1.4. Confidentiality

All members and affiliates of #WOKEWeekly are responsible for ensuring that no private matters, critical decisions or confidential projects made are disclosed to the general public through conversation with external parties or social media platforms. Failure to abide by this regulation of privacy is a breach of organisational confidentiality and will result in an executive warning.

1.5. Protection of Assets

Sessions topics are the currency of the franchise and are, therefore, valuable assets to the organisation. These assets are stored and protected in the #WOKEWeekly Topic Bank. All members who desire to use topics for affairs which are not #WOKEWeekly-related – which include, but are not limited to: social media posts or tweets, discussion videos or other debate spaces - must tag, include or reference #WOKEWeekly appropriately.

1.6. Allegiance

It is expected that all members and affiliates advertise and promote the current events, sessions and content of the #WOKEWeekly franchise, irrespective of role or duty, via

social media, wearable merchandise, word of mouth etc. Such actions will duly and discretely be noted by the Director, as they are indicative of a loyalty to the cause, a passion for the movement and a drive to see the franchise grow and flourish.

2. Executive Policy

2.1. *Commitment*

Each member of the executive team is expected to spend a minimum of 5 hours a week on #WOKEWeekly-related operations.

2.2. *Conference Meetings*

Virtual meetings are held regularly for executive members to convoke, providing a regular opportunity to discuss the business of the franchise, review past and present events, plan for future sessions and to ensure all executive members convene on the same page.

- 2.2.1. These virtual meetings currently take place fortnightly on Sundays at 6:00pm.
- 2.2.2. Executives are expected to give enough notice before any possible absences at the conference meetings. Providing enough notice gives a chance for the start time to be adjusted if possible.
- 2.2.3. The secretary must ensure that topics discussed and appropriate courses of action for each member of the team is taken down in the meeting minutes.
- 2.2.4. Executives who miss a meeting due to extenuating circumstances are expected to catch up with the proceedings taken down in the minutes, communicate with other members of the team to clarify any misunderstood or ambiguous information and carry out any respective tasks assigned to them as soon as possible.

2.3. *Performance Reviews*

This is an exchange of evaluation on recent performance between the Director and each executive member of the board. Performance reviews are to be conducted on the last Wednesday of every 3 months.

- 2.3.1. The process is conducted on a one-to-one basis.
- 2.3.2. Evaluations need not be lengthy. They can be kept brief and concise, most especially in cases where positive reviews are consecutive.
- 2.3.3. Evaluations can be presented via any means; be it over Slack, over any other messenger, via a call or in-person.
- 2.3.4. Results and aspects which tie into levels of productivity alone are to be evaluated. Behavioural traits are not to be discussed in the performance

review. Any issues with behaviour from both parties needs to be brought to the attention of the other party externally.

- 2.3.5.** Methods of improvement should always be provided where flaws or issues are highlighted. Criticism should only be given constructively.

2.4. Representation

Unless authorised or planned, the disclosure of opinions on any topics to be debated at an upcoming session prior to said session is strongly discouraged to avoid inducing bias or swaying the audience beforehand. For more controversial opinions, as representatives of the organisation, this is discouraged to avoid any potential defamation of the franchise.

2.5. Executive Inductions

Before any new members are brought onto the #WOKEWeekly executive team to work with or under #WOKEWeekly, the existing executive team must be collectively consulted. A majority vote must be taken between the existing executive team to recruit the new executive member onto the team. There must be job description written up to describe the role of the new executive including the responsibilities and duties under them.

2.6. Executive Dismissals

In the event that an executive is not fulfilling their role adequately and performing duties to standard or not meeting the needs of the organisation, another member of the executive can offer to hold a vote of dismissal. Voting executives must justify their reasons for voting; if, at the end of the process, the vote for dismissal is unanimous, the Director will proceed to dismiss the executive in question. If the Director is the executive to be dismissed, the Lead Executive will be responsible for dismissing the Director. Amongst the remaining team, a new Director will subsequently be elected.

2.7. Manager Inductions

Before any new managers are brought onto the team to work with or under #WOKEWeekly, the executive team must be collectively consulted. There must be a job description written up to describe the role the new member will be taking up, including the responsibilities and duties under them.

2.8. Manager Dismissals

In the event that a manager is not fulfilling their role adequately and performing duties to standard, any executive members who directly supervise and/or work with the manager are entitled to dismiss the manager upon the consultation of the executive team, as well as the agreement of ALL directly-connected executives.

3. Manager Policy

3.1. General Regulations

The following outline the guidelines and policies for members of the #WOKEWeekly organisation who operate on the managerial team.

- 3.1.1. Commitment:** Each member of the managerial team is expected to spend a minimum of 3 hours a week on #WOKEWeekly-related operations.
- 3.1.2. Deadlines:** All managers are expected to fulfil their tasks promptly, as well as achieve all set deadlines. If a manager is aware that he or she may not make a deadline, this should be communicated to the Supervisor with enough notice. Failure to meet deadlines, as well as communicate to Supervisors beforehand with sufficient notice, will result in warnings. Consecutive warnings may result in a termination. *Refer to Article (1.3.2).*
- 3.1.3. Collaboration:** Managers are expected to use the skills of their cohorts and collaborate amicably with other managers of the team to produce content, brainstorm ideas, enhance results, solve issues etc. when necessary.

3.2. Manager Supervision

These guidelines and policies are applicable to the supervisor responsible for overseeing the duties and responsibilities of the members on the managerial team.

The following outline the expected traits of the managing supervisor:

❖ Quality Communication:

Information and feedback will need to be relayed to Supervisor(s), making communication a key necessity. The manager supervisor will be required to communicate information, issues and absences, providing enough notice. Considering the remote nature of operations under #WOKEWeekly, presence and communication over Slack or any other digital means is very necessary.

❖ Effective Leadership:

With the responsibility of ensuring other managers are fulfilling their roles effectively, the managing supervisor is expected to perform as an effective leader. Recognising the roles, strengths and weaknesses of other managers on the team is key for leadership direction.

The following lists the expected roles and responsibilities of the managing supervisor:

- 3.2.1.** The managing supervisor is to ensure that all other managers are performing their respective duties effectively, checking in on managers regularly and where necessary.

- 3.2.2. The managing supervisor is to report any issues encountered by, or between, managers on the team to the Supervisor.
- 3.2.3. Where necessary, the managing supervisor is expected to act as the middleman or medium of communication between the executives and managers.

3.3. **Visual Content Creation**

These guidelines and policies are applicable to any managers who are involved in the photography, videography, creation and/or editing of images and videos, designing banners, headers, fliers, newsletters and other miscellaneous media resources for the #WOKEWeekly franchise.

The following outline the expected traits of the visual content creator:

- ❖ **Image / Video Content Production**

Using acquired skills to edit and produce quality images and/or videos for the franchise when required.

- ❖ **Creativity**

Freely utilising the media resources provided or any other tools to produce visual image or video content as well as suggesting media-related ideas for the benefit or publicity of the franchise.

- ❖ **Willingness to Learn:**

Learning and developing new image or video production skills to produce quality material.

The following lists the expected roles and responsibilities of the visual content creator:

- 3.3.1. The visual content creator is to ensure that there are no spelling and grammar mistakes made during the creation and/or editing of posters, banners, videos etc. When in doubt, a #WOKEWeekly Journalist should be enlisted to proof-read. Part of the franchise's professionalism is reflected through the nuances of language, and so should be taken very seriously. This includes the formatting of terms, including the organisation's name, "#WOKEWeekly". *Refer to Article (1.1).*
- 3.3.2. For private material or assets owned by #WOKEWeekly, the visual content creator should request access from the Supervisor.
- 3.3.3. Any unauthorised disclosure of private material or assets owned by #WOKEWeekly will be met with an immediate termination of membership from the organisation.
- 3.3.4. In the event that a session poster needs to be created, the visual content creator is expected to be available to produce the required material as soon

as possible. In cases where this may not be possible, this should be communicated to the Supervisor.

3.4. Journalism

These guidelines and policies are applicable to any managers who are involved in the composition of written content - be it newsletters, articles, biographies, posts etc. - for #WOKEWeekly.

The following outline the expected traits of the journalist:

❖ **Literary Artisanship**

Being a skilled writer, capable of composing quality written pieces to captivate and engage audiences.

❖ **Creativity**

Freely producing written content, as well as suggesting any ideas related to the composition of content for the benefit or publicity of the franchise.

❖ **Attention to Detail**

Maintaining a perfectionist standard of literacy and formatting, as well as consistency when writing about #WOKEWeekly affairs.

The following lists the expected roles and responsibilities of the journalist:

- 3.4.1.** The journalist is to ensure that there are no spelling and grammar mistakes made during the composition of all written content, and that such content is double-checked for mistakes. Part of the franchise's professionalism is reflected through the nuances of language, and so should be taken very seriously. This includes the formatting of terms, including the organisation's name, "#WOKEWeekly". *Refer to Article (1.1).*
- 3.4.2.** The journalist is to ensure that all written content is verified by a Supervisor to avoid a misrepresentation of the organisation's mission, vision or ethos, as well as the defamation of the franchise.
- 3.4.3.** The journalist will be required to compose or contribute to the content of newsletters associated with and published by #WOKEWeekly.
- 3.4.4.** The journalist will be required to compose written pieces on #BlackExcellence candidates using the information obtained either via an interview or provided by another party.
- 3.4.5.** The journalist will be required to contribute to website content, updating session pages and transcribing #BlackExcellence tribute pieces onto a candidate's respective web page.

- 3.4.6.** The journalist may be required to proof-read any pieces which may have been written by another member of #WOKEWeekly to check for literacy errors.

3.5. *Promotion Management*

These guidelines and policies are applicable to any managers who are involved in the advertisement and promotion of all #WOKEWeekly content and events.

The following outline the expected traits of the promotion manager:

❖ ***Sociability***

Affability, fondness of company and willingness to proudly represent the #WOKEWeekly brand in every possible space.

❖ ***Audience Awareness***

A knowledge of the characteristics of the groups of people within the vicinity, understanding what lures, resonates with and draws the attention of the people.

❖ ***Proactivity***

Taking initiative to actively promote or represent the franchise in different ways and spaces, going over and beyond obligations and instructions.

The following lists the expected roles and responsibilities of the promotion manager:

- 3.5.1.** The promotion officer is obliged to draw attention to the #WOKEWeekly franchise through all opportunities and in all spaces. This may be through word of mouth, social media platforms, sporting #WOKEWeekly merchandise etc.
- 3.5.2.** The promotion officer is to ensure that all current events and upcoming sessions are promoted through word of mouth, social media platforms etc. as much as possible.
- 3.5.3.** The promotion officer is to encourage friends and other audiences to assist in sharing and promoting the current events and upcoming sessions of #WOKEWeekly.
- 3.5.4.** The promotion officer is obliged to study the audiences within their immediate scope and well as others to determine how effective promotion will be within that scope.
- 3.5.5.** The promotion officer is expected to work with the social media manager(s) to ensure that all posts are made effectively and at the appropriate times.
- 3.5.6.** The promotion officer is encouraged to discover ways in which #WOKEWeekly can expand its audience or be recognised in new facets and locations.

3.6. Social Media Management

These guidelines and policies are applicable to any managers who have access to, and control, the social media accounts for the #WOKEWeekly organisation.

The following outline the expected traits of the social media manager:

❖ **Online Presence**

Being a frequenter on social media with a decent online presence on a personal account and, as such, will seek to establish a greater presence with the franchise's accounts and pages.

❖ **Digital Audience Awareness**

A knowledge of the followers of the franchise's accounts and pages, including the times of day for general activity and best post reception.

❖ **Passion for Growth and Engagement**

Going above and beyond to keep followers engaged and informed of events of the franchise, as well as being proactive in organically growing the following and audiences of the franchise's accounts and pages.

The following lists the expected roles and responsibilities of the social media manager:

- 3.6.1. The social media manager is to ensure that there are no spelling and grammar mistakes made while making posts or tweets on platforms. Part of the franchise's professionalism is reflected through the nuances of language, and so should be taken very seriously. This includes the formatting of terms, including the organisation's name, "#WOKEWeekly". *Refer to Article (1.1).*
- 3.6.2. The social media manager is expected to be available to perform tasks between 10:00am and 10:00pm ("Operational Hours").
- 3.6.3. The social media manager must be cautious and will be held accountable for any accidental posts made on the organisational account in a situation where they confuse the organisational account with their personal accounts.
- 3.6.4. The social media manager is expected to be alert to new and incoming messages from external parties before any other member of the organisation.
- 3.6.5. The social media manager is to ensure that all messages from external parties, who contact #WOKEWeekly through social media out of interest or in the hopes of inviting the organisation to facilitate a session, are relayed to the Supervisor, which should subsequently be brought to the attention of the Director.
- 3.6.6. The social media manager is obliged to share or retweet #WOKEWeekly posts or tweets which announce new sessions ("Announcement Posts"), as well as other miscellaneous posts or tweets, from their personal accounts.

3.6.7. Any disclosure of the credentials for any of the #WOKEWeekly social media accounts by a social media manager will be met with an immediate termination of membership from the organisation.

3.6.8. Deliberate misuse or mishandling of any of the #WOKEWeekly social media accounts by a social media manager will be met with an immediate termination of membership from the organisation.

3.6.9. Social media platform-specific guidelines:

a) Facebook:

- (i) The social media manager is responsible for drawing traffic and keeping our audience on Facebook aware of the current events and sessions surrounding #WOKEWeekly.
- (ii) While the social media manager is free to make *Announcement Posts* at any time during *Operational Hours*, it is ideal for Facebook posts from the #WOKEWeekly page to be posted during the daytime.
- (iii) The social media manager is expected to invite Facebook friends to like the #WOKEWeekly Facebook page to draw a greater audience.

b) Twitter:

- (i) The social media manager is free to like any tweets which coincide with the vision of the #WOKEWeekly franchise.
- (ii) The social media manager is free to tweet *Announcement Posts* at any time during *Operational Hours*.
- (iii) Affiliated individuals or societies should always be tagged in tweets where necessary.
- (iv) All *Announcement Posts* which overlap with those made by subsidiary accounts of #WOKEWeekly (e.g. the #WOKESurrey Twitter account) should simply be retweeted from the subsidiary accounts rather than posted separately (e.g. rather than tweet a #WOKESurrey poster which has already been tweeted on the #WOKESurrey account, the social media manager should simply retweet the post on the #WOKESurrey account).
- (v) The social media manager is free to make tweets, create polls and ask questions on Twitter which are relevant to any topics or current events, but only after the consultation of the Supervisor.

- (vi) The social media manager is obliged to use any knowledge they have of Twitter to cultivate the following of the #WOKEWeekly account page.

c) Instagram:

- (i) It is ideal that Instagram posts are made in the evenings, particularly between the times of 6:00pm and 9:00pm. This is the time period of greatest activity from our audience.
- (ii) Unless necessary, posts should not be made more than once a day. The algorithm Instagram uses to publicise posts reduces the visibility of subsequent posts.
- (iii) New posts should always be publicised on the #WOKEWeekly Instagram stories for increased visibility.
- (iv) Affiliated individuals or societies should always be tagged in posts where necessary.
- (v) The social media manager is free to create polls and ask questions on Instagram stories upon consultation of the Supervisor, but must use the provided #WOKEWeekly Instagram background filters. To acquire the filter, contact the Supervisor.
- (vi) The social media manager is obliged to use any knowledge they have of Instagram to cultivate the following of the #WOKEWeekly account page.

d) LinkedIn:

- (i) All LinkedIn posts must be made on both the "WOKEWeekly UK" profile page as well as the "#WOKEWeekly" company page.
- (ii) The social media manager is free to make *Announcement Posts* at any time during *Operational Hours*.
- (iii) When *Announcement Posts* are for specific university sessions, captions on LinkedIn need to be tailored towards an audience who are not expected to attend the sessions. Phrases that suggest an invitation to the event should not be used.
- (iv) The social media manager is obliged to like and share posts from both the profile and company pages for increased visibility.

4. Coordinator Policy

4.1. *Chair Responsibilities*

The chair is responsible for the successful facilitation of a #WOKEWeekly session.

- 4.1.1. The chair is responsible for ensuring that the goal of sessions – to enlighten all participants and listeners in the room through the opinions and facts brought by others – is achieved.
- 4.1.2. The chair is responsible for ensuring that the topic being discussed is made clear to the audience by providing insight when the topic is revealed.
- 4.1.3. The chair is responsible for ensuring that the audience remain focused on the topics at hand, permitting only minimal digression into unrelated subjects.
- 4.1.4. The chair is responsible for ensuring that all participants and listeners among the audience are engaged in the conversation as much as possible.
 - a) Excessive side-talk, particularly from the back of the room, is to be drawn attention to and minimised.
 - b) The chair is to ensure that coordinators are spread out appropriately amongst the audience to assist in noise regulation.
- 4.1.5. The chair is responsible for ensuring that the material required for presentations and other miscellaneous necessities is readily available for the session.

4.2. *Co-chair Responsibilities*

The co-chair is responsible for assisting the main chair as well as fill in for the chair where and when necessary.

- 4.2.1. The co-chair should provide appropriate insight to topics to further elaborate on subject questions when the chair's insight is insufficient.
- 4.2.2. The co-chair should seek to ask follow-up questions to audience members in response to any points made when necessary, however, in moderation.
- 4.2.3. The co-chair should be alert to the priority and order of audience members who are lined up to speak. Equally, the co-chair should remain watchful for new speakers.
- 4.2.4. The co-chair is obliged to keep time and signal to the chair when the duration of a topic's timeslot is exceeded. However, it is up to chair to make the judgment of moving on from the topic or not. *Refer to Article (5.2).*

- 4.2.5.** The co-chair should aid the chair in reducing side-talk and regulating noise when necessary.
- 4.2.6.** In the absence of other coordinators, the co-chair is responsible for operating the computer, moving the presentation slides.
- 4.2.7.** If, for any reason, the chair becomes temporarily absent during a session, the co-chair is required to step up and act as chair during said absence.

4.3. Chairmen Protocol

The following state the guidelines and policies to be followed by both the chair and co-chair of events.

- 4.3.1.** The chairmen should refrain from showing bias and sharing personal opinions on topics while the conversation is still in session. Cases where such is acceptable are:
 - a)** In attempts to stir up the debate through sharing an unpopular opinion.
 - b)** At the very end of the current topic's conversation.
- 4.3.2.** The chairmen are not entitled to use their status as chairmen as a means to push forward their personal opinions or agendas.
- 4.3.3.** The chairmen are permitted to share facts, case studies and research in moderation to catalyse the conversation.
- 4.3.4.** The chairmen are to be mindful of 'unconscious bias', such as a situation where the chairmen only select individuals who they know will make points which agree with their own personal opinions.
- 4.3.5.** The chairmen are required to explain the premise of the topic at hand as soon as it is announced. By elaborating on the question to be discussed, confusion from the audience is avoided, and there is little momentum lost while waiting for a response from the audience.
- 4.3.6.** Transitioning between the audience is to be smooth in a manner which would not come across as rude or dismissive. The chairmen must always show acknowledgement of a speaker's points before moving onto another speaker, or ask follow-up questions where and when necessary.
- 4.3.7.** Priority should be given to new speakers. Equally, those who have not spoken much should be prioritised over those who have spoken significantly throughout the session.
- 4.3.8.** Rebuttals from members of the audience which look to add further critical information to the debate in response to a shared opinion are allowed as the chairmen permit, however, only in moderation. Excessive rebuttals are to be

regulated through an announcement by the chairmen in order to re-establish control.

- 4.3.9. The chairmen are responsible for re-establishing focus in light of conversations where the opinions voiced by members of the audience begin to delve very deep into personal biased religious or political views, or interests in music. This policy does not apply to #WWCE or #WWPO sessions.

4.4. Coordinator Protocol

The term *coordinator* describes any member of the university team who assists in facilitating #WOKEWeekly discussions at a particular university. The following state the guidelines and policies to be followed by both the university coordinators during sessions.

- 4.4.1. In order to reduce side conversations and maintain the focus and attention of the audience, coordinators are required to spread themselves out amongst the room to assist in keeping audience disturbances to a minimum, rather than collectively have the entire team sit at the front of the room.
- 4.4.2. Coordinators present at the session are required to ignite the debate if there is little to no response from the audience.
- 4.4.3. Coordinators should offer their opinions in moderation and refrain from being overbearing as an integrated member of the audience.
- 4.4.4. Coordinators are required to assist in controlling the noise by discouraging excessive side-talk from the audience.
- 4.4.5. No coordinator on the university team should argue in a fashion which would make it difficult for the chair to regulate control.
- 4.4.6. Any provocation, perpetration or enablement of violence, explosive drama, personal jabs or circumstances which would negatively disrupt the session, from any coordinator of the university team, will result in a permanent termination of the coordinator's affiliation with #WOKEWeekly.

4.5. Topic Selection

The following state the logistic policies coordinators should follow in regard to selecting topics for upcoming sessions.

- 4.5.1. Coordinators are to ensure that topics are selected and presented to the visual content creator at least 5 days prior to the session.
- 4.5.2. Coordinators are obliged to plan topics for future sessions weeks in advance so as to avoid short-notice requirements which could affect the visual content creator's time.

4.6. **Representation**

Unless authorised or planned, the disclosure of opinions on any topics to be debated at an upcoming session prior to said session is strongly discouraged, primarily from chairing coordinators, to avoid inducing bias or swaying the audience beforehand.

5. **Session Logistics**

5.1. **Format**

Primarily, #WOKEWeekly sessions are facilitated as open-floor conversations where there is no hierarchy between speakers. This encourages all participants and listeners in the room to learn from each other, void of spotlighting certain individuals. Panel discussions are only held on special occasions.

5.2. **Duration**

A reasonable and efficient amount of time is to be spent on each topic (approximately 30 minutes per topic). However, judgment should be used to decide when topics should have their durations reduced or extended based on the reception from the audience.

5.3. **Rules**

It is ideal to collectively come up with a set of rules which can be stated and re-emphasised at the commencement of every session.

- 5.3.1. **Bigotry:** The intolerance towards the opinions of others is prohibited. All audience members are entitled to share their opinions, and all others are obliged to listen. This does not apply in cases where audience members are willingly trying to offend others.
- 5.3.2. **Priority:** Members of the audience who have spoken the least or have not spoken at all should be prioritised beyond others while selecting the next person to share their opinion. *Refer to Article (4.3.7).*
- 5.3.3. **Censorship:** There should no use of profanities during sessions to avoid offending others in the room. Coordinators are responsible for ensuring profanities from the audience are minimised.
- 5.3.4. **Conflict:** Personal jabs should be strongly discouraged between audience members. All personal vendettas between members of the audience should be resolved outside of sessions. During a session, use sound judgment to rectify a situation before conflict ensues.

5.4. **Topics**

Topics are one of the most fundamental assets to the franchise. The selections of topics contribute significantly to the success of sessions.

- 5.4.1.** Ideally, session topics should touch on a variety of different aspects related to the black (and ethnic minority) community. Race, gender, culture, stereotypes, current affairs etc. Endeavour to have a selection of diverse topics for each session.
- 5.4.2.** Albeit the Topic Bank exists as a last resort, novel topics generated by university teams are highly encouraged.
- 5.4.3.** Any trending hot topic or current affair related to the black community should ideally be prioritised as a potential topic for the upcoming session.
- 5.4.4.** Topics focused on breaking down specific religious faiths or denominations, specific political views and ideologies, or current events in the music industry which have no relation to societal issues - which cannot be argued from the perspectives of those who lack the interest or belief in the fields mentioned - are strongly discouraged. Religion, politics and music can be highly subjective, divisive and dependent on one's own knowledge, belief or interest. Such topics may not be inclusive or relatable for a large sample of the audience, and in some cases, may even be offensive to audience members. There are topics which allow the aforementioned subject fields be spoken about from more objective and neutral standpoints. For example:
- a)** While a full conversation based on the denominational doctrines of Christianity, outside of a #WWCE session, breaches this policy, as audience members who do not follow the Christian faith are neglected from it, a debate on the general aspect of religion (e.g. *"Has religion destroyed black people?"*) is acceptable as it allows for all present to chime in.
 - b)** While an in-depth conversation on the music industry and the artists associated to it, where there is no relation to society and the issues alongside it, may neglect those who have no interest in said genre of music as well as those who do not listen to music at all, a debate on the general effects of music (e.g. *"Is drill music a contributing factor to the rise of knife crime?"*) is acceptable as, not only does it expand on the effects music has on social issues, it allows for all present in the audience to offer an opinion.
- 5.4.5.** Topics which exceed a comfortable ethical threshold of controversy, and could very well be deemed too sensitive or potentially offensive to members of the audience (e.g. *death, abortion, sexual abuse, domestic violence*), should be selected with caution. Topics revolving around these subjects provide an environment for ignorance and insensitivity towards victims, be it intentional or not, who are likely to be extremely offended. While some of these topics may be feasible as a conversation in certain circumstances, utmost care and planning is to be taken while and before facilitating such a

conversation to avoid repercussions. Speak to members of the executive team before selecting these subjects as a topic.