

University of Exeter Students' Guild Society Constitution

1. Name

- 1.1. The name of the group shall be *Harry Potter and Quidditch Society*, hereafter referred to as 'the group'.
- 1.2. The date this document was last updated was *06/09/2020*.
- 1.3. 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
- 1.4. Any amendment is subject to ratification by Societies Council.
- 1.5. This Constitution does not supersede any Guild Byelaws.

2. Aims and Objectives

The Aims and Objectives define the purpose of the group.

- 2.1. *Run an inclusive society, welcoming to all regardless of any characteristic*
- 2.2. *Promote friendship between members across the globe, engaging in friendly discussions about the series which we are passionate about.*
- 2.3. *Provide a wide variety of activities, and value for money for all members*

3. Membership

- 3.1. Membership of the group shall be open to all members of The Guild in accordance with The Guild's Byelaws.
- 3.2. All members are required to register or pay a membership fee for the year. The group committee will set the membership fee(s) annually.
- 3.3. Anyone who is not a full-member of the Students' Guild must purchase an associate membership before joining the group.

4. Committee

- 4.1. 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.
 - 4.1.1. President
 - 4.1.2. Treasurer
 - 4.1.3. Quidditch Captain
- 4.2. Additional roles are:
 - 4.2.1. Vice President
 - 4.2.2. General Secretary
 - 4.2.3. Social Secretary
 - 4.2.4. Publicity Secretary

- 4.2.5. Quidditch Coach
- 4.2.6. Quidditch Tournament Director
- 4.2.7. Quidditch Social Secretary
- 4.3. All committee members shall attend committee training.
- 4.4. All committee members shall complete the Student Committee Agreement.
- 4.5. 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.
- 4.6. 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.
- 4.7. 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.
- 4.8. 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. Committee Roles

5.1. President:

- 5.1.1. The president shall be the principal officer and spokesperson for the society and the chairperson of committee meetings, the AGM and EGMs.
- 5.1.2. The President shall attend meetings with their elected representative officer, as the representative of the society.
- 5.1.3. They shall have overall responsibility for the promotion and development of the society.
- 5.1.4. Ensure that the group does not contravene The Guild's Byelaws or any guidelines or policy of the Activities team.
- 5.1.5. They shall have the responsibility to write and sign off financial forms of the society.
- 5.1.6. The President has the overall responsibility to respond to communication from the Activities Team
- 5.1.7. They are responsible for welfare support of members if approached

- 5.1.8. They will cover additional responsibilities of other committee roles if these roles are either unfilled or a committee member needs to take a leave of absence.

5.2. Treasurer

- 5.2.1. The treasurer shall be the chief financial officer and accountant for the society.
- 5.2.2. The treasurer shall attend meetings with their heir elected representative officer, as the representative of the society.
- 5.2.3. The treasurer shall set and oversee the production of an annual budget and present a financial report to all members at the AGM.
- 5.2.4. They shall ensure that all members have purchased membership
- 5.2.5. They shall have the responsibility to write and sign off financial forms of the society.
- 5.2.6. The treasurer will be responsible for the creation and submission of event budgets, assisted by the social secretary

5.3. Vice-President

- 5.3.1. The Vice-President will support and deputise for the President, providing leadership and direction to the other Committee roles where required.
- 5.3.2. They shall support the other Committee roles to delivery their remit and work to ensure all Members are engaging with the Society.
- 5.3.3. They will assume responsibilities of the president if the president is unable to fulfil their duties without warning or chance to prepare.

5.4. General Secretary

- 5.4.1. The Secretary shall take minutes of all meetings
- 5.4.2. Keep an up-to-date inventory of equipment owned by the group.
- 5.4.3. They shall be responsible for response to any external mail sent to the society.
- 5.4.4. They will be responsible for following up any major decisions made during committee meetings

5.5. Social Secretary

- 5.5.1. The Social Secretary will be responsible for submitting all general society events to the Guild

- 5.5.2. They will be responsible for filling out and submitting necessary additional forms, including risk assessments
- 5.5.3. They will be responsible for coordinating physical organisation of general society events
- 5.5.4. Should be responsible for all booking any Guild or university rooms for the group.
- 5.5.5. They are responsible for welfare support of members if approached

5.6. Publicity Secretary

- 5.6.1. The Publicity Secretary is responsible for the maintenance and regular updates to society social media accounts.
- 5.6.2. They shall be responsible for regular communications to the membership.
- 5.6.3. They will be responsible to contact the Guild or external sources, with the purpose of promoting society events or actions

5.7. Quidditch Captain

- 5.7.1. The Quidditch Captain acts as a spokesperson for all team-related matters in both society committee meetings, and meetings as part of QuidditchUK, the sport's national governing body.
- 5.7.2. They are responsible for responding to messages from QuidditchUK and other teams, as well as having a responsibility to inform committee members of these messages.
- 5.7.3. They are responsible for informing members of the Quidditch team and the committee of upcoming fixtures and any required steps.
- 5.7.4. They are responsible for final decisions on team rosters for fixtures
- 5.7.5. In the case where other Quidditch-related roles (below) are unfilled or the person in their role is unable to fulfil their responsibilities, the Quidditch Captain will assume these responsibilities.

5.8. Quidditch Coach

- 5.8.1. The Quidditch Coach is primarily responsible for the development and running of training sessions for the team.
- 5.8.2. They will act as an advisor to the Quidditch Captain in terms of developing team skills and strategy, in addition to deciding rosters for fixtures throughout the year.

- 5.8.3. In the case where a physical training can not take place, the coach is responsibility for developing an alternative.

5.9. Quidditch Tournament Director

- 5.9.1. The QTD is responsible for coordinating transport, and if necessary accommodation, for fixtures the team is attending.
- 5.9.2. They are responsible for submitting necessary risk assessments for both fixtures and training sessions.
- 5.9.3. They are responsible for encouraging team members to volunteer in additional capacities, such as qualifying for referee positions or acquiring a first aid qualification.

5.10. Quidditch Social Secretary

- 5.10.1. The QSS is responsible for developing less formal, teambuilding sessions for members of the Quidditch team
- 5.10.2. They are responsible for working with social secretary to fill out necessary forms and assessments for these events.
- 5.10.3. The QSS is responsible for Quidditch-related publicity, working alongside the society's publicity secretary.

6. Finance

- 6.1. 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.
- 6.2. All funds shall be used as to benefit the largest number of members possible at all times.
- 6.3. 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.
- 6.4. The group shall follow all Guild financial guidelines and shall ensure that all monies are handled through the respective Guild accounts.
- 6.5. 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.
- 6.6. Any equipment or other items purchased by the group using group funds shall remain property of The Guild.

7. Safety

- 7.1. The group will follow all guidelines and policies laid down by the Activities Team and The Guild.
- 7.2. The committee must complete their due diligence by risk-assessing all events and activities organised by them in line with Guild procedures.
- 7.3. All events undertaken by the group must be submitted to and approved by the Activities Team within the stated deadlines.

8. Elections

- 8.1. 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.
- 8.2. All full members of the society may stand for election in both executive and non-executive committee (sub-committee) positions.
- 8.3. Associate members may not stand or vote for executive committee positions.
- 8.4. No committee members will serve for longer than one year without re-election.
- 8.5. Members should be given at least two weeks' notice of any election.
- 8.6. 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.
- 8.7. By-elections shall follow the same regulations as regular elections.

9. Meetings

9.1. Committee Meetings

- 9.1.1. Committees shall hold regular minuted meetings.
- 9.1.2. Quoracy of Committee meetings shall be 50% of the executive committee plus one.
- 9.1.3. Any member of the group is entitled to attend any committee meeting, unless it is a closed meeting

9.2. Annual General Meeting

- 9.2.1. The group will hold an AGM before the end of Term 3, during which the following will take place:
 - 9.2.1.1. each committee member will deliver an outgoing report of the year.
 - 9.2.1.2. the treasurer will present a report of the financial accounts
 - 9.2.1.3. any constitutional amendments will be voted on
- 9.2.2. All members must be given at least two weeks' notice of this meeting.

9.3. Extraordinary General Meetings

9.3.1. An Extraordinary General Meeting (EGM) for a group may be requested by the committee or at least 10% of the group's membership.

9.3.2. There must be a notice period of at least 24 hours before the EGM and all members of the group must be informed.

9.4. Quoracy of an AGM or an EGM will be 20% of the group's membership.