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**Instructions for completing and submitting you Society Constitution:**

1. All members of your society committee should read through the Society Constitution template below.
2. The areas highlighted in yellow should be edited to suit your society.
3. No other areas of the constitution should be amended without discussion with a member of the Students’ Guild Activities team.
4. Once completed, the Constitution should be sent to [activities@exeterguild.com](mailto:activities@exeterguild.com) for approval and sign off.
5. Any queries regarding the completion of the Constitution can be emailed to [activities@exeterguild.com](mailto:activities@exeterguild.com), and a member of our team will be in touch to assist.

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**University of Exeter Students’ Guild Society Constitution**

1. **Name**
   1. The name of the group shall be ,The Howard League for Penal Reform hereafter referred to as ‘the group’.
   2. The date this document was last updated was 27/12/2024.
   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
   4. Any amendment is subject to ratification by Societies Council.
   5. This Constitution does not supersede any Guild Byelaws.
2. **Aims and Objectives**

The Aims and Objectives define the purpose of the group.

* 1. *Raise Awareness: Promote awareness about prison reform issues within the University of Exeter community.*
  2. *Combat Stigma: Work to eliminate stigma associated with prison reform and engage in open dialogue to foster understanding.*
  3. *Advocate for Change: Challenge and address the key issues within the UK prison system through advocacy, education, and constructive discourse.*

1. **Membership**
   1. Membership of the group shall be open to all members of The Guild in accordance with The Guild’s Byelaws.
   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. Anyone who is not a full-member of the Students’ Guild must purchase an associate membership before joining the group.
2. **Committee**
   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.
      1. President
      2. Treasurer
      3. *Co-Treasurer (your 3rd Finance Approver)*
   2. Additional roles are:
      1. Vice President
      2. General Secretary
      3. Publicity Officer
      4. Welfare Secretary
      5. Social Secretary
      6. *Add other roles as required*
   3. All committee members shall attend committee training.
   4. All committee members shall complete the Student Committee Agreement.
   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.
   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.
   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.
   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.
3. **Committee Roles**
   1. President:
      1. The president shall be the principal officer and spokesperson for the society and the chairperson of committee meetings, the AGM and EGMs.
      2. The President shall attend meetings with their elected representative officer, as the representative of the society.
      3. They shall have overall responsibility for the promotion and development of the society.
      4. Ensure that the group does not contravene The Guild’s Byelaws or any guidelines or policy of the Activities team.
      5. They shall have the responsibility to write and sign off financial forms of the society.
      6. The President has the overall responsibility to respond to communication from the Activities Team
      7. The President can take a lead in engaging with society members, addressing their concerns, and ensuring their feedback is considered in decision-making processes.
      8. Foster a strong working relationship with The Guild, collaborating on initiatives, participating in relevant Guild activities, and staying informed about any updates or changes from The Guild.
      9. Work closely with the committee to plan and execute events that align with the society's objectives, ensuring compliance with Guild guidelines and policies
   2. Treasurer
      1. The treasurer shall be the chief financial officer and accountant for the society.
      2. The treasurer shall attend meetings with their heir elected representative officer, as the representative of the society.
      3. The treasurer shall set and oversee the production of an annual budget and present a financial report to all members at the AGM.
      4. They shall ensure that all members have purchased membership
      5. They shall have the responsibility to write and sign off financial forms of the society.
   3. Vice-President
      1. The Vice-President will support and deputise for the President, providing leadership and direction to the other Committee roles where required
      2. They shall support the other Committee roles to delivery their remit and work to ensure all Members are engaging with the Society
   4. General Secretary
      1. The Secretary shall take minutes of all meetings
      2. Keep an up-to-date inventory of equipment owned by the group.
      3. They shall be responsible for response to any external mail sent to the society.
      4. They shall be responsible for weekly communications to the membership.
      5. Should be responsible for all booking any Guild or university rooms for the group
      6. They shall be the point of contact for the Howard League of Penal Reform charity
   5. Co-Treasurer
      1. The co-treasurers shall jointly serve as the chief financial officers and accountants for the society
      2. The co-treasurers shall attend meetings with their jointly elected representative officer, collectively representing the society
      3. The co-treasurers shall collaboratively set and oversee the production of an annual budget and present a financial report to all members at the AGM
      4. They shall ensure that all members have purchased membership
      5. The co-treasurers shall share the responsibility to write and sign off financial forms of the society
      6. Welfare Secretary
      7. Act as a point of contact for members who may require support, guidance, or someone to talk to. Create a welcoming and inclusive environment within the society.
      8. Compile and disseminate information about welfare resources available within the university, including counseling services, health facilities, and other support services
      9. Emphasize the importance of confidentiality when members seek support. Ensure that sensitive information shared by members is treated with the utmost privacy and respect
      10. Establish a relationship with relevant support services provided by The Guild or the university, fostering collaboration to enhance the overall welfare and mental health support available to society members
      11. Advocate for an inclusive and supportive community by actively promoting diversity, equity, and inclusion within the society
      12. Establish a confidential feedback mechanism where members can provide input on the society's welfare initiatives and suggest areas for improvement
      13. Social Secretary
      14. Take the lead in planning and organising social events for the society, ensuring a diverse range of activities to cater to the interests of all members
      15. Seek input from society members to understand their preferences and interests when planning social events
      16. Strive to create inclusive events that cater to the diverse interests and backgrounds of society members, fostering a sense of community and participation
      17. Explore opportunities for collaboration with other student societies to co-host events or create joint activities, fostering a sense of unity within the university community
      18. Keep a record of all social events, including attendance, feedback, and any issues that may arise. This documentation can be valuable for future planning and assessment
4. **Finance**
   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.
   2. All funds shall be used as to benefit the largest number of members possible at all times.
   3. Where the group is inactive, The Guild will hold funds in trust until a time when the group becomes active again or is disaffiliated from the Students’ Guild.
   4. The group shall follow all Guild financial guidelines, and shall ensure that all monies are handled through the respective Guild accounts.
   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. Any equipment or other items purchased by the group using group funds shall remain property of The Guild.
5. **Safety**
   1. The group will follow all guidelines and policies laid down by the Activities Team and The Guild.
   2. The committee must complete their due diligence by risk-assessing all events and activities organised by them in line with Guild procedures.
   3. All events undertaken by the group must be submitted to and approved by the Activities Team within the stated deadlines.
6. **Elections**
   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.
   2. All full members of the society may stand for election in both executive and non-executive committee (sub-committee) positions.
   3. Associate members may not stand or vote for executive committee positions.
   4. No committee members will serve for longer than one year without re-election.
   5. Members should be given at least two weeks’ notice of any election.
   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.
   7. By-elections shall follow the same regulations as regular elections.
7. **Meetings**
   1. Committee Meetings
      1. Committees shall hold regular minuted meetings.
      2. Quoracy of Committee meetings shall be 50% of the executive committee plus one.
      3. Any member of the group is entitled to attend any committee meeting, unless it is a closed meeting
   2. Annual General Meeting
      1. The group will hold an AGM before the end of Term 3, during which the following will take place:
         1. each committee member will deliver an outgoing report of the year.
         2. the treasurer will present a report of the financial accounts
         3. any constitutional amendments will be voted on
      2. All members must be given at least two weeks’ notice of this meeting.
   3. Extraordinary General Meetings
      1. An Extraordinary General Meeting (EGM) for a group may be requested by the committee or at least 10% of the group’s membership.
      2. There must be a notice period of at least 24 hours before the EGM and all members of the group must be informed.
   4. Quoracy of an AGM or an EGM will be 20% of the group’s membership.