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

1. **Name**
	1. The name of the group shall be *EXEPOSÉ* hereafter referred to as ‘the group’.
	2. The date this document was last updated was *08/05/22*
	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. To provide information and engaging reporting, criticism and comment.
	2. To provide a welcoming space where our members can publish their written work and improve their journalistic skills
	3. To publish content in the interests of, and for the benefit of, the student body.
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 senior positions. These committee members shall be elected by the group’s membership as per section 7.
		1. Print Editor-in-Chief (x2)
		2. Online Editor-in-Chief (x2)
		3. Deputy Editor (print x3, online x1 – a minimum of one print deputy is required, and the online deputy position is interchangeable with that of social media coordinator)
	2. Additional roles are:
		1. News Editor (2x print, 2x online)
		2. Comment Editor (2x print, 2x online)
		3. Satire Editor (x1 print, 1xonline)
		4. International Editor (2x online)
		5. Amplify Editor (2x online)
		6. Features Editor (x2 print, 2x online)
		7. Arts + Lit Editor (x2 print, 2x online)
		8. Screen Editor (x2 print, 2x online)
		9. Music Editor (x2 print, 2x online)
		10. Lifestyle Editor (x2 print, 2x online)
		11. Tech Editor (x2 print, 2x online)
		12. Science Editor (x2 print, 2x online)
		13. Sport Editor (x2 print, 2x online)
		14. Chief Photographer (x2)
		15. Events Executive (Senior position)
		16. Social Media Executive (Senior Position)
		17. Financial Executive (Senior Position)
		18. Administrative Executive(Senior Position)
	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 (Print Editors and Online Editors)
		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
	2. Financial Executive
		1. The Financial Executive shall be the chief financial officer and accountant for the society.
		2. The Financial Executive shall attend meetings with their elected representative officer, as the representative of the society.
		3. The Financial Executive shall set and oversee the production of an annual budget and present a financial report to all members at the AGM.
		4. They shall be crucial in sourcing advertising and working with the senior editors to ensure print budget requirements are met
		5. They shall ensure that all members have purchased membership
		6. They shall have the responsibility to write and sign off financial forms of the society.
		7. If position is not filled in an election, one of the senior editors or deputies editors will work as the acting Financial Executive
	3. Vice-President (Deputy Editors)
		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. Administrative Executive
		1. The Administrative Executive 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. If position is not filled in an election, one of the senior editors or deputies editors will work as the acting Administrative Executive
	5. Section Editors
		1. These include, News, Comment, Features, Beyond Exeter, Amplify, Lifestyle, Music, Arts+Lit, Screen, Science, Tech, Satire and Sport
		2. Responsible for creating content calls for non-committee members, and posting these to our Facebook writing groups
		3. Accepting pitches from writers and guiding them through the Exeposé style guide
		4. Proofreading all articles submitted by writers and ensuring they meet the standards of compliance
	6. Social Media Executive
		1. Support the work of senior editors, primarily Online Senior Editors
		2. Supporting the output of Exeposé articles on social media publicity
		3. Work with section editors to standardise, improve and coordinate social media content
		4. Will also act as a deputy to Online Editors to help in the maintenance of the Exeposé website
		5. If position is not filled in an election, the online deputy editor will work as the acting Social Media Executive
	7. Chief Photographer
		1. In charge of Exeposé’s photographic output
		2. Involves working with the Sport Editors to ensure coverage of matches, working with News Editors for front-page images
	8. Events Executive
		1. Responsible for working with Senior Editors to organise socials, workshops, speaker events and charity initiatives for committee and the membership as a whole
		2. Submitting risk-assessments to the Guild for approval before socials take place
		3. If position is not filled in an election, one of the senior editors or deputies editors will work as the acting Events Executive
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 dormant, 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 for non-executive committee (sub-committee) positions with the exception of social media executive, administrative executive, financial executive and events executive which all members will be able to run for.
	3. Only those we previous committee experience may run for the roles of senior or deputy editor.
	4. In the event that no one runs for senior editor, the deputy editor candidates who win the highest number votes will become the senior editors
	5. In the event no one runs for deputy editor or all deputy positions are not filled out, the candidates who did not win for senior editor with the highest number of votes will become deputy editors
	6. Associate members may not stand or vote for executive committee positions.
	7. No committee members will serve for longer than one year without re-election.
	8. Members should be given at least two weeks’ notice of any election.
	9. 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.
	10. 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.