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**University of Exeter Students’ Guild**

**Society Constitution**

1. **Name**
   1. The name of the group shall be Exeter University First Aid Society, hereafter referred to as ‘the group’ or ‘EUFAS’.
   2. The date this document was last updated was 15/03/2020.
   3. This Constitution may be amended by a two-thirds majority of those present and eligible to vote at a qualifying Annual or Extraordinary 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**
   1. The Aims and Objectives define the purpose of the group. *The Aims are as follows:*
   2. To provide members of the University of Exeter Students’ Guild the opportunity to learn and practice first aid free of charge.
   3. To promote first aid knowledge, skills and awareness across the university and wider community.
   4. To provide members of EUFAS with the opportunity to apply to become a volunteer for St John Ambulance within the Exeter University SVU.
   5. The Objectives are as follows:
   6. To teach free first aid skills to students, regardless of membership in the society
   7. To encourage an ethos of volunteering amongst the student community and to broaden the opportunities for students to volunteer in the wider community.
   8. To attract and recruit new volunteers from the University of Exeter student body to St John Ambulance.
   9. To encourage the personal development of members.
3. **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.
   4. It is not compulsory for members of Exeter University First Aid Society to join St John’s Ambulance.
4. **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. Vice President/Unit Manager
   2. Additional roles are:
      1. General Secretary
      2. Fundraising Officer
      3. Social Secretary
      4. Society Training Lead
      5. Publicity Officer
      6. Unit Training Lead
      7. Unit Event Services Lead
      8. Unit Equipment and Logistics Lead
   3. Additional bolt-on role:
      1. This is not a committee position in its own right.
      2. Members can not solely stand for this post. They can only stand for this position if they are standing for another committee position as well.
      3. The responsibilities of this position as stated in 5.13 will go to the candidate who wins an elected committee post, and receives the highest share of votes for this position.
      4. On winning this position, the member will be responsible for both their committee responsibilities as well as the listed responsibilities of the bolt-on role.
         1. Welfare Officer
   4. All committee members shall attend committee training.
   5. All committee members shall complete the Student Committee Agreement.
   6. 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.
   7. 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.
   8. 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.
   9. 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.
   10. All committee members are responsible:
       1. For actively partaking in the business of the society, including society sessions and other events.
       2. For attending all committee meetings as reasonably possible, and for providing apologies for non-attendance.
       3. For providing a handover to their successor at the end of their term.
       4. For making best efforts to respond to any communication as required by their role in a short a time frame as reasonably possible.
       5. For ensuring that any safeguarding concerns are reported through the most appropriate channel.
5. **Amendment to committee positions**
   1. Under exceptional circumstances, and with the approval of the Students’ Guild Activities team, the group have the capacity to combine the role responsibilities of President and Unit Manager for one year.
   2. The group will need to provide a written statement to the Guild to argue why the roles should be combined.
   3. The Students’ Guild has the final say on whether the roles can be combined for one year.
   4. If allowed, the role of President and Unit Manager will be combined and the role of Vice President will stand as the third financial approver.
   5. If allowed, the group with return to their standard structure as listed in 4.0 in the following year.
6. **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. They should 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 is responsible for the overall running of the society and the achievement of the society’s aims and objectives.
   2. Treasurer
      1. The treasurer shall be the chief financial officer and accountant for the society.
      2. The treasurer shall attend meetings with their 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, and an additional report to committee members at the start of Term 2.
      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.
      6. They shall ensure that all events are well budgeted for to prevent any financial loss to the society, and that this paperwork is submitted properly.
      7. They shall apply for grants from the University of Exeter Students’ Guild, University of Exeter Alumni Annual Fund, and any other external partners as appropriate.
      8. They shall be aware of University of Exeter Students’ Guild financial regulations, and ensure that they are followed in all aspects by any member of the society concerned with them
   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 and is responsible for ensuring all attendees to event are recorded.
      2. They shall be responsible for responses to any external mail sent to the society, though may delegate this to the most appropriate committee member as is deemed fit.
      3. They shall be responsible for weekly communications to the membership.
      4. They should be responsible for all booking any Guild or university rooms, along with associated porterage, for the group.
      5. They are responsible for ensuring that all risk assessments and event submissions are completed and approved in sufficient time for the event to go ahead, and external speaker forms are completed and processed.
   5. Fundraising Officer
      1. To raise money for EUFAS and St John Ambulance and aim to organise at least 2 events per term.
      2. To help raise awareness of the Society, St John Ambulance, and the Exeter University SVU on campus and locally.
      3. To run any fundraising subcommittees with the assistance of other Executive Committee members.
      4. To ensure all Guild and SJA policies are followed with regards to fundraising and financial processes, liaising with the Treasurer, Unit Manager, President, Activities Team, and SJA Community Fundraising team as required.
   6. Social Secretary
      1. To provide a wide range of social activities that are inclusive for all members and aim to provide at least two a term in quantity.
      2. To ensure that the appropriate paperwork for risk assessments has been completed prior to all social events taking place, along with the General Secretary.
      3. To work with the Treasurer to ensure the financial aspect of events is well controlled and meets budgets.
      4. To source and organise the ordering and purchasing of Society merchandise (stash).
   7. Society Training Lead
      1. To plan and deliver a weekly First Aid awareness session, in line with the aims and objectives of EUFAS, assisted by the Unit Training Lead.
      2. To ensure that their own First Aid knowledge and that of EUFAS is kept up to date and in line with society standards in collaboration with the Unit Training Lead.
      3. To organise outreach opportunities for society members to get involved with, participating in events such as Restart a Heart
      4. To organise external speakers and opportunities for society members to develop their first aid knowledge.
      5. To make society sessions and outreach events as inclusive and accessible as possible, signposting wellbeing options and creating a welcoming community.
   8. Publicity Officer
      1. To be responsible for the society’s social media channels and online presence
      2. To support the delivery of events by ensuring that appropriate publicity is produced (working closely with the committee member(s) responsible for delivering the event)
      3. To support the aims and objectives of the society through outreach and promotion
      4. To support the goals and targets of other committee members through promotional materials
      5. To ensure that Students’ Guild and St John Ambulance policies regarding appropriate social media content is followed (when relevant) at all times.
   9. Unit Manager
      1. This position is associated with the position of Unit Manager (UM) within the Unit Leadership Team (ULT) of Exeter SVU, and consequently the holder of this position must go through the process to be appointed to this St John Ambulance (SJA) role.
      2. They must fulfil all the responsibilities set out by the role description of the SJA UM position, alongside their role as a committee member.
   10. Unit Event Services Lead
       1. This position is equivalent to the position of Unit Event Services Lead within the Unit Leadership Team of Exeter SVU, and consequently the holder of this position must go through the process to be appointed to this St John Ambulance role.
       2. They must fulfil all the responsibilities set out by the role description of the St John Ambulance Unit Event Services Lead position, alongside their role as a committee member.
   11. Unit Training Lead
       1. This position is associated with the position of Unit Training Lead within the Unit Leadership Team of Exeter SVU, and consequently the holder of this position must go through the process to be appointed to this St John Ambulance role.
       2. They must fulfil all the responsibilities set out by the role description of the St John Ambulance Unit Training Lead position, alongside their role as a committee member.
       3. They should work alongside the Society Training Lead to prepare and deliver a weekly EUFAS First Aid Awareness session.
   12. Unit Equipment and Logistics Lead
       1. This position is associated with the position of Unit Event Services Lead within the Unit Leadership Team of Exeter SVU, and consequently the holder of this position must go through the process to be appointed to this St John Ambulance role.
       2. They must fulfil all the responsibilities set out by the role description of the St John Ambulance Unit Event Services Lead position, alongside their role as a committee member.
   13. Welfare Officer
       1. To be open for society members/committee members to disclose welfare/safeguarding issues
       2. To ensure welfare/safeguarding disclosures are handled in a professional, confidential manner
       3. To signpost those giving disclosures to the appropriate bodies for further support.
       4. To help promote a culture of wellbeing within the society, including promotion and signposting of appropriate wellbeing services to society members.
7. **Relationship with St John Ambulance**
   1. In all matters relating to the function of the society the regulations of the Students’ Guild take precedence.
   2. Unit Leadership Team electoral process
      1. Some of the roles on committee are associated with unit leadership positions within the St John Ambulance Exeter Student Volunteering Unit (Exeter SVU).
      2. Part of the role descriptions as a society committee member include that the committee member shall be put forward to take up the equivalent St John Ambulance unit leadership team position.
      3. Upon election to the society committee role, the committee member-elect should cooperate with all St John Ambulance recruitment processes as according to the regulations of St John Ambulance.
   3. St John Ambulance does not hold the power to appoint any person to any society committee member role.
8. **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.
9. **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.
10. **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.
11. Meetings
    1. Committee Meetings
       1. Committees shall hold regular minutes 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 a simple majority of 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.