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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, and then stored in your Society Onenote.
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 ***Make a Smile***, hereafter referred to as ‘the group’.
   2. The date this document was last updated was ***Wednesday 19th May 2021***.
   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 student volunteers an opportunity to visit children under the age of eighteen in hospitals, special education schools, and non-profit organisations to foster creativity, imagination, friendship, and self-confidence.**
  2. **To promote and further the wellbeing of, and bring relief to, children under the age of eighteen who are in need due to ill-health or disability across Exeter.**
  3. **To ensure that fun is the number one priority for both children and volunteers**

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. ***Vice President***
   2. Additional roles are:
      1. ***Secretary***
      2. ***Events Manager***
      3. ***Fundraising Officer***
      4. ***Recruitment Officer***
      5. ***Social Media Officer***
      6. ***Training Officer***
      7. ***Wardrobe Manager***
      8. ***Wellbeing Officer***
   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 shall attend the national Make a Smile Board of Trustee meetings, as principal representative of the Exeter chapter, and provide a chapter report, of the activities of the society.**
   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.
      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. 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. ***The Secretary should be acquainted with the Google Drive, and keep these documents in an orderly fashion.***
      7. ***They will be responsible for adding all action points onto the History Log document for committee members to complete.***
   5. ***Events Manager***
      1. ***The Events Manager will take control of organising events for the society, e.g. communicating with contacts on setting up events.***
      2. ***They will follow up after events to ensure social media posts are made, hours are uploaded and that costumes are returned.***
      3. ***They will organise Geriatric visits, ensuring volunteers and materials as available and that the contact is expecting the volunteers and activities.***
      4. ***They should work with the Social Media Officer to ensure events are shared on the chapter social media, and that the events are listed on the Google Calendar.***
   6. ***Fundraising Officer***

***5.6.1.         The Fundraising Officer is responsible for organising a variety of fundraisers for the chapter.***

***5.6.2.          They will work with the Treasurer on completing the paperwork for these activities.***

***5.6.3.      They will be expected to contact local supermarkets and similar outlets, and work to get onto their fundraising schemes.***

***5.6.4.      They will work with individuals to support them in their fundraising efforts.***

* 1. ***Recruitment Officer***

***5.7.1.          The Recruitment Officer shall encourage members to join the chapter.***

***5.7.2.          They shall help with organising and seeking recruitment opportunities, such as hosting a stall at the Freshers’ Fair.***

***5.7.3.          They will work with the Training Officer to organise and run volunteer training sessions, and will keep tabs on volunteers’ training progress through the Database.***

***5.7.4.          They should also keep a close eye on the database and should any volunteer(s) start the process but don’t complete registration, the Recruitment Officer is responsible to make the contact with the volunteer(s) and encourage them to complete it.***

* 1. ***Social Media Officer***

***5.8.1.          The Social Media Officer will be the primary officer maintaining the chapter’s social media accounts.***

***5.8.2.          They will work with the Events Manager and Training Officer to ensure that the chapter’s social media is kept up to date with information on upcoming events and training sessions.***

***5.8.6      They will also be responsible for creating graphics and videos to be used on social media, in addition to photos.***

***5.8.3.      They shall also liaison and form relationships with photographers to obtain high-quality photos for social media.***

***5.8.4.      They shall also be responsible for obtaining permission to post pictures of those in the photos.***

***5.8.5.    They shall remind the Lead Volunteers to make posts to thank volunteers for their efforts after volunteering events.***

* 1. ***Training Officer***

***5.9.1.          The Training Officer shall be responsible for organising and running training sessions.***

***5.9.2.          They will work with the Social Media Officer to ensure that upcoming training sessions are posted onto the chapter’s social media.***

***5.9.3.          They will encourage volunteers to attend training sessions by posting in the Facebook group.***

***5.9.4.     They are also responsible for monitoring the number and type of training provided depending on the interest and skills of volunteers.***

* 1. ***Wardrobe Manager***
     1. ***The Wardrobe Manager oversees the purchase and storage of costumes for the chapter.***
     2. ***Keep a costume log, to ensure nothing goes missing.***
     3. ***Ensure volunteers have easy access to collect costumes ahead of events, and that costumes are returned post-event.***
     4. ***They should monitor costumes, and help with washing/repairing if need be.***
     5. ***They should also communicate directly with the national Wardrobe and Costume Manager, to help work out what costumes are needed and where they can be best utilised.***
  2. ***Wellbeing Officer***
     1. ***The Wellbeing Officer is responsible for ensuring the voice of the volunteers is heard on committee, and helps create a welcoming environment for all new volunteers.***
     2. ***They make sure that the wellbeing of volunteers are supported, by making available different channels for communication***
     3. ***They will monitor the wellbeing of volunteers and reach out to those who have stopped volunteering/completing hours to encourage resuming of volunteering. In the case that wellbeing concerns are raised, they will be involved in the investigation committee.***
     4. ***They shall implement Widening Access and Inclusivity Policies.***
     5. ***They shall assist the President and Vice President with committee duties where necessary.***

1. **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.
2. **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.
3. **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.
4. **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.