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

1. **Name**
   1. The name of the group shall be *Asian Society*  hereafter referred to as ‘the group’.
   2. The date this document was last updated was *31.03.21*
   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 an unbiased environment for every member of the society where they do not feel the absence of their natural and cultural environment.*
  2. *To welcome people from all nationalities, and help them feel more included within the Exeter University lifestyle.*
  3. *To help make sure members feel more integrated into the lifestyle faster and simultaneously provide a homely experience, such as Holi and Diwali.*

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. *General Secretary*
      2. *Social Secretary*
      3. *Events Coordinator*
      4. *Publicity Officer*
      5. *Creative Director*
      6. *Sports Secretary*
   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 guide all other Committee members and step in to guide where needed.*
   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.
      6. *Additional Responsibilities*
   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.
      3. *They shall maintain good relations with organisations outside of the University and work closely with them when it comes to event planning.*
      4. They are responsible for planning events with the rest of the committee.
   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 in charge of making sure that all events are safe and meet the guidelines provided by the Student Guild.
   5. *Social Secretary* 
      1. The Social Secretary shall be in charge of coming up with creative socials, as well as new ideas to engage with the rest of the members.
      2. They shall promote upcoming events online by coming up with descriptions that engage with the audience, as well as working alongside the Publicity Officer to post contents made by the Publicity Officer by coming up with captions for the content.
      3. They shall be the main position in charge for engaging with members of the society. Keeping them personally updated when it can be done and introducing themselves and the rest of the Committee to freshers to make them feel more welcome.
      4. They shall work with the Publicity Officer to optimise marketing and increase ASOC’s demographic. By doing this and coming up with creative ways to draw attention, there will be an increase in members and non-members participating in events.
   6. Events Coordinator
      1. The Events Coordinator shall be in charge of booking venues, as well as being a contact point and a support system for any social or event.
      2. This role shall be crucial in liaising with other Societies for collaborations, and actively trying to reach out throughout the year, in order to also grow our Society.
      3. The Events Coordinator shall play a bigger role in deciding events to be hosted and decide what would be suitable for the members.
      4. They shall be in charge of planning out an array of events for the whole year, both online as well as in person.
      5. They shall come into the role with a pre- planned schedule of events for the year, that will then be approved and executed by the Committee together.
      6. They should have responsibilities of promoting and pitching the events to the rest of the society, along with the Social Secretary.
      7. The Events Coordinator has to liaise with the rest of the Committee members in order to plan out logistics for a particular event.
      8. They shall be open to be able to take last minute changes in the events, due to possible unforeseen circumstances, with a plan b on standby.
   7. Publicity Officer
      1. The Publicity Officer shall increase ASOC’s demographics by implementing publicity strategies to draw attention to all of ASOC’S events.
      2. They shall market all ASOC events on social media platforms by coming up with creative post ideas which draw attention to ASOC.
      3. This role shall have a skill requirement of previous digital content creation experience.
      4. This role shall be crucial in creating posters and digital content throughout the year for the Society.
      5. The main role of the Publicity Officer shall be to create and put together creative content for the ASOC website and social media accounts, then work together with the Social Secretary to publicise this content.
   8. Cultural Officer
      1. The Cultural Officer shall be responsible for choreographing performances for events such as Diwali or society showcases. Diwali would be one of the biggest events where it is the responsibility of the Cultural Officer to convince members to take part in the performances.
      2. They shall be responsible for working closely with Committee members of the Society for promoting events and helping them out wherever needed.
      3. Aim is to come up with ideas for events that would help in incorporating culture in them.
   9. Sports Secretary
      1. The Sports Secretary shall be in charge of all matters regarding sports in the Society.
      2. They shall keep the ASOC Football teams regularly updated and regularly fix training and matches for them.
      3. They shall host a trails for the sports teams in the beginning of the year.
      4. They shall come up with new events regarding sports.
      5. They shall help out the President with stash for the Society.
      6. They shall support other roles throughout the year too.
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 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.