**University of Exeter Freedom Society Constitution  
(Correct as of AGM 2021/22)**

1. **Name and Logo of the Society**
   1. The name of the Society shall beUniversity of Exeter Freedom Society, hereafter referred to as ‘the Society’;
   2. Logo

      Description automatically generated The logo of the Society shall be as presented below;
2. **Society Affiliations**
   1. The Society is and will continue to be affiliated with our parent organisation The Freedom Association
   2. The Society is affiliated but does not necessarily at all times represent the views of the council or members of The Freedom Association
3. **Aims and Objectives**

The Aims and Objectives define the purpose of the Society;

* 1. The aim of the Society is to promote the cause of freedom on campus as outlined by The Freedom Association;
  2. To engage with other political societies on campus to broaden debate and political education;

1. **Membership**
   1. Membership of the Society 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 Society 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 Society;
2. **Committee**
   1. The Society should have a committee consisting of officers in the following mandatory positions; These committee members shall be elected by the Society’s membership as per section 7;
      1. President
      2. Treasurer
      3. General Secretary
   2. Additional roles are:
      1. Social Secretary
      2. Speaker and Campaigns Secretary
      3. Freshers Representative
   3. All committee members shall attend their relevant committee training;
   4. All committee members shall attend committee meetings
   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, Special General Meeting or Extraordinary General Meeting;
   7. Minutes will be required by Activities for verification;
   8. The role of the committee is to manage all aspects of the Society’s administration and activity;
   9. The committee has a joint responsibility to ensure that all information is effectively communicated both within the Society to its members, and to Guild staff;
3. **Committee Officer Responsibilities**
   1. President:
      1. The President shall be the principal officer, spokesman and figurehead for the society and the chairperson of committee meetings, the AGM, SGMs and EGMs;
      2. The President shall have oversight of the application and interpretation of the constitution;
      3. The President shall chair meetings as the representative of the society;
      4. They shall have overall responsibility for the promotion and development of the society;
      5. Ensure that the Society does not contravene The Guild’s Byelaws or any guidelines or policy of the Activities team;
      6. They shall have the responsibility to write and sign off financial forms of the society;
      7. The President has the overall responsibility to respond to communication from the Activities Team;
      8. Any other responsibilities as agreed by the committee;
   2. Treasurer
      1. The Treasurer shall be the chief financial officer and accountant for the society;
      2. The treasurer shall set and oversee the production of an annual budget and present a financial report to all members at the AGM, EGM or SGM;
      3. They shall ensure that all members have purchased membership;
      4. They shall have the responsibility to write and sign off financial forms of the society;
      5. Any other responsibilities as agreed by the committee;
   3. General Secretary
      1. The General Secretary shall take minutes of all committee meetings;
      2. The General Secretary shall be responsible for the keeping and managing of Society files and documents;
      3. The General Secretary shall be responsible for leasing and communicating with the Guild in regards to producing reports on Society events when necessary;
      4. The General Secretary shall keep an up-to-date inventory of equipment owned by the Society;
      5. The General Secretary shall be responsible for dealing with all correspondence sent to the society;
      6. The General Secretary should be responsible for booking any Guild or university rooms for the Society;
      7. The General Secretary shall run and oversee any and all Society AGM, SGM or EGM elections;
      8. Any other responsibilities as agreed by the committee;
   4. Social Secretary
      1. The Social Secretary shall be responsible for the planning and organisation of all Society socials;
      2. The Social Secretary shall be responsible for the co-ordination and design of Society stash;
      3. Any other responsibilities as agreed by the committee;
   5. Speaker and Campaigns Secretary
      1. The Speaker and Campaigns Secretary shall be responsible for the planning and organisation of all Society speaker and campaigning events;
      2. The Speaker and Campaigns Secretary shall be responsible for communicating with external speakers and campaigning groups;
      3. The Speaker and Campaigns Secretary shall be responsible for completing risk assessments and all other paperwork needed for speaker and campaigning events;
      4. Any other responsibilities as agreed by committee;
   6. Freshers Representative
      1. The Freshers Representative will be elected at the first SGM of the academic year;
      2. The Freshers Representative will be responsible for liaising and promoting the Society amongst freshers
      3. The Freshers Representative will be responsible for representing fresher members of the Society on committee and communicating their views;
      4. Any other responsibilities as agreed by committee
4. **Finance**
   1. The Society’s finances shall be administered by The Guild, on behalf of the Society’s members. Such funds will be held in trust by The Guild on behalf of the Society and shall not be used for purposes other than the Society’s aims and objectives;
   2. All funds shall be used as to benefit the largest number of members possible at all times;
   3. Where the Society is dormant, The Guild will hold funds in trust until a time when the Society becomes active again or is disaffiliated from the Students’ Guild;
   4. The Society 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 Society. 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 Society using Society funds shall remain property of The Guild;
5. **Safety**
   1. The Society 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 Society 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 Society 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;
   2. Annual General Meeting
      1. The Society will hold an AGM before the end of Term 3, during which the following will take place:
         1. executive committee member will deliver an outgoing report of the year;
         2. 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 Society may be requested by the committee or at least 10% of the Society’s membership;
      2. There must be a notice period of at least 24 hours before the EGM and all members of the Society must be informed;
   4. Quoracy of an AGM or an EGM will be 20% of the Society’s membership;
8. **Constitutional Amendments**
   1. 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
   2. Any amendment is subject to ratification by Societies Council;
   3. This Constitution does not supersede any Guild Byelaws;