

University of Exeter Students' Guild Society Constitution

1. Name

- 1.1. The name of the group shall be University of Exeter Model United Nations Society, hereafter referred to as 'the group'.
- 1.2. The date this document was last updated was 12/03/2024.
- 1.3. 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.
- 1.4. Any amendment is subject to ratification by the Societies Council.
- 1.5. This Constitution does not supersede any Guild Byelaws.

2. Aims and Objectives

The Aims and Objectives define the purpose of the group.

- 2.1. Provide interesting, informative, engaging, and educational debates about a variety of world issues on a weekly basis along with crisis events held twice termly by convention.
- 2.2. Hold social events to create a welcoming environment that allows students to meet other people, including the holding of balls if possible.
- 2.3. Send society members to conferences held by other Universities to broaden their horizons and allow them these opportunities to further learn about world issues.

3. Membership

- 3.1. Membership of the group shall be open to all members of The Guild in accordance with The Guild's Byelaws.
- 3.2. All members are required to register or pay a membership fee for the year. The group committee will set the membership fee(s) annually.
- 3.3. Anyone who is not a full-member of the Students' Guild must purchase an associate membership before joining the group.

4. Committee

- 4.1. The group should have an executive committee consisting of officers in the following mandatory positions. These committee members shall be elected by the group's membership as per section 7.
 - 4.1.1. President
 - 4.1.2. Treasurer
 - 4.1.3. Vice President
- 4.2. Additional roles are:
 - 4.2.1. General Secretary

- 4.2.2. Social Secretary
 - 4.2.3. Press and Publicity Officer
 - 4.2.4. Deputy Press and Publicity Officer
 - 4.2.5. Conferences Officer
 - 4.2.6. Internal Training Officer
 - 4.2.7. Crisis Officer
- 4.3. All committee members shall attend committee training.
- 4.4. All committee members shall complete the Student Committee Agreement, and any other paperwork required by the Guild.
- 4.5. 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.
- 4.6. 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.
- 4.7. 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.
- 4.8. 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.

5. Committee Roles

5.1. President:

- 5.1.1. The President shall be the principal officer and spokesperson for the society and the chairperson of committee meetings, the AGM and EGMs.
- 5.1.2. The President shall attend meetings with their elected representative officer, as the representative of the society.
- 5.1.3. They shall have overall responsibility for the promotion and development of the society.
- 5.1.4. Ensure that the group does not contravene The Guild's Byelaws or any guidelines or policy of the Activities team.
- 5.1.5. They shall have the responsibility to write and sign off financial forms of the society.

5.1.6. The President has the overall responsibility to respond to communication from the Activities Team.

5.1.7. The President has the responsibility to sign agreements with other Model UN societies from other Universities.

5.2. Treasurer

5.2.1. The treasurer shall be the chief financial officer and accountant for the society.

5.2.2. The treasurer shall attend meetings with their elected representative officer, as the representative of the society.

5.2.3. The treasurer shall set and oversee the production of an annual budget and present a financial report to all members at the AGM.

5.2.4. They shall ensure that all members have purchased membership.

5.2.5. They shall have the responsibility to write and sign off financial forms of the society.

5.2.6. They can be responsible for response to any external mail sent to the society.

5.3. Vice President

5.3.1. The Vice President will support and deputise for the President, providing leadership and direction to the other Committee roles where required.

5.3.2. They shall support the other Committee roles to deliver their remit and work to ensure all Members are engaging with the Society.

5.3.3. They can be responsible for response to any external mail sent to the society, including society outreach to other societies and booking speakers for the society. .

5.3.4. They are responsible for aiding with the welfare of any society member, including the creation of an internal complaints procedure and extraordinary committee powers.

5.3.5. They are responsible for organising and running balls for the year alongside the Social Secretary, if circumstances permit.

5.3.6. They are responsible for submitting risk assessments for debate events for approval by the Guild and for the management of the Annual Risk Assessment.

5.3.7. They are responsible for the collection of termly members' feedback relating to society activities.

5.3.8. They shall have the responsibility to write and sign off financial forms of the society.

5.4. General Secretary

5.4.1. The Secretary shall take minutes of all meetings.

5.4.2. Keep an up-to-date inventory of equipment owned by the group.

5.4.3. Should be responsible for all booking any Guild or university rooms for the group.

5.4.4. They are responsible for managing equipment owned by the society, such as placards used for debate events and the society banner.

5.4.5. They are responsible for ordering stash for society members at appropriate times.

5.4.6. They are responsible for dealing with intramural activities for the society.

5.4.7. They are responsible for dealing with society outreach to other societies and booking speakers for the society.

5.4.8. They are, joint with the Deputy Press and Publicity Officer, responsible for the management of the society's FIXR account and ticketing of events.

5.5. Social Secretary

5.5.1. They are responsible for ensuring there is a suitable range of socials for society members, including the provision of sober socials and socials involving alcohol throughout the year.

5.5.2. They are responsible for arranging and budgeting for all socials and the logistics of such.

5.5.3. They are responsible for organising and running balls for the year alongside the Vice President, if circumstances permit.

5.5.4. They are responsible for ensuring two non-drinking and responsible committee members are at all social events.

5.5.5. They are responsible for outreach with other societies purely in regard to social events.

5.5.6. They are responsible for submitting these events for approval by the Guild.

5.5.7. They are responsible for the planning and running of all Drinks and Diplomacy events, including writing the study guide.

5.6. Press and Publicity Officer

- 5.6.1. They shall be responsible for response to any external mail sent to the society.
- 5.6.2. They shall be responsible for weekly communications to the membership.
- 5.6.3. They shall be responsible for maintaining the image of the society, and social media presence through all official society accounts and the publicity of all events by the society.
- 5.6.4. They shall be responsible for keeping in contact with the Deputy Press and Publicity Officer in ensuring both are doing their responsibilities.
- 5.6.5. They shall be responsible for ensuring to collect information from other committee members to publicise the society.

5.7. Deputy Press and Publicity

- 5.7.1. They shall be responsible for response to any external mail sent to the society.
- 5.7.2. They shall be responsible for weekly communications to the membership.
- 5.7.3. They are responsible for maintaining the image of the society, and social media presence through all official society accounts and the publicity of all events by the society.
- 5.7.4. They are responsible for working with the Press and Publicity Officer to fulfil their roles.
- 5.7.5. They are, jointly with the General Secretary, responsible for the management of the society's FIXR account and ticketing of events.

5.8. Conferences Officer

- 5.8.1. They are responsible for organising delegations of Society Members to attend Model UN conferences as organised by other Universities.
 - 5.8.1.1. This can include options for travel and accommodation.
- 5.8.2. They are responsible for the budgeting of these events.
- 5.8.3. They are responsible for submitting these events for approval by the Guild.
- 5.8.4. They are responsible for designating and keeping in contact with the Head Delegate when society members are at conferences, and for supplying all information to them before the conference.

5.8.5. They are, jointly with the Internal Training Officer, responsible for members' conference training. Including the assessing the quality of position papers, and the organisation of preparation debate sessions.

5.8.6. They are responsible, jointly with the Head Delegate and the designated welfare lead, for assuring the wellbeing of all members of the delegation.

5.8.7. They are responsible for the creation and enforcement of a Code of Conduct to be signed by all attendees as a prerequisite to representing the Society at a conference.

5.9. Internal Training Officer

5.9.1. They are responsible for proposing the topics for debates for the year and writing topic guides for the year.

5.9.2. They are responsible for organising training sessions to teach Model UN Rules of Procedure to society members.

5.9.3. They are, jointly with the Conferences Officer, responsible for members' conference training. Including the assessing the quality of position papers, and the organisation of preparation debate sessions.

5.9.4. The Internal Training Officer, together with the President, is responsible for allocating Chairs and Co-Chairs to weekly debates and ensuring they are suitably trained.

5.9.5. They are responsible for ensuring training documents are up to date.

5.10. Crisis Officer

5.10.1. They are responsible for running Crisis events for society members, including setting staff and the topic, as well as ensuring there is a Topic guide available, and organising character allocations.

5.10.2. Ensuring an adequate range of crisis events are run through the year.

5.10.3. They are responsible for running a Crisis alongside the newly elected officer once the new officer has been elected.

5.10.4. They are responsible for submitting these events for approval by the Guild.

5.10.5. They are responsible for the creation of a feedback form after each crisis event to gauge the opinion of attending members.

6. Finance

- 6.1. 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 objectives.
- 6.2. All funds shall be used to benefit the largest number of members possible at all times.
- 6.3. 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.
- 6.4. The group shall follow all Guild financial guidelines, and shall ensure that all monies are handled through the respective Guild accounts.
- 6.5. 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.
- 6.6. Any equipment or other items purchased by the group using group funds shall remain property of The Guild.

7. Safety

- 7.1. The group will follow all guidelines and policies laid down by the Activities Team and The Guild.
- 7.2. The committee must complete their due diligence by risk-assessing all events and activities organised by them in line with Guild procedures.
- 7.3. All events undertaken by the group must be submitted to and approved by the Activities Team within the stated deadlines.

8. Elections

- 8.1. All the Committee positions shall be elected annually. Voting shall be by single transferable vote and secret ballot, using all guidelines provided by the Guild.
- 8.2. All full members of the society may stand for election in both executive and non-executive committee (sub-committee) positions.
- 8.3. Associate members may not stand or vote for executive committee positions.
- 8.4. No committee members will serve for longer than one year without re-election.
- 8.5. Members should be given at least two weeks' notice of any election.
- 8.6. 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.
- 8.7. By-elections shall follow the same regulations as regular elections.

9. Meetings

9.1. Committee Meetings

9.1.1. Committees shall hold regular minuted meetings.

9.1.2. Any member of the group is entitled to attend any committee meeting, unless it is a closed meeting

9.2. Annual General Meeting

9.2.1. The group will hold an AGM before the end of Term 3, during which the following will take place:

9.2.1.1. Each committee member will deliver an outgoing report of the year.

9.2.1.2. The treasurer will present a report of the financial accounts.

9.2.1.3. Any constitutional amendments will be voted on.

9.2.2. All members must be given at least two weeks' notice of this meeting.

9.3. Extraordinary General Meetings

9.3.1. An Extraordinary General Meeting (EGM) for a group may be requested by the committee or at least 10% of the group's membership.

9.3.2. There must be a notice period of at least 24 hours before the EGM and all members of the group must be informed.

9.4. Quoracy of an AGM or an EGM will be 20% of the group's membership.

9.4.1. This can be waived by unanimous vote from the executive committee members: The President, Vice President and Treasurer.