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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 “***INDIAN SOCIETY, Exeter*** *“*, hereafter referred to as ‘the group’.
   2. The date this document was last updated was ***02/06/2021***.
   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. ***We want to be the home away from home, catering to the needs of our members. We would act as the source of information and guidance to the new students and any student in the need of assistance. We would also be happy to assist diverse students to explore and understand the rich Indian culture and traditions.***
  2. ***To associate and affiliate with all the different Indian Societies which are present in the different universities across the United Kingdom. Hence promoting the University of Exeter and establishing new relationships with other universities****.*
  3. ***We are affiliated to the "INDIAN NATIONAL STUDENT ASSOCIATION", an organisation representing Indians, NRIs and any Indian associated with the minute roots of India at the national level, bridging India and the United Kingdom. We aim*** ***to host intellectual events and have renowned personalities invited for student interactions.***
  4. ***We aim to host cross-cultural events between different societies of other nations for a diversified cultural experience to encourage stronger bonds and solidarity. Our society will act as one of the major links to host networking events with students from different universities all over the United Kingdom.***
  5. ***Last but not the least, We will be hosting fun parties, socialising events, movie nights, Bollywood nights, debates on current affairs, and dinner nights etc.***

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. Vice-President
      3. Treasurer
      4. General Secretary
   2. Additional roles are:
      1. International Officer
      2. Media and Marketing Head
      3. Events and Media Officer
      4. Marketing and Publicity 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.
   9. Graduate students are welcome to attend meetings, but are not eligible to become active members in the club.
   10. RIGHT TO ACT: Any society secretary or society member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a society in any way unless given full authority to do so by the society.
   11. Free Speech and Non Discrimination:
       1. All members, secretaries, and syndicate members have the right of freedom of speech and expression, and under no circumstance shall a secretary’s/member’s freedom of speech/expression be infringed.
          1. Freedom of expression may be restricted by University of Exeter Students’ Guild through lawful, necessary and proportionate means in order to –
             1. Protect national security, territorial integrity (the border of the state) or public safety.
             2. Prevent disorder or crime
             3. Protect health or morals
             4. Protect the rights and reputations of other people
             5. Prevent the disclosure of information received in confidence
             6. Maintain the authority and impartiality of judges
       2. All members are entitled to their own opinions and shall not be discriminated on grounds of racism, age, gender, major, religion, nationality, sexual orientation, disability, marital status, income, political beliefs or reprisal for a civil rights activity.
       3. Secretaries and members will have the option to refer to other secretaries/members based on their gender binary or gender neutral terms. There will be no derogation based on gender pronoun preference by any secretaries/members of the Indian Society, Exeter.
       4. Use of any hate speech or unruly behaviour will result in a warning, and reported through the University of Exeter- Exeter Speaks Out system [Report confidentially | Exeter Speaks Out | University of Exeter](https://www.exeter.ac.uk/about/speakout/report/).
       5. Any member who has more than 2 warnings will be asked to leave the society meeting, and will not be allowed to return until the society receives a written apology which must be approved by the Indian Society, Exeter President and Core Committee.
   12. Votes of No Confidence
       1. A Committee Member can face a Vote of No Confidence (VoNC) from their group.
       2. A VoNC of a committee member is triggered if:
          1. A third of the group’s committee vote for a VoNC to be put to the group; or
          2. A secure petition of 25% of the group members’ requests that a VoNC be put to the group's membership.
       3. If a VoNC is triggered, a meeting of the group is called where the motion will be heard, and the vote will be held.
          1. A VoNC vote must be facilitated and agreed by the relevant Elected Officer and the Students’ Guild (VP Opportunities)
          2. Group members must be notified no less than 7 working days in advance of the vote.
          3. The vote will only pass if 25% of group members are present.
             1. Where the threshold is not met, the decision should be ratified by Guild Council, or its delegate.
             2. The motion will pass if agreed by a qualified majority.
       4. If the VoNC passes the committee member is removed.
       5. The secretary and Syndicate member will be given the opportunity to challenge their VoNC by submitting a written apology and then appearing in front of the existing Indian Society, Exeter Secretaries and Syndicate members.
          1. A bye-election must be held if required in accordance with Byelaw 7: Student Activities.
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. *President can make important decisions for the society by the request of the committee.*
      8. To formulate policy of the society between regular meetings and in case of emergencies, subject to discussion in the core committee.
      9. The first founding President can advise and foresee the society’s growth for the next 5 years post his graduation by the request of the present committee. The following presidents can involve him in making important decision to nurture the society if they choose to.
      10. They can call special meetings.
   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 on approval of the President.
      6. *The Treasurer can give out incentives in discussion with the core committee with the notice of the President.*
   3. Vice-President
      1. The Vice-President will support and deputize 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. *The Vice-President will assist the President in handling the tasks and will be in charge by the guidance and orders of the president, in his absence.*
      4. The Vice-President will ensure the effective and efficient administration of the Society
      5. The Co-Founding Vice-President will help the First Founding President for the next 5 years post his graduation advising and foreseeing the society’ growth and functioning, with the permission of each year’s committee.
      6. The Vice-President will ensure that the Society complies with its Articles of Association and Regulations and all applicable legislation and regulations.
      7. The Vice-President will approve the Society’s strategic objectives annually with the help of the President and measure performance against them.
      8. The Vice-President has to Safeguard the good name and ethos of the Society.
   4. General Secretary
      1. The General Secretary 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. President and the Vice-President will handle this position in absence of finding a suitable candidate.
      4. They have signature responsibilities to collect from all members and secretaries and submit it to the President for an overview
      5. They are solemnly responsible to keep an inventory check of all the official documents of the society.
      6. To compile agenda for meetings and all upcoming meetings.
      7. The General secretary acts as the main means of communication between the society committee and it's members.
      8. The General secretary is obliged to keep a record of the Feed backs and all the great ideas from all members and present them during the committee meetings.
   5. Marketing and Publicity Secretary
      1. They shall be responsible for weekly communications to the membership.
      2. They should help the Media and Marketing Head to publicise society events where necessary.
      3. They should bring new ideas to publicise and market the society.
      4. They shall assist the Media and Marketing Head in marketing.
      5. They shall write down the agendas in all the meetings.
      6. They shall be responsible to reply to any messages received to the Society’s social media page.
   6. Events and Media Officer
      1. The Officer 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. Should be responsible for all booking any Guild or university rooms for the group.
      5. The Officer will control the Media of the Society
      6. The Officer will organise events with the help of Media and Marketing Head.
   7. International Secretary
      1. They should be responsible to maintain a healthy relation among different societies.
      2. They should be responsible to maintain and foresee international relations.
      3. They should be responsible to create a bridge between international students and Indians.
      4. They should be responsible to host cross cultural/collaborative events with distinct societies.
      5. They can suggest ideas to the core committee to increase interaction amongst the international members of different societies.
   8. Media and Marketing Head
      1. To write press releases for the media about upcoming events.
      2. To cultivate relationships with members of the local media.
      3. To maintain and updated information on the society’s website and social media pages.
      4. To source and manage speaking and sponsorship opportunities.
      5. To prepare and supervise the production of publicity brochures, handouts, direct mail leaflets in co-ordination with the General Secretary.
      6. To develop plans for advertising, sales promotion, public relations, and membership outreach working with the core committee.
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.