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

**1.** **Name**

1.1. The name of the group shall be *Eating Difficulties Peer Support Group*, hereafter referred to as ‘the group’.

1.2. The date this document was last updated was *13/11/2020*.

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 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.  *To provide an open, safe and non-judgmental environment for experiencing difficulties in relation to food and body image.*

2.2.  *To raise money and awareness of Eating difficulties on campus, as well as ED related charities and services.*

**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 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.

4.1.1. Co – President

4.1.2. Co - President

*4.1.3* *Publicity Team Lead*

4.2. Additional roles are:

4.2.1. *Facilitators*

4.2.2. *Publicity Team*

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

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

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

5.1.10. They shall ensure that all members have purchased membership

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

5.1.12. The Secretary shall take minutes of all meetings

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

5.1.14. They shall be responsible for response to any external mail sent to the society.

5.1.15. They shall be responsible for weekly communications to the membership.

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

5.2.  *Publicity Team*

5.2.1. Publicity Team Coordinator(s): They will head the publicity team and have access to the social media passwords to post on behalf of the group. They will monitor social media channels such as Facebook, Instagram, Twitter and other relevant social media channels. Publicity Team Coordinators are responsible for handing over complaints or special enquiries to the Group Coordinator. They will receive Publicity training from the Group Coordinators and facilitator training from Wellbeing. This is to ensure they have a good understanding of relevant mental health themes, safeguarding procedures and are equipped to fulfil their role. the Group Coordinators should be available to assist the coordinators with any queries they have regarding their role.

Graphics & Design Officer(s): They will receive training from the Group Coordinators before the start of term 1 and be overseen by the Publicity Team Coordinators. They are responsible for designing suitable graphics for the group's social media and publications.

Events Coordinator(s): Will be responsible for organising events aimed at publicising the group and boosting attendance at support sessions. Examples of events will consist of wellbeing activities, fundraising and educational workshops.

Outreach & Communications officer(s): They will be responsible for building and maintaining relationships with student groups such as societies and external service within the community. They will also produce a newsletter at least once a month.

Campaigns Officer(s): They are responsible for representing the group on campus. This includes activities such as manning stalls, attending events and supporting other team members with their roles.

ED Champions: Individuals associated with the group who would like to share their ED journey. They will be invited to attend events and assist with creating resources for attendees.

5.3. Facilitator Team

Group Coordinator(s): Oversees the organisation of the programme, responsible for calling meetings with Facilitators and stakeholders. If there are two Coordinators, one should be responsible for volunteer welfare and another for liaison with external bodies. If there is only one Coordinator, they should receive support in these duties from another Facilitator. They are responsible for responding to general enquiries over email and complaints. The Coordinator also reviews and updates the policies at least annually. As there is minimal cost associated with running the group, they will also oversee and access the budget. Responsibilities will be split evenly between coordinators, but they are categorised as follows:

Volunteer Welfare: The main contact for wellbeing concerns. Responsible for links with the Wellbeing service and continual contact, in order to access support for the Facilitators.

Liaison Officer: Responsible for communication with additional contacts, such as other societies or the Guild. Responsible for booking the room and creating a termly rota.

4.2.1 *Recruitment, essential training and supervision.* As safeguarding children, young people and vulnerable adults is the responsibility of everyone, it is essential that Facilitators attend their training and supervision. Essential training will be provided on recognising signs of abuse, neglect or harm for vulnerable adults. Further, the recruitment process will ensure that Facilitators’ wellbeing is sufficient to allow them to safeguard individuals and themselves, as well as gaining insight into the character and suitability of the individual to the role.

4.2.2 *Responding to safeguarding issues within the group.* Volunteers are given clear expectations of their role through the volunteer advertisement, interview period, induction and training. They will be supported to fulfil that role through close links with the Student Guild and the Wellbeing services. Volunteers will also be trained to recognise signs of abuse, and how to respond in emergency situations. They will be trained to recognise risks of significant harm. Whilst it is not within a Facilitator’s responsibility to deal with serious risk, they will be supported if a situation arises where not responding would be a breach of legislation. For example, this may be a case where an individual is showing signs of significant harm to themselves or to others, or a Facilitator is informed that a child is at risk of harm or abuse. This may mean that they have to breach confidentiality. In this case, they will be expected to report this as a cause for concern to the Guild and will be supported with confidential advice by the Group Coordinator(s), the Guild and/or the Wellbeing services. More details on breaching confidentiality can be found in our confidentiality policy in section 3.

* + 1. *Conduct when responding to a disclosure from a vulnerable adult.* If an individual discloses information that suggests that either themselves or a vulnerable adult is at risk of harm or neglect, you must
       1. Listen carefully to the person. Do not directly question them, giving them time and attention.
       2. Allow them to give a spontaneous account; do not stop them to freely recall events.
       3. Use the individual’s own words where possible. Consider making notes in order to pass on the information accurately, with the individual’s consent.
       4. Ask questions only to clarify any vague concerns in order to take appropriate action.
       5. Explain that you cannot promise not to speak to others about the information they have shared.
       6. Reassure them that they have done the right thing in telling you and have not doing anything wrong.
       7. Tell the individual what you are going to do next and explain that you need to get help to keep them/the person in question safe. \\

4.2.4. *Immediate action to ensure safety.* Immediate action may be necessary to ensure the safety of the individuals attending the group. If an adult is in immediate danger the police should be contacted (through 999). If an emergency medical crisis occurs, an ambulance should be called (dial 999).

* + 1. *Responding to safeguarding issues within the peer support network.* If a Facilitator is concerned about the wellbeing of a fellow Facilitator, they have a duty to address this in order for the adequate support to be provided to the individual in concern. This may be a concern about their personal welfare, or a concern about their performance as a Facilitator. Volunteers are expected to report things that aren’t right, are illegal, if someone’s health and safety is in danger, if the policy has been breached or if they believe their demeanour may be harmful to the attendees.

4.2.6 *Disclosure and Barring Service.* A vulnerable adult is defined in the Governments “DBS check: eligible positions guidance” as an adult over the age of 18 who has a specified condition, and as a result is in receipt of a specified service. Specified services are accommodation and nursing or personal care, social care services and support for living independently. Although some attendees may fall under the specified condition of having a mental illness, they do not meet the criteria for receiving a specified service. Therefore, students attending a peer support group should not be considered vulnerable adults. Following this, there is no legal requirement for facilitators to have DBS checks.

**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 objective.

6.2. All funds shall be used as 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 Executive Committee shall be elected. Voting shall be by single transferable vote and secret ballot, using the online election system 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. Quoracy of Committee meetings shall be 50% of the executive committee plus one.

9.1.3. 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.