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

1. **Name**
   1. The name of the group shall be The University of Exeter Economics Society, hereafter referred to as ‘the group’.
   2. The date this document was last updated was 12/11/2020*.*
   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. Bring like-minded Economics Students together to establish a community where we share our passion and interest for Economics and themes related to Economics.
  2. Learn, hear, debate, discuss and explore themes that can help us alongside our studies of Economics for a greater understanding of the subject and topics we study.
  3. Provide a variety of activities, including but not limited to:
     + Events for social networking, learning and discussion.
     + Drinks and debate sessions.
     + Internal and external guest speakers.
     + Integration, collaboration, and intelligence sharing for all economic students.

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. Chair
      2. General Secretary
      3. Marketing and Communication Secretary
      4. Social Secretary
      5. Academic Secretary
      6. Welfare Secretary
      7. Sports/Intramural Captain
   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 must lead, coordinate, and develop the society, its committee, and its members according to the aims and objectives of the society. The constitution must be upheld by all means and the application of all clauses and regulations must be ensured.
      2. The president shall be the principal officer and spokesperson for the society and the chairperson of committee meetings, the AGM, and EGMs.
      3. It is the president’s duty to chair the society’s meetings. Therefore, it is mandatory for them to be present. Should they be prevented from attending, he/she must excuse him/herself to the vice-presidents who will then take the chair.
      4. The president must act under best conscience for the good and the best interests of the society and be the main contact for the society and its activities.
      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. At the end of their presidency, the president must prepare a report reviewing the activities and achievements of the society during the year of their presidency.
      8. Must have close ties with the Business School as a communicator of society goings-on as well as an ambassador to ask for favours and create a mutually beneficial environment for both society and Business School.
      9. Must give guidance to other committee members on events and society matters.
      10. Is in charge of the society email account, overseeing the response to any inbox in close collaboration with the marketing and communications secretary.
   2. Vice-President:
      1. The vice-president acts as the main means of communication between the society committee and its members and is second in command for the society.
      2. It is the vice-president's duty to represent the president in the event of an absence, supporting and deputising for the President, providing leadership and direction to the other Committee roles where required.
      3. They shall support the other Committee roles to delivery their remit and work to ensure all Members are engaging with the Society.
      4. The vice-president's purpose is to receive directions from the president and act on the visions outlined by the president. Then facilitate the society’s goals and direction throughout the academic year.
      5. The vice-president assists the president in all aspects of society management. They are first to stand in for president.
      6. The vice-president is responsible for working alongside the general secretary and acts as an intermediary between the committee and President.
      7. It is the vice-president’s duty to oversee all actions, events, activities, and communications between all members of the committee as well as society members.
      8. It is of the vice-president’s utmost concern to ensure that the society is fulfilling its role and strategy.
      9. The vice-president is to oversee the campaign of ‘recruitment’ during freshers’ week.
   3. Treasurer
      1. The Treasurer is responsible for managing the society’s accounts and all aspects of society expenses. Including the coordination of budgets and spending according to the aims and objectives of the society. They are the chief financial officers and accountants of the society.
      2. The treasurer may only transfer money from the society’s bank account with the approval of the presidency.
      3. The treasurer must agree to maintain detailed and accurate accounts of the society’s activities and accept that any unauthorised expenditure will be their personal responsibility and liability.
      4. They must set and oversee the production of an annual budget and present a financial report to all members at the AGM.
      5. They shall ensure that all members have purchased membership.
      6. They shall have the responsibility to write and sign off financial forms of the society.
      7. The treasurer must write a report listing all the money transfers the society has conducted over the course of the year. This report is to be sent to the president, the vice presidents, and all the other committee members. Furthermore, they must present this report to the last committee meeting of the year, explaining the transactions.
      8. The treasurer should at any time be able to show a report listing the transactions to any committee member asking to see it.
      9. The Treasurer must ensure that a budget is submitted to A&V (Guild) for approval for any event where the society is selling tickets or products, or qualify for a VAT exemption, and that this must be done before any money is spent on the event.
      10. Between the last meeting of the academic year and the first of the following, the newly elected president, or general secretary responsible for handover, is to take over the treasurer’s duty, unless the treasurer is re-elected in the AGM.
      11. The treasurer must offer their help and advice to any members of the future treasury and presidency.
      12. In collaboration with the social and academic secretaries, take the lead on the arrangement of sponsorships and company affiliations to help with the funding of events or the creation of networking opportunities.
   4. Chair
      1. The Chair acts as a group of members of the committee and of senior management who, for whatever reason, cannot attend meetings and society events in person for an extended period of time.
      2. The Chair advises the president on suggestable paths of actions for the society and behaves as a form of consultant to senior management. They may assist senior management with organisational tasks, book-keeping, and official matters such as negotiations with, but not limited to, the Guild, University or Business School.
      3. Members may only opt to be a member of the Chair if they have been a part of the committee within the past academic year and may only be able to do so under agreement from the rest of the committee or the president.
      4. Due to the nature of the position and the fact that this position is granted to those who are not situated on campus, a chairman/woman’s jurisdiction may be overruled by any member of senior management and/or a simple majority vote between committee members with at least 50% of the non-senior committee present.
      5. This position is purely non-executive and those who wish to remain affiliated to the society during their absence from campus may fall into this category.
      6. Members of the Chair may consequently return to the society in the following academic year as a member of the committee whose position is to be agreed upon via public vote prior to the start of that academic year. They may not retain their position and must run for an active role upon return.
      7. Members of the Chair must run their judgements and suggestions through senior management prior to taking any form of action and may only do so with the express permission of at least one other member of senior management that is not a member of the chair.
      8. This position may only be given out on occasion and is not a recurring position or easily granted to committee members. It must only be assigned to a committee member whose participation in the society is crucial during their year in industry/abroad. Under no other circumstances is a committee member permitted to keep their positions whilst they are not situated on campus.
   5. General Secretary
      1. The general secretary works closely with the vice-president and president in leading the committee and representing the committee at society events.
      2. It is the general secretary’s duty to manage, lead and implement the handover period of committees year-to-year, providing the president with a plan of action for doing so and ensuring all new members have gone through their induction.
      3. It is their duty to support all members of the committee in their roles and responsibility, acting as an assisting member and overseeing the general wellbeing of committee members.
      4. Event organisation responsibilities: the booking of rooms, lecture theatres or public areas, assistance with the planning of events with relevant committee members and liaising with any relevant parties to ensure the smooth running of these events.
      5. Communication responsibilities: establishing the communication forms, specifically creating the mailing list at the start of each year and overseeing all external and internal communications between the committee and all society members.
      6. It is the general secretary’s responsibility to manage the society’s external calendar published by the Marketing and Communications secretary monthly and communicate with the committee to ensure the calendar is up-to-date.
      7. They must keep an up-to-date inventory of equipment owned by the group and liaise with the Treasurer on the society’s assets.
      8. They shall be responsible for response to any external mail sent to the society and be responsible for weekly communications to the membership.
      9. The general secretary must take minutes of all meetings.
   6. Marketing and Communications Secretary
      1. Marketing and Communication Secretaries raise awareness of the society amongst students through a considerable presence of the society on the internet and on social media.
      2. The Marketing and Communication Secretaries may use any means of their thought to communicate and interact with students to spread information of the society’s events and developments.
      3. Take charge of graphic design for events and stash in the preceding summer as well as throughout the year and liaise with all members of the committee to receive constant information to be relayed to society members on a daily basis.
      4. Be available for the entirety of Freshers’ Week to take full advantage of the best marketing opportunity of the year, taking charge of event communication and distribution.
      5. Collaborate fortnightly with the Vice-presidents on the Economics Society newsletter by collating information from all members of the committee and to send out to the Society promptly.
      6. Ensure the publication of high quality material on social media to the best of the secretary’s ability to establish good levels of professionalism and consistency throughout the academic year
   7. Academic Secretary
      1. The academic secretary is responsible for the organisation of academic events, including ‘speaker’ events and general networking or debating sessions. All the while providing a diverse range of relevant and accessible academic opportunities which meet the needs and interests of their members and represent value for money.
      2. Speaker events involve the contacting of speakers from within or outside the university and kindly inviting them to give a talk on a topic of their/your choosing, with relevance to the Economics Society. This would include methods such as but not limited to: phone calls, emails and website inquiries.
      3. Catering for guests must be organised, such as but not limited to: helping plan out logistics of their travel, if applicable, planning meetings where details would be discussed, helping them finding locations for accommodation, food and travel, if applicable.
      4. The academic secretary is also highly encouraged to collaborate with the General Secretary/Secretaries to allocate a room for the event and fix a time.
      5. Collaborating with the Marketing & Communications officers to publicise the event by different means if applicable.
      6. In collaboration with the treasurer and social secretaries, arrange sponsorships and company affiliations to help with the funding of events or the creation of networking opportunities.
   8. Social Secretary
      1. Provide a diverse range of relevant and accessible events which meet the needs and interests of their members and represent value for money.
      2. Organise multiple socials throughout the term developing relationships with other societies, local venues, and club reps.
      3. Organise events such as the Christmas ball, AGM (with other committee members) and the end of financial year dinner.
      4. Liaise with publicity secs to ensure all event information is available to them so the event can be posted in time for full publicity.
      5. Implement new strategies and events in an effort to create a communal atmosphere within the society through engaging with members and communicating with the academic and sport secretaries to implement various strategies.
      6. Liaise with other society social secretaries for collaborative social events.
      7. In collaboration with the treasurer and academic secretaries, arrange sponsorships and company affiliations to help with the funding of events or the creation of networking opportunities.
   9. Welfare Secretary
      1. Be an open point of call for all welfare concerns from society members, supporting both the members of the Economics Society and the committee to increase the openness of the society.
      2. Organise safe space drop-in sessions for members to have the ability to confide in the committee member.
      3. Signposting students to advice and support services both with Exeter University Wellbeing and the Business school.
      4. Must liaise with the social secretaries to ensure there are a sufficient number of sober socials per term.
      5. Organise various events in collaboration with other societies/ clubs/ the union to promote positive mental health and wellbeing.
      6. Organise philanthropic events, such as charity fundraising.
      7. In meetings, must liaise with the social secretaries to ensure there are a sufficient number of sober socials per term, and promote guild drinking code of conduct amongst members.
      8. In meetings, voice concerns about welfare matters to ensure diversity and the Society is acting in a way that includes all members equally.
   10. Sports/Intramural Captain
       1. Responsible for managing their allocated intramural team, from recruitment to performance.
       2. Must organise frequent training/playing sessions, with a minimum of once fortnightly.
       3. Collaborate with social secretaries on social events that include team members.
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.