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

1. **Name**
   1. The name of the group shall be *Exeter English Society,* hereafter referred to as ‘the group’.
   2. The date this document was last updated was *27/11/20.*
   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 aim to make English Society a welcoming and inclusive society.*
  2. *We aim to advertise and/or create employability opportunities for our members.*
  3. *We aim to provide fun, memorable and/or educative events for our members.*

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. *Co-President*
   2. Additional roles are:
      1. *General secretary 1*
      2. *General secretary 2*
      3. *Wellbeing secretary*
      4. *Publicity secretary*
      5. *Academic secretary*
      6. *Social secretary 1*
      7. *Social secretary 2*
      8. *Intramural sports 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.
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. *Additional Responsibilities*
   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.
      6. *Additional Responsibilities*
   3. Vice-President
      1. The Vice-President 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. *Additional Responsibilities*
   4. General Secretary
      1. The Secretary 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. They shall be responsible for weekly communications to the membership.
      5. Should be responsible for all booking any Guild or university rooms for the group.
      6. They shall be responsible for the organisation and distribution of society stash.
   5. Wellbeing Secretary
      1. Shall plan and deliver events related to wellbeing.
      2. Shall support other committee members in the deliverance of events
      3. Should provide resources and materials as and when it is fit to do so -Shall attend committee meetings
      4. Shall be available for student support, and should signpost them to the relevant university wellbeing services
      5. Shall attend any training that may strengthen my performance in my role.
   6. Academic Secretary
      1. Host Academic events such as Cake clinics.
      2. Maintain good relationships with members of the department.
      3. Be the academic face of the society for members to approach with any issues or suggestions they wish to be passed to the staff.
      4. Liaise with staff members and ensure both the department and society are updated with recent events and news.
   7. Social Secretary
      1. Create events which are engaging and accessible to as many people as possible.
      2. Organise all elements of the event, which, Covid-19 depending, can range from creating a Zoom invite to the balls.
      3. Work with the committee to co-ordinate and run events, from the Treasurer to coordinate budgets, to the Publicity Secretary to organise the roll-out of publicity for all of the events you’ll be running.
      4. Running events which are topical and focused on key calendar events, from Black History Month, Pride, Valentine’s day and Christmas.
   8. Publicity Secretary
      1. Day to day management of the society social media pages, e.g. Facebook, and Instagram.
      2. Produce graphics and posts for the social media advertising society events, when required.
      3. Work collaboratively on any designs and advertising projects with other society committee members.
      4. Respond to any queries or questions sent to the society pages and if needed feedback to committee.
      5. Maintain an engaging digital presence throughout the academic year so that all students feel the society is approachable and working for them, whether Freshers’ week or exam seasons
   9. Intramural Sport Secretary
      1. Organise registration of intramural teams.
      2. Set up and run weekly matches.
      3. Organise socials within and between teams.
      4. Publicise English Society sports and serve as first point of contact for people looking to join.
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.