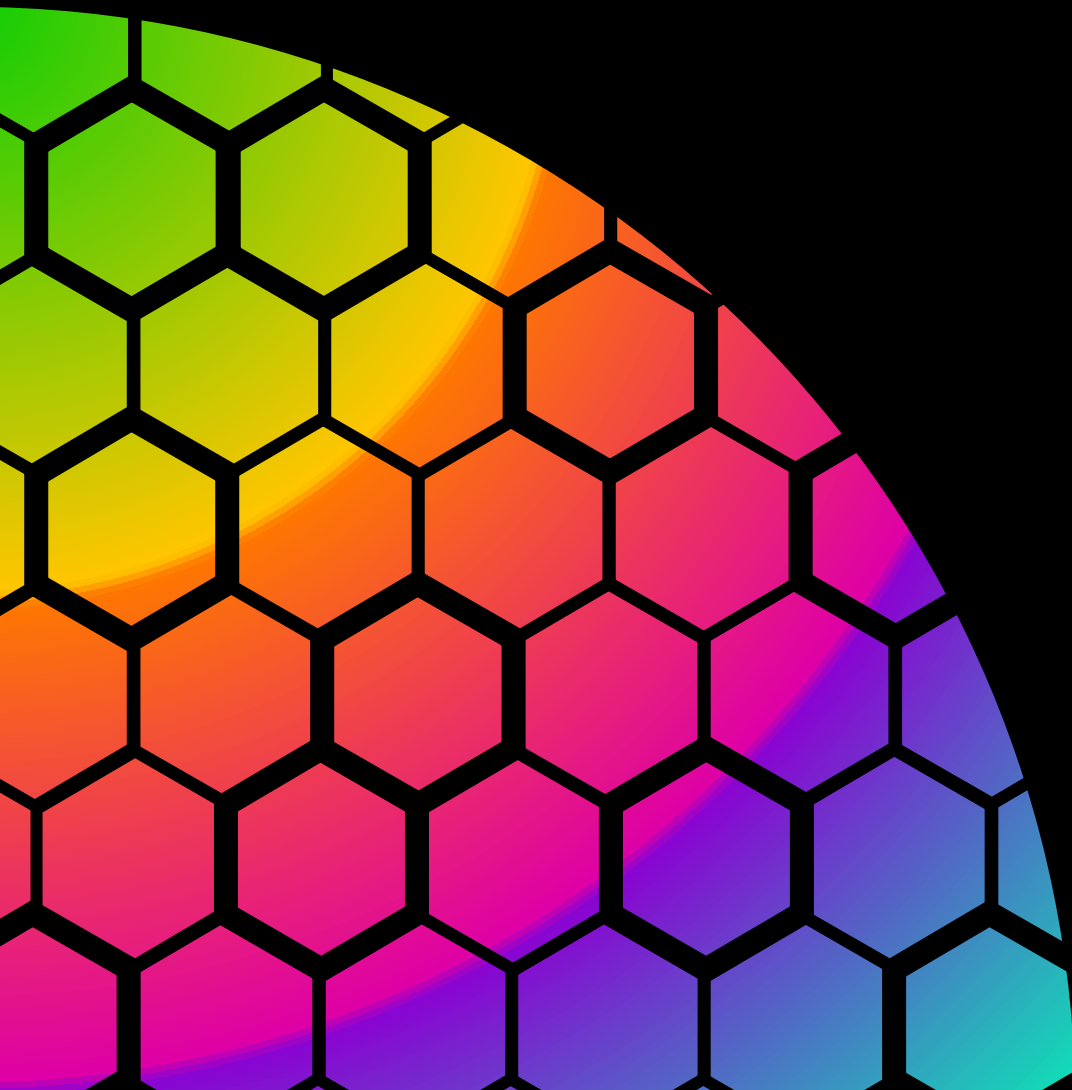


EXeTech

Society Constitution



UNIVERSITY OF EXETER
STUDENTS'
GUILD

1. Name

- 1.1. The name of the group shall be ExeTech, hereafter referred to as 'the group'.
- 1.2. This Constitution may be amended by unanimous vote of the committee or a two-thirds majority of those present and eligible to vote at a General Meeting of the society
- 1.3. Any amendment is subject to ratification by Societies Council.
- 1.4. This Constitution does not supersede any Guild Byelaws.

2. Aims and Objectives

The Aims and Objectives define the purpose of the group.

- 2.1. Create a community for those interested in areas of technical and backstage theatre through social activities and engagement.
- 2.2. Provide training opportunities to develop and enhance the knowledge and skills of members in areas of technical and backstage theatre.
- 2.3. Promote participation in technical theatre generally and in theatre production roles created by other groups and societies.
- 2.4. Allow other groups and societies to hire out technical equipment owned by ExeTech for a fee.
- 2.5. Encourage the Guild and the University to maintain and improve the technical capabilities of performance and theatre production spaces on campus.

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 must 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 8.

4.1.1. President

4.1.2. Treasurer

4.2. The group must have a committee of at least, but not limited to, one of the following additional roles:

4.2.1. Training Leader

4.2.2. Social Secretary

4.2.3. Equipment Manager

4.2.4. Venue Coordinator

4.2.5. Workshop Supervisor

4.3. All committee members shall attend committee training.

4.4. All committee members shall complete the Student Committee Agreement.

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. They shall be the principal officer and spokesperson for the society and the chair of committee meetings, the AGM and EGMs.
- 5.1.2. They shall have overall responsibility for the promotion and development of the society.
- 5.1.3. They shall lead and support all committee members to deliver the best possible outcomes for the group and its members.
- 5.1.4. They shall work with other student societies and external groups for the benefit of the group and its members.
- 5.1.5. They have the overall responsibility to respond to communication from the Activities Team and ensure that the group does not contravene The Guild's Byelaws or any guidelines or policy of the Activities team.

5.2. Treasurer

- 5.2.1. They shall be the chief financial officer and accountant for the society.
- 5.2.2. They shall set and oversee the production of an annual budget and present a financial report to all members at the AGM.
- 5.2.3. They shall ensure that all members have purchased membership.
- 5.2.4. They shall have the responsibility to write and sign off financial forms of the society, including invoicing other groups for equipment hires.

5.3. Training Leader

- 5.3.1. They shall be responsible for organising training sessions for the group.
- 5.3.2. They shall record what training each member has received.



5.3.3. They shall engage with members about what training members would like to receive.

5.3.4. They shall be the point of contact for work or volunteering opportunities offered by other societies or external groups.

5.4. Social Secretary

5.4.1. They shall be responsible for organising social events for the group.

5.4.2. They shall engage with members about what social events members would like to attend.

5.4.3. They shall be responsible for the group's publicity and maintaining the group's social media.

5.5. Equipment Manager

5.5.1. They shall be responsible for maintaining all of the technical equipment owned by the group.

5.5.2. They shall organise equipment hire pick-up/collection times and ensure equipment is functional before and after each hire.

5.5.3. They shall keep the group's inventory updated and ensure nothing goes missing.

5.6. Venue Coordinator

5.6.1. They shall be responsible for the group's equipment that is in the various performance spaces (hereafter referred to as 'venues') on campus.

5.6.2. They shall assist with equipment hires for events held in the venues.

5.6.3. They shall aid members who have hired equipment to use in the venues and ensure they are technically competent.

5.7. Workshop Supervisor

5.7.1. They shall be responsible for all activities relating to the workshop.



- 5.7.2. They shall ensure that all members have sufficient training before using equipment.
- 5.7.3. They shall maintain the space by keeping it tidy and safe to use.
- 5.7.4. They shall alert the committee and the Guild with safety concerns to prevent unsafe practices taking place.

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.



7.4. The nature of technical theatre means that the group's activities can be more dangerous than those of a standard society. The committee must ensure the group's own procedures are current and they must engage with the Guild to address safety concerns when they arise.

8. Elections

- 8.1. All the 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 any committee positions.
- 8.3. Associate members may not stand or vote for 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. The president will deliver a report of the year.
 - 9.2.1.2. the treasurer will present a report of the financial accounts.
- 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.

