



University of Exeter Students' Guild Society Constitution

1. Name

- 1.1. The name of the group shall be **Exeter University Acting Society** hereafter referred to as 'the group'.
- 1.2. The date this document was last updated was 19th August, 2021
- 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 a safe, un-auditioned and playful space to try acting and to improve on acting skills, regardless of previous experience.*
- 2.2. *To create an environment where members feel able to take risks, build their confidence and learn by doing; facilitated by student-run acting workshops.*
- 2.3. *To run frequent socials to connect actors and to create a community that unites the wider Exeter student body and the Theatre at Exeter members.*

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. President
 - 4.1.2. Treasurer
 - 4.1.3. Social Secretary

4.2. Additional roles are:

- 4.2.1. Welfare Officer
- 4.2.2. Publicity Officer (your 3rd financial approver)
- 4.2.3. Facilitator Co-ordinator

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. 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. They shall delegate tasks and responsibilities with the rest of the committee and other facilitators.

- 5.1.8. They shall have the responsibility to always refer to other committee members before making final decisions that affect the operation of the society.

5.2. Treasurer

- 5.2.1. The treasurer shall be the chief financial officer and accountant for the society.
- 5.2.2. The treasurer shall attend meetings with their heir elected representative officer, as the representative of the society.
- 5.2.3. The treasurer shall set and oversee the production of an annual budget and present a financial report to all members at the AGM.
- 5.2.4. They shall ensure that all members have purchased membership.
- 5.2.5. They shall have the responsibility to write and sign off financial forms of the society.
- 5.2.6. The treasurer shall support the President, and always refer to the committee, when making any financial decisions that affect the operation and future of the society.
- 5.2.7. They shall have the responsibility to organize and distribute stash and merchandise for the society.

5.3. Social Secretary

- 5.3.1. They shall be responsible for response to any external mail sent to the society.
- 5.3.2. They should organize Social Events regularly across the academic year and refer to the committee before publicizing them to members.
- 5.3.3. The Social Secretary should be responsible for all booking any Guild or university rooms for the group.
- 5.3.4. They shall act responsibly as a representative of the committee when hosting Social Events, particularly those which include alcohol consumption, and shall refer to the Welfare Officer when dealing with vulnerable members throughout the duration of the event.

5.4. Welfare Officer

- 5.4.1. The Welfare Officer will support the President in making decisions that concern the welfare, diversity and accessibility for members, in a manner that best support the society.

- 5.4.2. They shall support the other Committee roles to delivery their remit and work to ensure all Members are engaging with the Society.
- 5.4.3. The Welfare Officer shall take minutes of all meetings.
- 5.4.4. They shall attend and feedback on any Guild Organized training, events or talks that concern Membership Engagement and Welfare, and to act as the representative of the committee in these.
- 5.4.5. They shall provide welfare support to any member of the society who requires it, by signposting to the services provided by the Guild, and not take on problems themselves.
- 5.4.6. They shall refer to the Guild's policies on welfare of members, the Committee Pledge and the committee when making any decisions that impact upon the wellbeing of members.
- 5.4.7. They shall be the accessibility lead within the society, ensuring events are made accessible to all.

5.5. Publicity Officer

- 5.5.1. As Third Financial Approver, the Publicity Officer shall support the President and Treasurer in maintaining the financial stability of the society across the academic year.
- 5.5.2. The Publicity Officer should support the President and the rest of the committee in making decisions that concern the advertising and marketing of society related events.
- 5.5.3. They shall create, or be responsible for the individual who creates, any images of advertising that promote the society.
- 5.5.4. They should be responsible for distributing any images, videos or information that promote the society or encourage engagement in any way.
- 5.5.5. They shall be the main administrator of the society's social media and shall therefore be responsible for the sharing and management of posts on any website or media associated with the society.
- 5.5.6. They shall be responsible for writing, organizing and communicating to the membership in the form of a weekly Members Newsletter, on behalf of the committee.
- 5.5.7. The Publicity Officer should be in charge of organising any publicity, marketing or fundraising campaigns that the society hosts.

- 5.5.8. They shall refer to the Treasurer for any fundraising activities, the Guild's policy on advertisement and the rest of the committee before making any publicity decisions that impact upon the image of the society.

5.6. Facilitator Co-ordinator

- 5.6.1 They are the main voice in the planning and executing of the Acting workshops.
- 5.6.2 They assist in the recruiting and training of different facilitators to help run sessions.
- 5.6.3 They would interview and select the main rotation of facilitators.
- 5.6.4 They would be responsible for making and scheduling the facilitator schedule.
- 5.6.5 They run regular and specialised acting workshops.

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.