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

1. **Name**
	1. The name of the group shall be *RAG* (Raise and Give), hereafter referred to as ‘the group’.
	2. The date this document was last updated was 1*/3/21*.
	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. To raise money for the charities we are supporting this year
	2. To raise awareness for the charities we are supporting this year
	3. To create a community of like-minded people, enabling everyone to meet new people and support great causes
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. Co-Presidents
		2. Treasurer
		3. Campaigns Executive
	2. Additional roles are:
		1. Sponsorship Executive
		2. Outreach Executive
		3. Marketing Executive
		4. Design Executive
		5. Events Executive 1
		6. Events Executive 2
		7. Challenges Executive 1
		8. Challenges Executive 2
	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. Co-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
	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.
	3. Outreach Executive
		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 should be responsible for management of the Social Secretary and RAG Ambassadors
	4. Campaigns Executive
		1. Work with charities aside from our nominated charities to support them and maintain a relationship with other charitable organisations that work in our community
		2. Spread awareness of any causes or charities which are important to RAG members or any other members of the student body
		3. Help to coordinate the university wide response for national/international campaigns such as Movember or the Poppy Appeal
		4. Organise an online (or on campus) presence to spread awareness of the importance of looking after your mental health and other issues faced by students, particularly in coordination with national or international campaigns based on these issues
	5. Challenges Executive 1+2
		1. The challenges executive(s) run the challenges with the society
		2. They are responsible for choosing the challenges and charities for the year (with discussion from the presidents)
		3. They must recruit challenge leaders for each of the challenges, and act as a liaison between them, the challenge providers, RAG and the Student’s guild
		4. They challenge executives must support the challenge leaders in their role throughout the year, ensuring they receive appropriate support and training from the charity/challenge provider and making sure that the leaders are doing everything required of them
		5. They challenge executives should be the first point of call for the challenge leaders with any problems, or for anything else challenges-related in the society.
	6. Marketing Executive
		1. The marketing executive shall work with event managers to devise marketing strategies for each event.
		2. The marketing executive shall create a marketing strategy and plan to promote events/socials/ the societies ethos.
		3. The marketing executive shall ensure the society keeps an active social media presence.
		4. The marketing executive shall respond and communicate with members of the society via social media platforms to help keep members informed.
	7. Sponsorship Executive
		1. They shall be the chief sponsorship officer for the society.
		2. They shall be in charge of gaining a sponsor for the society.
		3. They shall look to gain external support from sponsors to aid the running of events.
		4. 1.1.4. They should look to create links with local businesses who can support us.
	8. Events Executive 1+2
		1. the events executive shall be the chief overseer of all events run in the society
		2. the events executive shall create and oversee the events calendar for the year
		3. the events executive shall recruit and manage a team of event managers for each individual event
		4. they have the responsibility to gain permission from the guild to run events and make sure they are run in accordance with health and safety regulations
	9. Design Executive
		1. They oversee all design elements of RAG
		2. They are responsible for creating all marketing materials
		3. They are involved in the design and distribution of stash
		4. Brand and design shall ensure all branding is aligned with RAG's image and values
		5. They shall support other members by creating marketing materials for events
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.