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

1. **Name**
	1. The name of the group shall be **Campus Cinema**, hereafter referred to as ‘the group’.
	2. The date this document was last updated was **11/04/2022**.
	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. Providing an affordable, high-quality cinema experience to both our student community and members of the public.
	2. Providing discounted prices and special offers on events we conduct to our members, as well as enabling our members to become more involved in the film industry through education and contributing to the operation of our community cinema.
	3. Operating as a cinema that recognises and celebrates the spectrum of film that is produced, showcasing films that include blockbusters but go beyond to present foreign and independent films that cannot enjoy as wide a distribution.
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 or each term. 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. General Secretary
		2. Social Secretary
		3. Publicity and Website Officer
		4. Stock Manager
		5. Fundraising Officer
	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. They shall have the overall responsibility to supervise the organisation of the cinema.
		8. The President has the responsibility to make sure that the cinema follows a proper health and safety measure.
		9. The president shall delegate and make sure the committee members are aware of their job.
		10. The President shall ensure the M&D Room is booked for screenings
		11. The President shall ensure that DCPs have been sent to us on time and that appointed committee members are also trained to do so.
		12. The President shall ensure Forum stalls are booked to distribute programme brochures at the beginning of each programme.
	2. 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. The Vice-President with curate our Committee film votes and ensure a diverse range of films are considered, as well as opportunities for membership to vote on upcoming titles.
		4. They shall write and edit synopses for our films and ensure they fit the requirements of our programme brochures.
	3. 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. The treasurer has the responsibility to keep track of the income and expenditure of the society.
		7. They shall ensure that the invoices are paid before the due date.
		8. The treasurer shall make sure the committee are aware of the society’s financial status.
		9. They shall offer customer service to attendees and manage the box office/snack stall.
	4. Fundraising Officer
		1. The Fundraising Officer has the responsibility to search for fundraising programs, sponsorship offers, and other sources of income on a regular basis.
		2. They shall keep committee members up to date with our sources of income other than from box office, and membership sales.
		3. They shall check the society email regularly and look for opportunities to engage with the wider community and film industry.
		4. They shall regularly checking funding schemes through the University and Students' Guild and apply when appropriate.
	5. Social Secretary
		1. The social secretary shall be the chief officer for arranging events outside of film screenings.
		2. They shall have the overall responsibility to contact external venue management.
		3. Ensure that the venues are booked for the socials on time.
		4. They shall create accurate and detailed risk assessments for events
		5. They shall be the chief officer for creating and hosting quiz socials.
		6. They shall be in charge of the key interaction of the society, excluding the screenings.
	6. Publicity and Website Officer
		1. The publicity officer shall have overall responsibility for all the images and videos used for the promotion of society.
		2. Create graphics for advertisement purposes.
		3. They shall ensure the posters outside the M&D Room are up-to-date.
		4. They shall update the poster in Queen's Building whenever necessary.
		5. They shall be the principal officer for maintaining the website of the society.
		6. They shall ensure the website is up-to-date and reflect the changes made to the society.
		7. They shall make sure the website keeps the members and customers aware of the correct information.
	7. General Secretary
		1. The General Secretary shall take minutes of all meetings.
		2. They shall be responsible for responding to any external mail sent to the society.
		3. They shall be responsible for communications to the membership.
		4. They shall make sure the members are informed about the events.
		5. They shall regularly check and respond to messages on our social media platforms.
	8. Stock Officer
		1. The Stock Officer shall have the overall responsibility of purchasing the food stock of the society.
		2. They shall keep track of the society’s stock level and restock when necessary.
		3. The stock officer has the responsibility to keep track of the stocks sold to tally the sales value.
		4. They shall ensure the food sold does not exceed the used by date and meets the other health and safety regulations.
		5. Keep an up-to-date inventory of equipment owned by the group.
		6. Manage our stock of quad film posters.
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 executive 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.