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

1. **Name**
   1. The name of the group shall be Neuroscience Society, hereafter referred to as ‘the group’.
   2. The date this document was last updated was 01.02.24.
   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. *Build an inclusive community where both neuroscience students, and those interested in neuroscience, feel welcome and safe*
  2. *Execute exciting social events and activities that engage most members*
  3. *Build a fun environment so members can make connections outside of an academic setting*

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. *General Secretary*
   2. Additional roles are:
      1. *Social Secretary*
      2. *Stash Secretary*
      3. *Welfare Secretary*
      4. *Charity and Education 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. *They shall organise regular committee meetings, ensuring all committee members are on track*
      8. *They shall act as a supportive member, aiding the rest of the committee members should they need help*
   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. *They shall ensure that there are sufficient funds to host events and activities*
      7. *If there is a lack of funds, they shall organise additional funding- by fundraising or other means*
      8. *They shall work with other committee members to ensure event logistics are in order*
      9. *if relevant, they shall seek sponsorship for events from relevant organisations*
   3. 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 aid the treasurer in managing finances, especially during peak event season.*
      7. *They shall assist in the recruitment of new members, implementing new strategies*
      8. *They shall work with other committee members to ensure event logistics are in order*
      9. *They will organise collaborations with other societies for some events, to promote networking and connection establishment*
   4. *Social Secretary*
      1. *They shall manage the upkeep of the society’s social media accounts*
      2. *They shall not share the passwords to any of the social media accounts to any members of the society outside the executive roles of the committee*
      3. *They shall not post on social medias regarding event details without approval from executive roles*
      4. *They will assist in the recruitment of new members, and keep track of membership renewals*
      5. *They shall assist in the planning and coordinating of society events, keeping an organised record of all society’s activities*
      6. *They shall work with the rest of the committee to ensure all society event logistics are in order*
      7. *They shall take post-event evaluations to assess success of society activities, gaining feedback for future events*
      8. *In collaboration with other committee members, they shall seek sponsorship for social events from relevant organisations*
      9. *They shall monitor attendance at social events and keep records*
   5. *Stash Secretary*
      1. *they shall research companies they deem fit to supply stash*
      2. *they shall work with said companies to design stash that aligns with the society’s branding and values*
      3. *they shall negotiate pricing with suppliers, and ensure that stash is delivered in time*
      4. *they shall deem quality control on the stash items, and address any issues with the supplier*
      5. *they shall collaborate with the treasurer to set budgets for stash, one that reflects the budgets of the society’s members*
      6. *they shall promote the sale of stash to both members and non-members, utilising social media*
      7. *they shall keep a record of stash sales and provide regular reports*
      8. *they shall gather feedback on stash*
   6. *Welfare Secretary*
      1. *They shall be a supportive and approachable presence for society members*
      2. *They shall maintain confidentiality with members, and establish trust*
      3. *They shall implement wellness/mindfulness workshops to promote mental and physical health*
      4. *They shall maintain a list of relevant resources of assistance for members- on campus and off campus*
      5. *They shall promote inclusivity and diversity within the society*
      6. *They shall gather feedback from members on welfare related issues*
      7. *They shall plan events, collaborating with social secretary, that contribute to the wellbeing of members*
   7. *Charity and Education Secretary*
      1. *They shall research and identify charitable organisations with causes aligned to the society’s values, maintaining a reliable list*
      2. *In collaboration with other committee members, plan and organise fundraising events to support relevant charities*
      3. *They shall establish partnerships with charities, NGOs or community organisations*
      4. *They shall create awareness to inform society members about relevant charities*
      5. *They will plan and organise educational events for the society, working with guest speakers*
      6. *They will organise events focused on career exploration and guidance, inviting professionals*
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 inactive, 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.