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

1. **Name** 
   1. The name of the group shall be **Body Society**, hereafter referred to as ‘the group’.
   2. The date this document was last updated was **04/11/21.**
   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. Consistently and regularly providing workouts throughout the term by student and professional instructors for students of the University of Exeter
  2. Hosting social events that relate to physical and mental health
  3. Creating a community for everyone who is interested in physical and mental health and provide a platform for exchange
  4. Promoting welfare and gender equality through organising fitness classes

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. Vice President
   2. Additional roles are:
      1. Social Secretary (x2)
      2. Stash Secretary
      3. Publicity Secretary
      4. Wellbeing Secretary
      5. Class Coordinator
      6. Outreach Officer
      7. Fresher Representative (x3)
   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
   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. 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.
   4. Publicity Secretary
      1. The Publicity Secretary shall provide interesting weekly content for members via social media platforms, such as Instagram and Facebook.
      2. They shall be responsible for the maintenance of all BodySoc’s social media platforms. This includes responding to members’ comments and messages and all other social media interactions.
      3. They shall communicate all essential information that needs to be known by members through social media.
      4. They shall be responsible for the design, manufacture and handout of all physical publicity materials. This includes membership cards, loyalty cards, Freshers’ Week flyers and posters, event tickets and more. This will include working with the Treasurer regarding budgeting.
      5. They shall collaborate with the Social Secretaries in order to promote the society’s events throughout the academic year.
      6. They shall liaise with the Stash Secretary to promote the society’s stash to members each term.
      7. They shall work with the Class Coordinator in order to create and disseminate the weekly BodySoc Timetable.
      8. They shall create a safe, positive and inclusive place on BodySoc’s social media wherein members will feel accepted and welcome. Wellbeing advice for members on BodySoc’s social media may be supported or provided by the Wellbeing Secretary.
   5. Class Coordinator
      1. The Class Coordinator shall coordinate classes by organising weekly timetables according to the level of intensity to ensure inclusivity for all society members.
      2. They shall liaise with instructors about when they can teach and book venues for each class.
      3. They shall allocate shifts to each committee member responsible for hosting classes, giving out equipment and supporting audio set-up.
      4. They shall be responsible for risk assessment of classes and collect feedback from members and the committee termly.

They shall ascertain that members and instructors are engaging with classes in an open and safe environment.

* + 1. They shall be responsible for clear communications when recruiting new instructors or partnering with external parties in hosting classes.
  1. Social Secretary
     1. The Social Secretary will aim to organise possible events outside of weekly classes that members (and if possible, non-members) can attend
     2. They shall try to provide fun, engaging and relevant activities that are cost efficient and give members value for money
     3. They will make good connections and bonds with other societies, and arrange collaborations throughout the year
     4. They will organise, in collaboration with the other members of the committee, the winter and summer balls
     5. They shall take on board the likes, preferences and worries of members and consider these when planning events
     6. They shall regard all safety procedures when planning and running events, and deal with the guild in reference to these issues.
  2. Wellbeing Secretary
     1. The Wellbeing Secretary shall aim to oversee wellbeing issues and campaigns within the society, including both mental and physical wellbeing
     2. They shall act as a go between the University wellbeing services and students that require access
     3. They shall work to allow all students to be included in classes by increasing accessibility
     4. They shall aim to engage the society in various activities and social media campaigns promoting knowledge and consideration of our health
     5. They shall aim to engage the society in University wide events also concerning these areas
  3. Stash Secretary
     1. The Stash secretary shall design stash for the committee and for members, contact the provider and deal with costs and prices
     2. They shall provide clothes (for women and men) that are inclusive of all sizes in a variety of styles so as to fit different tastes
  4. Outreach Officer
     1. The Outreach Officer is in charge of securing potential sponsorship and partnerships for the society.
     2. They shall be responsible for identifying charities and help the society get involved with charitable work.
     3. They shall be responsible for handling of both the sponsorship proposal and sponsorship agreement, which has been approved by the Students’ Guild.
     4. They shall be responsible for ensuring that sponsors’ brandings are marketed while promoting the society.
     5. They shall be working with other committee members, especially the treasurer, for securing and monitoring the usage of any potential funds granted by sponsors of the University, or other external organisations.
     6. They shall ensure that any funding is allocated and spent wisely.
     7. They shall at all times maintain a high level of confidentiality with regards to the sponsors and partners’ information, in compliance GDPR.

5.10 Fresher Representative

5.10.1. The Freshers Representative will aim to support the rest of the committee in different areas, including classes, publicity, social events and sponsorships.

5.10.2 They shall help promote the society among first year students.

5.10.3 They must identify themselves as first year students in order to qualify for the role.

1. **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.
2. **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.
3. **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.
4. **Meetings**
   1. Committee Meetings
      1. Committees shall hold regular 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.