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

1. **Name**

1.1. The name of the group shall be Exeter Welsh Society, hereafter referred to as ‘the group’.

1.2. The date this document was last updated was 04/03/2022.
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. 1.4.  Any amendment is subject to ratification by Societies Council.
	2. 1.5.  This Constitution does not supersede any Guild Byelaws.
1. **Aims and Objectives**

**The Aims and Objectives define the purpose of the group.**

* To uphold the standards of Exeter’s Welsh Society and continue to offer a welcoming and safe environment for all.
* To grow as a society by becoming more members led, offering more choice to members regarding socials, stash and where their money is spent.
* To create ‘families’ to enhance the inclusion between members and to increase the safety of our members to and from socials.
* Continue to work hard to secure the place of Exeter’s Welsh Society as the biggest in a non-Welsh University.

**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. Vice President

4.1.3. Treasurer

4.1.4 General Secretary

4.1.5 Welfare Secretary

1. 4.2.  Additional roles are:
	1. 4.2.1 Sports Secretary
	2. 4.2.2.  Social Secretary x 2
	3. 4.2.3 Tour Secretary
	4. 4.2.4 Publicity Secretary
2. 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. The President should act as a role model for members and support the committee with their roles

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.

1. 5.2.4.  They shall ensure that all members have purchased membership
2. 5.2.5.  They shall have the responsibility to write and sign off financial

forms of the society.

5.3. General Secretary

1. 5.3.1.  The Secretary shall take minutes of all meetings.
2. 5.3.2.  They shall help to plan meeting content.
3. 5.3.3.  They shall be responsible for response to any external mail sent

to the society.
5.3.4. They shall be responsible for communications to the membership.
5.3.5. They should be responsible for all booking - any Guild or

university rooms for the group.
5.3.6. They shall be responsible for providing stash for the society.

5.4. Social Secretary

5.4.1. The social secretary will organise social events for all society members, focusing on creating inclusive and regular events.

5.4.2. The social secretary are responsible for completing all risk assessments, for all socials

5.4.3. The social secretary will submit all social events through the Guild’s activities site in order for the events to be approved and advertised.

5.4.4. The social secretary is responsible for completing and submitting the annual risk assessment.

5.4.5. The social secretary must work with events sec to advertise socials and ensure socials are used to help meet fundraising goals.

5.4.6. The social secretary must attend socials where possible, as well as be willing to assist in other events

* 1. Vice President
		1. Working to optimise the relationship between the team, and the group's members.
		2. Empowering the group to achieve its agreed goals.
		3. Step up to the role of president when they are unavailable.

5.5.4 Support team members in fulfilling their roles.

5.6 Welfare Secretary

5.6.1. Signposting members to relevant professional support such as Wellbeing or Advice.

5.6.2 Creating an open, welcoming and inclusive environment for members.

5.6.3 Being a friendly face for members at events.

5.6.4 Being open to listening to members and signposting if necessary.

5.7 Sports Secretary

5.7.1 Informing members about the latest matches or sports that are taking place

5.7.2 Being a friendly face for members at intramural sports nights

5.7.3 Responsible for organisation and external mail/ messages sent about intramural sports.

5.8 Tour Secretary

5.8.1 The Tour secretary is responsible for organising the infamous trip to either Dublin/ Edinburgh for 3 nights, the accommodation and the external places visited.

5.8.2 The tour secretary is in charge of any external mail/messages about the trip.

5.8.3. The tour secretary along with the President are in charge with risk assessing the trip and making sure of the safety of the members at all times.

5.8.4. The tour secretary has to communicate with the members updates about this trip.

5.8.5 The tour secretary has to approve this trip with the Guild

5.9 **Publicity Secretary.**

5.9.1 The elected publicity secretary is responsible for publciising, promoting and designing the group’ society events on all social media platforms such as Facebook, Instagram and our guild society page.

5.9.2 The publicity secretary should create posters and flyers using creative design websites.

5.9.3. The publicity secretary should communicate with other committee roles such as the social secretaries to collect the details of the society events so that they can communicate this information to the members.

**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.

1. 8.5.  Members should be given at least two weeks’ notice of any election.
2. 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.