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Exeter University Conservative Association Constitution

*Last updated: 9th March ‘22*

1. Name
   1. The name of the group shall be Exeter University Conservative Association (EUCA) hereafter referred to as ‘the group’ or ‘the society’.
   2. The date this document was last updated was Wednesday 9th March 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.
      1. To the extent of our knowledge, this is not in contradiction to Guild Byelaws
2. Aims and Objectives

The Aims and Objectives define the purpose of the group.

* 1. To bring together politically like-minded students under the Conservative banner.
  2. To engage with other societies in the Guild to widen debate.
  3. To work with the local conservative association to campaign for Conservative candidates.

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 & Executive 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. The Executive committee members shall be elected by the group’s membership as per section 7.
      1. Chairman
      2. Deputy Chairman Membership & Finance
      3. Returning Officer
   2. Additional roles are:
      1. General Secretary
      2. Deputy Chairman Political
      3. Social Secretary
      4. Speaker Secretary
      5. Welfare & Diversity Secretary
      6. Freshers Representative
   3. The Executive Committee consists of the Chairman, Deputy Chairman (Membership and Finance), and Returning Officer.
   4. All executive committee members shall attend committee training.
   5. All executive committee members shall complete the Student Committee Agreement.
   6. Any new roles to the committee shall only be added with the consent of the Membership at a meeting of the society’s membership or by the consent of the executive committee. Minutes will be required by Activities for verification.
   7. The role of the committee & Executive Committee is to manage all aspects of the group’s administration and activity. The committee & Executive 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.
   8. The committee & Executive Committee has a joint responsibility to ensure that all information is effectively communicated both within the group to its members, and to Guild staff.
   9. The committee & Executive 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 & Executive Committee Roles
   1. Chairman (President) & Member of Executive Committee:
      1. The Chairman (President) shall be the principal officer and spokesperson for the society and the chairperson of committee & Executive Committee meetings, the AGM and EGMs.
      2. The Chairman (President) shall attend meetings with their elected representative officer, as the representative of the society. These meetings include Exeter Conservative Association Management and Executive Committee meetings of the Exeter Conservative Association (ECA).
      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 Chairman (President) has the overall responsibility to respond to communication from the Activities Team.
      7. The powers not designated in this constitution, shall be reserved to the Chairman (President) and designated accordingly until corrected via constitutional amendment.
      8. The storage of EUCA assets, physical or otherwise is the responsibility of the Chairman (President).
   2. Deputy Chairman- Membership & Finance (DCMF) (Treasurer) & Member of Executive Committee:
      1. The Deputy Chairman, Membership & Finance (Treasurer) shall be the chief financial officer and accountant for the society.
      2. The DCMF (Treasurer) shall attend meetings with their elected representative officer, as the representative of the society.
      3. The DCMF (Treasurer) shall set and oversee the production of an annual budget and present a financial report to all members at the AGM.
         1. The DCMF (Treasurer) shall set and oversee the production of a budget at the request of Executive Committee (50% +1 of Executive Committee voting in the affirmative).
      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 DCMF (Treasurer) shall undertake fundraising activities to improve the financial situation of the society.
   3. Returning Office (RO) - & Member of Executive Committee:
      1. Colloquially known as the “Chief Whip”
      2. The Returning Officer shall oversee and manage any and all elections of the society.
      3. They shall be in charge of setting up, advertising and administering elections as well as announcing results.
      4. They shall be responsible for the orderly democractic conduct of the society.
      5. They are the executive authority on matters pertaining to the constitution and society governance.
   4. Deputy Chairman- Political (DCP)
      1. The DCP will support and deputise for the Chairman, providing leadership and direction to the other committee & Executive Committee roles where required.
      2. They shall support the other Committee & Executive Committee roles to deliver their remit and work to ensure all Members are engaging with the Society.
      3. They shall represent EUCA when the Chairman is not able to do so, including in cross-party debates.
         1. This responsibility can be designated to another committee & Executive Committee member pending approval by Chairman and the selected committee or Executive Committee member.
      4. Organise local political campaigning undertaken by the society and be responsible for liaising with the ECA and the national Conservative and Unionist Party.
      5. The DCP shall coordinate the attendance of the society members to Conservative Party Conferences, both national and regional.
   5. 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 (physical and electronic) sent to the society.
      4. They shall be responsible of the coordination of society apparel “stash”
      5. They shall be responsible for the maintenance and society compliance with the Constitution, including Constitutional amendments.
      6. Assist any other committee & Executive Committee member with their duties to facilitate the efficient and proper administration of the society.
      7. They shall be responsible for liaising with the Exeter Students Guild.
   6. Speaker Secretary
      1. They shall be responsible for the organisation of regular speakers to visit EUCA.
      2. Maintain and contact list of speakers to help secure potential speaker events for the future.
      3. Complete risk assessments and all other paperwork for speaker events.
      4. Publicise speaker events via email and social media.
      5. Liaise with the Social Secretary on events that involve both speaker and social elements.
      6. Meet with speakers and accompany them when they visit EUCA for an event.
   7. Welfare and Diversity Secretary
      1. Responsible, within reason, for the wellbeing of the society’s members at society events.
      2. Be responsible for upholding an inclusive environment, acting as a liaison between Committee or Executive Committee and wider society to help achieve this.
      3. Help uphold the society’s reputation, acting as the primary responsible committee member for the culture EUCA promotes.
      4. Attend all Guild offered welfare and EDI training sessions.
      5. Signpost members to the relevant University Wellbeing services, if required.
   8. Social Secretary
      1. The Social Secretary is in charge of organising all social events of EUCA.
      2. They shall be responsible for organising regular socials and promoting them via social media and email.
      3. Publicise all social events via email and social media in good time.
      4. Complete risk assessments and other paperwork for all socials.
      5. Liaise with the Speaker Secretary regarding events that involve both speaker and social elements.
      6. Coordinate events with other societies.
      7. Responsible for booking University rooms.
      8. Produce the term card.
   9. Freshers Representative
      1. The Freshers Representative is responsible for liaising with freshers and promoting EUCA to them.
      2. They shall be responsible for representing freshers to committee & Executive Committee, passing on their views and inputs.
      3. They shall be responsible for the mobilisation of freshers to social or major events for EUCA.
      4. They shall have regard for the welfare of freshers, signposting them to the W&D sec if required.
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 on trust by The Guild on behalf of the group and shall not be used for purposes other than the group’s aims and objectives.
   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 on 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 proper Guild accounts.
   5. The committee & Executive 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.
   7. EUCA reserves the right to endorse and promote another society or third-party event to members of the society that is in accordance with the aims and objectives of the group.
5. Safety
   1. The group will follow all policies laid down by the Activities Team and The Guild.
   2. The committee & Executive 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 (‘STV’) 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.
   8. By-elections must be called for by the Chairman or via a vote of 2/3 of committee & Executive Committee.
   9. There will be a one month transition period between the outgoing and incoming committee including Executive Committee.
   10. Any roles not mentioned in §4.1 & §4.2 shall not be elected, nor will exist as a committee or Executive committee role.
7. Meetings
   1. Committee & Executive Committee Meetings
      1. Committee 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 & 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 arising two weeks prior to AGM will be voted on
      2. All members must be given at least two weeks’ notice of this meeting.
      3. There is no quoracy requirement for the AGM.
   3. Extraordinary General Meetings
      1. An Extraordinary General Meeting (EGM) for a group may be requested by the Chairman, 2/3 of Executive Committee voting in the affirmative 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.