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**Instructions for completing and submitting you Society Constitution:**

1. All members of your society committee should read through the Society Constitution template below.
2. The areas highlighted in yellow should be edited to suit your society.
3. No other areas of the constitution should be amended without discussion with a member of the Students’ Guild Activities team.
4. Once completed, the Constitution should be sent to [activities@exeterguild.com](mailto:activities@exeterguild.com) for approval and sign off, and then stored in your Society Onenote.
5. Any queries regarding the completion of the Constitution can be emailed to [activities@exeterguild.com](mailto:activities@exeterguild.com), and a member of our team will be in touch to assist.

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

1. **Name**
   1. The name of the group shall be *Exeter Student Nightline*, hereafter referred to as ‘the group’.
   2. The date this document was last updated was *08/04/2022*.
   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. To reach more students at the university so our services can reach all those that need us at the university.
  2. To improve mental wellbeing on our campus through educational and awareness campaigns around all topics that affect student mental health. We also want to equip students with the tools and knowledge to maintain their own, and advocate for, mental health in the workspace and beyond university.
  3. To maintain and establish a group of dedicated volunteers, as without the student volunteer force the service we provide would not be possible.
  4. To hold regular meet-ups for volunteers to further relationships between volunteers, as well as public speaker events on a range of topics related to student life.
  5. To continue to educate our volunteers on the wide range of issues that can arise on within the student body and equip them with the knowledge and training necessary to approach these topics in the best way possible
  6. To contribute to and support University campaigns supporting the wellbeing of the student cohort whilst improving student life. We also wish to further our relationship with other societies whether they be academic, sporting, or anything in between, to help bring more awareness to mental health and also train the relevant committee members in those societies to deal with any mental health problems which may arise within their membership
  7. To aim for 100% opening rate.
  8. To grow our online platform and visibility, this is important to increase awareness to

our service and to mental health in general.

* 1. During Covid-19 we have seen the importance of moving our service online, we want to continue to offer more of our service online for students of Exeter wherever they may be located.

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 x2
      2. Treasurer
      3. *One other additional role (your 3rd Finance Approver)*
   2. Additional roles are:
      1. Welfare Officer
      2. General Secretary
      3. Rota Officer
      4. Internal Training Officers x2
      5. External Training Officer
      6. Social Secretary
      7. Equality, Diversity and Inclusion Officer
      8. Remote Services Officer
      9. Publicity and Outreach Officers x 2
   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 x2/Co-presidents*:
      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. Co-presidents are to liaise with the Nightline Association (NLA) Regional coordinators and represent Exeter Nightline at national and regional conferences.
      8. The co-presidents monitor all Nightline volunteers, ensuring that the Nightline Code of Conduct is being followed. They are responsible for discussing any issues which may arise between volunteers and they have the right to determine if a volunteer is able to continue volunteering with Nightline.
      9. The co-presidents are responsible for making sure that all volunteers are accounted for on shift and are on call every night in case of emergencies, or the instance of a suicidal caller whereby co-presidents will assist volunteers on shift.
      10. The co-presidents communicate with all other members of committee to ensure events like publicity campaigns, training sessions and socials are being organised and run correctly.
      11. The co-presidents are the official public face of Nightline and are responsible for seeking means of increasing NL awareness and fundraising.
      12. The co-presidents liaise with the Welfare & Diversity and Activities VPs throughout the year and can assist with Society training if required.
      13. The main Nightline email account, [info@externightline.co.uk](mailto:info@externightline.co.uk), is the be monitored by the co-presidents and used to liaise with the Guild, University and Association.
      14. Holding all volunteer and committee meetings throughout the year.
      15. The co-presidents are ultimately responsible for creating all new policies, including regular caller policies in line with the NLA.
      16. Maintaining accreditation with the NLA to prove that Exeter Student Nightline is following the GPG provided by the NLA.
   2. *Treasurer*
      1. The treasurer shall be the chief financial officer and accountant for the society.
      2. The treasurer shall attend meetings with their 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. Responsible for maintaining supplies in the office by regularly visiting the Nightline office to ensure that the appropriate supplies are available.
      7. Arranging stash to be supplied to committee and the publicity team at the start of each new committee.
   3. *Internal Training Officers x 2*
      1. Working with the co-presidents to establish a suitable application process for the recruitment of Nightline Volunteers.
      2. Organising and arranging training sessions.
      3. Hosting training sessions in line with the NLA to train new volunteers.
      4. Training officers contact all training session attendees and answer any questions via Facebook and email.
      5. Regularly checking and emailing potential volunteers on the [training@exeternightline.co.uk](mailto:training@exeternightline.co.uk).
      6. Training calls of new volunteers and assessment on volunteer suitability.
   4. *External Training Officer*
      1. To organise and promote formal Nightline wellbeing courses and workshops to the wider student body.
      2. Organising additional training opportunities for volunteers from external charities and organisations.
      3. Regular informal training for volunteers.
      4. To liaise with the co-presidents and outreach secretary about any wellbeing training opportunities presented within the University of Exeter, including approaches from other societies.
      5. Admin duties related to training and qualifications of volunteers.
      6. To work with co-presidents to ensure that any changes to Exeter Nightline and Nightline Association procedures are promptly passed on to listening volunteers and relevant training is organised.
      7. To implement a method of collecting feedback on training provided to volunteers throughout the year.
   5. *Publicity and Outreach Officers x 2* (Previously titled Publicity Officers 2021-22)
      1. Creating up-to-date publicity materials for use on campus and in publicity campaigns.
      2. Arranging all publicity campaigns such as NL Awareness week.
      3. Responsibility for social media.
      4. Recruitment and selection of Publicity volunteers. See 6.2 for details.
      5. Arranging publicity briefings for publicity volunteers.
      6. Managing the publicity volunteer team.
      7. Working with the Guild and other societies on publicity campaigns and to expand the outreach of Exeter Student Nightline.
      8. Regularly checking and emailing organizations and societies on the [publicity@exeternightline.co.uk](mailto:publicity@exeternightline.co.uk).
   6. *Equality, Diversity and Inclusion Officer* (Previously titled Inclusion and Outreach 2021-22 and Outreach Secretary 2020-21)
      1. Maintaining a diverse volunteer base that is reflective of the University of Exeter’s student population.
      2. Forging connections with student groups which promote EDI.
      3. Working with the publicity team and publicity to support and create events and campaigns which promote EDI on campus.
      4. Working with the social secretary and the publicity team to enable outreach events for volunteers but also to build relationships with other students groups.
      5. Representing EDI opportunities for volunteers and students at meetings.
      6. Creating and maintaining links with the INTO department, AccessAbility, Wellbeing Services and any other services or groups dedicated to supporting vulnerable students, international students, mature students and students from ethnic minorities to ensure our service is equipped to handle calls from all students at the university.
      7. Organise events that enable or support the inclusion of all students to use or take part in our service.
      8. Work with the External Training Officer to facilitate additional training opportunities within EDI, such as cultural competency training.
      9. Complete Exeter Student Nightline’s annual EDI Report, previously known as the Diversity Report.
   7. *Welfare Officer*
      1. Monitoring the call reports daily to see what calls were received on shift the night before and get in touch with volunteers alongside the welfare support team after shifts to check in.
      2. Keeping tabs on training experiences of new volunteers.
      3. Serving as a confidential and supportive figure if the volunteer is going through a difficult time.
      4. Managing Volunteer families and assisting the social secretary in encouraging family socials.
      5. Having a dedicated time on campus each week where they will be in the same space for a window of an hour or two for any volunteers who might want a face-to-face chat.
      6. Ensuring all volunteers complete the welfare questionnaire and monitoring the responses to this and acting accordingly.
      7. Representing volunteer welfare on the committee and passing on feedback from volunteers about ways to improve volunteer wellbeing support.
      8. Managing the Welfare Support Team Sub-Committee.
   8. *Rota Office*r (previously titled Rota Secretary 2020-21)
      1. Advertising shift openings/trying to fill openings.
      2. Three Rings (rota software) maintenance.
      3. Managing the facebook group.
      4. Monitoring training calls spreadsheet.
      5. Assisting in swapping people out of shifts.
      6. Updating the volunteer spreadsheet.
      7. Setting up and managing a group chat of volunteers who have opted in to filling gaps last minute for volunteers who have pre-existing welfare reasons and have opted into the safety net.
   9. *General Secretary* (Previously titled Information Officer 2020-21)
      1. Providing up-to-date information within the office which is to be reviewed annually.
      2. Updating the office with new information on regular callers, policies and call types, come into force.
      3. Updating staff with volunteer lists.
      4. Taking minutes at all committee and volunteer meetings and publishing them on the Facebook group.
      5. Office decor and presentation of information.
      6. Booking roomsfor all meetings, training sessions, socials and publicity events.
      7. Communicate with all members of committee to ensure that risk assessments, room bookings, printed information is completed.
      8. Regular weekly updates to communicate information across to the cohort of listening volunteers.
   10. *Social Secretary*
       1. Planning and organising all social events within Nightline.
       2. Collaborating with other social secs to organise joint socials with other societies.
       3. Assisting in organization of volunteers into the Nightline families and reminding committee to contact families.
       4. Ensuring integration with publicity volunteers into socials.
   11. *Remote Services Officer* (Previously E-listening secretary 2020-21)
       1. Carrying out smooth opening and closure of the service during the holidays and campus closure.
       2. Working with the rota secretary and committee to ensure that shifts are filled with a primary and supporting emailer.
       3. Providing support for volunteers on remote service shifts.
       4. Maintain organisation of the inbox and OneDrive for easier access by volunteers and ensure that drafts of emails are deleted once shifts are over.
       5. Looking through and logging calls in the call log at the end of the week.
       6. Providing E-listening training during the term for volunteers interested in the service.
       7. Work with the co-presidents to adjust and adapt policies for the E-listening service.
4. Other roles – Listening volunteers and Publicity volunteers
   1. Listening Volunteers
      1. Opportunities to become a listening volunteer are published at the beginning of the term in September and January on social media along with an application form put together by training officers.
      2. The number of volunteers recruited at the beginning of the year is decided based on the status of the current volunteer cohort.
      3. Volunteers are selected based on their skills, traits and motivation to become a listening volunteer.
   2. Publicity Volunteers
      1. Opportunities to become a publicity volunteer are published at the beginning of the term in September and January on social media along with an application form put together by publicity and outreach officers.
      2. The number of volunteers recruited at the beginning of the year is decided based on the status of the current volunteer cohort.
      3. Volunteers are selected based on their skills, traits and motivations to becoming a publicity volunteer.
5. **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.
6. **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.
7. **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.
8. **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.