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

1. **Name**
	1. The name of the group shall be ‘Business and Finance Society’*,* hereafter referred to as ‘the group’.
	2. The date this document was last updated was 31/08/2020.
	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 provide workshops and talks to enhance members career prospects
	2. To provide networking opportunities for members, enabling them to meet our sponsors and partners to gain valuable advice and contacts.
	3. To advise with applications for internships, placements and graduate roles, passing down knowledge and experience from older to younger members.
	4. To provide a safe space for members to socialize, through online and in person events.
	5. To run pro-bono Consultancy Projects to aide local small businesses and charities, giving members invaluable experience whilst giving back to the local community.
	6. To maintain intramural football and mixed netball sides to give members of all abilities the opportunity to play social level sport.
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. Financial Services Secretary
		2. Head of Exe Consulting
		3. Marketing Manager (x2)
		4. Social Secretaries (x2)
		5. Events Manager (x2)
		6. Football Captain
		7. Netball Captain
		8. Welfare Secretary
		9. Technology Manager
		10. Hockey Captain
	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 work with the Treasurer and Vice President to contact companies and secure Sponsorship for the Society.
		8. They shall work with the Vice President to organise the trip abroad.
		9. They shall be responsible for response to any external mail sent to the society.
		10. They will oversee all other committee members roles, providing assistance where needed.
	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 deputize 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.
		3. They shall work with the President and Treasurer to contact companies and secure Sponsorship for the Society.
		4. They shall work with the President to organise the trip abroad.
		5. They shall take minutes of all society meetings
		6. They shall have the responsibility to write and sign off financial forms of the society.
	4. Financial Services Secretary
		1. The Financial Services secretary will work with the president to contact companies and organize events.
		2. They will work with the marketing secretaries to ensure all events are well advertised.
		3. They will be responsible for booking any Guild or university rooms for the group.
	5. Head of Exe Consulting
		1. The Head of Exe Consulting will contact local companies to secure pro-bono consultancy projects for the society.
		2. They will be responsible for running Exe Consulting Events.
		3. They will work with the Financial Services Secretary to run events with large consultancy companies.
		4. They will be responsible for choosing team leaders to help manage the consultancy projects.
	6. Marketing Managers
		1. The marketing managersare responsible for promoting the society to prospective members.
		2. They are responsible for producing all marketing materials for the society, including but not limited to; Stash, Banners, Flyers and Merchandise.
		3. They are responsible for keeping the society social pages up to date and ensuring all messages on these platforms are replied to.
		4. They will be responsible for promoting all society events, including but not limited to; Virtual Events, Speaker Events, Collaboration Events and Society Balls.
	7. Social Secretaries
		1. The social secretaries are responsible for planning, submitting and running social events for the society.
		2. They will work with the marketing secretaries to advertise all socials to committee members.
		3. They will be responsible for attending all socials to ensure they are run smoothly and are there to deal with any problems.
	8. Events Manager
		1. They events managers are responsible for the submitting all planned events to the Guild.
		2. They will work with the financial services secretary to provide assistance in room bookings and events planning if this is needed.
		3. They are responsible for the overseeing and smooth running of all society events, except socials.
		4. They are responsible for the planning and running of the two society balls.
	9. Football Captain
		1. The football captain is responsible for the running of the intramural football teams.
		2. They are responsible for registering with the intramural leagues and paying the associated fee.
		3. They are responsible for collecting fees from the members that play society football.
		4. They are responsible for organising fresher’s week trials.
		5. They are responsible for organising society football kits
	10. Netball Captain
		1. The netball captain is responsible for the running of the intramural mixed netball teams.
		2. They are responsible for registering with the intramural leagues and paying the fee that comes with it.
		3. They will attend all society netball matches and organise the team.
		4. They are responsible for collecting fees from the members that play society netball.
		5. They are responsible for organising fresher’s week taster sessions (where possible).
	11. Welfare Secretary
		1. They are responsible for aiding the social secretaries to ensure inclusion of all members at socials
		2. They are responsible for aiding events to support welfare charities
		3. They will run drop-in welfare sessions
		4. They will contribute to the members newsletter on welfare topics
	12. Technology Manager
		1. They are responsible for running, managing and enhancing BFS and Exe-Consulting websites
		2. They are responsible for writing and distributing a weekly newsletter
		3. They will aid the committee on digital activities
		4. They will explore ways to improve social media engagement using technology
	13. Hockey Captain
		1. They are responsible for ensuring members attend intramural hockey matches
		2. They are responsible for organising society hockey kit
		3. They are responsible for organising IMS socials
		4. They will ensure hockey members engage in other BFS activities
		5. They will explore ways to help hockey members better enjoy their IMS experience
4. **Finances**
	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.
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 10% of the group’s membership.