University of Exeter Students’ Guild Society Constitution

1. **Name**
   1. The name of the group shall be Exeter University Muay Thai, hereafter referred to as ‘the group’.
   2. The date this document was last updated was 11/11/2020
   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. Increase the female membership of the group, and aim for a fighting team containing at least 25% women
  2. Continue to increase the size of the fighting team, with the aim of reaching 50 fighters
  3. Continue to run challenging and engaging fitness and technique sessions with as many participants as possible
  4. Create a welcoming and friendly environment for all members
  5. Maintain the high diversity of the society, and ensure that members from any background feel comfortable joining
  6. Setting up an annual fight night and annual ball
  7. Continuing to prioritise the wellbeing of all members and create a safe space with which to talk and open up; the Welfare officer should be the first port of call for any wellbeing concerns, and we aim to have strong safeguarding and signposting procedures in place

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. General Secretary
      2. Training Secretary
      3. Social Secretary
      4. Media Secretary
      5. Stash Secretary
      6. Welfare Officer
      7. Development Officer
      8. Sponsorship, Environment and Charity Secretary
   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 are required to supervise the work of other committee members.
      8. In partnership with the Vice-president and Training Secretaries they are in charge of picking fight teams to represent the Society in competitions.
   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.
   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.
      3. The Vice-president will organise interclub events.
      4. They will also be in charge of entering teams for competitions and will work with the President and Training Secretaries to pick these teams.
   4. General Secretary
      1. The Secretary shall take minutes of all meetings, and organize these 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 sent to the society.
      4. They shall be responsible for weekly communications to the membership.
      5. Should be responsible for all booking any Guild or university rooms for the group.
      6. They shall be in charge of the group’s administration
   5. Training Secretaries
      1. The Training Secretaries are in charge of running all tasters and in person sessions.
      2. They must have good knowledge of techniques and fitness
      3. They will work with the President and Vice-president to pick teams for competitions and will be in charge of training the members for these fights them.
      4. They will work hard to provide a range of sessions that cater to members’ needs, including fitness, technique and zoom-adapted classes if required.
   6. Social Secretary
      1. The social secretaries are in charge of running all socials and dinners, be they in person or online.
      2. They need to make socials fun and inclusive and attempt to engage as many members as possible in the social side of the Society.
      3. They must work to ensure that no member feels excluded should they not wish to partake in alcohol consumption etc.
      4. They must be organised and efficient.
   7. Media Secretary
      1. The media secretary is in charge of the Society’s social media and public image.
      2. They must be able to take/make/create a variety of media content for all social platforms and run an effective social media campaign to attract as much attention as possible.
      3. They need a plan to improve social media content and media presence in order to attract new members and entertain current ones.
      4. They should be able to publicise all events and training sessions in a clear and accessible manner, and organise online groups in which to share information.
   8. Stash Secretary
      1. They are in charge of ordering stash and kit and must be capable of maintaining our relationships with our suppliers and securing new ones when necessary.
      2. They also have the option to design new stash and gear which should be inclusive in size and style.
   9. Welfare Officer
      1. The Welfare Secretary is in charge of the welfare of members and is responsible for ensuring that members are safe and feel comfortable at Society events.
      2. It is also desirable that the Welfare Secretary checks up on the mental health of members outside of Society events and ensures that they are mentally well.
      3. They should have completed adequate welfare and safeguarding training and know who to signpost members to if needed.
      4. They should be friendly and approachable, and a visible member of the committee.
   10. Development Officer
       1. The Development officer is charged with the role of promoting the development of those in the intermediate level fight teams.
       2. They should have a good grasp of Muay Thai techniques, and be motivational.
       3. It is their responsibility to ensure that those in fight teams feel that they are making improvements in their abilities.
       4. They will work closely with the Training Secretaries and liaison if they feel that members should either move up or down fight teams.
   11. Sponsorship, Environment and Charity Secretary (combined role)
       1. The Environmental Officer is responsible for ensuring the Society complies with the University and the Guild’s environmental regulations and where possible outdoes them.
       2. They are also responsible for making members aware of their individual environmental responsibilities and for involving the Society in environmental campaigns.
       3. The Charities Officer is responsible for identifying charities the Society should be involved in and helping the Society support these charities.
       4. The Sponsorship Officer is in charge of securing potential sponsorship for the Society.
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 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 20% of the group’s membership.