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

**EXETER INTERNATIONAL LAW SOCIETY**

1. **Name**
   1. The name of the group shall be **Exeter International Law Society** hereafter referred to as ‘the group’ OR ‘group’.
   2. The date this document was last updated was **08/09/2021**.
   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 the Societies Council.
   5. This Constitution does not supersede any Guild Bylaws.
2. **Aims and Objectives**

The Aims and Objectives define the purpose of the group.

* 1. Provide enriching academic opportunities for members, including events specifically tailored to those studying English Law with French Law (Maitrise en Droit) and Law with Study Abroad.
  2. Offer subsidised trips abroad (COVID-19 PERMITTED for 2021/22).
  3. Provide a vibrant social calendar, with a range of different social events for members to interact with one another.
  4. Be a welcoming and inclusive community to both law and non-law students alike.

1. **Membership**
   1. Membership of the group shall be open to all members of The Guild in accordance with the Guild’s Bylaws.
   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. Academic Officer
      3. Social Secretary
      4. Employability Officer
      5. Publicity Officer
      6. Maîtrise and European Officer
      7. Diversity and Inclusion Officer
      8. Pro Bono Officer
   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 Bylaws 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
   2. Treasurer
      1. The treasurer shall be the chief financial officer and accountant for the society.
      2. The treasurer shall attend meetings with other elected Committee members, as a 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 deliver their remit and work to ensure all Members are engaging with the Society.
   4. 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. Responsible for all external mail correspondence to and from the group.
      4. Responsible for weekly communications to members.
      5. Responsible for all booking any Guild or university rooms for the group.
   5. Academic Officer
      1. The Academic Officer will organise and facilitate employability opportunities for society members.
      2. They shall organise and facilitate academic events for society members.
      3. They shall provide ample opportunities pertaining to the above for society members each term.
      4. They shall assist with member queries pertaining to career aspirations, employability or academics to the best of their ability, either themselves or signposting further assistance to members.
   6. Social Secretary
      1. The Social Secretary will be responsible for organising and facilitating extracurricular events (“socials”) for society members.
      2. They shall ensure that, alongside the assistance of other Committee members, “socials” are inclusive and diverse, covering a wide range of ideas to welcome all members to attend.
      3. Assist the Publicity Officer with the group’s social media outlets to ensure events are advertised effectively.
   7. Publicity Officer
      1. The Publicity Officer will be responsible for efficient and effective publicity of all events (Social, Employability and Academic).
      2. They shall work alongside the Social Secretary to ensure that the group’s social media outlets are consistently kept updated.
      3. They shall ensure that a consistent newsletter is sent out to all society members periodically, so all members are continuously updated.
   8. Maîtrise Officer
      1. The Maîtrise Officer will be the principal point of contact for all queries regarding the Maîtrise course at Exeter.
      2. They shall work alongside the Academic and Careers Officer to provide additional support for those pursuing this degree discipline.
      3. They shall ensure that contact is maintained with Dr Frederic Rolland (Director of the LLB in English Law and French Law/Master 1 (Maîtrise en Droit)) consistently, to ensure contact is maintained with Maîtrise Alumni.
   9. Employability Officer
      1. The Employability Officer works closely with both the Maîtrise and Academic Officers to ensure the development and delivery of effective group-based employability initiatives and events for members.
      2. The Employability Officer will provide support for the President, Vice-President, and the Careers Officer to help coordinate the events outlined in 5.9.1.
      3. The Employability Officer will take a lead role in coordinating and developing the employability events and initiatives, with a view to advance the group’s employability objectives.
   10. Diversity & Inclusion Officer
       1. The Diversity & Inclusion Officer shall promote good relations and practices towards different minority groups.
       2. The Diversity & Inclusion Officer will work with other Committee members to support people. They shall:
          1. Bring attention to any form of discrimination
          2. Deliver diversity workshops to the group’s members
   11. Pro Bono Officer
       1. The Pro Bono officer will contact charities for training as well as Pro Bono opportunities.
       2. The Pro Bono Officer will work alongside the President to create a newsletter that showcases all of the group’s Pro Bono projects.
       3. The Pro Bono Officer will work with the President to process and select applications for the various Pro Bono projects.
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 objectives.
   2. All funds shall 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.