
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 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, and a member of our team will be in touch to assist.

University of Exeter Students' Guild Society Constitution

1. Name

1.1. The name of the group shall be *Bulgarian Society*, hereafter referred to as 'the group'.

1.2. The date this document was last updated was *03/04/2021*.

1.3. 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

1.4. Any amendment is subject to ratification by Societies Council.

1.5. This Constitution does not supersede any Guild Byelaws.

2. Aims and Objectives

The Aims and Objectives define the purpose of the group.

2.1. *To create a welcoming environment for students from Bulgaria or ones who simply want to learn more about our culture and traditions*

2.2. *Engage and support the student's guild in solving problems within the university*

2.3. *Organise events for society members for social and learning purposes*

3. Membership

3.1. Membership of the group shall be open to all members of The Guild in accordance with The Guild's Byelaws.

3.2. All members are required to register or pay a membership fee for the year. The group committee will set the membership fee(s) annually.

3.3. Anyone who is not a full-member of the Students' Guild must purchase an associate membership before joining the group.

4. Committee

4.1. 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.

4.1.1. President

4.1.2. Treasurer

4.1.3. *Vice President*

4.2. Additional roles are:

4.2.1. *Well-being Secretary*

4.2.2. *Social Secretary*

4.3. All committee members shall attend committee training.

4.4. All committee members shall complete the Student Committee Agreement.

4.5. 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.

4.6. 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.

4.7. 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.

4.8. 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.

5. Committee Roles

5.1. President:

5.1.1. The president shall be the principal officer and spokesperson for the society and the chairperson of committee meetings, the AGM and EGMs.

5.1.2. The President shall attend meetings with their elected representative officer, as the representative of the society.

5.1.3. They shall have overall responsibility for the promotion and development of the society.

5.1.4. Ensure that the group does not contravene The Guild's Byelaws or any guidelines or policy of the Activities team.

5.1.5. They shall have the responsibility to write and sign off financial forms of the society.

5.1.6. The President has the overall responsibility to respond to communication from the Activities Team.

5.1.7. The president has the overall responsibility to responsibility to organise events for the society, these include social activities.

5.2. Treasurer

5.2.1. The treasurer shall be the chief financial officer and accountant for the society.

5.2.2. The treasurer shall attend meetings with their heir elected representative officer, as the representative of the society.

5.2.3. The treasurer shall set and oversee the production of an annual budget and present a financial report to all members at the AGM.

5.2.4. They shall ensure that all members have purchased membership

5.2.5. They shall have the responsibility to write and sign off financial forms of the society.

5.3. Vice-President

5.3.1. The Vice-President will support and deputise for the President, providing leadership and direction to the other Committee roles where required.

5.3.2. They shall support the other Committee roles to delivery their remit and work to ensure all Members are engaging with the Society.

5.3.3. The Vice-President should advice the President on his/hers proposals for events within the society.

5.4. Well-being Secretary

5.4.1. The well-being Secretary shall have responsibility for helping members of the society with pastoral matters within their abilities and ensuring conversations can be had over the topic of mental health throughout the society.

5.4.2. All issues shared in confidence with the well-being secretary will be kept as such unless an issue requires the intervention of a professional

5.5. Social Secretary

5.5.1. The social secretary is responsible for organising social activities for the society.

5.5.2. The social secretary is responsible for consulting the Vice President and President alongside other committee members regarding society events.

5.5.3. The social secretary is responsible for consulting the committee regarding the cost of an event

6. Finance

6.1. 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.

6.2. All funds shall be used as to benefit the largest number of members possible at all times.

6.3. 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.

6.4. The group shall follow all Guild financial guidelines, and shall ensure that all monies are handled through the respective Guild accounts.

6.5. 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.

6.6. Any equipment or other items purchased by the group using group funds shall remain property of The Guild.

7. Safety

7.1. The group will follow all guidelines and policies laid down by the Activities Team and The Guild.

7.2. The committee must complete their due diligence by risk-assessing all events and activities organised by them in line with Guild procedures.

7.3. All events undertaken by the group must be submitted to and approved by the Activities Team within the stated deadlines.

8. Elections

8.1. 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.

8.2. All full members of the society may stand for election in both executive and nonexecutive committee (sub-committee) positions.

8.3. Associate members may not stand or vote for executive committee positions.

8.4. No committee members will serve for longer than one year without re-election.

8.5. Members should be given at least two weeks' notice of any election.

8.6. 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.

8.7. By-elections shall follow the same regulations as regular elections.

9. Meetings

9.1. Committee Meetings

9.1.1. Committees shall hold regular minuted meetings.

9.1.2. Quoracy of Committee meetings shall be 50% of the executive committee plus one.

9.1.3. Any member of the group is entitled to attend any committee meeting, unless it is a closed meeting

9.2. Annual General Meeting

9.2.1. The group will hold an AGM before the end of Term 3, during which the following will take place:

9.2.1.1. each committee member will deliver an outgoing report of the year.

9.2.1.2. the treasurer will present a report of the financial accounts

9.2.1.3. any constitutional amendments will be voted on

9.2.2. All members must be given at least two weeks' notice of this meeting.

9.3. Extraordinary General Meetings

9.3.1. An Extraordinary General Meeting (EGM) for a group may be requested by the committee or at least 10% of the group's membership.

9.3.2. There must be a notice period of at least 24 hours before the EGM and all members of the group must be informed.

9.4. Quoracy of an AGM or an EGM will be 20% of the group's membership.