

# **University of Exeter Students' Guild Society Constitution**

## **1. Name**

- 1.1. The name of the group shall be University of Exeter Law Society (UELS), hereafter referred to as 'the Society'.
- 1.2. The date this document was last updated was 15 August 2022.
- 1.3. This Constitution may be amended by a two-thirds majority of those present and eligible to vote at an AGM or EGM 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**

- 2.1. UELS is committed to three core values of opportunity, interaction, and accessibility.
- 2.2. The Society provides a wide array of opportunities for its members, including (but not limited to) careers and academic skills events, advocacy and mooted competitions, intramural sport opportunities, regular socials, and our Pro Bono programme.

## **3. Membership**

- 3.1. Membership of the Society 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 Society 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 Society.

## **4. Committee**

- 4.1. The Society should have a committee consisting of officers in the following mandatory positions. These committee members shall be elected by the Society's membership as per section 7.
  - 4.1.1. President
  - 4.1.2. Vice-President

4.1.3. Treasurer

4.2. Additional roles are:

4.2.1. Academic Support Officer (2)

4.2.2. Accessibility Officer

4.2.3. Advocacy Officer (2)

4.2.4. Afro-Caribbean Students Officer

4.2.5. Bar Officer (2)

4.2.6. Careers Officer (3)

4.2.7. Community Officer (4)

4.2.8. Cultural Competency Officer

4.2.9. Diversity & Inclusion Coordinator

4.2.10. First Year Bar Representative

4.2.11. First Year Representative

4.2.12. Gender Equality Officer

4.2.13. General Secretary

4.2.14. International Students Officer

4.2.15. LGBTQ+ Officer

4.2.16. Maitrise Officer

4.2.17. Master of the Bar

4.2.18. Mooting Officer (2)

4.2.19. Non-Law Representative

4.2.20. Postgraduate Officer

4.2.21. Pro Bono Officer (2)

4.2.22. Publicity Officer (Social Media) (3)

4.2.23. Publicity Officer (Website & Newsletter) (2)

4.2.24. Welfare Officer (2)

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 Society's administration and activity. The committee shall not work autonomously. Planning activities, buying equipment, and administering other Society matters should be done in accordance with the wishes of Society 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 Society 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 Society 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 respond to liaise with and manage corporate partners.

## 5.2. Vice-President:

- 5.2.1. The Vice-President will support and deputise for the President, providing leadership and direction to the other Committee roles where required.
- 5.2.2. They shall support the other Committee roles to delivery within their remit and work to ensure all Members are engaging with the Society.
- 5.2.3. The Vice-President has the overall responsibility to respond to liaise with and manage corporate partners.

## 5.3. Treasurer:

- 5.3.1. The treasurer shall be the chief financial officer and accountant for the Society.
- 5.3.2. The treasurer shall attend meetings with their elected representative officer, as the representative of the Society.
- 5.3.3. The treasurer shall set and oversee the production of an annual budget and present a financial report to all members at the AGM.
- 5.3.4. They shall ensure that all members have purchased membership.
- 5.3.5. They shall have the responsibility to write and sign off financial forms of the Society.

## 5.4. General Secretary

- 5.4.1. The Secretary shall take minutes of all meetings.
- 5.4.2. Keep an up-to-date inventory of equipment owned by the Society.
- 5.4.3. They shall be responsible for response to any external mail sent to the Society.
- 5.4.4. They shall be responsible for weekly communications to the membership.
- 5.4.5. Should be responsible for all booking any Guild or university rooms for the Society.

## 5.5. Academic Support Officer

- 5.5.1. The holder of this position shall organise and run events to provide general academic assistance to members.

## 5.6. Mooting Officer

5.6.1. The holder of this position shall organise and run the Society's mooting programme.

## 5.7. Pro Bono Officer

5.7.1. The holder of this position shall organise and run the Society's pro-bono programme.

## 5.8. Publicity Officer

5.8.1. The holder of this position shall organise the Society's publicity, including both physical and digital publicity.

## 5.9. Master of the Bar

5.9.1. The holder of these positions shall organise the Society's bar-related activities, including information presentations, mock trials and external events.

## 5.10. First Year Bar Representative

5.10.1. The holder of this position shall assist the Bar Officer(s)/Coordinator(s) in their duties, and shall act as a point of reference for first year students regarding the bar-related activities provided by the Society.

## 5.11. Bar Officer

5.11.1. The holder(s) of this position shall assist the Bar Officer(s)/Coordinator(s) in their duties, and shall act as a point of reference for students regarding the bar-related activities provided by the Society.

## 5.12. Community Officer

5.12.1. The holder of this position shall organise and run social events for the Society, and shall endeavour to promote a sense of community within the Society.

## 5.13. Careers Officer

5.13.1. The holder of this position shall organise and run events to provide general employability assistance to members.

## 5.14. First Year Representative

5.14.1. The holder of this position shall act as a liaison between first-year students and the Society.

5.15. Postgraduate Officer

5.15.1. The holder of this position shall organise and run information events regarding graduate studies, and shall act as a liaison between graduate students and the Society.

5.16. Diversity & Inclusion Officers [Welfare, Cultural Competency, International Students, Non-Law, Social Mobility, Accessibility, Gender Equality, LGBTQ+]

5.16.1. The holder of any one of these positions shall work to ensure the Society fulfils its diversity and inclusion mandate, and shall act as a resource to members.

## **6. Finance**

6.1. The Society's finances shall be administered by The Guild, on behalf of the Society's members. Such funds will be held in trust by The Guild on behalf of the Society and shall not be used for purposes other than the Society'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 Society is dormant, The Guild will hold funds in trust until a time when the Society becomes active again or is disaffiliated from the Students' Guild.

6.4. The Society 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 Society. 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 Society using Society funds shall remain property of The Guild.

## **7. Safety**

7.1. The Society 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 Society must be submitted to and approved by the Activities Team within the stated deadlines.

## **8. Elections**

8.1. The 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.

8.3. Associate members may not stand or vote for 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 Society 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.

### 9.2. Annual General Meeting

9.2.1. The Society 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; and

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 Society may be requested by the committee or at least 10% of the Society's membership.

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

9.4. Quoracy of an AGM or an EGM will be 5% of the Society's membership.