

The Warwick PPL Society Constitution 2021/2022

1 Name

1.1. The name of the society shall be the 'Warwick PPL Society'.

2 Aims and Objectives

2.1 The Society shall have a written statement of aims and objectives which will provide a clear understanding of the society. This shall be subject to review annually by the Warwick PPL Society Executive Committee.

2.2 The society aims and objectives shall be:

2.2.1 To organise and run academic events, including speaker and workshop events for Politics Philosophy and Law students, and all other students attending the University of Warwick.

2.2.2 To provide a support network to all Politics, Philosophy and Law students and other members, through: a 'Parenting scheme', careers events, revision and help sessions, and social events.

2.2.3 To provide diverse and entertaining socials, with the purpose of building and strengthening the PPL community and its associates.

2.2.4 To educate through discussion, deliberation and debate, achieved through socials and other academic events.

2.2.5 The Society maintains a full commitment to fairness and the equal treatment of its members regardless of any discriminating factor. This is pursuant to Section 5 of the Welfare Officers.

2.3 If the Society has issues arising not mentioned in a personalised Constitution, then this document will become the default. Any issues may be dealt with decree of the president after consultation with the society's executive committee.

3 Memberships

3.1 Membership of the Society shall be open to all individuals attending the University of Warwick, whether a student or member of faculty.

3.2 Membership of the Society will be renewed from the start of every academic year.

3.3 Only registered members of the society shall be entitled to vote in elections, provided they have joined the society 2 weeks before the elections take place.

3.4 The following shall not be entitled to hold the office of an Executive position in the society:

3.4.1 A member of faculty

3.4.2 A member deemed unfit to run for a position due to a conflict of interest, determined by the outgoing executive committee

3.5 It is the responsibility of the Society Executive Committee to ensure that those attending PPL Society events are members of the society and/or friends of members permitted to attend events put on by the Warwick PPL Society.

3.6 Membership is granted online upon the completion of a form that contains the member's name, degree, student number and contact details.

3.6.1 Upon completion of the form of membership, members consent to details being held for a period of 5 years.

3.6.2 Storage of such information will be stored on the PPL Executive Google drive, or some similar storage facility.

4 Executive Committee

4.1 The Society's Executive Committee shall be made up of at least three voting officers of whom three shall be the two Presidents and the Treasurer respectively.

4.2 The Executive Committee shall be responsible for the day to day running of the society and may decide upon any matter that has not yet been decided upon by the General Meeting. The Executive Committee shall further be responsible for:

4.2.1 Organising the activities of the Society in such a way as to include the greatest possible number of Society members.

4.2.2 Managing the expenditure of the Society's funds in a responsible fashion and in line with the aims, objectives and planned activities of the Society.

4.2.3 Upholding the Constitution of the Society and ensuring that its aims and objectives reflect the Society activities.

4.2.4 Newly elected executive Committee members must attend an assigned 'handover' session when first assuming a role from an existing member of the executive committee to ensure they are equipped to organise their role within the Society.

4.2.5 Upholding the responsibilities of their individual position outlined within in the constitution under Sections 4.4 and/or 4.5. Not fulfilling the role according to an acceptable standard deemed appropriate by the rest of the executive committee risks a vote of no confidence.

4.2.6 Appointing Welfare Officers at the first Executive Committee meeting upon election.

4.3 The executive committee shall be subject to the constitution of the society by signing at the bottom of each page of the document at the start of when their position begins at the first new executive meeting after elections.

4.4 Senior Officers

4.4.1 The senior officer duties shall include:

4.4.1.a To attend and organise the Society's Annual General Meeting

4.4.1.b Advising a new executive committee after they have left the executive committee following elections as mentioned in Section 6.5.1.4.4.1.c Responsibility for organising and overseeing the running of the society

4.4.1.d Responsibility for dealing with any disputes within the executive committee, PPL Society members, or external individuals and/or organisations. This will be led by the President, and thereafter the Vice-President.

4.4.1.e Responsibility for running the elections according to Section 8.

4.4.2 President

4.4.2.a As the most senior position within the executive committee, the President is responsible for the society as a whole as well as its direction. This includes ultimate responsibility for, but not limited to: events, relations with other organisations, conduct, and image.

4.4.2.b The President is responsible for the management and cohesion of the executive committee. This includes organising executive committee only socials in cohesion with the social secretary.

4.4.2.c The President is to chair committee meetings. In exceptional circumstances whereby the President is not available to chair committee meetings, the Vice President will take over on an interim basis.

4.4.2.d The President shall have access to the

society's bank account along with the Vice-President.4.4.2.e The President shall be directly responsible for the organisation and running of the Society's 'Freshers' week' push for new members. This includes the setting up and running of information stalls, fresher events and any other events during freshers' week.4.4.2.f The President shall be directly responsible for organising "The Dinner Party", one of the PPL Society's flagship events. This event must take place at least 2 times per academic year.4.4.2.g The President shall be also responsible in aiding the Vice-President in the 'Parent scheme' designed to better integrate freshers by providing a support network through assigning 2nd and 3rd year PPL students to act as a point of contact to PPL freshers.4.4.2.h The President is to initially lead in any new venture of the society, which includes the delegation of various roles regarding any new venture. Such ventures could include but are not limited to: Society tours and trips, book stalls, and conferences.

4.4.3 Vice-President (and Treasurer)

4.4.3.a The President maintains the highest degree of authority to make decisions within the society, however it is the Treasurer's duty to work in collaboration with the rest of the executive committee to support or challenge the decisions made by the President where deemed appropriate.4.4.3.b The Vice-President will be responsible for the finances of the Society, having access to the Society's bank account.

4.4.3.c The PPL Society Bank Account will be held under the names of both the President and the Vice-President/Treasurer:

4.4.3.c.i In the extenuating circumstance that one of, or both, the President and the Treasurer cannot be the signatories of the PPL Society Bank Account because of issues pertaining to their a) nationality or, b) physical proximity to the bank, the President may appoint another Executive Team member to be a signatory of the PPL Society Bank Account in place of the party that is unable to. The power to decide which additional executive member this is, lies solely with the President, except where they are incapacitated, in which case the power lies with the Vice-President/Treasurer.

4.4.3.c.ii The appointed Executive member will merely be a signatory. They will not have any authority to decide how the finances should operate nor how funds should be spent. The responsibility of funds is solely down to the discretion of the President and the Treasurer. As such, the appointed member will only and can only act on the discretion of the President and the Treasurer in order to enable the proper functioning of the society.

4.4.3.d The Vice-President should always ensure a financial 'safety net' for the society, equivalent to 10% of the previous year's total revenue. This is to ensure the financial security and long-term survival of the society, which should not be put at risk at any given point.

4.4.3.e The Vice-President is responsible for all funds being held and processed through the Society's bank account. No money should be held in personal bank accounts.4.4.3.f The

Vice-President is to aid in the President's duties, acting as a support to not only the President,

but also the rest of the executive team.4.4.3.g The Vice-President is to be responsible for the follow-up and confirmation of new members to the Warwick PPL Society via email (or other means appropriate). This will be aided by the Marketing Secretary.4.4.3.h The Vice-President

will be responsible for the 'Parent scheme' designed to better integrate freshers by providing a support network through assigning 2nd and 3rd year PPL students to act as a point of contact to PPL freshers.

4.5 Junior Officers

4.5.1 Careers and Sponsorship Secretary

4.5.1.a The Careers and Sponsorship Secretary will have two responsibilities to simultaneously carry out. Whilst the role of securing Sponsorships will be the predominant focus during the first few months of the year long term, provisions and preparation for a careers event should also be made early on too. 4.5.1.b The Careers and Sponsorship Secretary will seek to organise and provide at least 3 events per year during their time as Careers Secretary. The format could include calling in speakers, holding CV clinics or careers workshops. The events should be across a variety of fields that include but are not limited to: Law, finance, and public service. 4.5.1.c The Careers and Sponsorship Secretary should also be available to support the careers prospects of members of the society by offering advice regarding where to go to receive more detailed help from careers officers or events organised out-with the Society, such as those hosted by the University or indeed other societies. 4.5.1.d The Careers and Sponsorship Secretary will help, where necessary, the Events secretary in finding speakers. 4.5.1.e The Careers and Sponsorship Secretary should be responsible for finding sponsors to help fund the society, who are in line with the societies' ethos, furthering the ability for it to better its aims and objectives. Examples of such targets include law firms, banking firms, and university departments. 4.5.1.f The Careers and Sponsorship Secretary should be responsible for reaching out to a minimum of 80 potential sponsorship targets within their term as Sponsorship Secretary. 4.5.1.g The Careers and Sponsorship Secretary should be aiming as a minimum to sustain the total sponsorship amount per year.

4.5.2 Marketing Secretary

4.5.2.a The Marketing Secretary should be responsible for raising the awareness of the society as effectively yet responsibly as possible, through the utilisation of social media and the society's website. 4.5.2.b The Marketing Secretary should be responsible for maintaining the Facebook, Instagram, LinkedIn, Twitter, website, and any other forms of communications made on behalf of the society to its members and potential new members. 4.5.2.c The Marketing Secretary should maintain the highest degree of professionalism in their handling of all media and should never post anything not in line with the society's values. This responsibility extends to any posts released on any social media or internet-based platform, as well as any physical communication documents such as flyers or posters. 4.5.2.d The Marketing Secretary should be responsible for the maintenance and update of the society's website. 4.5.2.e The Marketing Secretary does not have exclusive rights to post on social media, as other members of the executive team may need to post for some events (e.g. such as the Social Secretary having to post for a social event). However, the marketing Secretary will have the final say on postings, except whereby the President intervenes and decides against the Marketing Secretary's decision.

4.5.3 Social Secretary

4.5.3.a The Social Secretary will promote the community atmosphere of the society by arranging various socials in local venues. 4.5.3.b The Social Secretary will promote the community of the society by arranging socials that do not include alcohol. 4.5.3.c The Social Secretary will organise at least one PPL Society 'dinner party' themed event per term. 4.5.3.d The Social Secretary should be responsible for organising revision sessions along with the Events Secretary for the PPL student members and other members doing modules that are included in the PPL course. These sessions should be aimed at support for modules covered in first year in particular.

4.5.4 Events Secretary

4.5.4.a The Events Secretary should be responsible for organising and hosting a range of speakers to talk to PPL members and its associates about issues relevant to the subjects of Politics, Philosophy and/or Law.

4.5.4.b The Events Secretary should be responsible for organising revision sessions along with the social secretary for the PPL student members and other members doing modules that are included in the PPL course. These sessions should be aimed at support for modules covered in first year.

4.5.4.c The Events secretary should send out a minimum amount of 80 requests during their year on the executive committee to speakers inviting them to attend and speak at a Warwick PPL Society event.

4.5.4.d The Events secretary will help, where necessary, the Sponsorship and Careers secretaries in finding sponsors and helping with careers events.

5 Welfare officers

5.1 Within the executive committee, one executive member should be appointed as the ‘Welfare officer’, and another the ‘Equal Opportunities Officer’.

5.1.1 These appointments shall be made by the executive committee voting on those who nominate themselves for the roles.

5.1.2 Members nominating themselves for either of the welfare roles may not vote in for the position they are running for.

5.2

5.3 Welfare Officer

5.3.1 The role of ‘Welfare Officer’ of the society is to represent student welfare in the society and ensure that the society provides a strong support network to its members, associates and anyone else involved directly or indirectly in the society’s activities.

5.4 Equal Opportunities Officer

5.4.1 The role of ‘Equal Opportunities Officer’ of the society is to ensure, to the best of one’s ability, that every member is treated as an equal among other members, regardless of any discriminating factor.

6 ‘Advisers’ to the Executive Committee

6.1 Advisers to the Executive Committee shall have the aim of furthering the society’s ability to achieve its aim’s and objectives and will not be members of the Executive Committee.

6.2 Advisers shall be able to attend Executive Committee meetings however advisors shall not be permitted to participate in votes at Executive Committee meetings.

6.3 At no point will it be necessary to fill all or any of the advisory positions available, with the decision to fill these positions lying with the executive committee, and ultimately the Presidents.

6.4 The position of any advisor shall be appointed by the executive committee, apart from the fresher’s representative, which shall be made by the collective decision of the ‘senior officers’.

6.5 Advisers to the executive committee

6.5.1 Ex-‘Senior officers’

6.3.1.a The responsibility of these positions shall be to advise the society’s the Executive committee as to how the society can better achieve its objectives and aims.

6.3.1.b There is no limit to the number of Ex-‘Senior officers’ appointed.

6.5.2 Member of the Politics, Philosophy and Law (PPL) SSLC

6.3.2.a The Responsibility of this position shall be to advise on how the society can better support the University of Warwick’s PPL course and its students.

6.5.3 Fresher’s representative

6.3.3.a The Responsibility of this position shall be to advise on how the society can better support and engage with freshers, in addition to any tasked assigned to them by the senior officers.

6.3.3.b The appointment a fresher’s representative shall be made by the collective decision of the ‘Senior Officers’.

7 Meetings

7.1 The Executive must meet at least three times per term to ensure the Society is operated to a high standard.

7.2 The Society Executive shall call at least one General Meeting per year for the purposes of discussing plans and activities for the coming year.

7.2.1 This must be held by Week 10, Term 2 of each academic year.

7.2.2 This GM may also be used to hold Society Officer elections.

7.3 The Society Executive shall give at least seven days’ notice of any General Meeting to all members via Society email and such notice shall include details of any elections to be held

7.4 The Executive shall call further meetings either at its own initiative or at the request of 10% of the membership.

7.5 Any voting required at executive meetings shall be conducted via the raising of a hand to ensure transparency

7.5.1 Only members of the executive committee shall have the right to vote. This does not include ‘Advisers to the Executive Committee’

7.5.2 For a vote to be valid, 6 out of 7 members of the executive committee must be present.

7.5.3 Abstentions are allowed, apart from when there is a vote of no confidence, where all executive committee members must be present, and all must vote for or against a given motion. This is in line with Section 8.

7.5.4 In the event of a tie, the President shall have the deciding vote.

7.6 The constitution may not be amended unless at an executive by a unanimous decision, whereby voting must be conducted via the raising of a hand to ensure transparency.

8 Elections

8.1 Elections shall be held at a General Meeting.

8.2 Votes will be counted a ‘First Past the Post’ electoral system. The highest number of votes wins.

8.2.1 In the event of a tie, the highest out-going executive position (The President in most circumstances) will have the deciding vote.

8.3 The outgoing Presidents and Vice-President will assume responsibility for counting to the votes of any election that takes place. To ensure impartiality, neither will vote on any position available, except in a situation of a tie, thereby enacting the clause in Section 8.2.1.

8.4 To vote in an election, a 'voter' must be a member of the Warwick PPL Society a minimum of 14 days before the vote takes place.

8.5 To run for a position in the elections, an individual must meet the following criteria:

8.5.1 Currently be a student at the University of Warwick.

8.5.2 Hold a place at the University of Warwick for the entirety of the next academic year.

8.5.3 Be a member of the Warwick PPL Society.

8.6 The society shall hold the elections in two sections:

8.6.1 The first section of elections shall be of 'Junior Officers' (Sponsorship and Careers Secretary, Communications Secretary, Social Secretary, Events Secretary)

8.6.2 The second section of elections shall be of the 'Senior officers' (President and Vice-President)

8.7 Section one of the election

8.7.1 The order for the first section shall be determined by the number of people running for each position, with the most heavily contested position being run first, and the least heavily contested position being run last.

8.7.2 Individuals running for positions within this section may run for more than one position, however once they are successful, they may not run for another position.

8.7.3 Individuals running for position(s) within this section may not run for positions within the second section.

8.8 Section two of the election

8.8.1 The order in the second section shall be Vice-President, and then President.

8.8.2 Individuals running for positions in this section may not run for more than one position

8.8.3 Individuals running for the position of President must have previously held a position within the outgoing executive committee, or an executive position of an academic society at Warwick for a minimum of 2 full terms, unless in exceptional circumstances.

8.8.3.a 'Exceptional circumstances' shall be classed as a situation whereby no one from i) the outgoing executive committee, or ii) another executive position of an academic society (c.f. 8.8.3), is running for the position of president.

8.8.3.b What societies are classed as 'academic' shall be up to the discretion of the outgoing President.

8.9 In the unfortunate event where an executive member resigns from their position or is voted out in a vote of no confidence in accordance with Section 9, a by-election for the position will take place.

8.9.1 At a by-election, the usual procedure for an election will take place.

9 Vote of No Confidence

9.1. At any time, any member of the Society's executive committee may call for a vote of no confidence against any other member of the executive committee. 9.2 A vote of no confidence shall be called against another executive member when it is another executive member's opinion that an individual is not properly fulfilling their executive role to an acceptable standard. 9.3 Every executive member must vote in the vote of no confidence, excluding the executive member in question who is not entitled to a vote. Voting executive members may not abstain from the vote. 9.4 The vote will be done via a show of hands to ensure a transparency. 9.5 For the vote to pass there must be a simple

majority. 9.6 In the event of a majority vote the executive member is suspended with immediate effect and a by election for the position will be called, following election by-laws illustrated in section 7.9.7 The most senior executive(s) will then open nominations for the newly vacant position.

10 Past and Present Committee Members

10.1 Founded in October 2018

Founders Oliver Knox and Stephane Legrand.

10.2 October 2018 – February 2020 Executive Committee and Advisors

Co-Presidents Oliver Knox and Stephane Legrand

Treasurer Gea Donadoni (until October 2019). Position incumbent thereafter.

Careers and Sponsorship Secretary Mayur Kiri

Communications Secretary Mariam Imaan Hingun

Events Secretary Lucas Samuel

Social Secretary Maya Viswa

Freshers Representative Mohammad Karim (appointed October 2019)

10.3 February 2020 – February 2021 Executive Committee and Advisors

President Imaan Hingun

Vice-President (and Treasurer) Mohammad Karim

Careers and Sponsorship Secretary Vu Luu

Marketing Secretary Ella McQueen

Events Secretary Jack Brierley

Social Secretary Benjamin Samuel Lawson

Freshers' Representative Eden Fall-Bailey (Appointed October 2020)

10.4 February 2021 - February 2022 Executive Committee and Advisors

President Ella McQueen

Vice-President (and Treasurer) Jack Brierley

Careers and Sponsorship Secretary Ben Elliott

Marketing Secretary Megan Orchin

Events Secretary Amelia Bottomley

Social Secretary: Eden Fall-Bailey

Freshers' Representative Tamara Van Beek (Appointed October 2021)

