

Society Constitution Template

1. Constitution Template

Edit and adapt this based on the needs of your society.

2. Extra clauses

Use these clauses to add extra detail based on the nature of your committee.

Edinburgh University GEAS: The Roleplaying Society Constitution



c/o The Activities Office
5/2 Bristo Square
Potterrow
EH8 9AL

Paragraphs

1. Name
2. Aims
3. Membership
4. Management
5. Finance
6. Policy
7. Dissolution
8. Alteration of the Constitution
9. Regular Events
10. Compulsion Committee

** Clauses in blue are subject to change based on the nature of your society

**** Clauses in red are required in the constitution by the Students' Association**

1. Name

1.1. Official Title

- a. The name of the society is GEAS: The Roleplaying Society.
- b. The Society may also be known as **GEAS**, both titles having equal validity to the title outlined in Sect 1.1(a)

2. Aims

2.1. The aims of the Society shall be

- a. The aims of the society shall be to provide space and a platform for RPGs and shall also facilitate socialising outside of individual games, and with the RPG community nationally, through weekly meetings, events, and conventions.
- b. The society's constitution in all ways complies with the Edinburgh University Student Association guidelines on societies. Where their rules for societies regulations and organisation are mandatory they apply instead of contradicting rules in this constitution. Where they give guidance, rather than instruction, it is assumed to be accepted unless articles in this document contradict them.
- c. The motto of the society is 'Alea Iacta Est', meaning 'the die is cast'.

3. Membership

3.1. Forms of Membership

- a. Full Membership of the Society is open to all matriculated students of Edinburgh University.
- b. Membership shall be at least 75% matriculated students of Edinburgh University.
- c. Full membership lists should be filed with the Activities Office at least once per semester to ensure membership databases are up to date.
- d. If any dispute of membership should arise, the list registered through the Students' Association database will be used as the official list.
- e. Membership granted to non-students shall hereby be referred to as Associate Membership and those holding it shall be known as Associates.
- f. Some members and associates have been awarded and may yet be awarded Life Membership to the society.

3.2. Membership Entitlements

- a. Membership shall be open to all matriculated students of Edinburgh University not barred by previous Disciplinary Action (see section 3.4).
- b. Associate membership shall be open to all other persons not barred by previous Disciplinary Action, at the discretion of the Committee with particular consideration given to previous membership of GEAS, and relevant consideration to Edinburgh University alumni status or any other factors.
- c. Life membership shall be awarded or revoked by a three-quarters majority of the voting attendance of a quorate AGM, the candidate having been proposed by a current member of the Society. These members will not be factored in consideration of 3.1.b
- d. The Society's honorary life members are:
 - Antony G. Keen • Alan Jackson • Alan Jeffrey • Bettina Neish • Craig Oxbrow • David Donnachie • ECCE (Neil Alexander) • Gregor Hutton • James Barrowcliffe • Janet Pashley • John Wilson • Liam O'Connor • Martin Vicca • Matthew Barrowcliffe • Paul Aburn • Phil Harris • Rob Wilkinson • Roderick Easton • Shevaun Fraser • Terry Pratchett

3.3 Membership Responsibilities

- a. GEAS will charge members and associate members a membership fee. This will be £3 per academic year.

3.4. Breach of Member Responsibilities (and Conflict Resolution)

- a) The Committee may impose sanctions for misconduct on members, based on verifiable evidence collected, taking into account the seriousness of the misconduct with reference to the membership responsibilities and standard code of conduct, any previous warnings, and any mitigating circumstances. When appropriate the following sanctions may be applied:
 1. Informal Warning
 2. First Written Warnings will be issued for a minor offence or complaint;
 3. Final Written Warnings will be issued for: a further offence or complaint or if the conduct of the member failed to improve following a previous warning, or if the actions are serious enough to warrant a Final Written Warning.
 4. Removal from membership will occur if there is a further serious event of misconduct, or if the conduct of the member failed to improve following a previous written warning, or if the member committed an act of gross misconduct.
 5. Edinburgh University Students' Association ("the Students' Association") Societies department will be notified upon removal of a member and provided with a copy of the evidence pertaining to the sanctions process and removal. All persons removed from membership may appeal to the Societies' department against such removal.
- b. For the purposes of disciplinary action the Society regards Associate Members and Life Members as members.

- c. The society regards the following as as examples for reason for referral for disciplinary action: anti-social behaviour, breach of the Constitution, criminal activity, defamatory remarks, and being found to have thrown bread rolls at another member of the Society.
- d. In the case of a life member being disciplined their life membership may be considered revoked at an AGM/EGM.

4. Management

4.1. The General Committee

- a. The business of the Society shall be managed by a Committee of Office Bearers.
- b. Any full student member of the Society shall be entitled to sit on the Committee.
- c. The Office Bearers must be members of the Society and a matriculated student of Edinburgh University.
- d. All Office Bearers will complete annual online training as outlined by the Activities Team.

4.3. Executive Office Bearers

- a. The Committee must consist of a President, Secretary, and Treasurer (the Executive Officers) as a minimum.
- b. These Office Bearers will be elected at the Annual General Meeting.
- c. No person may be elected to more than one of these posts simultaneously.

4.4. President

- a. The President will chair the General Committee and Emergency General Meetings.
- b. The President is responsible to the Annual General Meeting and the General Committee and is ultimately responsible for the conduct of the Society.
- c. It is the President's responsibility to ensure the Society has submitted their annual report, risk assessment and reregistration forms to the Activities Office.
- d. Should the President resign a new President or Acting President will be voted in at an EGM.

4.5. Treasurer

- a. The Treasurer shall be accountable to the committee and members for the finances of the society.
- b. The Treasurer shall keep and prepare Accounts of the Society and provide a provisional budget, as exhaustive as possible, to be presented at the Annual General Meeting.
- c. It is the Treasurer's responsibility to ensure the annual financial report is complete and submitted along with the society's annual report.

- d. Should the Treasurer resign, a new Treasurer or Acting Treasurer will be voted in at an EGM.

4.6. Secretary

- a. The Secretary shall be responsible for the administration of the society.
- b. The Secretary shall also be responsible for any correspondence within or on behalf of the Society and prepare the agendas and the minutes of every committee meeting, AGM and EGM.
- c. Should the Secretary resign, a new Secretary or Acting Secretary will be voted in at an EGM.

4.7. Non-Executive Officers

- a. The Events Co-Ordinator is responsible for organising all GEAS events outside of regular meetings that are not the specific responsibility of another committee member. These are at the Committee's discretion, but they should attempt, preferentially, to run events detailed under "Regular Events".
- b. The Compulsion liaison is responsible for linking GEAS with the Compulsion committee. This will be further described in the paragraph about the Compulsion committee.
- c. The Socials Co-Ordinator is responsible for organising social events. These are at the committee's discretion, but a good suggestion is a monthly meeting in a situation like a pub with other larger events punctuating the years calendar.
- d. The society committee has the ability to create special advisor posts from the ranks of members or advisory members. These posts are defined by the committee and must be ratified at an EGM or AGM as if they were committee members. By example, these positions may include librarian, webmaster and wellbeing officer.

4.8. Conduct

- a. All Office Bearers shall act in good faith towards the Society in all actions they undertake on its behalf.

4.9. Recall

- a. The members shall have the right at an Extraordinary General Meeting to seek the recall of any or all of the Office Bearers by a special resolution (i.e.: a 75% vote in favour of the resolution). Special advisors are covered under this rule.
- b. For such a vote to be binding on the Society the Meeting must be quorate.
- c. The quorum shall be 33% of the regularly attending full membership of the Society.
- d. Grounds for recall may be founded on the failure of any office holder or member of the General Committee to comply with the terms of the constitution, or for any other reason deemed legitimate by the General Meeting.

4.10. Annual General Meeting

- a. All members of the Society are entitled to attend Annual General Meetings (hereinafter referred to as the AGM).
- b. It is the responsibility of the Secretary to ensure that members receive at least 14 days written/email notification of the AGM and of elections not held at the AGM.
- c. Motions to be discussed should be presented to the Secretary in advance of the AGM.
- d. Only fully-matriculated students are entitled to vote at the AGM.
- e. All Office Bearer roles shall be subject to election annually at the AGM.
- f. All members who are matriculated students of the University of Edinburgh shall be entitled to stand and to vote in elections.
- g. Motions carried by the necessary majority (i.e. a 50% vote in favour of the motion) at quorate AGMs are binding on the Society.
- h. The quorum shall be 33% of the regularly attending full membership of the Society.
- i. It is the responsibility of the outgoing Treasurer to present the final reports for the previous year and a complete account of the current state of finances. They must present an accurate breakdown of the definite commitment for which the Society has been engaged in the current year, henceforth to be known as the Budget. Emphasis must be placed on comparing this Budget with current income.
- j. This financial report will not include the Compulsion Financial Report if the AGM takes place before Compulsion. To present this report an EGM will be held the first Sunday after Compulsion.
- k. The Secretary shall report on the administrative affairs of the society.
- l. The agenda for each General Meeting shall consist of: all Constitutionally Obligatory items, any Additional Submitted Items, and Any Additional Business.
- m. Items neither Constitutionally Obligated nor required to be raised as Additional Submitted Items may be raised at the end of a General Meeting under the Any Other Business procedure.
- n. This procedure shall involve: a member raising the issue, another member seconding the issue, all due discussion of the issue, a final call for any objections, and a vote on the issue.
- o. Only members of the Society are allowed to vote, provided they bought membership at least 24 hours previous to the AGM/EGM.
- p. Members may vote in proxy by informing the Secretary of their chosen proxy at least 24 hours previous to the AGM/EGM. Proxies have to be full members of the society.
- q. In the event of a tie, the President shall cast the deciding vote.

4.11. Emergency General Meeting

- a. The President may call an Extraordinary General Meeting for matters arising in the course of the year which require consideration by members.
- b. Following the receipt of such a request by the Secretary the General Committee shall have twenty-eight (28) days to implement the request, and must take reasonable measures to notify the members of the time and place of the Extraordinary General Meeting.
- c. The EGM shall follow the procedure of the AGM outlined in 4.10 above.
- d. All members must receive at least 14 days written/email notification of the EGM.
- e. In the event of an Executive position becoming vacant, President will call an EGM to elect a replacement.

- f. Any newly elected Office Bearers will be communicated to the Societies Team after the election has taken place.
- g. Any member may call a Members General Meeting (which has all the functions and restrictions of a General Meeting) should they have the support of five other members or twenty (20) percent of the membership, whichever is higher.

5. Finance

5.1. Finance Policy

- a. The Treasurer must endeavour to ensure that the society retains a working positive financial sum.
- b. The financial year shall run from 1st April to 31st March.
- c. The definition working positive financial sum is the responsibility of the General Committee.
- d. Compulsion shall be considered to have taken place in the preceding financial year in which the preparation and most of the expenditure has occurred. This will keep the Compulsion expenditure cleanly within a single financial year.

5.2. General Finance

- a. The Society shall be non-profit making. The Office Bearers and members may only receive payment, direct or indirect, as reimbursement for legitimate expenses.
- b. Core income shall be defined as income arising from membership fees and any other source as agreed by the General Committee.
- c. Any reserves at the end of the Financial Year shall be carried over into reserves for the following Financial Year.
- d. A loss carried forward into the following financial year must be notified and explained at the Annual General Meeting.

6. Policy

6.1. Re-registration, Annual Reports and Financial Reports

- a. Re-registration of the society must be submitted in accordance with the deadlines set by the Activities Team.
- b. Annual and Financial Reports must be completed and submitted as part of the re-registration process following the AGM in the second semester.

6.3. Society Status

- a. A Society may not register to obtain any legal status, including a limited company or a charitable status.

6.4. Equal Opportunities Policy

- a. The Society shall uphold and maintain its policy on the equality of opportunity as defined in the Equal Opportunities Policy.
- b. The Society will take all necessary steps to ensure that their meetings, events and socials are accessible to all.
- c. The Society will ensure that it complies with any relevant data protection legislation.
- d. The Society believes that discrimination or harassment, direct or indirect, based on a person's gender, age (except where it relates to licensing laws), race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities or any other irrelevant distinction, is detrimental to the society, the university and wider society, and will not be tolerated.
- e. The Society shall abide by any applicable laws, bye-laws and guidelines of the Edinburgh University Students' Association in relation to recognised Societies.

7. Dissolution

7.1. Dissolution of the Society

- a. The Society shall not be wound up except by a resolution of three quarters of those present at an Extraordinary General Meeting called for that purpose.
- b. All funds remaining after the satisfaction of all debts and liabilities following such a resolution shall be passed on to a charitable organisation having objects similar to those of the Society as the General Committee.

8. Alteration of the Constitution

8.1. Alteration

- a. Any motion to alter the Constitution will have to be supported by two-thirds of the members present at the AGM or EGM, 14 days notice of which shall be given.
- b. The Students' Association considers the ruling society constitution to be that which is displayed on the Society Profile.
- c. The Constitution cannot be altered to be outside Edinburgh University Student Association's requirements for a Constitution.

9. Regular Events

- a. GEAS shall endeavour to send a team to the annual Student Nationals gaming weekend. The Co-Ordinator will organise logistical arrangements of travel and accommodation and liaise with members of other gaming groups in Edinburgh where appropriate.

- b. GEAS shall endeavour to annually host a twenty four (24) hour marathon gaming event in aid of charity, to be called Propulsion.

10. Compulsion Committee

- a. GEAS shall host, each year, a convention, to be known as "Compulsion", centered in Edinburgh.
- b. Compulsion will be run by a sub-committee of GEAS whose membership, structure, outline and proposed aims will be submitted to the GEAS Committee for approval each year.
- c. This sub-committee must include at least a Director/Chairperson, a Treasurer and a Games co-ordinator (or any position by any other name fulfilling these roles).
- d. The sub-committee shall also include in its membership the Compulsion Liaison as appointed by the General Membership.
- e. The sub-committee shall include in its membership at least two (2) members who are matriculated students of the University of Edinburgh.
- f. The sub-committee shall endeavour to include at least two members who have been previous subcommittee members and at least one member who has not sat on the sub-committee before.
- g. The GEAS Committee may, should a proposal not be submitted, propose its own Compulsion subcommittee for approval.
- h. GEAS will ensure that the Compulsion sub-committee has available to it a minimum of one thousand (1000) pounds per year to fund the event.
- i. GEAS may provide such additional funding to Compulsion as the Committee approves, having regard to what is reasonably required to achieve the aims of the approved Compulsion sub-committee.
- j. Following Compulsion a full treasury report must be submitted by the sub-committee to the GEAS committee.
- k. GEAS has final arbitration on any issues resulting from or involving Compulsion, including the approval of the Compulsion sub-committee.

12. History

This constitution was accepted at an AGM held on **[insert date here]**.

Suggested clauses to be edited depending on your society

This is a list of extra clauses that may be added or edited to suit the nature of your society. Please note that these are not necessary but do include extra information that may help your society in dealing with any issues or problems.

[Examples based on mock Sock Washing Society]

2. Aims

2.1. The aims of the Society shall be:

- a. To provide a social forum for those interested in the creation and rinsing of wool garments.
- b. To organise team building events to improve member's team work skills.
- c. To provide members with links to knitting communities and companies.
- d. To organise and host guest lectures related to socks.
- e. To encourage members to take a more active role in the competitions relating to socks.
- f. To organise and host regular social gatherings and events.

3. Membership

3.1. Forms of Membership

- c. Membership shall also be open to any non-students and students from other Universities who are interested in the Society.

3.2. Membership Entitlements

- a. All members shall be entitled to attend all society events, in the event of a limited space for an event, the members allowed to attend will be decided on a first come first served basis.
- b. All members shall be entitled to society privileges such as discount cards for pubs, as arranged by the Committee.

- c. All members shall be entitled to attend society meetings and provide suggestions of events and motions they would like to be passed.

3.3 Membership Responsibilities

- a. Members must not act in a manner which brings the Society into disrepute and must act in good faith to the Society.
- b. Members must not cause damage to Society property or venues for Society events.

3.4. Breach of Member Responsibilities

- a. The General Committee may, at their discretion, issue a warning to any member or guest who disturbs a Society meeting or event, causes distress or harm to other members, or brings the Society into disrepute.
- b. If the warning is ignored that person may be ejected from the venue; barred from attending future meetings and events; and in the case of members may have their membership revoked with no refund.

4. Management

4.7. Non-Executive Officers

- a. The General Committee may appoint any such non-executive Officer Bearers as it deems necessary to the running of the Society from eligible members of the Society.
- b. These Officers shall include a Social Secretary, an Archivist and a Knitting Supervisor, though any of these positions may be left empty should the society deem them unnecessary for a particular session.
- c. Said appointments will be made at a Roles Meeting during the first semester of a new session by nomination or, in the event of multiple candidacies, using a First Past The Post electoral system, though positions may be filled at any point during the session by a motion in General Committee meetings, again by nomination or, in the event of multiple candidacies, using a First Past The Post system.

4.10. Annual General Meeting

- a. The Executive Officers or the General Committee may waive the rule and accept motions at any time before or during the AGM.
- b. Elections for Executive Offices shall be held using the First Past the Post System – the nominee with the most votes shall be appointed to the Office
- c. In the event of a draw in an Executive Office Election, the election will be run again with no abstentions being allowed. If this run again fails to achieve a majority win the floor will be opened to further nominations for the post and/or reconsidering of nominations of the standing candidates

6. Policy

6.2. Political Organisations

- a. The Society will be non-political in that it will not espouse the cause of any political party.
- b. The Society may organise events in conjunction with political organisations but the role of the co-sponsor must be made clear to the membership, and they may if they wish seek to cancel the event in General Committee or by an ordinary resolution at a General Meeting.