



## SOCIETY CONSTITUTION

### 1 Name

The society will be called \_\_\_\_\_ and will be affiliated to the *Edinburgh Napier University Societies* and run under the guidelines of Napier Students' Association.

### 2 Aims and objectives

The aims and objectives of the society will be:

- To promote the club within the local community and the university.
- To allow all students at Edinburgh Napier University to participate.
- To manage the society responsibly at all times on or off campus.
- To ensure a duty of care to all members of the society
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.

### 3 Membership

Membership should consist of officers and members of the society. All members will be subject to the regulations of the constitution and by joining the society will be deemed to accept these regulations and codes of conduct that the society has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Associate member

All members must be fully paid up members of the NSA, Full Members £2, Associate Members £5. Failure to fulfil this will result in your budget being removed.

### 4 Membership fees

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting. Fees will be paid: annually at a rate proposed by the committee.

### 5 Officers of the club

The officers of the club will be:

- Chair/President

- Treasurer
- Secretary
- Equipment Officer

Officers will be elected annually at the Annual General Meeting.  
All officers will retire each year but will be eligible for re-appointment.

## **6 Committee**

The society will be managed through the Management Committee consisting of: President, Treasurer, Secretary, Equipment Officer. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than 4 per year.

The quorum required for business to be agreed at Management Committee meetings will be: 3.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the society.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the society rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **7 Finance**

All society monies will be banked in an account held centrally at the NSA in the name of the club.

The society Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: May 31st

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against society funds should hold the signatures of the Treasurer plus up to two other officers.

## **8 Annual General Meetings**

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 14 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be at least *50% of the clubs members*

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **9 Discipline and appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within *14* days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within *7* days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within *14* days of the Secretary receiving the appeal.

## **10 Dissolution**

A resolution to dissolve the society can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the society that remain will become the property of Edinburgh Napier Sports Union to distribute to other clubs at their discretion.

## **11 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

**12 Declaration**

\_\_\_\_\_ hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: ..... DATE: .....

Name: .....

Society President

SIGNED: ..... DATE: .....

Name: .....

Society Secretary

SIGNED: ..... DATE: .....

Name: .....

Society Treasurer

SIGNED: ..... DATE: .....

Name: .....

Society Equipment Officer