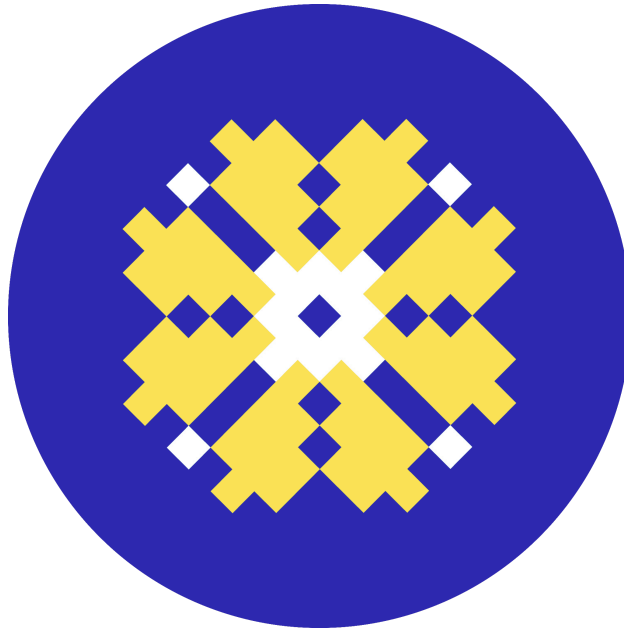


# **Edinburgh University Ukrainian Society Constitution**



**The Activities Office**

**5/2 Bristo Square**

**Potterrow**

**EH8 9AL**

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# **1 Name**

## **1.1 Official Title**

- a The Society shall be known as The University of Edinburgh Ukrainian Society, hereinafter referred to as the Society.
- b The Society may also be known as Edinburgh University Ukrainian Society/EUUS, The Ukrainian Society of the University of Edinburgh, UASoc, Ukrainian Society, Українська спільнота (Ukrajins`ka spilnota), Українське суспільство (Ukrajins`ke suspilstvo), UC (US) all 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 To provide Ukrainian students at the University with representation on a University-wide level and establish a Ukrainian presence on campus.
- b To organize events that foster a sense of community among Ukrainian students, promoting interaction, collaboration, and unity within the group.
- c To serve as a platform for communication between Ukrainian students and the University.
- d To promote Ukrainian language, history, culture, traditions, and values with the University community.
- e To promote Ukrainian ideas and people in Edinburgh and beyond.
- f To establish connections with other Ukrainian communities around the world.

# **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 Associate Membership of the Society is another option of the membership, which is open to individuals who are not matriculated students of Edinburgh University.

### 3.2 Membership Entitlements

- a All full members shall be able to vote and run for executive positions within the Society.
- b All full members shall be granted priority in sign-ups for Society events.
- c All members shall be able to join some exclusive events with discounts or no financial charges.
- d All members shall be entitled to attend society meetings and provide suggestions of events and motions they would like to be passed.
- e All full members shall be able to request a progress report from the Office Bearers regarding their activities and achievements within the Ukrainian Society over a specified period.

### 3.3 Membership Responsibilities

- a To attain membership in the Society, individuals must acquire a membership at a rate determined by the committee and sanctioned by Edinburgh University Student Association (EUSA).

- b Members must be respectful towards all faculty, students, and community members and conduct themselves in a manner that upholds the reputation of the Society and to act in good faith toward its interests.
- c Members must respect any venues or spaces where Society events may be held.
- d Members should attend the Annual General Meeting (AGM) and Extraordinary General Meeting (EGM).

### 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:
  - Informal Warning
  - First Written Warnings will be issued for a minor offence or complaint;
  - 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.
  - 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.
- b 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.

## 4 Management

### 4.1 The General Committee

- a A Committee of Office Bearers (The Committee) shall manage the business of the Society.
- b Any full member of the Society shall be entitled to sit on the Committee.
- c All Office Bearers will complete annual online training as outlined by the Activities Team.
- d The Committee must convene at Ordinary Committee Meeting, as outlined in Section 4.18.
- e Each member of the Committee is required to ensure, and shall take necessary steps to ensure, that upon the conclusion of their term of office, all official documents and records belonging to the Society are promptly transferred to their successor in office (or to another member designated by the Committee). Additionally, upon request from the Committee, any other property of the Society in the outgoing Office Holder's possession must also be returned.
- f Each elected Office Bearer shall have the authority to appoint additional assistants, selected from among the all members of the Society, as deemed necessary to effectively fulfil their responsibilities. These assistants shall be chosen and appointed at the discretion of the respective elected Office Bearer and shall remain accountable to both the appointing Office Bearer and the President. The committee must support the appointment by at least 51% from all elected office bearers during OCM.
- g The Office Bearer, together with their appointed assistants, may establish subcommittees to support the execution of their duties. The elected Office Bearers shall automatically assume the role of chair for any subcommittee created upon their submission.

- h Each assistant can have their own specific title that corresponds to their activities. The activities of each assistant must be defined by the scope of the subcommittee's activities.
- i Assistants shall not have voting rights in committee meetings and shall serve solely in a supportive capacity, aiding each office bearer in the realization of their duties.
- j The mechanism of recall of any assistant members is outlined under clause 4.14.f

## 4.2 Executive Office Bearers

- a The Committee must consist at least of Executive Office Bearers like a President, Secretary, and Treasurer.
- b The Executive Office Bearers must be full members of the Society and a matriculated student of Edinburgh University.
- c The Executive Office Bearers will be elected at the Annual General Meeting.
- d No person may be elected to more than one of these posts simultaneously.
- e The details regarding the election of Office Bearers are outlined in Article 5.
- f Each Executive Office Bearer shall lead and manage their designated area of responsibility, ensuring alignment with the society's objectives and Constitution.
- g Executive Office Bearers shall provide guidance and support to other members and subcommittees to ensure effective collaboration.
- h Executive Office Bearers shall actively participate in committee meetings, contribute to discussions, and support decision-making processes.
- i Executive Office Bearers shall report regularly to the Committee on their progress, activities, and achievements within their role.
- j Executive Office Bearers shall actively engage with society members, encouraging participation and fostering an inclusive and collaborative environment.

### 4.3 President

- a The President shall have the right to preside at all General Meetings of the Society and all meetings of the General Committee.
- b The President is responsible for the Annual General Meeting, Extraordinary General Meetings 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 The President serves as the primary representative of the Society and holds the leading role among committee members in engaging with organizations and stakeholders.
- e The President shall provide strategic leadership to the society, setting overall goals and ensuring alignment with the society's Constitution and objectives.
- f The President shall oversee the work of all committee members, providing guidance, support, and feedback to ensure efficient execution of their responsibilities.
- g The President shall present an annual report summarizing the society's achievements and activities during the Annual General Meeting.
- h Should the President resign a new President will be voted in at an Extraordinary General Meeting (EGM).

### 4.4 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 The Secretary shall prepare the agenda for Ordinary Committee meetings according to Section 4.18.
- d The Secretary shall coordinate the scheduling of meetings, events, and other society activities, in consultation with the President.
- e The Secretary shall ensure all committee members are informed of upcoming meetings and events, providing necessary documents and materials in advance.
- f The Secretary shall ensure compliance with the university's policies and procedures concerning student societies, updating the committee on any changes.
- g The Secretary shall be responsible for the remote access for full members during AGM and EGM as outlined in 4.17.b.
- h Should the Secretary resign, a new Secretary 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 The Treasurer shall manage budgets for assigned projects, ensuring financial accountability and transparency.
- e The Treasurer shall be responsible for identifying and applying for grants to secure funding for the Ukrainian Society.
- f The Treasurer shall oversee grant writing and ensure the submission of applications in a timely and efficient manner.

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

#### 4.6 Non-Executive Office Bearers

- a The General Committee may create any Non-Executive Office Bearers roles as it deems necessary to the running of the Society.
- b A Non-Executive Office Bearer is a member of the committee in a distinct position and must be elected from the members of the Ukrainian Society.
- c Non-Executive Office Bearers roles and their respective duties shall be introduced in AGM or EGM by the President.
- d Non-Executive Office Bearers shall represent the society in their respective capacities, ensuring they uphold its mission and values in all communications and engagements.
- e Non-Executive Office Bearers shall assist with the planning, organization, and execution of events and initiatives, contributing to the society's overall success.
- f Non-Executive Office Bearers shall work collaboratively with other committee members, contributing to a cohesive and effective team dynamic.
- g The recommended list of Non-Executive Office Bearers for the realization of activities includes the Vice President, Social Media Manager, Head Graphic Designer, Operations Manager, Cultural Manager and Project Manager. The Committee is not restricted to these positions when appointing Non-Executive Office Bearers, nor is it obligated to fill all of them.
- h Non-Executive Office Bearers shall actively participate in committee meetings, contribute to discussions, and support decision-making processes.
- i Non-Executive Office Bearers shall report regularly to the Committee on their progress, activities, and achievements within their role.

- j Non-Executive Office Bearers shall actively engage with society members, encouraging participation and fostering an inclusive and collaborative environment.
- k In the event that a Non-Executive Office Bearer position becomes vacant due to resignation or recall, the Committee shall, during an Ordinary Committee Meeting (OCM), determine the necessity of filling the vacancy or dissolving the role. The necessity to maintain the role or call for an election shall be determined by a qualified majority vote. For the purpose of this article, a qualified majority is defined as more than 50% of the total number of all elected Office Bearers.

#### 4.7 Vice President

- a The Vice President shall serve in a primary supportive capacity to the President, assisting in the strategic coordination of the Society's efforts and overseeing the progress of other Office Bearers to ensure the efficient and cohesive functioning of the Committee.
- b The Vice President shall act as the deputy to the President and shall assume the representative function of the Society following the President.
- c In the event of the President's temporary absence or incapacity, the Vice President shall assume all responsibilities and powers of the President to ensure the continued operation of the Society, especially during two weeks before following EGM and the day of President's resignation.
- d The Vice President is entitled to attend and participate in subcommittee meetings to foster dialogue, facilitate communication, and ensure that all subcommittee activities remain aligned with the Society's aims and objectives.
- e The Vice President shall assist the President in monitoring the implementation of decisions made during Committee meetings and shall provide progress reports to the President if asked.
- f The Vice President shall assist the Secretary in ensuring that all Society activities and Committee decisions are conducted in accordance with this Constitution.

- g The Vice President shall assist the Public relations manager in ensuring that external communication with Alumni network or other partners is conducted in accordance with this Constitution and goals of the Society.

#### 4.8 Social Media Manager

- a The Social Media Manager (SMM) shall ensure the media presence of the Ukrainian Society through social media platforms by highlighting events, announcements, and other publications aligned with the Society's aims.
- b The Social Media Manager in cooperation with the Head Graphic Designer shall be responsible for preparation and creation of posters, announcements, and other materials, both digital and physical (as needed), for events organized by the Society.
- c The Social Media Manager shall be responsible for distributing promotional materials to encourage greater engagement of Ukrainians within the University of Edinburgh.
- d The Social Media Manager shall facilitate communication with external organizations or individuals as part of the Society's external outreach, with prior approval from the President.
- e The Social Media Manager shall be responsible for meeting personal deadlines in creation of visual content for Ukrainian Society and ensuring that the Head Graphic Designer adheres to agreed project timelines.

#### 4.9 Head Graphic Designer

- a The Head Graphic Designer shall be responsible for the visual identity and overall design of the Ukrainian Society's social media platforms.
- b The Head Graphic Designer shall work in close collaboration with the Social Media Manager to ensure a cohesive and effective team workflow.
- c The Head Graphic Designer shall engage in direct communication with individuals, associations, and organizations collaborating with the Ukrainian Society to coordinate creative plans and finalize details of joint events and projects.

- d The Head Graphic Designer shall oversee the development and organization of digital and physical design assets, ensuring consistency across all society materials.
- e The Head Graphic Designer shall have the authority to propose design modifications, subject to committee approval.

#### 4.10 Project Manager

- a The Project Manager shall oversee the strategic planning, implementation, and successful completion of all major society projects, ensuring they align with the society's aims and objectives taking into account and in coordination with the Operations Manager and Cultural Manager.
- b The Project Manager shall be responsible for maintaining and managing the Society's master calendar, ensuring a balanced and efficient schedule and progress of all activities, including those organized by the Cultural Manager.
- c The Project Manager shall coordinate with the Cultural Manager, and subcommittees to ensure effective communication and resource allocation for each project.
- d The Project Manager shall collaborate with the Treasurer in the allocation of resources for future events and projects of the Society.
- e The Project Manager shall regularly report on the status of ongoing projects and the master calendar to the President and the Committee during meetings.
- f The Project Manager shall ensure all completed projects are documented, and outcomes are reviewed and evaluated for future improvements.
- g The Project Manager shall coordinate with the Operations Manager to ensure effective communication and material preparation for each project.

#### 4.11 Operations Manager

- a The Operations Manager shall be responsible for the logistics and material preparation required for all Society events and initiatives. This includes, but is not limited to, the procurement, transportation, and on-site setup of equipment, materials, and supplies necessary for the successful execution of activities.
- b The Operations Manager shall work in close collaboration with the Project Manager to ensure that all logistical requirements are identified in the planning stages and that the necessary physical presence of all resources is secured for each event.
- c The Operations Manager shall be responsible for managing the Society's physical inventory, maintaining an accurate record of all Society-owned property, and ensuring its safe storage and maintenance.
- d The Operations Manager shall assist the President and Project Manager in conducting on-site risk assessments to ensure that all logistical arrangements comply with the University's health and safety guidelines.

#### 4.12 Cultural Manager

- a The Cultural Manager shall be responsible for the planning and organization of regular, society events, including but not limited to traditional and cultural celebrations, social gatherings, quizzes, and community networking events.
- b The Cultural Manager shall monitor national holidays, traditional celebrations, and significant cultural dates to ensure the Society has the opportunity to organize events that reflect and honor these traditions.
- c The Cultural Manager shall work in close and constant collaboration with the Project Manager to ensure that all social events are integrated into the Society's master calendar and do not conflict with larger projects.
- d The Cultural Manager shall be responsible for fostering a welcoming environment at social events and encouraging interaction and unity among members.

- e The Cultural Manager shall work in close collaboration with the Operations Manager to ensure logistics and material preparation for events.

#### 4.13 Public Relations Manager

- a The Public Relations Manager shall be responsible for managing communication between the Society and its members, ensuring clear and consistent engagement.
- b The Public Relations Manager, in coordination with the President, shall act as the liaison between the Society and the Edinburgh University Alumni community to support the academic, career and entrepreneurial development of its members.
- c The Public Relations Manager, in coordination with the President, shall oversee external communications with Ukrainian-linked businesses, start-ups and professional organisations seeking to collaborate with or recruit from the Society, ensuring fair and transparent access for members to available professional opportunities.
- d The Public Relations Manager shall collaborate with the Social Media Manager to promote events, initiatives, and announcements across various platforms.
- e The Public Relations Manager shall organise alumni and professional engagement activities, including networking events, talks, recruitment sessions or project collaborations, alongside the Project Manager and/or Cultural Manager.
- f The Public Relations Manager shall work closely with the Secretary to maintain documentation of contacts, processes and partnerships to ensure continuity of the role between successive office bearers.

#### 4.14 Recall

- a An elected Office Bearer may be removed from their position through the impeachment procedure on one of the following grounds:
  - **Persistent inaction** or failure to fulfill the duties and responsibilities assigned to their role;

- **Conduct inconsistent** with the fundamental values, principles, and objectives set forth in this Constitution;
  - **Engagement in activities** intended to incite internal conflict, foster discord, or deliberately undermine the unity and harmony of the Society.
- b The removal of any elected Office Bearer from their position shall be conducted exclusively during an Extraordinary General Meeting (EGM) by a special resolution (75% vote in favour of the resolution from all present members).
- c For such a vote to be binding on the Society the Meeting must be quorate.
- d The quorum shall be 40% of the membership of the Society.
- e Any Full Member of the Ukrainian Society has the right to propose the removal of any Office Bearer by calling for an EGM, provided they secure the support of at least 67% of all full members. This support must be documented through physical signatures, including the individual's name, student ID number, and personal signature. Upon reaching the required threshold of 67% support, the Committee is obligated to convene an EGM and include the voting about removal of specific Office Bearer(s) (including members of subcommittees). The decisions made during this meeting shall be binding on the Society.
- f Members of subcommittees as well as any assistants may be recalled as well by a motion from the subcommittee chair or upon submission by the President during Ordinary Committee Meeting (OCM). In the case of a submission by the President, the elected Office Bearers must vote in support of the decision with a majority of present members.
- g Any member of the committee may voluntarily resign from office at his/her own request by submitting a letter of resignation to the Secretary and the President.
- h The resignation of any of the Executive Office Bearers shall lead to an Extraordinary General Meeting, where a new individual will be elected to the position.

#### 4.15 Annual General Meeting

- a All members of the Society are entitled to attend Annual General Meetings in person or online as outlined in article 4.17.
- b The Annual General Meeting shall be held annually, on the last Saturday of January or the first Saturday of February, as determined by the incumbent Committee.
- c The newly elected committee at the AGM shall take office on the 1st of March each year.
- d During the transition period between the AGM and the 1st of March, the outgoing and incoming committees shall collaborate to ensure the smooth alignment of plans and responsibilities within the Society.
- e 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.
- f Motions for discussion must be submitted to the Secretary prior to the AGM. Additional motions may be introduced at the start of the meeting, provided that no more than 50% of the present members object.
- g All full members of the Society are entitled to vote at the AGM as it outlined in Article 5.
- h 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.
- i Motions carried by the necessary majority (i.e. a 51% vote in favour of the motion) at quorate AGMs are binding on the Society.
- j The quorum shall be 40% of the membership of the Society.

k The Secretary shall report on the administrative affairs of the society.

#### 4.16 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 An Emergency General Meeting may be called at the request of any elected Office Bearer, provided it is supported by more than 50% of all elected Office Bearers on the committee.
- c 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.
- d The EGM shall follow the procedure of the AGM outlined in Section 4.15 above.
- e All members must receive at least 14 days written/email notification of the EGM.
- f The EGM in the case of resignation of any Executive Office Bearers must be convened within a maximum of four weeks from the date of resignation.
- g If elections occur through an EGM, the elected office bearer shall assume their position on the following day.
- h Any newly elected Executive Office Bearers will be communicated to the Societies Team after the election has taken place.
- i There is an opportunity for full members of Ukrainian Society to call for an EGM, as outlined in Section 4.14.d.
- j The Committee has an opportunity to offer non-Executive positions for elections according to Article 5.2.

#### 4.17 Remote Participation in General Meetings (AGM and EGM)

- a Virtual attendance at the General Meetings shall be permitted only as an exception in extraordinary circumstances that prevent a full member's physical presence.
- b A member seeking to attend virtually must notify the Secretary in advance, stating the reasons for their absence. The Secretary shall announce the request at the commencement of the meeting for a formal vote.
- c The decision to grant virtual access shall be made by the members present in person by a simple majority vote (50%). The assembly shall assess the validity of the reason provided for the absence.
- d If approved, the full member attending virtually shall exercise full membership rights, including the right to vote in elections and to nominate or be nominated for elective positions.

#### 4.18 Ordinary Committee Meeting

- a The Committee shall convene regularly at Ordinary Committee Meeting, at least once every two weeks during the academic year, except during holiday periods or in cases of exceptional circumstances. The President must communicate such circumstances to all elected committee members in advance.
- b Attendance at committee meetings is mandatory for all elected Office Bearers unless exceptional circumstances arise. In such cases, the member must communicate the reason for their absence to the Secretary or President in advance.
- c The participation for subcommittee members is encouraged, although is not compulsory. In case of internal voting during the OCM, subcommittee members have no right to participate.
- d Each elected Office Bearer must attend a minimum of 75% of all meetings held during each semester. Failure to meet the attendance requirement without valid justification shall be considered grounds for removal from the Committee due to non-fulfilment of duties.

- e The Secretary shall prepare and share the agenda for each meeting with all participants no later than 18 hours before the meeting. Additional items may be added to the agenda on the beginning of every meeting, unless a simple majority objects to the decision.
- f The Secretary shall prepare and share the outcomes of each meeting with all elected Office Bearers no later than 36 hours after the meeting. Outcomes of the meetings can be requested by any full member of the society.
- g A quorum for an Ordinary Committee Meeting shall consist of at least 51% of all elected Office Bearers. If the quorum is not met, the meeting shall be rescheduled.
- h Meetings may be conducted either in person or online, using a mutually agreed-upon platform, provided that all members have access to the necessary resources.
- i Decisions shall be made by a majority vote of the elected Office Bearers present. In the event of a tie, the President shall have the casting vote.

## **5 Elections**

### **5.1 Executive Office Bearer**

- a All Executive Office Bearer roles shall be subject to election annually at the AGM.
- b In the event of a vacancy in any Executive Office Bearer position arising from removal from office, graduation, or resignation occurring prior to the Annual General Meeting (AGM), the Committee shall be obligated to announce an Extraordinary General Meeting (EGM) to elect a successor within twenty-eight (28) days of the position becoming vacant. Members must be provided with at least fourteen (14) days of written or email notification regarding the date, time, and agenda of the EGM.
- c The positions elected at an Extraordinary General Meeting shall be filled solely for the interim period until the next AGM.

### **5.2 Non-Executive Office Bearer**

- a The Committee shall have the authority to announce a list of non-Executive Bearers it deems necessary to be elected. The President must announce these positions. The announcement should be made no later than two weeks before the EGM at which the elections for these positions will take place.

### 5.3 Conduct of Elections

- a The AGM and EGM shall be presided over by the individual holding the position of President at the commencement of the meeting. In the event of the President and Vice President's absence, the members of the Ukrainian Society shall elect a chair from among those present by a simple majority vote to conduct the meeting.
- b Any full member of the Society may nominate themselves or another eligible member for an elected position within the Committee.
- c If a nominated individual verbally accepts the nomination, they shall officially become a candidate for the specified position. Everyone is eligible to accept only one nomination, without a right to be a candidate for any other position.
- d The list of candidates for each elected position must be finalized prior to the commencement of the voting process. The person presiding over the election must announce all candidates who have been duly nominated, have accepted their nomination, and are eligible to stand for election before the voting process commences.
- e All elections for Office Bearer roles shall be conducted in a transparent, fair, anonymous and impartial manner to uphold the integrity of the process.
- f In cases where more than one candidate contests a single position, each candidate required to present a speech and debate with other candidates, lasting no more than 10 minutes in total. The speech must outline their qualifications, plans, and reasons why they are the best fit for the role.

- g The quorum to elect someone shall be 40% of the eligible full membership of the Society during the process. The candidate with the majority of votes (at least 51% of present members) shall be elected to the respective position. In the event that no one has more than 51%, a second round of voting between two most popular candidates shall be conducted promptly to determine the successful candidate.
- h Voting shall take place in an accessible format, ensuring all present members have an opportunity to cast their vote. The process shall be confidential, and measures will be in place to protect the anonymity of voters.

## **6 Special Representation and External Liaison**

### **6.1 Delegation of representation**

- a The Committee may appoint Special Representatives to external organizations to facilitate and harmonize inter-organizational cooperation and foster strategic partnerships. Such representatives shall act as the primary point of contact between the Society and the respective external body. Examples of such external organizations are the Cross-Party Group on Ukraine in the Scottish Parliament, the journal Diaspora, the Ukrainian Politics Network, and more.
- b Special Representatives may be invited by the President or the Committee to attend Ordinary Committee Meetings (OCM) to participate in discussions and provide updates on matters of mutual interest.
- c To appoint Special Representatives, the Office Bearers must vote by a qualified majority (66%) of present members during OCM.
- d An elected Office Bearer may concurrently act as a Special Representative to external organizations, if authorised by the President. In this capacity, they can report during Committee meetings on potential interactions and collaboration opportunities with such organizations to facilitate the development of partnership relations.

- e Any individual acting as a Special Representative is required to coordinate their actions with the General Committee, if they represent Ukrainian society. All significant decisions, commitments, or public statements made on behalf of the Society must receive prior approval from the Committee to ensure harmony with the Society's objectives and constitutional values.
- f Representatives shall report regularly to the Committee regarding the progress of partnership relations and the outcomes of external engagements.

## 6.2 Recall of Special Representatives

- a The mandate of the Special Representative shall be valid for the duration of the Committee's term of office and may be revoked by a simple majority vote (50%) at any OCM meeting.

# 7 Finance

## 7.1 Finance Policy

- a The Treasurer must endeavour to ensure that the ordinary expenditure of any given year is not more than the ordinary income of that year.
- b The financial year shall run from 1st April to 31st March.
- c The definition of ordinary and extraordinary expenditure is the responsibility of the General Committee.

## 7.2 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.

## **8 Policy**

### **8.1 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.

### **8.2 Society Status**

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

### **8.3 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, 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 Students' Association has a Zero Tolerance policy for sexual harassment and violence. This means that any case of sexual harassment or violence will be escalated to the final disciplinary stage (removal). Appeals will go through the formal complaints process of the Students' Association.
- f The Students' Association understands harassment to include all forms, whether expressed orally, in writing, or on any cyber or digital platform.
- g The Society shall abide by any applicable laws, bye-laws and guidelines of the Edinburgh University Students' Association in relation to recognised Societies.
- h English and Ukrainian shall be recognized as equal languages for conducting meetings and events, during communication between members and shall be considered the primary languages during such occasions.

## **9 Dissolution**

### **9.1 Dissolution of the Society**

- a The Society may only be dissolved by a resolution passed with the approval of at least three-quarters of the members present at an Extraordinary General Meeting convened specifically for this purpose.
- b All funds remaining after the satisfaction of all debts and liabilities following such a resolution shall be passed on to a Ukrainian charitable organisation having objects similar to those of the Society as the General Committee.

## **10 Alteration of the Constitution**

### 10.1 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.

## **11 History**

### 11.1 First version of the Constitution

- a The first version of this Constitution was accepted at an AGM held on 1/03/2022. The Constitution was adopted under the presidency of Kvitka Perehinets and her team.

### 11.2 Second version of the Constitution

- a The second version was amended at an EGM held on 30/03/2025. The Constitution was adopted under the presidency of Taras Harasym and his team.

### 11.3 Third version of the Constitution

- a The third version was amended at an AGM held on 31/01/2026. The Constitution was adopted under the presidency of Taras Harasym and his team.