



FRESHAIR SOCIETY CONSTITUTION

THE UNIVERSITY OF EDINBURGH'S STUDENT RADIO STATION

c/o The Activities Office
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Potterrow
EH8 9AL

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1. Name

1.1. Official Title

- a. The Society shall be known as known as 'FreshAir', hereafter referred to as 'The Society' or 'The Station'.

2. Aims

2.1. The Aims of The Society are to:

- a. Act as the official student radio station at the University of Edinburgh, giving members the opportunity to present and/or produce radio content for broadcast.
- b. Allow students to express creative freedom in their broadcasting, whether this be in the realms of music, chat, entertainment, news, arts, or sport (providing that all content meets the guidelines outlined in Section 3.3).
- c. Give members additional opportunity to create written content for publication on the website; this could include reviews, interviews, opinion pieces, etc.
- d. Give members the opportunity to produce recorded audio content; e.g. podcasts.
- e. Provide training and guidance on how to create high-quality content (whether this is for broadcast or written), as well as providing networking opportunities, experience and guidance for those considering a career in radio, audio-production, music, or journalism.
- f. Bring students with an interest in radio, audio-production, music, or journalism together, through regular team meetings, socials, and events (such as club-nights).

3. Membership

3.1. Membership Administration

- a. Full Membership of the Society is open to everyone, providing that at least 75% of members are fully matriculated students of The University of Edinburgh.
- b. Membership is available on a yearly or semesterly basis, the latter of which incurs a reduced membership fee.
- c. The cost of membership is currently £20 per year, or £15 per semester, although FreshAir reserves the right to alter this charge as they see fit, providing this change has been voted for by a quorum of committee members as outlined in Section 4.2.
- d. Full membership lists should be filed with the Activities Office at least once per semester – these lists are regarded as official and binding should any dispute of membership arise.

3.2. Membership Benefits

Members are entitled to:

- a. Receive training once per semester on how to use the studio equipment, as well as best practice for presenting, producing and promoting radio content.
- b. Use the studio facilities once per semester to create a demo which can be used to apply for a weekly slot.
- c. Present an hour-long weekly slot on The Station, providing that:
 - i. Any applicable membership fees have been paid in full by both the presenter(s)/co-presenter(s) and (should this be applicable) the producer(s) (N.B. for clarity, the term 'co-presenter' applies to anyone who appears on a programme more than two times in a single semester).
 - ii. The presenter has successfully submitted a demo within the advertised time limit which has been deemed of suitable quality by the Head of Programming (N.B. the Head of Programming's decision on this is final).
 - iii. The presenter has agreed to follow the [Member's Guidelines](#).
 - iv. If applicable, the presenter remains in good standing in terms of previous conduct, as outlined in in Section 3.3 and the [Member's Guidelines](#).
- d. Join any of Freshair's teams (currently consisting of Music, Arts, News and Sport) and attend weekly team meetings organised by the respective heads of these teams.
- e. Sign-up to conduct and write reviews, interviews, features and articles for publication on FreshAir's website, as part of involvement with FreshAir's teams and providing that:
 - i. Their work is considered to be of publishable quality by their respective Team Leader.
 - ii. Where applicable, they have adhered to the prescribed format outlined in the editorial guidelines available on the FreshAir website.

3.3. Membership Responsibilities

- a. Members must adhere to the Studio Rules and [Member's Guidelines](#):
 - i. No food or drink (except bottled water with a lid, which must be kept on the floor and away from any equipment) is permitted in the studio.
 - ii. No alcohol or illicit drugs are permitted in the studio, and members are not permitted to broadcast or use The Station's facilities whilst under the influence of these substances (N.B.

modest quantities of alcohol may be permitted in the studio (provided they are kept a safe distance from the equipment), and members may be allowed on-air under the influence of small amounts of alcohol during special/charity broadcasts, however this is only by prior arrangement with the Committee and Station Manager, whose decision remains final).

- iii. Members must respect the studio equipment; this includes taking care to keep the studio tidy and reporting any damage/non-working equipment promptly to the Station Manager.
- b. Whilst the content of any show is the presenter/producer's responsibility, and we encourage a diverse range of opinion, any content produced under the FreshAir brand/name, or using The Station's facilities must be respectful to all potential listeners.
- c. Members must adhere to the Ofcom Broadcasting Code (found at: https://www.ofcom.org.uk/_data/assets/pdf_file/0016/132073/Broadcast-Code-Full.pdf) when producing on-air content; this includes (but is not limited to) not swearing and remaining impartial during times of election/referendum.
- d. Members must also behave in a respectful manner towards other members and towards committee members, including understanding that all committee members (including the Station Manager) are full-time students and have other responsibilities which take precedence over their work for FreshAir.

3.4. Breach of Member Responsibilities and Member Misconduct

FreshAir operates a 'Three-Strike' policy with regards to misconduct from members; the details of this are as follows:

- a. In the first instance of misconduct, the concerned member will be issued either an Informal Warning, or a Formal Written Warning ('Strike'), depending on the severity of the offence (the latter of which will be communicated to the member at the least by an email sent to the address given by the member in the show-application process).
- b. For further instances of misconduct after a Formal Written Warning has been issued, the member will be issued further Formal Written Warnings according to the same process described in Section 3.4.a.i.
- c. If a member accrues three Formal Written Warnings in any period of consecutive membership, said membership will be revoked, as will all of the membership entitlements outlined in Section 3.2 (including the opportunity to present a weekly show).
- d. For serious offences, including (but not limited to) that which constitutes Gross Misconduct, more than one 'Strike' may be awarded, or membership may be revoked entirely; this will be determined by the Station Manager whose decision on the matter is final.

- e. FreshAir reserves the right to revoke membership without warning and without refund of any membership fees if a members' behaviour is deemed to constitute Gross Misconduct; again the Station Manager's decision is final.
- f. Gross Misconduct may include (but is not limited to); vandalism of station equipment, broadcasting/being on FreshAir's premises whilst under the influence of alcohol or illicit drugs, or harassment/bullying.
- g. The Societies Department of Edinburgh University Student's Association will be notified upon removal of a member and provided with a copy of the evidence pertaining to this.
- h. Students who have had their membership revoked and wish to appeal should follow the Conflict Resolution procedure outlined in Section 3.5.

3.5. Conflict Resolution

- a. In the instance of a conflict arising, members should first contact the Station Manager (either in person or by using manager@freshair.radio), who will use their discretion to try to solve said conflict in a fair and impartial manner.
- b. If the member is not satisfied with the response of the Station Manager, they are invited to appeal to the Societies Department of Edinburgh University Students' Association for further advice and mediation.

4. Management

4.1. The General Committee

- a. The business of The Society shall be managed by a Committee of Office Bearers.
- b. Any member of The Society shall be entitled to sit on the Committee, providing they are a matriculated student of The University of Edinburgh.
- c. All Office Bearers must complete annual online training as outlined by the Activities Team of Edinburgh University Students' Association.
- d. As recognition for their work, Committee members are not required to pay membership fees, and are also each entitled to an hour-long broadcast slot each week, providing that they have arranged this with the Head of Programming by the published deadline.

4.2. Committee Meetings

- a. Weekly meetings are held during term-time on a set day each week; the details of this will be published on the Members' Facebook page at least once per semester, and changes to the day or timing of the meeting must be made with the consent of Committee members who shall be notified of such changes at least three days in advance.
- b. Committee members are encouraged to attend all Committee meetings; any Committee member who cannot attend a meeting must provide a reasonable excuse for this absence which shall be noted in the meeting minutes. Any

Committee member who misses two consecutive meetings without a reasonable excuse being provided shall be subject to having their position revoked, at the discretion of the Station Manager and other committee members.

- c. Committee meetings shall be chaired by the Station Manager; if this is not possible the Assistant Station Manager will chair the meetings.
- d. Committee meetings are open to general members, however only elected Committee members can vote in discussions.
- e. Any decisions which are made at Committee meetings are required to be passed by a vote; 50% of the Committee must vote in favour of the motion in order for it to be passed.
- f. The secretary shall take minutes at Committee meetings, noting important comments and any decisions made, as well as actions which are required to be taken in future. These minutes will be published to general members on the website within 48 hours of the meeting taking place.
- g. Should committee meetings not be able to take place for an extended period of time (for example due to the temporary closure of the University), meetings may take place online, provided that members are given at least 48 hours' notice of this.

4.3. Committee Elections

- a. The majority of Committee roles are filled by an election which takes place at the AGM and is open to all members; the only exceptions to this are:
 - i. The technical roles outlined in Sections 4.7.M. and 4.7.N.; these are filled by interviews conducted by the outgoing Committee and overseen by the Station Manager.
 - ii. The roles of Station Manager and Assistant Station Manager; these are voted for by outgoing Committee members before the AGM.
- b. Any member who is a fully matriculated student of the University of Edinburgh is invited to apply for any of the roles listed, including the roles of Station Manager and Assistant Station Manager.
- c. The process of election for Committee members at an AGM/EGM is as follows:
 - i. Members who wish to apply for a role must write a manifesto for that role, which must be submitted to the Station Manager in advance of the meeting.
 - ii. Candidates must then attend the meeting (unless extraordinary circumstances occur, in which case the candidate may be able to attend via video/phone call; the Station Manager's decision on this is final) where the election will take place.
 - iii. Candidates will have two minutes to read out their manifesto, followed by the opportunity to answer questions posed to them by other candidates.

- iv. Once all the candidates for a certain position have read their manifestoes, they must leave the room, whilst the other attendees vote.
 - v. This vote takes place in secret; voters must close their eyes and have their votes counted by the Station Manager.
 - vi. The opportunity to re-open nominations (R.O.N.) must be available to vote for, even if a role is uncontested.
- b. Members may apply for more than one position on the Committee, however no member can hold more than one position in a single year, unless an opportunity for re-election (an EGM) has passed and no other candidate has been voted in successfully. Therefore if a member is elected for multiple roles, they must choose one and forfeit the others.
 - c. If a Non-Executive Office Bearer role goes unfilled at the AGM, (either because no member has stood or a member has been awarded more than one role and has to forfeit another) this role must be put up for re-election at an EGM.
 - d. Should a physical AGM/EGM not be able to take place, an online vote may occur; this follows the same process as outlined in Section 4.2.c. however candidates must upload their manifestos instead of reading them out, and the vote must be open for twenty-four hours to give members from other time-zones the opportunity to vote.

4.4. Executive Office Bearers

- a. The Committee must consist of a President (referred to as the 'Station Manager'), Secretary, and Treasurer (the Executive Officers) as a minimum.
- b. No person may be elected to more than one of these posts simultaneously.

4.5. Station Manager

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

4.6. 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 should actively seek out funding on behalf of the society, such as the University's Development Grant.
- e. The Treasurer should also organise sponsorship and advertising and coordinate fundraising with Waverley Care.
- f. Should the Treasurer resign, a new Treasurer or Acting Treasurer will be voted in at an EGM.

4.7. 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's other responsibilities include:
 - i. Answering emails or directing emails to the right committee member.
 - ii. Answering messages directed to FreshAir's Facebook page, and where necessary directing queries to committee email addresses instead of Facebook accounts.
 - iii. Compiling a weekly newsletter with updates and news from committee members in order to ensure a high level of communication is maintained. This includes writing irregular newsletters if urgent updates need to be shared.
 - iv. Taking minutes during weekly committee meetings and sharing them with committee to make sure that tasks are completed.
 - v. Updating information on the FreshAir website as necessary; e.g. updating names of committee members.

4.8. Non-Executive Officers

The main responsibilities of the Non-Executive Officers are as follows:

- a. Assistant Station Manager
 - i. Act as a support to the Station Manager, committee members and the Station as a whole.
 - ii. Responsible for the Broadcasting Licence Reports including the Quarterly Webcasting and Territory report and the bi-annual Standard Electronic Return.

b. Production Manager

- i. Lead the Production Team, ensuring that shows who need production help are given it.
- ii. Hold regular Production Team meetings to discuss how to better produce for FreshAir, utilising each producer's abilities best.
- iii. Production help includes producing a long-term concept, making jingles for a show, and possible in-studio help.

c. Programming Manager

- i. Organise main broadcast schedules each semester.
- ii. Establish an application process for shows, allowing members to create and submit their demos, ensuring that they also submit a Presenters Contract and have paid for membership.
- iii. Judge show applications holistically, based on all the information members provide - including demos - and decide, along with committee, which shows will be on air for each semester.
- iv. Organise one-off broadcasts for significant events in the calendar, such as International Women's Day and Black History Month.
- v. Regularly monitor and review The Station's shows.
- vi. Collaborate with the Audio Imaging Manager to craft the on-air identity of the station.
- vii. Encourage presenter participation and a strong community spirit.

d. Outreach Manager

- i. Collaborate with the Head Events and the Head of Design to effectively promote events.
- ii. Work closely with the design team to coordinate press material and other publicity.
- iii. Be the first point of contact for media enquiries.
- iv. Maintain good relations with other campus media and maximise on campus coverage of the station.
- v. Coordinate flyer and poster runs; this includes organising people, times, locations, the number of flyers/posters etc.
- vi. Manage weekly meeting with design team for ideas within ECA.

e. Social Media Manager

- i. Help shows with their social media promotion.
- ii. Coordinate online campaigns such as Facebook adverts.
- iii. Work with Outreach Manager to ensure that shows and events are promoted effectively online.

f. Head of Design

- i. Organise and run the Design team which meets once a week within the ECA studio.
 - ii. Hold meetings to produce event posters/social media content such as artwork, videos and gifs.
 - iii. Help to document events through photography.
 - iv. Work on Station branding.
 - v. Design artwork for radio shows, events and merchandise
 - vi. Create effective designs for all PR material in keeping with the station's identity, but also the individual identity of each event.
 - vii. Work to a brief, within time and budget constraints set by committee.
 - viii. Collaborate with the whole committee, but especially Social Media, Events, Tech and Outreach.

- g. Head of Music
 - i. Scout for new acts for live sessions and events.
 - ii. Work with outreach to book live acts for events.
 - iii. Strengthen The Station's name in the Edinburgh live music scene and beyond.
 - iv. Arrange interviews with bands and press tickets for music team members
 - v. Ensure that reviews/interviews are uploaded to the FreshAir website.

- h. Music Team Manager
 - i. Recruit, manage and maintain contact with the music team.
 - ii. Arrange weekly music team meetings.
 - iii. Complete fortnightly playlist reviews for the SRA to keep Music Network status.
 - iv. Put Top-10 playlist on Spotify, on the website, email to promotional companies, email to Student Music editors, play on HUB Show, add to off-air playlist.
 - v. Organise review of music received and provide feedback to record companies.
 - vi. Host the Music Team HUB Show for two hours per week, including top-10, genre-specific playlists, interviews, features, etc.

- i. Head of News
 - i. Responsible for stations news team, producing regular podcasts and on-air reportage of campus, local national and international news, alongside documentary programming and special features as appropriate.
 - ii. Recruit and manage The Station's news team.
 - iii. Identify news stories of importance and interest to The Station's listeners.
 - iv. Maintain professional standards of news reporting in all of The Station's news content.

- v. Ensure that the journalistic integrity of The Station is preserved.
 - vi. Work with head of programmes to arrange appropriate scheduling of news content.
 - vii. Liaise with public figures to conduct interviews; e.g. local/student politicians, etc.
- j. Head of Sport
- i. Organise and hold weekly Team meetings to discuss content of the Sports HUB Show.
 - ii. Liaise with public figures/sportspersons/pundits to conduct interviews.
 - iii. Get press accreditation for FreshAir Sports members to attend important games and press conferences.
 - iv. Encourage members to create written content for the website.
 - v. Host the Sports Team HUB Show and post the show on Mixcloud afterwards.
- k. Head of Arts
- i. Organise and hold weekly Team meetings to discuss content of The Arts HUB Show.
 - ii. Liaise with theatre directors, galleries, people working in arts to organise reviews/interviews.
 - iii. Ensure that reviews/interviews are put on website within week of event.
 - iv. Host the Arts Team HUB Show and post the show on Mixcloud afterwards.
 - v. Regularly update the FreshAir Arts Facebook Page.
- l. Technical Manager(s)
- i. Collaborate with the Webmaster to decide on a new broadcasting and tech system. Ensure that this system has a back-up to prevent broadcast failure like has happened this semester.
 - ii. Compile a list of broken/faulty equipment to be replaced, in order of importance. Work with Treasurer to ensure these are purchased and installed by September.
 - iii. Regularly inspect Studio 1 and 2 to make sure that everything is running smoothly.
 - iv. Be prepared to be called in to the studio to fix unexpected tech problems.
 - v. Ensure that members are trained properly on how to use the equipment, whether this is through training guides or face-to-face training.
 - vi. Work to develop Studio Two into an appropriate secondary studio for recording podcasts, etc.

m. Webmaster(s)

- i. Ensure the smooth running of the website.
- ii. Ensure that the domain name is renewed yearly.
- iii. Approve or reject requests to edit the website by members.
- iv. Publish the programming schedule online.
- v. Ensure that FreshAir complies with current GDPR regulations.

4.9. Conduct

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

4.10. Recall

- a. Members have the right to hold an Extraordinary General Meeting to seek the recall of any or all of the Office Bearers by a special resolution; this must be a 75% vote in favour of the resolution.
- b. For such a vote to be binding on The Society the meeting must be quorate, with at least 50% of The Society present.
- c. Grounds for recall may be founded on the failure of any Executive Office Bearer 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.

4.11. Annual General Meeting

- a. All members of the Society are entitled to attend Annual General Meetings.
- b. It is the responsibility of the Secretary to ensure that members receive at least 14 days written/email notification of 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 members who are matriculated students of the University of Edinburgh shall be entitled to stand and to vote in elections.
- f. New committee members are elected annually at the AGM as described in Section 4.3.
- g. Motions decided at the AGM shall be binding on The Society, provided that they have been passed by a minimum of 51% of votes and that a quorum of The Society (10% of members) are present.
- 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. The Secretary shall report on the administrative affairs of the society at the AGM.

4.12. Emergency General Meeting

- a. The Station Manager may call an Emergency 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 days to implement the request, and must take reasonable measures to notify the members of the time and place of the Emergency General Meeting, including notifying members on the Members' Facebook page; all members must receive at least fourteen days' notice of the EGM taking place.
- c. The EGM shall follow the procedure of the AGM outlined in Section 4.11. above.
- d. In the event of an Executive Office Bearer position becoming vacant, The Station Manager will call an EGM to elect a replacement.
- e. Any newly elected Office Bearers will be communicated to the Societies Team after the election has taken place.

5. Extraordinary Circumstances and University Closure

5.1. Summary

- a. In the event of a University-wide closure due to extraordinary circumstances (such as those seen during the 2020 Coronavirus Pandemic), FreshAir will attempt (if possible, and always in a safe manner) to keep available as many of the member benefits listed in Section 3.2. as possible.
- b. This may include (but is not limited to) remote broadcasting of pre-recorded shows and Team/Committee meetings and socials held via video-link.
- c. Where Committee meetings are held online, members must be informed of this at least two days in advance (via the Members' Facebook page), and access to the meetings must be given to all members if requested.

5.2. Process for AGMs/EGMs Held Online

- a. If the situation dictates that an in-person AGM/EGM is not able to take place, either of these meetings may be held online as a last-resort.
- b. Members must be given fourteen days' notice of this being the case; this notice must be given at the least via the Members' Facebook page.
- c. Should a vote be required (either for election of new Committee members or to pass a motion), this must take place via a secure online form (even if a

meeting via video-link also takes place), and must adhere to the following process:

- i. The vote must be open to all members, who may only vote once, and may vote for themselves if standing for a Committee position.
 - ii. The vote must be open for at least twenty-four hours to allow members from all time zones opportunity to vote.
 - iii. For election of new Committee members, manifestos must be published online before the vote, and the opportunity for members to ask each candidate questions before the vote must also be given.
- d. An online vote that has been carried out according to the procedure outlined in Section 5.2.C. is sufficient to constitute an AGM/EGM, however a meeting via video-link may also take place at the discretion of the Station Manager.

5.3. Refund of Membership Fees

- a. If, because of extraordinary circumstances such as University closure, FreshAir is not able to offer the full provision of member entitlements outlined in Section 3.2., The Station reserves the right to retain any membership fees paid without refund.
- b. The Station Manager's decision on this is final, however appeals may be made to Edinburgh University Students' Association via the appeal process outlined in Section 3.5.B.

6. Finance

6.1. 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.

6.2. 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, including income generated from events such as club nights.
- 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.

7. Policy

7.1. 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.

7.2. Society Status

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

7.3. 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, 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, byelaws and guidelines of the Edinburgh University Students' Association in relation to recognised Societies.

8. Dissolution

8.1. 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.

9. Alteration of the Constitution and History

9.1. Alteration

- a. Any motion to alter the Constitution must be supported by a vote at an AGM or EGM following the rules on quorums, etc. outlined in Section 4.11.G.
- b. The Students' Association considers the ruling society constitution to be that which is displayed on the Society Profile.