

# Edinburgh University Photography Society Constitution



c/o The Activities Office

5/2 Bristo Square  
Potterrow  
EH8 9AL

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\*\* Clauses in blue are subject to change based on the nature of PhotoSoc

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

## 1. Name

### 1.1. Official Title

- a. The Society shall be known as Edinburgh University Photography Society, hereinafter referred to the society.
- b. The Society may also be known as PhotoSoc 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. To promote interest in photography within PhotoSoc and Edinburgh University and the wider community
- b. To create a wide array of photography learning opportunities for PhotoSoc members and the wider community

## 3. Membership

### 3.1. Forms of Membership

- a. Full Membership of the Society is open to all matriculated students of Edinburgh University and the wider community.
- 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.

### 3.2. Membership Entitlements

- All members who hold a full year membership or the correct semester membership are entitled to vote in the Annual General Meeting (AGM) and all other PhotoSoc meetings.
- All members will be given a membership card for access to the darkroom at Pleasance subject to operating hours. Usage of the darkroom is for members only.
- All members can attend any PhotoSoc talk or trip, subject to availability of space and cost, and will be given priority over non-members.

- All members can submit up to the designated number of entries in PhotoSoc's semester competition.
- PhotoSoc's workshops and tutorials are for members. Non-members can enter by way of a small fee.
- PhotoSoc's rental equipment is exclusively for members' use, subject to payment of a rental fee and refundable deposit.

### 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.

## 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 re-registration forms to the Activities Office.
- d. Should the President resign a new President or Acting President will be voted in at an EGM.
- e. Represent the society in public matters
- f. Oversee PhotoSoc's day-to-day operations

#### 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.
- d. Book all resources for PhotoSoc's events
- e. Record the minutes for all meetings and document all administrative matters
- f. Maintain a confidential record of all registered PhotoSoc members

#### 4.7. Non-Executive Officers

- a. Trip Organiser
  - a. Plan and lead day trips regularly to places of photographic interest
  - b. Organise an overnight trip every semester with set photographic objectives to a place of photographic interest

- b. Competition and Exhibition Convenor
  - a. Organise PhotoSoc's semesterly competitions
  - b. Plan an exhibition every semester
  
- c. Social Media Secretary
  - a. Responsible for maintaining PhotoSoc's social media, including replying to messages, publicising all PhotoSoc events to members and recapping events that have taken place
  - b. create and send out PhotoSoc weekly newsletter to members
  
- d. Social Secretary
  - a. Organises regular social events for PhotoSoc
  - b. Organise events with external speakers throughout the year for members
  - c. Advertises PhotoSoc's these events to PhotoSoc's membership
  
- e. Equipment Manager
  - a. Maintain PhotoSoc's equipment (excl. darkroom equipment) in good working condition and regularly update the inventory
  - b. Rent equipment to members subject to a refundable deposit
  
- f. Darkroom Manager
  - a. Replace supplies in the darkroom as and when necessary
  - b. Maintain PhotoSoc's darkroom equipment in good working condition and regularly update the inventory
  - c. organise darkroom tutorial regularly

#### 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 Emergency 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).
- b. For such a vote to be binding on the Society the Meeting must be quorate.
- c. The quorum shall be 20% of the 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 at quorate AGMs are binding on the Society.
- h. The quorum shall be shall be 30% of the 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. The Secretary shall report on the administrative affairs of the society.
- k. 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
- l. 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.

#### 4.11. Extraordinary General Meeting

- a. The President may call an Extraordinary General Meeting for matters arising during 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.

## 5. Finance

### 5.1. Finance Policy

- a. notification must be made to the Treasurer for any sum of money spent
- b. The Treasurer must endeavour to ensure that the ordinary expenditure of any given year is not more than the ordinary income of that year.
- c. The financial year shall run from 1st April to 31st March.
- d. The definition of ordinary and extraordinary expenditure is the responsibility of the General Committee.
- e. Any sum above £100.00 requires notifying both the Treasurer and President.

### 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 reregistration 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.

## **9. History**

This constitution was accepted at an AGM held on **2018-3-22**.