

## Edinburgh University LGBTQ+ Society Constitution

c/o The Activities Office

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EH8 9AL

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## **1. Name**

### 1.1. Official Title

- a. The Society shall be known as The Edinburgh University LGBTQ+ Society, hereafter referred to as the Society.
- b. The Society may also be known as PrideSoc, both titles having equal validity to the title outlined in Sect 1.1(a).

## **2. Aims**

### 2.1. Aims

- a. The primary aims of the Society shall be to support and to represent the interests of people in Edinburgh marginalised for their genders, or their sexual or romantic orientations, by campaigning within the university and organising regular meetings, speakers and social events.
- b. Be respectful of all views provided they are compatible with the aims of the society established here, and the membership responsibilities established hereafter.

## **3. Membership**

### 3.1 Forms of Membership

- a. Full membership of the society shall be open to:
  - I. All matriculated students of Edinburgh University (hereinafter referred to as "matriculated students").
  - II. Graduates and staff of Edinburgh University.
  - III. Students at other Universities and Colleges.
  - IV. All others who share the aims of the Society.

People who fall under II, III, IV are hereinafter referred to as associate members

- b. No matriculated student of Edinburgh must pay to be part of the society, an associate membership for non-Edinburgh university students is available at a low price to gain access to standard ticket price for paid events
- c. Membership of the Society shall be recognised following the payment to the Society of the prescribed subscription from time to time applicable and shall terminate on the following 30<sup>th</sup> of September.
  - I. Single semester membership shall be available for a reduced subscription and shall be valid from the time of purchase, to two weeks after the end of the semester that the membership was purchased.

### 3.2. Membership Entitlements

- a. Only UOE students will be allowed to vote and Non-Associate Members may vote or run for positions at General Meetings.
- b. Each year, the committee can attempt to engage a sponsor or sponsors, offering benefits available to all members.

### 3.3. Membership Responsibilities

- a. Members must uphold the aim of the society by not tolerating or participating in discrimination or harassment (direct or indirect) based on an individual'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.
- b. To uphold values expressed in 2.1.b

### 3.4. Breach of Membership 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:
  - I. Informal Warning
  - II. First Written Warnings will be issued for a minor offence or complaint;
  - III. 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.
  - IV. 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.
  - V. 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. It is up to the discretion of the committee which of these sanctions are imposed for any given incident, no specified order must be taken, including holding an emergency committee meeting outwith the notice period for a standard committee meeting.

### 3.5 Breach of membership (Committee Conflict Resolution)

- a. A non-executive who acts as a mediator for the committee alongside their primary role, must be chosen in one way or another each academic year.
  - I. They must act completely neutral when dealing with an issue related to a committee member.
  - II. The role will be known as HR(4.6a(V))
- b. The committee member with the complaint against them, is not able to participate in the following process
  - I. If the problem is brought to the welfare officers, they then bring the issue to HR, where a discussion occurs about which steps from 3.4a need to be taken
  - II. if needed bring in an outside representative from EUSA to provide support

## 4. Management

### 4.1. The General Committee

- a. Any full student of edinburgh university shall be entitled to sit on the committee
- b. The committee shall be empowered to introduce rules and regulations additional to those set out in this document to ensure the stability of the society. Said additional rules and regulations shall be valid from the date they are uploaded to the society profile.
  - I. All additional rules and regulations must be presented to the general membership in full no less than four weeks before they come into force.
  - II. All additional rules and regulations shall be upheld by all persons at the society's events and those who contribute to other society activities for the duration of the committee who introduced said rules and regulations. A newly elected committee may choose to either revoke or renew said rules and regulations at their own discretion.
- c. If any office bearer is unwilling or unable to perform their duties for three weeks in succession, and cannot provide adequate reasoning, or the issue cannot be resolved

in a committee meeting (after discussion with fellow committee), there will be a mandatory re-election if the above describes an executive officer, otherwise the acting officer, hereinafter referred to as the understudy (4.6a(IV)), will fill their role on an acting basis until a time when an election can occur.

#### 4.2 Executive Office Bearers

- a. The Committee must consist of a President, Secretary, and Treasurer (the Executive Officers) as a minimum.
  - I. The position of President may be held by two people in a job share subject to the following conditions:
    1. The two members of the job share can be nominated together by self nomination or four members (two nominations two seconders)
    2. The two members of the job share will hold only one vote for any votes occurring on the committee
    3. The two members will be given the title Co-President with equal division of the presidential responsibilities

#### 4.3 president

- a. The President will chair the General Committee and Emergency General Meetings.
- b. The President is responsible for 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 or be forced to resign a new President or Acting President (the process described in 4.1c) will be voted in at an EGM.

#### 4.4 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 or be forced to resign, a new Treasurer or Acting Treasurer (the process described in 4.1c) will be voted in at an EGM.

#### 4.5. 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 or be forced to resign, a new Secretary or Acting Secretary (the process described in 4.1c) will be voted in at an EGM.

#### 4.6. Non-Executive Officers

##### a. Society Operations Committee Members

These are roles which are involved in the running of the society and help the executives with planning events and keeping up with day to day activities and issues, these roles are as follows:

##### I. Welfare Officer

1. This officer takes a support role to aid the welfare of all general and committee members of the society, and will also undertake risk assessments for any events.
2. There are 2 welfare officer positions, with each having voting rights on committee.

##### II. Social Secretaries

1. This officer is responsible for organising any non-standard event, this includes researching event space bookings, talking to the relative committee members (e.g. treasurer to pay for anything) and running the event.
2. There are 2 Social Secretary officer positions, with each having voting rights on committee.

##### III. Publicity Officers

1. This officer is responsible for managing and maintaining the social media presence of the society by making posts to the relevant social media platforms.
2. There are 2 Publicity officer positions, with each having voting rights on committee

##### IV. Acting Officer, also referred to as the Understudy.

1. This role acts as a general help to the committee in any requested capacity.
2. At any point throughout their term, the understudy may be asked to take on a role alongside the current officers for that role, then becoming the acting role to reflect this. They may be in this acting role for as long as necessary, once no longer required for their acting role, they go back to being a general

understudy. This may be included on reports made to the Students' Association, such as the HEAR report.

V. Committees mediation officer (HR)

1. This role is elected at the first committee meeting in the academic year and acts a mediator for any intra-committee conflict, or any complaints lodged against a committee member
2. This role is performed alongside another committee role, however the individual gets only one vote on committee

VI. Communications officer

1. The communications officer is responsible for seeking and obtaining sponsorships and liaising with any other committees/societies that wish to hold joint events etc.

b. Representation Officer committee members

These office bearers represent the different communities of students and bring a voice for the collectives to the committee, they are as follows:

I. Sexual Orientations Rep.

II. Trans, Non-binary & Intersex Rep.

III. Black, Asian & Minority Ethnicity Rep.

IV. International Students Rep.

V. Disability & Mental Health Rep.

VI. Postgraduate & Mature Students Rep., a committee position elected at the earliest quorate event in semester 1, voted on by all members present, to represent the needs of postgraduate and mature university students to the committee.

VII. Freshers Rep., a committee position elected at the earliest quorate event In Semester 1, voted on by all members present, to represent the needs of first year university students to the committee and learn about how the Society functions.

1. The event during which the Freshers Rep and the Postgraduate and Mature Students Officer will be elected will be announced to all members in writing at least two weeks before the election.

c. In the event of any elected member vacating the committee, or a committee position remaining otherwise unfilled, the committee will request that an EGM be called to rectify the vacancy, in accordance with 4.9(VII) until this, the role described in Understudy will take on the relevant role until this election is performed.

- I. If a committee position is left wholly vacant, then the EGM shall consist of an election as set out in 4.10.

d. If a jointly held committee position has been partially vacated by one of the members who held the post, then the remaining member who holds that post will become the sole holder of that position, subject to a motion supporting this gaining a simple majority at an EGM.

e. A committee member holding multiple offices may optionally vacate one office without vacating the other.

- I. In the interim period after a jointly held committee position has been partially vacated and before the EGM, the remaining member who held that position will act as caretaker of said position or delegate to the understudy.
- II. Should the above member fail to win the vote of confidence the position shall be regarded as having been vacated, and another EGM should be held to re-elect the position.

- f. The Committee shall have the power to appoint Sub-Committees and may delegate to these Sub-Committees such powers and duties as it deems appropriate. Members of the Society, who are not Members of the Committee, may be appointed Members of these Sub-Committees. The President/Co-Presidents, at their discretion, may sit ex officio on any Sub-Committee but, in any event, at all times, at least one member of the Main Committee must sit on every Sub-Committee.
- g. A member holding two offices will have only one vote.

VII. A member may hold no more than one position, with the exception of the role outlined in 4.6a(V)

1. . A committee member shall be deemed to have vacated their position:
  - I. For the purposes of Sect 4.7(c), upon the death, resignation or permanent incapacity of any Committee Member.
  - II. If any Committee Member, who, without good cause, has failed to attend two thirds of the Committee Meetings convened in any three-month period shall be deemed to have resigned, if a simple majority of the Committee so determine.
  - III. Any Member of the Committee shall be deemed to have resigned if two-thirds of the General Members, present at an Extraordinary General Meeting, support a motion to remove them from office.
  - IV. For motions to recall liberation officers, the process shall be treated the same as any other role.

#### 4.7. Conduct

- a. All Office Bearers shall act in good faith towards the Society in all actions they undertake on its behalf.
- b. The society believes that all persons attending our events and utilising our online spaces should be treated respectfully and civilly. The society will not tolerate aggressive, antagonistic, undermining or isolating social actions under any circumstances.
- c. The committee shall take all available steps to ensure that any persons who enacts or

- makes threats of violence or abuse (including hate speech and intentional misgendering) against any other persons at an event or in an online space run by the society is prevented from ever having any further involvement with the society
- d. The society understands that viewing certain media can be distressing or triggering for some people. In respect of this, all media presented at events or in online spaces which contains material which could be distressing or triggering shall be prefaced with a clear content warning which inoffensively outlines the nature of said contained material.
  - e. The society will take all necessary steps to ensure that its meetings, events and socials are accessible to all, irrespective of any disability.
  - f. All members of the committee shall ordinarily adhere to any requests for confidentiality in regard to information disclosed to them by any member of the society, except circumstances when:
    - I. The committee member has been made aware of a breach of any of the rules or regulations which society members are expected to uphold.
    - II. The sharing of said information is considered by the committee member to be potentially useful in the prevention of serious harm or illegal activities.
    - III. In situations where confidentiality must be breached according to above articles, only relevant information should be shared.
  - g. All members of the Committee shall adhere to the articles presented in this document, follow the rules and guidelines set by EUSA and uphold the beliefs of the society stated here. Any incident in which a member of the Committee fails to do this can be discussed at an Extraordinary General Meeting called to remove said Committee Member from office.

#### 4.8. 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 (a 66% 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 15%, or 20 members of the membership of the Society whichever is higher.
- 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.

#### 4.9. 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 of Edinburgh University that are also members of the society are entitled to vote at the AGM, each individual has one vote per role up for election.
- 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, individuals may run for multiple but only hold one office bearer position.
- g. Motions carried by the necessary majority (a 50% vote in favour of the motion) at quorate AGMs are binding on the Society.
  
- h. The quorum shall be 15% of the membership of the Society, or 20 members, whichever is greater, rounding up.
  - I. Votes with a self-definition requirement are considered to have quorum providing the general meeting itself has quorum.
  - II. In instances of an election being rescheduled due to lack of attendance, the quorum shall consist of 25% less than the original Extraordinary General Meeting
- 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. The AGM of the society must occur between Week 7 and Week 11 of semester 2.
- l. A copy of the Society Accounts for the previous year shall be made available at the Annual General Meeting.
- m. Nominees for any of the Representation positions outlined in 4.6(b) must give a statement of self-definition as part of their consent
- n. Nominations must be Proposed and Seconded by signatures, and the Nominees consent must be given. The Secretary shall advise any members on request of what nominations have been received.
  
- p. All nominees for voting positions shall have to stand for election against the motion

that "Nominations be re-opened".

q. All voting in elections shall be by secret ballot. This must be counted by single transferable vote. Where two or more candidates reach an equal number of votes there shall be a re-vote, if the re-vote provides the same results as the first vote then the winner shall be decided by the executive committee in whatever way they see fit.

r. Nomination speeches must be given for Executive positions and may be given for other positions especially if there is more than one person standing.

s. The Executives Elect shall assume responsibility for the Society from the current Executives on a mutually agreed date no more than fourteen days after the AGM. The current Executives will hold a handover meeting with the Executives Elect in order to advise them of Society matters and support the new Executives.

I. Any other roles that are deemed necessary to have a handover shall follow suit

II. If the outgoing non-executive committee members fail to hold the handover meetings within 28 days of the AGM, the incoming committee may take their roles without a handover meeting.

t. Where possible and beneficial (at the discretion of the new committee), outgoing committee members can be asked to provide support after the handover meeting, until the 30th of June. The aim of this extended handover period is to better support the new committee over the summer in tasks such as planning Welcome Week, managing online spaces, printing membership cards, etc.

I. At the end of this period, outgoing committee members who are not on the new committee MUST relinquish access to confidential information, passwords, and privileged access to online spaces (e.g. administrative privileges on Facebook groups).

#### 4.10. 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 general members.

b. An Extraordinary General Meeting of the Society shall be called on the signed request of not less than five Members of the Committee or on the signed request of not less than twenty Ordinary Members of the Society stating the purpose for which the Meeting is to be called.

I. 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.

II. Within forty-eight hours of receiving the signed request as in Sect 4.10(b) above, the Secretary shall intimate in writing to all the Ordinary Members of the Society the time and place of the Extraordinary General Meeting and the purpose for which it has been called.

III. The Extraordinary General Meeting shall only deal with the matters for which it has been called.

- c. The EGM shall follow the procedure of the AGM outlined in Sect 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.

#### 4.12 Committee Meetings

- a. Any meeting of the Committee shall be convened as often as the Committee shall decide or whenever the President/Co-Presidents or Secretary shall think necessary, or on the argued request of three or more members of the Committee. In any event, during the University session, a Committee Meeting shall be convened at least once in every four weeks.
- b. The Secretary shall place on the agenda for the next meeting any matter sent to them by any Member of the Society. All items on the agenda shall be discussed and consequential actions taken as appropriate.
- c. A quorum of the Committee shall consist of at least half of the office bearers of voting Committee Members. At least one of those present must be the Treasurer and either Secretary or the President/Co- Presidents.
- d. The President/Co-Presidents shall Chair the Committee; in their absence, the Chair shall be taken by the Secretary.
- e. It shall be the duty of the Secretary to take the Minutes of all Meetings of the Committee, such Minutes being available to be read on request by all Members of the Society. If the Secretary is unable to take Minutes, the Treasurer present shall be appointed to do so.
- f. The Committee may decide to invite anyone to attend Committee Meetings.
- g. All committee decisions shall ordinarily be made with the consent of every voting committee member present. If a consensus cannot be reached, then a vote shall be taken to determine the will of the committee.
- h. Each Committee Member defined as a voting member shall have one vote. In the vote of an equality of votes, the Chair shall have a casting vote.

- i. In the case that a matter has to be addressed before the next committee meeting then the committee may discuss and take action on said matter using a pre-agreed private communication platform.
- j. A quorum of committee must be given the opportunity to contribute to the discussion before any decision making is undertaken.
- k. Any decisions made outside of committee meetings shall be placed on the agenda of the next committee meeting for review.
- l. In a situation where one or more committee members are alleged to have acted inappropriately (as defined elsewherein) then they shall not take part in any decision making involving agenda items which relate to the alleged misconduct.
- m. In such cases the consent of every remaining voting member present or the agreement of the majority of the whole voting committee is still required in order to take any action on the matter.
  - l. In any cases whereby the committee are unable to take action on any such matter, then the member of society who requested that the matter be discussed shall be advised to call an EGM to seek resolution of their matter.
- n. For the purposes of Sect 4.7(f), when discussing any details of allegations of impropriety made against a committee member which have been submitted in confidence then said committee member shall leave the meeting for the duration of said discussion. If necessary EUSA 3rd party representative (e.g. Student opportunities team member) shall be present to act as a neutral party.

## **5. Finance**

### **5.1. 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 Executive Committee.

### **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 associate membership fees and any other source as agreed by the General Committee (e.g. Sponsorships, ticketed

events).

- 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. Events**

### 6.1 Events

- a. The regular event will occur as often as the committee deems fit during the University session, and should normally meet at the same time and place if possible. The regular event will be open to any persons wishing to attend. Regular events will also be as often as the committee deems fit out of term time as long a committee member is present.
- b. Extra events in addition to the regular events of the society can be held provided the committee deems there to be sufficient demand. They must be advertised as PrideSoc events.
- c. Extra events are open to all members, but at least one executive and one non committee member must be present.
- d. A one-off attendance fee may be charged to all attendees of any event at the discretion of the committee. This fee will be subject to a fixed reduction for all paid members.

## **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. A Society may not register to obtain any legal status, including 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, bye-laws and guidelines of the Edinburgh University Students' Association in relation to recognised Societies.
- f. Right to Self-Definition and Expression
  - i. The Society accepts its members and others attending events or utilizing online spaces as being of the gender, sexuality and sexual orientation which they define themselves, regardless of birth certificate, physical appearance, usual gender role or sexual or other behaviour. They will be accepted thus for the purposes of attending regular and other meetings, and in how they are addressed and treated within the group.
  - g. The Society shall abide by any applicable laws, bye-laws and guidelines of the Edinburgh University Students' Association in relation to recognised Societies.

#### 7.4 EUSA Campaigns and Endorsement Policy

- a. The Society shall not offer endorsements or allow campaigning at regular events or in online spaces for candidates in EUSA elections, unless the Nominee is a member of the committee, or has expressed admiration for the society.
  - i. The Tuesday preceding the open date of election polls can be set and advertised as a campaigning event for LGBT+ Liberation Officer and Trans and Non-binary Liberation candidates. The Society shall publish responses to a survey sent to Liberation Officer candidates without comment.

### **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 as the General Committee.

## **9. Alteration of the Constitution**

### 9.1. 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.

## **10. Data Protection**

### 10.1 Data Protection

- a. The society has ensured and will continue to ensure that it complies with any relevant data protection legislation.

## **11. Property**

### 11.1 Property

- a. The property of the Society shall be owned jointly by the members for the time being. No property of the Society may be alienated without the authority of the committee.

## **12. History**

### 12.1 Constitution

- a. This constitution was accepted at an AGM held on 05/04/2024.