



## Edinburgh University Neurodiversity Society Constitution

c/o The Activities Office  
5/2 Bristo Square  
Potterrow  
EH8 9AL

### Paragraphs

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**\*\* 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 Neurodiversity Society**, hereinafter referred to as the Society.
- B. The Society may also be known as **EUNDS**, 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 provide an intersectional platform for Neurodiverse and Neurotypical students and non-students to socialise; with an emphasis on events which cater to the needs of the Neurodiverse such as (but not limited to) sensory issues or stimulatory issues.
- B. To facilitate activism focused on improving the community's awareness and understanding of Neurodiversity and Neurodiverse students.
- C. To provide a support network which caters to Neurodiverse students, composed of fellow members of the society.

## **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. Membership will also be open to any interested non-students and students of other universities.
  - i. Non-student members shall only be entitled to a 'Non-student membership'. The entitlements of this type of membership are stated in section 3.2.

### **3.2. Membership Entitlements:**

- A. There shall be two types of membership available: Full membership and Non-student membership.
- B. Full membership shall entitle students to the following:

- i. All members shall be entitled to attend all society events, including but not limited to socials, panel events, debates and support group events. In the event of limited space for an event, the members allowed to attend will be decided on a first come first served basis.
  - ii. All members shall be entitled to receive any society privileges such as discount cards et al as arranged by the committee.
  - iii. All members shall be entitled to attend society meetings and to put motions forward, as well as to suggest potential events.
  - iv. All members shall be entitled to use the society's support network to host their own discussions.
    - a. Subject to approval by the committee.
  - v. All members shall be entitled to apply for vacant positions on the society's committee that they meet eligibility criteria for.
  - vi. All members shall be entitled to participate in, and be a member of, our online in-person support groups.
- C. Non-student members shall have the same entitlements as full members (outlined in Section 3.2 (A) with the following exceptions:
- i. Non-student members may only hold advisory committee positions, provided they are elected at an AGM or EGM as following all rules in section 4.9.
  - ii. Non student members may not vote in any society elections as outlined in sections 4.8 - 4.11, including Annual general meetings, recalls, Emergency general meetings or elections.

### 3.3 Membership Responsibilities:

- A. Members must act in accordance with The University of Edinburgh's 'Respect at Edinburgh' Policies, as the Society is an extension of the University and its student community.
  - i. Available at:  
[https://www.ed.ac.uk/files/atoms/files/dignity\\_and\\_respect\\_policy\\_0.pdf](https://www.ed.ac.uk/files/atoms/files/dignity_and_respect_policy_0.pdf)
- B. Members are expected not to redistribute, without permission from the committee, or plagiarise any materials produced by the Society.
- C. Members must not act in a manner which brings the Society into disrepute and must act in good faith to the Society.
- D. Members must not cause damage to Society property or venues for Society events.
- E. Membership responsibilities apply to all members of the society, regardless of membership type.

### 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:
  - 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,
  - v. or if the member committed an act of gross misconduct.
  - vi. 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. The General Committee may, at their discretion, issue a warning to any member or guest who disturbs a Society meeting or event, causes distress or harm to other members, or brings the Society into disrepute.
- C. If the warning is ignored that person may be ejected from the venue; barred from attending future meetings and events; and in the case of members may have their membership revoked with no refund.

## **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.
- E. Certain non-executive positions may be left empty if they are deemed unnecessary in a particular session.

### **4.2. 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.

#### 4.3. 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.

#### 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, a new Treasurer or Acting Treasurer 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, a new Secretary or Acting Secretary will be voted in at an EGM.

#### 4.6. Non-Executive Officers:

##### A. Vice-President:

- i. It is the role of the Vice-President to support the President in the running of the society.
- ii. The Vice-President is responsible for the running of the society in the absence of the President, if for any reason the President may need to take a short leave of absence, (i.e. for ill health.)
- iii. During an absence of the President, they are accountable for any decisions made for the society.
- iv. The Vice President shall be the vice chair of the General Committee, Annual General Meetings and Emergency General Meetings.
- v. Should the President be absent for one of the General Committee, Annual General Meetings or Emergency General Meetings, the Vice President shall assume the position as acting chair for these meetings.

B. Events Organiser:

- i. It is the role of the Events Organiser to organise the society's social and support network activities (i.e events which are not centred on activism as described in Section 2(b))

C. Activism and Outreach Officers:

- i. The society may have up to two activism and outreach officers on the committee.
- ii. It is the role of the Activism and Outreach Officers to organise the society's activities centred around activism and outreach (as detailed in Section 2.1.B)
- iii. Activism and Outreach may include (but is not limited to): fundraising, working with other societies, and gathering the input of neurodiverse students on topics as requested.
- iv. This position may be considered as advisory.

D. Wellbeing Officers:

- i. The society may have up to four wellbeing officers on the committee.
- ii. It is the role of the Wellbeing Officer to maintain consistent monitoring of the services provided by the Society, ensuring members of all minority backgrounds feel they are being adequately represented (in discussions, talks or workshops) and included in all aspects of the society.
- iii. It is the role of the Wellbeing Officer to ensure the society remains a safe and healthy space for all participants, and coordinates any mental health/social support given to society members including the society's support network as outlined in Section 2.
- iv. The Wellbeing Officer should collect a data sample of feedback that will be expected during meetings and at the time of the annual report, in order to better the Society's inclusivity.
- v. This position may be considered as advisory.

E. Advisory Council Board:

- i. The Advisory Council Board shall be composed of any willing members of the previous year's general committee members in order to facilitate the smooth operations of the society and ensure continuity going from one year to the next. The Advisory Council Board shall be advisory only, with no executive powers.

F. Social Media Officer:

- i. It is the role of the Social Media Officer to oversee the operation of the society's official social media pages. This may include, but is not limited to, promotion of the society and its events, promotion of material produced by the society, and promotion of the society's mascot(s).

- ii. This position may be considered as advisory

G. Other Advisory Roles:

- i. The Committee has the ability to create other advisory roles as they deem necessary. Any positions for the subsequent term must be raised by the committee either at the AGM or at an EGM, and then be approved by a majority of the membership. The created position will then be eligible for election like any other role. Any positions then may be renewed by the committee at the following year's AGM

4.7. Conduct:

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

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 (i.e. a 50% 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 33% of the membership of the Society. **As a minimum this must be double the number of committee members (9) plus one.**
- 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 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 (i.e. a 50% vote in favour of the motion) at quorate AGMs are binding on the Society.**
- H. **The quorum shall be (33%) of the membership of the Society. As a minimum this must be double the number of committee members plus one.**

- 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. Voting shall be carried out by verbal, written, or signed aye/yes or nay/no or raised hand.
- L. Should quorum not be met at an AGM/EGM, the committee may elect to extend the voting period to allow more members to participate. This extended voting period must follow all other regulations as detailed by the constitution. The extended time must be at minimum 24 hours and at maximum 7 days

#### 4.10. Elections:

- A. Executive office positions (outlined in sections 4.2 - 4.5) shall be undertaken by the nominee who receives the most votes in the relevant election.
- B. In the event of a draw in an Executive Office Election, the election will be run again with no abstentions being allowed. If this subsequent election again fails to achieve a majority win, nominations shall reopen and any member who meets the relevant criteria may run for a position, including those who were nominees in the earlier elections.

#### 4.11. 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. 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, the 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. Representation of the Society:

- A. The society shall be recognised by the officially chosen mascot(s) or logo decided at an AGM or EGM.

### **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 General Committee.
- D. Membership fees shall be set by necessary resolution (more than 50% in favour) vote of the executive committee members by the start of welcome week of each academic year. Any member of the executive committee may propose an amount, given that it will be in line with the budget for the coming academic year.

### 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 net loss of income 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 re-registration process following the AGM in the second semester.

### 6.2. Society Status:

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

### 6.3. 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 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.

#### **6.4. Political Organisations:**

- A. The Society will be non-political in that it will not espouse the cause of any political party.
- B. The Society may organise events in conjunction with political organisations, but the role of the co-sponsor must be made clear to the membership, and they may, if they wish, seek to cancel the event in the General Committee or by an ordinary resolution at a General Meeting.

#### **6.5. Charity events:**

- A. The Society may engage in fundraising events for charity or co-operate with charities to organise events, but will at all times remain a separate and independent entity. At no point will the society act as a subsidiary or agent for any charity and it must act independently at all times.

### **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.
- C. In the event of dissolution, all committee members must recognise the dissolution of the society with a verbal, written, or signed statement.

### **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 **21.10.22**.