**Edinburgh University Biomedical Society**

* Abbreviation (EUBMS)
* Society email address: [biomedical.society.ed@gmail.com](mailto:biomedical.society.ed@gmail.com)
* Facebook: https://www.facebook.com/EUBMS
* instagram: eubms

**Article 1: Aims and potential activities**

The society targets students in Biomedical and Biological Sciences, Medical Sciences, as well as

postgraduate students of the Deanery of Biomedical Sciences. We also welcome any other

students interested in life sciences. We aim to provide a network of support with emphasis on

course specific study, skill sessions, and social activities to create a sense of community around a

common interest.

**1.1 Our events throughout the semester could range from the following activities:**

● Study Sessions are a great opportunity to practice past exam paper, to share ideas

and to prepare for pending deadlines with peers and friends. The skill sessions will

include non-course specific skills, such as presentation practice and research skills.

● Career events, such as Internships, CV and medical and research insight events.

● Laboratory sessions (whether online or in-person)

● Throughout the semester, academic events, in the form of discussions, lectures, or

workshops will be held where Undergraduate and Postgraduate students will be

invited to discuss or learn a topic that is highly relevant to the field of Medicine,

Biomedical, and Biological Sciences, from academic, industrial and ethical

perspectives.

● Networking events with academics and researchers.

● We also aim to organize social events such as but not limited to as pub quizzes, online game nights etc.

. These are meant to provide our members with opportunities to

network informally. The variety of the social events aims to ensure inclusiveness

and accessibility for all members. Social events can be organised for all members of

the society as well as year-specific events. Teaming up with other societies related

to biomedical or biological societies has proved to be very successful in the past.

**Article 2**

**2.1 Membership Clauses**

A. Membership shall be 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.

**2.2 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.

**2.3 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 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 5% of the membership of the Society.

d. Grounds for recall may be founded on the failure of any office holder of member of

the General Committee to comply with the terms of the constitution, or for any other

reason deemed legitimate by the General Meeting.

**2.4 Management Clauses**

**2.4.1 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.

1. All Office Bearers will complete annual online training as outlined by the Activities

Team.

a. All Office Bearers shall act in good faith towards the Society in all actions they

undertake on its behalf.

**2.4.2 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.

• The President, Secretary and Treasurer of the society (herein referred to as the

Executive) shall be matriculated students of Edinburgh University

• The President shall be ultimately responsible for the conduct of the society

• The Secretary shall be responsible for the administration of the society

• The Treasurer shall be responsible to the President for the finances of the society

• Society office bearers will attend annual society training as outlined by the societies’ team

**2.4.3 Annual General Meetings and Extraordinary General Meetings**

1. It is the responsibility of the Secretary that all members must receive at least 14 days

in advance written/email notification of the Annual General Meeting (AGM) and of

elections not held at the AGM

2. All members of the Society are entitled to attend Annual General Meetings

(hereinafter referred to as the AGM).

3. Motions for consideration must be submitted in advance of the AGM

4. Motions to be discussed should be presented to the Secretary in advance of the AGM.

5. All office-bearers shall be subject to election annually at the AGM (for reelection

refer to 2.5)

6. All members who are matriculated students of Edinburgh University shall be

entitled to stand and to vote in elections

7. Motions carried by the necessary majority (i.e. a 50% vote in favour of the motion) at

quorate AGMs are binding on the Society.

8. The quorum shall be shall be 5% of the membership of the Society.

9. 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.

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

11. The Executive must be assigned to the Society Profile as soon as possible after

election

12. The President may call an Extraordinary General Meeting for matters arising in the

course of the year which require consideration by members

13. 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.

14. EGM procedure shall follow the form of AGM procedure

15. All members must receive at least 14 days written/email notification of the EGM

16. In the event of an Executive position becoming vacant, President will call an EGM

to elect a replacement

17. Any newly elected Office Bearers will be communicated to the Societies Team after

the election has taken place.

**2.5 Voting Procedure:**

Application of procedure will be decided by the committee as appropriate.

**2.5.1 Regular elections**

* If only one person applies for an advertised position, they will be going against RON.
* If more than one person applies for an advertised position, then the following procedure
* will be implemented:
  + Each candidate should give a small speech, outlining their motivation behind the
  + application.
  + After the speeches, members attending the AGM will vote anonymously for the best
  + candidate using pieces of paper.
  + Following that, successful individual’s names and future roles should be listed and
  + posted on the Facebook group and the society website, thus completing the voting
  + procedure.
  + In the scenario that there are an equal number of votes for any two candidates, it will be
  + up to the President, Secretary and Treasurer to decide who will win the role, based on
  + the individual’s initial statements.
* Non-matriculated individuals can apply for any committee role besides President, Secretary, Treasurers.

**2.5.2 Re-election of Office Bearer**

Committee members may choose to continue their role/different role within the committee

the following year without undergoing the typical election process outlined in clause 2.5.1

if other members of the present committee are in agreement about their candidature.

**2.6 Policy Clauses**

1. Re-registration of the society must be submitted prior to Week 12 of Semester 2

2. The society has taken and will continue to take all necessary steps to ensure that our

meetings, events and socials are accessible to all

3. The society has ensured and will continue to ensure that it complies with any

relevant data protection legislation

4. 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

5. The society shall abide by any applicable laws, bye-laws and guidelines of the

Edinburgh University Students’ Association in relation to recognised societies

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

charitable status.

**2.6.1 Re-registration, Annual Reports and Financial Reports**

1. Re-registration of the society must be submitted in accordance with the deadlines set

by the Activities Team.

2. Annual and Financial Reports must be completed and submitted as part of the reregistration process following the AGM in the second semester.

2.6.3 Equal Opportunities Policy

1. The Society shall uphold and maintain its policy on the equality of opportunity as

defined in the Equal Opportunities Policy.

2. The Society will take all necessary steps to ensure that their meetings, events and

socials are accessible to all.

3. The Society will ensure that it complies with any relevant data protection legislation.

4. 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.

5. The Society shall abide by any applicable laws, bye-laws and guidelines of the

Edinburgh University Students’ Association in relation to recognised Societies.

2.7 Constitutional Clauses

1. Constitutional amendments shall require a two-thirds majority at an AGM or EGM

open to all members; 14 days notice of which shall be given

2. EUSA considers the ruling society constitution to be that which is displayed on the society profile

**2.7.1 Dissolution of the Society**

1. 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.

2. 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.

**2.8 Financial Policy**

1. The Treasurer must endeavour to ensure that the ordinary expenditure of any given

year is not more than the ordinary income of that year.

2. The financial year shall run from 1st April to 31st March.

3. The definition of ordinary and extraordinary expenditure is the responsibility of the

General Committee.

**2.8.1. General Finance**

1. The Society shall be non-profit making. The Office Bearers and members may only

receive payment, direct or indirect, as reimbursement for legitimate expenses.

2. Core income shall be defined as income arising from membership fees and any other

source as agreed by the General Committee.

3. Any reserves at the end of the Financial Year shall be carried over into reserves for the

following Financial Year.

4. A loss carried forward into the following financial year must be notified and explained

at the Annual General Meeting.

**Article 3**

**Role Descriptions**

**1-President**

It is the role of the society’s President to oversee all activities pertaining to EUBMS and keep the

society and its committee running smoothly. They will also need to organise committee

meetings. If you have any comments regarding the society, contact the society President. If you

feel a committee member is not fulfilling their role you can also email the society President with

the details - your comments will be anonymously dealt with.

1. The President will chair the General Committee and Emergency General Meetings.

2. The President is responsible to the Annual General Meeting and the General

Committee and is ultimately responsible for the conduct of the Society.

3. 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.

4. Should the President resign a new President or Acting President will be voted in at an

EGM.

**2-Treasurer**

The treasurer is responsible for collecting and holding money during and after an event.

1. The Treasurer shall be accountable to the committee and members for the finances of

the society.

2. 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.

3. It is the Treasurer’s responsibility to ensure the annual financial report is complete

and submitted along with the society’s annual report.

4. Should the Treasurer resign, a new Treasurer or Acting Treasurer will be voted in at

an EGM.

**3- Secretary**

The secretary is responsible for taking minutes during meetings and circulating these to committee

members of the society. The secretary should further support the President in the running of the

society.

1. The Secretary shall be responsible for the administration of the society.

2. 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.

3. Should the Secretary resign, a new Secretary or Acting Secretary will be voted in at an

EGM.

**4-Academic Secretary**

The academic secretary’s main responsibility is to organize and manage the academic component

of the society , which involves the following tasks:

1. Organize lecture series by lecturers/researchers from our university, as well as

research experience or industry related events.

2. Research on who to contact, contact them, and organize the event.

3. Work closely with the president, secretary and treasurer to do the venue bookings.

4. Act as the link between us and the people who we are collaborating with, therefore

checking and writing emails often.

5. Relay event information to the social secretary and publicity officer so they can aid

in the organization and promote it.

**Social Secretary**

The social secretary will be in charge of the organisation of social events and aid in the

organisation of main academic events, including seminars and talks. Therefore he/she will need

check and write emails often. Working closely with the Execute Office Bearers for venue booking

is essential, as well working with the Treasurer for budgeting in events. Moreover, he/she needs

to be in contact with the Publicity Officer in order to publicise the events and ensure maximal

reach.

**Publicity Officer**

The publicity officer will be in charge of advertise meetings, the AGM and other social and

academic events. They should therefore liaise with the Social Secretary, Academic Secretary and

Secretary to inform members of upcoming activities. Publicity needs to be kept up-to-date through

the following tasks:

1. Take photos for your Society website and social network pages

2. Create posters and promotional visuals for events

3. Create the facebook event page for each event and update it regularly

4. Write emails to members about events if they are being advertised this way

**Year Representatives**

Year representatives will be students in years 1, 2, 3, 4 and postgrads who will be responsible for

advertising any events organised by the society to their respective years. They will be a point of

contact between the office bearers and students in all years. They will work closely with the

secretaries to give ideas about any ideas, questions and events that could be organised for each

year (both academically and socially). Year representatives can be elected in the first semester.

**Article 4:**

General Notes

**Meetings:**

Committee meetings will be held once a week, or more, if required.

**Normal Society Operations:**

The society President retains all decision-making powers in all society related issues. Planned

events will not proceed without the approval of the President.

**Money:**

Signatories for the society bank account will be a member of the Executive (President and

Treasurer preferred)

**END**