

Last Updated on 30/05/2025

**THE CONSTITUTION OF THE  
EDINBURGH UNIVERSITY HISTORICAL EUROPEAN MARTIAL  
ARTS SOCIETY**

## 1. Name

### 1.1. Official Title

- a. The Society shall be known as **Edinburgh University HEMA Society** hereinafter referred to as the Society.
- b. The Society may also be known as **EUHS**, both titles having equal validity to the title outlined in Section 1.1a.

## 2. Aims

### 2.1. The aims of the Society shall be

- a. To foster interest in and the development of Historical European Martial Arts hereafter referred to as "HEMA".
- b. To foster personal and competitive achievement in HEMA ability and events/competition.
- c. To maintain an open and inclusive environment in which to practice **HEMA**.

### 2.2. The aims of the Society shall be achieved through

- a. Providing first class instruction in HEMA.
- b. Arranging fixtures with other HEMA clubs.
- c. Participating in and hosting HEMA tournaments/events.
- d. Using all available avenues to promote inclusivity and collaboration.

## 3. Membership

### 3.1. Forms of Membership

- a. **Full Membership of the Society is open to all matriculated students of Edinburgh University.**
- b. Membership is also open to non-students and students from other Universities.
- c. **Membership shall be at least 75% matriculated students of Edinburgh University.**
- d. **Full membership lists should be filed with the Activities Office at least once per semester to ensure membership databases are up to date.**
- e. **There shall be two main forms of membership:**
  1. **General Membership – For an individual who has not purchased a membership in the academic year 2024-2025**
  2. **Original Membership – For an individual who has purchased a membership in the academic year 2024-2025**
- f. **General Membership shall be subject to a subscription fee, to be reviewed annually by the committee which shall cover society costs and insurance.**
- g. **Original Membership shall be subject to a subscription fee, which shall be set to cover ONLY that members insurance.**
- h. **If any dispute of membership should arise, the list registered through the Students' Association database will be used as the official list.**

- i. Full-year and Semester 2 membership expires at the start of semester 1 in of the next academic year. Semester 1 membership expire at the start of semester 2.
- j. Membership may be revoked as laid out in Section 3.4.
- k. Single class passes may be purchased for individuals who have not purchased membership, these entitle the individual to attend 1 session in the regular class schedule with a price to be reviewed annually by the committee.
- l. A supplementary membership for participation in HEMA reenactment activities may be purchased only by individuals who have already purchased a General or Original Membership.
  - 1. This supplementary membership shall fund all purchases for reenactment activities and no other funds shall be used for reenactment purposes

### 3.2. Membership Entitlements

- a. Members shall be entitled to attend all regular society classes, in the event of limited space for event, member attendance will be decided on a first come first served basis.
- b. For one off or special events members may be charged a fee to be determined by the committee.

### 3.3 Membership Responsibilities

- a. Members must not act in a manner which brings the Society into disrepute and must act in good faith to the Society.
- b. Members must not intentionally cause damage to club property or venues.
- c. Members must not intentionally cause harm to any persons involved in society events.
- d. Members must adhere to the Equal Opportunities Policy laid out in section 6.4.

### 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.
- e. The committee shall meet as needed
- f. Any office bearer may call a meeting of the Committee. Quorum for a meeting of the Committee shall be 3 of voting positions.
- g. The Office Bearers must be up to date with the subscription fee and fully registered members of the Society.
- h. The Business of Committee Meetings shall be as follows:
  1. Kit acquisition
  2. Funding and budget concerns.
  3. Approval of lesson plans.
  4. Selection of HEMA systems to learn.
  5. Planning Events (such as tournaments, seminars, and external meetups).
  6. Social plannings.
  7. Future club direction.
  8. Any further points brought forward by Officer Bearers.

### 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 reregistration forms to the Activities Office.

- d. Should the President resign a new President or Acting President will be voted in at an EGM.
- e. Delegate tasks to other members of the committee.
- f. In the event of a tie during committee vote the president's vote will decide the outcome.

#### 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 Meet
- 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.
- e. Shall actively look into and apply for funding opportunities beneficial to the Societies members and to the Society as a whole.

#### 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. The Secretary shall be responsible for the administration of the society's student & instructor insurance.
- e. Keep a record of the persons participating in competitions and/or events, and achievements or medals won.

#### 4.7. Non-Executive Officers

- a. The Committee may have additional non-executive officer bearers (Web Manager, Social Secretary(s), Wellbeing/Inclusion Officer and Armourer)
- b. These officers may be elected at the Annual General Meeting.
- c. Members may have more than one Non-Executive Officer post.
- d. Should a Non-Executive Officer resign, a new or acting officer will be voted in at an EGM or voting postponed until the next AGM.
- e. Non-Executive Office Bearers duties and responsibilities are as follows:
  1. The Web Manager:
    - 1.1. Shall keep the societies website up to date and functioning
    - 1.2. Shall be in charge of managing the societies mailing list
    - 1.3. S
  2. The Social Secretary(s):
    - 2.1. Organise social events throughout the academic year.
    - 2.2. Keep the society social media regularly updated with information, news, events and updates.
    - 2.3. Promote and advertise the Society and its events.
    - 2.4. There can be a maximum of 2 members with this office
  3. The Wellbeing and Inclusion Officer:
    - 3.1. Act as the first point of contact for any breaches of the Societies

- inclusion and equal opportunities policy and/or zero-tolerance policy for sexual harassment and violence.
- 3.2. Endeavour to create a safe and welcoming environment in the society
- 3.3. Keep the Social Secretary up to date with important dates for the celebration of minority groups represented in the club.
- 3.4. Actively look into and apply for funding opportunities or events for minority groups represented in the club.
- 4. The Armourer:
  - 4.1. Shall maintain and inventory the societies equipment and assets, propose restock or repurchase when required.
  - 4.2. Assist and advice members in the purchasing, maintenance and use of equipment.
  - 4.3. Actively look for equipment partnerships and/or discounts for the society.

#### 4.8. Honourary Positions

- a. There may be honorary positions for any individual who is member of the society who voluntarily put their name forward for specified honorary position(s).
- b. Honourary position holders shall not count as EUSA recognised office bearers
- c. Honourary positions will be chosen from members who have put their name forward and shall be selected by majority vote during a committee meeting.
- d. Honourary position holders duties and responsibilities are as follows
  - 1. Chief Instructor
    - 1.1. Shall oversee organisation of the society curriculum, classes and other sporting events.
    - 1.2. Create a training plan for each semester.
    - 1.3. Shall lead the society members in training sessions and competitions/events.
    - 1.4. Must have instructor insurance.
  - 2. Instructor(s)
    - 2.1. Shall teach during scheduled classes and may help lead during competitions/events.
    - 2.2. Must have instructor insurance.
    - 2.3. There may be multiple people with this position
  - 3. Assistant Instructor(s)
    - 3.1. Shall assist the Chief Instructor/Instructor(s) in running of scheduled classes and special events/tournaments.
    - 3.2. There may be multiple people with this position
  - 4. Reenactment Captain
    - 4.1. Shall be responsible for all reenactment activities
    - 4.2. Will be the lead point of contact for any members interested in reenactment
    - 4.3. Must have instructor insurance
  - 5. Squire(s)
    - 5.1. Shall assist the Armourer in the moving of and maintenance of society kit.
    - 5.2. Shall assist in the setting and packing up of society events
    - 5.3. There may be multiple people with this position

#### 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. 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 25% 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.

#### 4.11. 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 25% 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. One Annual General Meeting shall be called in semester two of every academic year on a date agreed by the general committee.

#### 4.12. 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, 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.

#### 4.13. Elections

- a. Elections will use the First Past the Post System. This means that the candidate with the most votes will be appointed to the office.
- b. In the event of a draw in an election, the election will be run again. If this run fails to achieve a majority win, again the floor will be opened to further nominations for the post and/or reconsidering of nominations of the standing candidates.

## 5. Finance

### 5.1. Finance Policy

- a. The Treasurer must endeavor 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.

### 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 re- registration 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 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.

## 6.5. Constitution

- a. The Students' Association considers the ruling society constitution to be that which is displayed on the Society Profile.

## 6.6. Interpretation

- a. In the case of a conflict of interpretation between the provisions of this constitution and that of the Edinburgh University Students Association or its Bye-Laws, the provisions of the Edinburgh University Students Association Constitution Bye-Laws prevail.

## 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 officiated by the General Committee on December 3rd, 2024, prior to the official registration of the society with EUSA.

This constitution was accepted at a quorate AGM held on **30/03/2025**