



THE UNIVERSITY OF EDINBURGH

CATHOLIC STUDENTS' UNION

CONSTITUTION

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1. Name

1.1 The Society shall be known as “Catholic Students’ Union” and/or “CSU” (the “**Society**”).

2. Aims

2.1 The aims of the Society shall be:

- a) to provide opportunities for deepening understanding of the Catholic faith amongst its members, contributing to their development as responsible Catholics in the wider world;
- b) to assist in the formation of informal peer support groups and networks within the Society;
- c) to provide opportunities for members to engage with the wider Catholic community;
- d) to encourage members to take a more active role in community led projects;
- e) to organise and promote social events for its members and other students;
- f) to maintain a welcoming environment in all common spaces provided for use by the Society at 23 George Square Edinburgh (the “**Catholic Chaplaincy**”) for its members.

2.2 The Society shall be affiliated to:

- a) St Albert’s Catholic Chaplaincy served by the Order of Preachers (Dominicans); and
- b) Edinburgh University Students’ Association.

2.3 The Society shall abide by any applicable laws, by-laws and/or guidelines of the Edinburgh University Students’ Association in relation to recognised societies.

3. Membership

3.1 Forms of Membership

- a) Membership of the Society is open to all matriculated students of The University of Edinburgh, Napier University, Queen Margaret University and Heriot-Watt University.
- b) At least 75% of the members of the Society shall be matriculated students at The University of Edinburgh.
- c) All members who are not matriculated students shall pay at least twice the annual subscription.
- d) The Catholic Chaplains who are all Honorary Chaplains and/or Belief Contacts for The University of Edinburgh shall be honorary members of the Society.
- e) Full membership lists should be filed with the Edinburgh University Students’ Association activities office at least once per semester to ensure membership databases are up to date.
- f) If any dispute of membership should arise, the list registered through the Edinburgh University Students’ Association database will be used as the official list.

3.2 Membership Entitlements

- a) All members shall be entitled to attend all Society events other than events specified to be for particular groups e.g. women, men, undergraduate or postgraduate and in the event of a limited space for an event, the members allowed to attend will be decided on a first come first served basis.
- b) All members shall be entitled to Society privileges such as discounts for events, as arranged by the committee.
- c) All members shall be entitled to attend Society meetings and propose amendments to events and motions that they would like to be passed.

3.3 Membership Responsibilities

- a) Members shall not act in a manner that brings the Society into disrepute.
- b) Members shall not cause damage to the Catholic Chaplaincy property or any other venues for Society events or to any property belonging to the Society or its members.
- c) Members shall have shared responsibility for the general cleanliness of the communal spaces used by the Society.
- d) Members must be respectful of all other Society members.
- e) Members must not give the code of the Catholic Chaplaincy and common room doors to any non-members, with the exception of the Catholic Chaplains to the Society who may do so if they reasonably deem it to be necessary.
- f) Members must make timely payment of all sums due from them for events, meals or similar which are hosted by the Society at the Catholic Chaplaincy.
- g) 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, religious beliefs, nationality, 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.

3.4 Breach of Member Responsibilities

- 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 listed at paragraph 3.3 above and standard code of conduct, any previous warnings, and any mitigating circumstances. When appropriate the following sanctions may be applied:
 - i. Issue a verbal 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.
- b) If the final written warning is ignored that person may be evicted from the venue; barred from attending future events; and in the case of members may have their membership revoked with no refund.
- c) The Edinburgh University 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 Catholic Chaplains

- a) The Catholic Chaplains are priests, religious or employees of the Order of Preachers who serve at St Albert's Catholic Chaplaincy.
- b) The Catholic Chaplains are all Honorary Chaplains and/or Belief Contacts for The University of Edinburgh working closely with The University of Edinburgh's wider Chaplaincy team, which includes chaplains to members of other Christian denominations, and people of other religions and traditions.
- c) The Catholic Chaplaincy is owned, maintained and partially funded by the Order of Preachers and by the Parish of St Albert the Great.

- d) The Catholic Chaplains' role in the Society is to help deepen the faith through the provision of organised prayer and teaching, through the celebration of Mass and the other sacraments (in the case of those Catholic Chaplains who are priests) and support to all members of the Society as required.

4.2 The Committee

- a) Only members of the Society shall be entitled to stand for election to the committee, and all members shall be so entitled.
- b) The Society shall be managed by the committee organised by office-bearers who are themselves members of the committee.
- c) The committee is responsible to the Society.
- d) The committee will ensure that it complies with any relevant data protection legislation.
- e) The Catholic Chaplains shall be non-voting committee members.
- f) All appointments to the Society committee will be made at the Annual General Meeting by nomination i.e. two members of the Society or, in the event of multiple candidacies, using a secret one vote ballot system.
- g) Positions may be filled at any point during the year by a motion in committee meetings, again by nomination.
- h) A committee member must vacate his/her position either upon resignation or dismissal by a resolution of the committee reached through the Discipline process outlined in paragraph 4.10.
- i) The committee may, by absolute majority co-opt additional members in the event of Section 4.2(h) or in the event deemed necessary by the committee.
- j) Only two additional members can be co-opted in any academic year.
- k) However, in the event of a withdrawal from committee, section 4.2 (j) will not apply, the remaining committee may, by absolute majority co-opt additional members to replace withdrawn members.

4.3 Executive Officers

- a) There shall be the roles of President, Secretary and Treasurer (the "**Executive Officers**") to the Society.
- b) The posts of President, Secretary and Treasurer are restricted to matriculated Student Members of The University of Edinburgh who are members of the Society.
- c) All Executive Officers are subject to election annually.
- d) The Executive Officers will be elected at the Annual General Meeting and assume office after week 11 of the second semester in the same academic year after the election.
- e) No person may be elected to more than one Executive Officer position in any academic year.
- f) Should an Executive Officer resign or be dismissed, another Executive Officer may assume the post with the agreement from the committee. If they do so they must relinquish their current post, especially if it is an Executive Officer post and nominate another member of the committee to assume that role.
- g) All Executive Officers must be assigned to the Edinburgh University Students' Association Society Profile as soon as practicable following their election.
- h) All Executive Officers will attend annual society training as outlined by the Edinburgh University Students' Association societies' team.
- i) All Executive Officers should be registered to supersede the previous Executive Officers as signatories of the Society bank account(s) as soon as practicable following their election.

4.4 President

- a) The President shall run the Society, to oversee all committee members and Society activities.
- b) The President will chair the committee meetings and Annual General Meetings.

- c) The President is responsible to Society for their actions (or lack of action as appropriate).
- d) The President must take reasonable steps to supervise the other Executive Officers and committee members.
- e) Should the President resign, the committee will elect a new President.

4.5 Treasurer

- a) The Treasurer must draw up a provisional budget, as exhaustive as possible, to be presented at the Annual General Meeting.
- b) The Treasurer shall keep, as appropriate, both written and digitally recorded files and prepare monthly accounts of the Society.
- c) The Treasurer is responsible to the President for the finances of the Society.
- d) The Treasurer will ensure that all bookkeeping records are kept up to date and readily available when requested by a member and will present a brief summary at all committee meetings.
- e) At the end of each semester, the Treasurer will submit a breakdown of the semester's accounts for an audit review by the committee.
- f) The Treasurer must endeavour to ensure that the ordinary expenditure of any given year is not more than the ordinary income of that year.
- g) Should the Treasurer resign, the committee will elect a new Treasurer.

4.6 Secretary

- a) The Secretary shall oversee the administrative affairs of the Society.
- b) The Secretary shall prepare the agendas and the minutes of every meeting of the committee and at the Annual General Meetings and Extraordinary General Meetings.
- c) The Secretary shall endeavour to ensure that said documents are made available to the members of the committee within at least 2 days (before and after respectively) of the meeting.
- d) The Secretary should ordinarily or generally be responsible for correspondence. But the President might take responsibility for what he/she corresponds on behalf of the Society.
- e) The Secretary is responsible to the President for the administration of the Society.
- f) The Secretary shall be responsible for the constitutional affairs of the Society, which is reviewed once a year to align with current society practice/Edinburgh University Students' Association Laws, by-laws and guidelines and or new desired positions.
- g) The Secretary will ensure that all documents are kept up to date, archived efficiently and readily available when requested.
- h) The Secretary shall take all reasonable steps to ensure the safe keeping, maintenance and replacement (as appropriate) of any Society property.
- i) Should the Secretary resign, the committee will elect a new Secretary.

4.7 Non-Executive Officers

- a) These officers shall include the Publicity Officer and a minimum of five Ordinary Committee Members, though any of these positions may be left vacant should the committee deem them unnecessary for a particular year.
- b) The Publicity Officer duties include the following: overseeing the provision of digital and traditional media to promote events, to ensure the society complies with Edinburgh University Students' Association guidelines on all promotion of events; organising other social media, and for the composition and emailing of the weekly e-newsletter for the Society. When deemed necessary by the

Executive Officers, the Publicity Officer shall have access to any Society electronic devices in order to fulfil these duties and shall be responsible for it when it is in their possession.

- c) The Publicity Officer will be subject to election annually.
- d) The Ordinary Committee Members duties include the following: overseeing that the Executive Officers are supported at any Society events, are active members who help in the decision making process at committee meetings and is responsible to the Executive Officers and members for the general running and support of the Society.
- e) Should the committee deem it necessary, the role of Postgraduate Representative, can be co-opted into becoming an official officer on the committee. This should be voted upon as a committee towards the start of semester one in the new academic year.
- f) Postgraduate Representative duties include the following: overseeing the provision of events and activities catered inclusively for the Postgraduate members of the Society.

4.8 Conduct

- a) All Office Bearers and members of the committee shall act in good faith towards the Society in all actions they undertake on its behalf.

4.9 Recall Election

- a) The members shall have the right at an Extraordinary General Meeting to seek the recall of any or all of the Executive Officers or members of the committee by a special resolution (i.e.: an absolute majority 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 50% of the membership of the Society or 30 members of the Society, whichever is lower.
- d) Grounds for recall may be founded on the failure of any office holder or member of the committee to comply with the terms of the constitution, or for any other reason deemed legitimate by the Annual General Meeting.

4.10 Discipline

- a) Should any member or the committee seek the recall of any member of the committee as outlined in Section 4.9(d) the following disciplinary procedure should first occur;
 - i. The President or Secretary will issue a formal verbal warning to the offending member.
 - ii. If the dispute is not resolved after a period of 7 days then the President or Secretary will issue a written/email warning, as agreed by the committee and signed on their behalf, giving notice of the Disciplinary action being taken.
 - iii. If the dispute is not resolved after a further 14 days then the committee may, by a majority vote, expel the offending member from office.

4.11 Annual General Meeting

- a) All members of the Society are entitled to attend and vote at all Annual General Meetings (AGM).
 - (i) Membership to the Society may not be bought on the day of the AGM.
- b) The President will call an AGM normally between week 7 and week 11 of Semester 2 in the academic year.

- c) It is the responsibility of the Secretary to ensure that members are given adequate notice of at least 14 days written/email notification of the AGM.
- d) Motions to be discussed should be presented to the Secretary not less than seven (7) days prior to the AGM.
 - (i) The Executive Officers may waive Section 4.11(d) and accept motions at any time before or during an AGM.
- e) Motions carried by an absolute majority at quorate AGM are binding on the Society.
- f) The quorum shall be 50% of the membership of the Society or 20 members of the Society, whichever is lower.
- g) If the President is unable to chair the AGM, the Secretary shall do so. If neither of the above are present or willing to act, another member of the committee may be accepted as chairperson of the meeting.
- h) All Executive Officers and The Publicity Officer shall be subject to election annually at the AGM.
- i) The nomination list for elections to the committee shall be opened at least two weeks prior to the AGM and nominations will close 3 hours before the commencement of the AGM.
- j) Elections shall be held by secret ballot, with the Catholic Chaplains acting as returning officers.
- k) Elections for Executive Officers shall be held using a one vote ballot system i.e. the nominee with an absolute majority of votes shall be appointed to the office.
- l) The first candidate to receive an absolute majority of votes in any ballot will be deemed to have been elected.
- m) In the case of more than two candidates, and when an absolute majority of votes has not been received, the candidate with the least votes is excluded from the next ballot.
 - (i) In event of a tie, candidates with the least votes can withdraw; otherwise there will be a separate ballot to determine which of these candidates must step down.
 - (ii) The above process is repeated until there is no tie. The voting then continues in this way until an absolute majority is achieved.
- n) Candidates defeated in election for any position may be proposed for another position.
- o) Under no circumstance will proxy voting be allowed, whereby members delegate their voting power to other members of the Society in their absence, and/or to select additional representatives.
- p) The new elected Executive Officers and Committee will agree to assume office after the University of Edinburgh's Spring Teaching Vacation.
- q) The Treasurer shall take all reasonable steps to have the Society's books balanced before each AGM.
- r) The AGM shall also consider and discuss the outgoing committee's accounts from the previous year.
- s) It is the responsibility of the outgoing Treasurer to present a complete account of the current state of finances. The Treasurer must present an accurate breakdown of any financial commitments 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.
- t) The Secretary shall report on the administrative affairs of the Society.
- u) The Catholic Chaplains will be invited to speak at the AGM to report on parish subsidies provided to the Society from chaplain-led and organised events as well as from donations received from other sources.

4.12 Extraordinary General Meeting

- a) An Extraordinary General Meeting (EGM) may be called only by the President 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 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 EGM.

- c) The EGM will then follow the procedures as outlined in Section 4.11.
- d) The Society must then receive at least fourteen (14) days written or email notice of the time and place of the EGM.
- e) The quorum shall request 20% of the membership of the Society or 15 members of the Society, whichever is lower.
- f) In the event of an Executive position becoming vacant, President will call an EGM to elect a replacement.
- g) Any newly elected Office Bearers will be communicated to the Societies Team after the election has taken place.

4.13 Committee Meetings

- a) The committee will meet a minimum of eight times per academic year at a time and date agreed by the committee members and formally called by the President.
- b) The purpose of these meetings is to:
 - i. suggest, agree and delegate responsibilities for the programme of events for the Society.
 - ii. receive reports of matters arising since the last meeting.
 - iii. ensure the general smooth running of the Society.
 - iv. to fill any vacancies and co-opt other committee members.

5. Finance

5.1 Finance Policy

- a) The application and utilisation of online banking will not, under any circumstance, be allowed.
- b) The Society will have paper bank statements sent to the Society's mailing address and kept in a folder in the Society cupboard at all times.
- c) The Treasurer shall reimburse expenses when a receipt with the name of the member claiming the expense and title of the event to which that expense is related is received and shall be made as soon as reasonably possible.
- d) A cash float of maximum One Hundred Pounds Sterling must be maintained in the main cashbox and kept in the Society cupboard monitored and only accessed by the Executive Officers.
- e) The financial year shall run from 1st April to 31st March.

5.2 General Finance

- a) An updated budget must be presented to the first full meeting of the committee in the following academic year to be discussed.
- b) Necessary suggestions for revision should be accepted by the Treasurer.
- c) All bank accounts shall be operative on any two signatures of the Executive Officers with the Treasurer maintaining full responsibility over the finances of the Society.
- d) The Society shall be non-profit making. The Executive Officers, committee, members and Catholic Chaplains may only receive payment, direct or indirect, as reimbursement for legitimate Society expenses.
- e) Core income will be income arising from membership fees and any other source as agreed by the committee.
- f) Any reserves at the end of the financial year shall be carried over into reserves for the following financial year.

- g) A loss carried forward into the following financial year must be notified and explained at the Annual General Meeting.

6. Policy

6.1 Political Organisations

- a) The Society will be non-political in that it will not espouse the cause of any political party.

6.2 Administration

- a) Edinburgh University Students' Association requires the Society constitution to be updated annually prior to the Annual General Meeting and submitted during re-registration.
- b) Re-registration of the Society must be submitted prior to the Edinburgh University Students' Association stipulated closing date, prior to Week 12 of Semester 2 of same academic year.
- c) Also as part of re-registration, the Society shall submit details of its new committee.

6.3 Society Status

- a) The 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 the equality of opportunities.
- 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) For such a resolution to be binding on the Society the meeting must be quorate.
- c) The quorum shall be 50% of the membership of the Society or 50 members of the Society, whichever is higher.
- d) All funds remaining after the satisfaction of all debts and liabilities following such a resolution shall be passed on to the Order of Preachers (Dominicans) or to another charitable organisation that shares similar aims.

8. Alteration of the Constitution

8.1 Alteration

- a) Any motion to alter the Constitution will require it to be supported by two-thirds of the members present at the Annual General Meeting or Extraordinary General Meeting; fourteen (14) days notice of which shall be given.
- b) The Edinburgh University Students' Association considers the ruling society constitution to be that which is displayed on The Society Profile.

9. History

This constitution was presented at an Annual General Meeting held on 31st March 2019.