

**Constitution November 2010**

# **Queen Margaret Union**

**Constitution March 2010**

**SECTION I            Name and Objectives**

**Paragraph 1            Name**

The name of the organization is "The Queen Margaret Union" (hereinafter called "the Union")

**Paragraph 2            Objects**

2.1    The objects of the Union are to promote and encourage the participation of all persons eligible for membership of the Union and others in recreational activities organized by the Union; to provide facilities and activities for recreational, social, cultural and educational purposes with the object of improving the conditions of life for whom they are provided; and to provide the advancement of the arts and culture by the provision of such facilities for such purposes and the organization of activities of an artistic and cultural nature, and in pursuance thereof, the Union, for the public benefit, shall seek to:

- 1        promote and encourage the participation of all persons eligible for membership of the Union and others in all activities and facilities of the Union;
- 2        organise or provide or assist in the organization of recreational activities and provide facilities for recreational purposes which will enable and encourage members of the Union and others to participate in such activities and use the facilities provided in the interests of social welfare ad with the object of improving their social welfare and conditions of life
- 3        promote the advancements of the arts and culture by providing venues and facilities for the public performance of music and other artistic and cultural forms and by organizing or assisting in the organization of activities of an artistic and cultural nature with the object of enhancing the conditions of life for the persons for whom they are provided and furthering, nurturing and encouraging their development as well-rounded members of society;
- 4        to help members of the Union and others, especially but not exclusively through leisure time activities and facilities, so as to develop their capabilities that they may grow to full maturity as individuals and members of society;
- 5        to act as a resource for members of the Union and others by providing advice and assistance and organizing programmes of physical, educational, social, cultural and other activities as a means of advancing and developing their life skills, education and social welfare;
- 6        to provide and maintain the premises of the Union for use by various clubs and societies (including of Glasgow university) including use for meetings, classes and other forms of recreation and leisure pursuits with the object of

improving the conditions of the life of the members of such societies;

- 7 to provide facilities (which may be alternative to the traditional educational and study environments) to enable members of the Union to advance their education and develop their individual capabilities, skills and understanding; providing them with a greater choice of facilities in order that they can select the best learning environment for them with a view to achieving their potential; and
- 8 do all such things as will assist in attaining the above objects of the Union.

The objects set forth in each sub-paragraph of this paragraph shall not be restrictively construed but the widest interpretation shall be given thereto, and they shall not, except where the context expressly so requires, be in any way limited or restricted by reference to or any inference from any other object or objects set forth in such subparagraph or from the name of the Union. None of such sub-paragraphs or the object or objects therein specified or the powers thereby conferred shall be deemed subsidiary or ancillary to the objects or powers mentioned in any other subparagraph, but the Union shall have as a full a power to exercise all or any of the objects conferred by and provided in each of the said sub-paragraphs as if each subparagraph contained the objects of a separate Union.

### **Paragraph 3 Powers**

3.1 The Union may in furtherance of the objects:

- 1 acquire by gift, purchase, feu, lease any buildings or land and restore, alter, develop, extend or build such buildings, facilities or accommodation as may be in the best interests of the Union with a view to carrying out the Union's objects or as is reasonably incidental thereto and to hire out, lease, let, and otherwise deal, including dispose, lease and license any of the said premises as deemed fit and on such terms as are deemed fit;
- 2 borrow and raise money in any manner and secure the repayment of any money borrowed raised or owing by mortgage, charge, standard security, lien or any other security upon the whole or any part of the Union's property or assets (whether present or future) and also by a similar mortgage, charge, standard security, lien or security, secure or guarantee the performance by the Union of any obligation or liability it may undertake or which may become binding on it;
- 3 invest or deal with the monies of the Union not immediately required in such a manner (whether secured or unsecured, speculative or otherwise) as may from time to time be determined fit and to hold or otherwise deal with any investments made;
- 4 apply for, register, purchase or by other means acquire anywhere in the world any patents, patent rights, brevets d'invention, trademarks, designs, licenses, concessions, intellectual property, know-how and secret processes of whatsoever kind (hereinafter referred to as "the intellectual rights") or to purchase or by any other means acquire interest or rights whatsoever therein including any interest in any

royalties or other income produced by any intellectual rights; to protect, prolong, renew, alter, modify in any way whatsoever any such intellectual rights; to use, exploit, manufacture under, grant licenses or sub-licenses concessions or sub-concessions and other privileges in respect of any such intellectual rights; and to improve, experiment with or upon, test, and carry out research and development in respect to any of the inventions, processes or matters covered by any such intellectual rights or arising out of them;

- 5 improve, alter, modify, manage, construct, repair, develop, exchange, refurbish, let on lease or otherwise, mortgage, charge, sell, dispose of, turn to account, grant licenses, options, rights and privileges in respect of, or otherwise deal with all or any part of the property and rights of the Union;
- 6 enter into any arrangements with the Government or any authority anywhere in the world whether supreme, municipal, local or otherwise that may seem conducive to the attainment, in whole or part, directly or indirectly, of the Union's object or any of them, or otherwise in the Union's interests and to obtain from any such Government or authority any charters, decrees, rights, privileges or concessions which are considered desirable or which promote the Union's interests and to carry out, exercise and comply with any such charters, decrees, rights, privileges and concessions so obtained;
- 7 pay all or any expenses incurred in connection with the promotion, formation, incorporation and administration of the Union, or to contract with any person, firm or company to pay the same;
- 8 employ and remunerate such staff as are necessary for carrying out the activities of the Union; and
- 9 support and subscribe to any charitable or public object and to support and to subscribe to any institution, society or club which may be for the benefit of the Union.

And the objects and the powers hereby conferred shall be subject to the restriction contained in the following paragraph 4.

**Paragraph 4            Application of Income and Property**

4.1 The income and property of the Union whensoever derived shall be applied solely towards the promotion of the objects of the Union as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the members or office-bearers of the Union.

PROVIDED that nothing herein shall prevent:

4.2 the gratuitous distribution or a sale at less than cost to officers, members, associate members or the public of any books, pamphlets or any other publications of the Union relating to all or any of its objects;

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- 4.3 the payment in good faith of reasonable and proper remuneration to any officer, agent or servant of the Union (temporary or permanent) or to any member of the union in return for any services rendered to the Union, or outlays properly incurred on its behalf;
- 4.4 the payment in good faith by the Union of an interest rate not exceeding two per centum per annum below the base rate for lending from time to time of a clearing bank on money lent to the Union or reasonable and proper rent for the premises let to the Union by any member of the Union; and
- 5 for as long as the Union is recognised by the Office of the Scottish Charity Regulator ("OSCR") as being a charity no addition, alteration or amendment shall be made to or in this Constitution for the time being in force unless the same shall have been previously submitted to and approved by OSCR.
- 6 If upon the winding up or dissolution of the Union there remains after the satisfaction of all its debts and liabilities any property whatsoever subject to any prior rights created independently of the Constitution the same shall not be paid to or distributed among the members of the Union but shall be given or transferred to some other institution or institutions recognized as a charity in law and having objects similar to the objects of the Union and which shall prohibit the distribution of its or their income or property among its members to an extent at least as great as is imposed on the Union under or by virtue of paragraph 4.1 hereof, and in so far as effect cannot be given to such provision then to some other charitable object.

Where the term "charity" or "charitable object" is used in this Constitution it shall mean a body on the Scottish Charity Register which is also regarded as a charity by HM Revenue & Customs in relation to the application of the Taxes Acts.

**SECTION II            Membership**

**Paragraph 1            Membership**

- 1.1**    Matriculated students of the University shall be ordinary members of the Union subject to such conditions as may be established by the Board of Management in the Bye-Laws of the Union.
- 1.2**    **The Bye-Laws may provide for a subscription to be payable to become a member.** The Bye-Laws may require students to register, whether by completing a written form or complying with another formality, to become a member.
- 1.3**    The Board of Management shall have the power to make such arrangements and upon such terms as they see fit for the admission of temporary Ordinary Members of the Union. All such arrangements shall be embodied by the Board of Management in the Bye-Laws of the Union.

**Paragraph 2 Life Members**

- 2.1**    Persons may only become life members after they have ceased to be matriculated students. Graduation is a further requirement of Life Membership. A minimum period of three years consecutive membership is a prerequisite for a person's eligibility for Life Membership.
- 2.2**    The Board of Management, at its discretion, may award Life Membership to persons who do not fulfil the requirements of paragraph 2.1 subject to the provisos that they are not matriculated students of the University and that such persons have been members of the Union from the entirety of week five of term one to the end of the last academic term in at least one academic year.
- 2.3**    In the case of any member eligible in terms of this paragraph, Life Membership shall be constituted upon payment of the sum to be decided from time to time by the Board of Management, within three months following acceptance to Life Membership by the Board of Management. This sum is regardless of whatever subscription may have been paid in the past.
- 2.4**    No person may be admitted to Life Membership of the Union unless his/her application for such membership has been approved by a resolution of the Board of Management. The Board of Management shall be entitled to refuse admission to Life Membership to any person who, at any time during his/her membership of the Union, has been subjected to any penalty for any breach of the Constitution or Bye-Laws of the Union.
- 2.5**    Any member of the Board of Management who has completed a full term of office and has ceased to be a matriculated student of the University is entitled to become a Life Member of the Union. This shall be automatic upon application and requires no payment.
- 2.6**    It shall be the power of the Union to elect at the Annual General Meeting as Honorary Life Members annually up to three such persons, whether members of the University or not, as may be considered worthy of the honour on account of their benefactions

or services to the Union, or for other earnest, dignified reasons.

**Paragraph 3            Voting Rights**

- 3.1** All Ordinary Members of the Union shall have full voting rights in the Union elections and in General Meetings of the Union.
- 3.2** Life and Honorary Life Members of the Union shall be subject to the Constitution and Bye-Laws of the Union, and shall have the rights and privileges of Ordinary Members of the Union saving the right to participate in elections as candidates.
- 3.3** Paragraph 3.2 shall not apply to Life Members standing as candidates in Former Student Member constituencies on the Board of Management.
- 3.4** The President of the Union shall have the right and privileges of an Ordinary Member, saving the right to sponsor or propose candidates for election.

**Paragraph 4 Membership Cards**

- 4.1** Every member of the Union shall receive membership card which he/she must produce when called upon to do so by any member of the Board of Management or by any official duly authorised by the Board of Management for this purpose.
- 4.2** A membership card includes any identification card issued by the University as evidence of matriculation adopted by the Board of Management (on such conditions as outlined in the Bye-Laws and Policy) as sufficient proof of membership.

**Paragraph 5 Duration of Membership**

- 5.1** Ordinary Membership shall subsist from its commencement until the member ceases to be a matriculated student of the University of Glasgow.
- 5.2** Life Membership shall subsist indefinitely.

**Paragraph 6            Suspension, Expulsion and Resignation**

- 6.1** Should any member fail after due notice to discharge any fines or debts due by that member to the Union, the member's name shall be posted on the notice board and if such debt or fine be still unpaid 14 days after the posting of the notice the said member shall cease to be a member of the Union.
- 6.2** Should any member of the Union by deliberate contravention of any rule of the Union, or by his/her conduct in the Union or in any place to which he/she has gained admission by virtue of his/her membership of the Union, act in such a manner as to bring the Union into disrepute, then he/she shall be liable to be disciplined by the Queen Margaret Union.

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- 6.3** All members should be given reasonable opportunities to resign their membership, and the means of resigning shall be set out by the Board of Management in the Bye-Laws of the Union.



**SECTION III Board of Management**

**Paragraph 1 Office Bearers**

**1.1** The office bearers shall be: **President**  
**Honorary Secretary**  
**Honorary Assistant Secretary**  
**Honorary Treasurer**

**1.2** The President, Honorary Secretary and Honorary Assistant Secretary shall comprise the Union Executive. The Executive shall be at all times responsible to the Board of Management for its actions, to whom it shall report at each meeting. The Union Executive is responsible for the day to day management of the Union.

1. Points 2 – 5, below, do not apply to the Honorary Treasurer.
2. The Union Executive shall meet formally at least twice between scheduled meetings of the Board of Management to discuss matters of finance and Board and Staff discipline as necessary.
3. The Executive and Convenors shall meet formally at least once between scheduled meetings of the Board of Management, to discuss matters of finance, Board matters and strategic planning.
4. The quorum for an Executive/Convenors meeting shall be half of the voting members plus one voting member, and must include two Executive.
5. The Honorary Assistant Secretary shall take the Minutes of each meeting of the Union Executive and Executive/Convenors meetings.
6. The signatories shall be the President, Honorary Secretary, Honorary Assistant Secretary and the Honorary Treasurer.

**1.3 The Union President shall:**

1. Represent the Union on all public occasions.
2. Convene the Board of Management.
3. Normally take the chair at General Meetings of the Union.
4. Submit an annual written report to the Annual General Meeting.
5. Act as Designated Officer in terms of the University Of Glasgow Code Of Practice.

**1.4 The Honorary Secretary shall:**

1. Be responsible for the correspondence of the Union.
2. Submit an annual written report to the Annual General Meeting.
3. Be responsible for all matters appertaining to the Club Licence & regular extension of hours licence.
4. Be responsible for the discipline of the membership.

**1.5 The Honorary Assistant Secretary shall:**

1. Assist the Honorary Secretary.
2. Prepare the Minutes of the Meetings of the Board of Management and of the Union.
3. Ensure that all copies of the Constitution and Bye-Laws are made available to

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- members.
4. Be responsible for communication between the Union and its members.
  5. Be responsible for overseeing the conduct of all election business in conjunction with the Returning Officer.
  6. Prepare the business of meetings of the Board of Management and of the Union.
  7. Be responsible for the discipline of the Board of Management.

### 1.6 The Honorary Treasurer shall:

1. With the Board of Management, have the management of the whole of the finances of the Union.
2. Keep all necessary books and accounts to show the financial affairs and intermission of the Union.
3. Draw up a statement of the Income and Expenditure of the Union for the six months ended 31st December in each year for presentation at the Annual General Meeting.
4. Draw up an Annual Statement of Income and Expenditure of the Union for presentation to the first Board of Management meeting in each academic session, this statement to show the Income and Expenditure of the Union for the year ended 30th June previous.
5. Draw up a balance sheet of the Union's finances for the equivalent periods for presentation to the Annual General Meeting, and the first meeting of the Board of Management in each new academic session.
6. At least once a month, except in the months of July, August and September, meet with the Finance Committee to discuss the finances of the Union and present monthly statements of Income and Expenditure at these meetings.
7. Attend meetings of the Board of Management and of the Union as requested by the Honorary Secretary as a non-voting member of the Board.
8. Receive an Honorarium for his/her services, the amount to be agreed by the negotiation with the Board of Management, to be received prior to each AGM
9. Be a person qualified as a Chartered Accountant.

## Paragraph 2 Board of Management

### 2.1 The Board of Management shall consist of:

The Executive Committee  
**President**  
**Honorary Secretary**  
**Honorary Assistant Secretary**  
**Honorary Treasurer**

The Convenors  
**Events Convenor**  
**Publications Convenor**  
**Social Convenor**  
**Campaigns and Charities**

The Ordinary Board  
**12 x Ordinary Board Members**

The Former Student Members  
**2 x Former Student Members**

The 'Ex-Officio' who shall be voting  
**Past-President**  
**President-Elect**  
**Staff Representative**  
**SRC Representative**  
**GUSA Representative**

The 'Ex-Officio' who shall be non-voting (unless holding a position also)

**General Manager**  
**Honorary Secretary – Elect**  
**Honorary Assistant Secretary – Elect**  
**Events Convenor – Elect**  
**Publications Convenor – Elect**  
**Social Convenor – Elect**  
**Campaigns and Charities Convenor – Elect**  
**Honorary President**  
**2 x Honorary Vice – President**

## 2.2 Terms of Office

- A. There shall be an Annual General Election in Term 2, Week 8 as defined in the Bye-Laws.
- B. By-Elections shall be defined in the Bye-Laws.
- C. The Executive and Convenor seats shall be elected at the Annual General Election.
- D. **Twelve Ordinary Board Members** split across five constituencies as follows:
  - 1. **Three (3) Ordinary Members** elected in the Autumn By-Election to hold an annual post lasting until the following Autumn By-Election.
  - 2. **Four (4) Ordinary Members** elected in the Spring Annual General Election to hold an annual post lasting until the following Spring Annual General Election.
  - 3. **Two (2) Ordinary Members** (who must be in their **First Year of Matriculation/Registration** at the University of Glasgow) elected in the Autumn By-Election to hold an annual post lasting until the following Autumn By-Election.
  - 4. **Two (2) Ordinary Members** elected biannually to hold a post lasting from the Autumn By-Election until the Spring Annual General Election and vice-versa. The post becomes vacant at the Autumn By-Election and the Spring Annual General Election.
  - 5. **One (1) Ordinary Member** (who must be in their **First Year of Matriculation/Registration** at the University of Glasgow) elected biannually to hold a post lasting from the Autumn By-Election until the

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Spring Annual General Election and vice-versa. The post becomes vacant at the Autumn By-Election and the Spring Annual General Election.

When an annual position falls vacant, a post shall be added to the biannual constituency pending a subsequent election or by-election. The post shall revert to the original constituency when it would normally have become open to election.

- E. **Two Former Student Members**; one elected in Autumn and one elected in Spring, each serving for a year, who shall be Life Members of the Union and have ceased to be matriculated students of the University of Glasgow at the time of their election.
  - F. The Executive Committee, Convenors, Honorary President and Honorary Vice-Presidents shall take office on 1<sup>st</sup> July following their election.
  - G. A President shall serve only one term of office as President.
  - H. The SRC Representative shall be an Executive Office Bearer from the Students Representative Council.
  - I. The GUSA Representative shall be an Executive Office Bearer from the Glasgow University Sports Association, whom failing a council member.
  - J. All "officio" posts shall be open to all Ordinary Members of the Union, with the exception of the two Former Student Members and the Honorary Treasurer.
  - K. Student 'ex-officio' members of the Board of Management must be members of the Union in order to take office. Rules governing the Honorary President and Honorary Vice-Presidents are defined in Paragraph 4, Election.
  - L. Only those who are registered students of the University of Glasgow at the time of nomination and election shall be allowed to stand for, be elected to and serve as President, Honorary Secretary, Honorary Assistant Secretary, Convenors and Ordinary Members of the Board of Management.
  - M. With the exception of the President, should any "officio" or "student ex-officio" member of the Board of Management cease to be a member of the Union, they shall be deemed to have resigned their position.
  - N. No member of the Board of Management can be on the board/committee of management of another student union, as outlined in the Licensing (Scotland) Act 1976. Should a member of the Queen Margaret Union's Board of Management be elected to the board/committee of another student union, they shall be deemed to have resigned their position within the Queen Margaret Union.
- 2.3** The Board shall conduct the general business of the Union, subject to overall authority of the Finance Management Committee.
- 2.4** With the exception of the Finance Management Committee and the discipline committees the Board of Management shall have the power to instruct all Committees of the Union, and have powers to veto over any decision taken by them.

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- 2.5** The Board shall make Bye-Laws for any purpose it deems necessary, which shall be recorded in one designated volume, indexed and open to the scrutiny of the membership. The upkeep of which shall be the responsibility of the Honorary Assistant Secretary.
- 2.6** The Board of Management shall generate policy as it deems necessary, which shall be recorded in one designated, indexed volume and open to the scrutiny of the membership, the upkeep of which shall be the responsibility of the Honorary Assistant Secretary.
- 2.7** Bye-Laws shall be added to, amended and abolished by a two-thirds majority in a quorate meeting of the Board of Management. Policy shall be added to, amended and abolished by a simple majority in a quorate meeting of the Board of Management.
- 2.8** The Board shall recommend Auditors and Solicitors to the Annual General Meetings of the Union.

The Auditors shall:

1. Be persons qualified for appointment as auditors of a company registered in Scotland.
  2. Audit the Balance Sheet and the relative statement of Income and Expenditure.
  3. Report to the Board of Management at its final meeting, any financial arrangement it deems necessary for the well-being of the Union.
- 2.9** The Board of Management shall refer to the AGM relevant and appropriate comment on the financial condition of the Union and shall view the audited accounts at its first ordinary meeting of the academic session.
- 2.10** The Board of Management shall cause to be posted on the Union notice board, the Balance Sheet and relevant Statement of Income and Expenditure for the six months to December not less than seven days before the date of the AGM It shall remain posted until the date of the AGM
- 2.11** The Board of Management, subject to the approval of the Finance Management Committee, shall have the power to obtain such loans as the Union in General Meeting may sanction for the purpose of the Union and the attainment of its objects and to issue promissory notes, standard securities or assignations or otherwise signed by the Board of Management, which documents shall bind the members of the Union.
- 2.12** The seat of President and other such seats as the Board of Management may propose and the University Court may approve, shall be sabbatical seats whose occupants shall be deemed to be matriculated students during the tenure of their office, and the Board of Management shall pay the appropriate matriculation fee on their behalf.
- 2.13** The University of Glasgow is not responsible for any debt incurred by the Queen Margaret Union.

**Paragraph 3            Committees**

- 3.1** The Board of Management shall establish Bye-Laws for the regulation of standing committees.
- 3.2** The following standing committees shall be established:
- a)** Convenor Committees: Events, Ordinary Board, Publications, Social, Campaigns and Charities, chaired by the relevant Convenors.
- b) Staff-Student Committees: Freshers' Week, Health and Safety.**
- 3.3** The General Manager shall chair the Health and Safety Committee.
- 3.4** A member of the Executive Committee shall chair all other Staff-Student Committees.
- 3.5** The Board of Management may appoint such ad-hoc Committees as it deems necessary, regulated according to Bye-Laws established for that purpose.
- 3.6** The President, Honorary Secretary and Honorary Assistant Secretary shall be 'ex-officio' members of all committees of the Union.
- 3.7** A Financial Management Committee will be appointed with full powers to manage the financial affairs of the Union.
1. The Committee shall comprise the three Executive Officers, 1 non Union members who will be approved by the Secretary of Court and the Honorary Treasurer.
  2. The quorum will be 5 and approval of any proposal will require a majority and the assent of one non-member.
  3. The Committee will meet fortnightly during term time in the week prior to a Board Meeting, will report to the Board at the following Board Meeting and will meet once a month during the summer recess.
  4. All proposed items of expenditure greater than £500 in value must be submitted in writing to the Committee for approval and no contract for an amount greater than £500 may be entered into without first being approved by the Committee.
  5. Exclude from (4) above will be goods for resale in Bars, Shops and Catering and items required for the day to day running of the building which may be authorised by the General Manager and which will be reported monthly to the Finance Management Committee. Specifically included will be items of repairs and all items of a capital nature.
  6. No financial contracts, e.g. leasing, hire purchase, will be entered into without

the approval of the Committee meeting in full.

7. All cheques up to the value of £2500 must be signed by two of the four authorised cheque signatories. All cheques of a value greater than £2500 must be signed by three of the four authorised cheque signatories and one of these must be the Honorary Treasurer.
8. No amounts greater than £100 will be paid from Petty Cash without prior agreement from the Honorary Treasurer.

#### **Paragraph 4 Elections**

- 4.1** Elections for Executive and Convenor positions shall take place if, at the close of nominations, there are more than one valid nomination. The election will follow the procedures set out in the Bye-Laws.
- 4.2** In an election there shall be a "Position Vacant" option, which shall be treated as a candidate for purposes of calculating the election result. Should a "Position Vacant" option win an election no candidate shall be deemed elected to the post.
- 4.3** In elections for Executive, Convenor, Ordinary Board and Former Student Member positions, if at the close of nominations there is only one valid nomination, a referendum shall take place. The referendum shall be in the form of a vote for or against the candidate.
- 4.4** A Candidate for an Executive, Convenor, Ordinary Board or Former Student Member position standing in such referendum shall be elected if they receive a simple majority of the votes cast.
- 4.5** A Candidate for an Executive, Convenor, Ordinary Board or Former Student Member position standing in such a referendum shall not be elected to that position if they do not receive a simple majority of the valid votes cast.
- 4.6** Any position remaining unfilled as a result of a referendum shall be reopened for nominations not less than seven days after the result of the referendum is announced.

**SECTION IV Meetings Paragraph 1 Meetings of the Board of Management**

- 1.1** Meetings of the Board of Management shall be chaired by the President, failing whom the Honorary Secretary, failing whom the Honorary Assistant Secretary, failing whom the Honorary President, an Honorary Vice-President or any Convenor chosen if necessary by a show of hands. The chair shall have both a deliberative and casting vote unless the Honorary President or an Honorary Vice-President should be in the chair, in which case they shall only carry a casting vote.
- 1.2** Ordinary meetings of the Board of Management shall be held, when convenient, fortnightly during the Arts semester excluding vacation periods.
- 1.3** At meetings of the Board of Management, the quorum shall be one half of the current voting members of the Board, plus one voting member.
- 1.4** The first meeting of the Board of Management shall be held within one week of the Annual General Meeting.

**Paragraph 2 Extraordinary Meetings of the Board of Management**

- 2.1** Extraordinary meetings of the Board may be called by the President, as deemed necessary by the Executive, or at the written request of five members of the Board.
- 2.2** For Extraordinary Meetings of the Board, two days' clear notice shall be given by notices placed on the Union notice Board and in the Union Offices.
- 2.3** At all Extraordinary Meetings of the Board of Management, no other business shall be transacted other than that stated on the notice of the meeting.

**Paragraph 3 Annual General Meeting**

- 3.1** There shall be an Annual General Meeting of the Union during the first four weeks after the Spring vacation, notice of which shall be posted on the Union Notice Board at least 10 days prior and shall be exhibited there until the date of the AGM
- 3.2** At the Annual General Meeting the following business shall be undertaken:
  1. Minutes of the previous AGM
  2. Report of the President.
  3. Report of the Honorary Secretary.
  4. Report of the Honorary Assistant Secretary
  5. Report of the Honorary Treasurer: Full Annual Accounts for year ending June prior year. Balance sheet and Income and Expenditure Account for six months ended 31st December previous (including comments of the Auditors and Board of Management on the financial situation of the Union).
  6. Reports of Convenors of Standing Committees.



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7. Announcement of election of President, Honorary Secretary and Honorary Assistant Secretary.
8. Announcement of election of members of Board of Management.
9. Nomination and election of Honorary President.
10. Nomination and election of Honorary Vice President.
11. Nomination and election of Honorary Life Members.
12. Nomination and election of Honorary Treasurer.
13. Nomination and election of Auditors.
14. Nomination and election of Solicitors.
15. Nomination and election of Bankers.
16. Alterations to the Constitution.
17. Any other Competent Business.

- 3.3** All candidate proposals for the positions of Honorary President and the Honorary Vice-President constituencies should be made in writing, clearly stating the proposer, seconder and acceptance by the candidate.

### **Paragraph 4            Extraordinary General Meetings**

- 4.1** Extraordinary General Meetings of the Union may be called on the instruction of the Board of Management or upon the signed request of 1% of membership, at least 50% of whom are matriculated students of the University of Glasgow. Upon receipt of such instructions or request, the Honorary Secretary shall within four days give notice to members of an Extraordinary General Meeting to be held not earlier than seven not later than ten days thereafter.
- 4.2** **Notice of Extraordinary General Meetings shall be given by means of a** poster on the Union noticeboard stating purpose of the meeting, as well as leafleting the members and displaying of at least five posters on campus.
- 4.3** Extraordinary General Meetings must take place within the Arts term excluding Saturdays, Sundays and University and Public holidays.
- 4.4** The quorum for an Extraordinary General Meeting shall be one percent (1%) of Union members, at least 50% of whom are matriculated students of the University of Glasgow. Should this not be achieved 30 minutes of the published time of the meeting, it shall be dissolved. Once a quorum has been achieved the meeting shall be deemed quorate until there be fewer than 30 members present, whereupon it shall be immediately dissolved.
- 4.5** A decision taken by two thirds of those attending a quorate Extraordinary General Meeting shall be binding upon the Board of Management.

### **Paragraph 5            Referenda**

- 5.1** A General Meeting of the Union may call for a Referendum as Para 4 Elections, save that "candidates" are options within the ballot, provided that:

The subject has been raised as an agenda item at a meeting of the Board of Management at least one occasion in the last year.

## **Constitution November 2010**

The subject is one that the Union may act upon under any relevant statute, laws or codes of conduct for student bodies.

The motion for a referendum has been passed by an Annual General Meeting or by an Extraordinary convened for that purpose.

A referendum called within three weeks of a scheduled Union election shall be held as a ballot within that election.

### **5.2** Otherwise, the Referendum shall be run as a normal by-election, save that:

Spending limits shall be as in an election to the Executive.

Notification begins the following Monday (during term)

Options within the referendum shall not be determined by nomination, but by the General Meeting that calls the referendum.

The General Meeting shall designate coordinators for the campaigns for each option. They are responsible for submitting a manifesto, budget, etc. as if they were a candidate. They shall also be invited to attend a heckling meeting, held as normal.

For all purposes of the election, Bye-Laws, Candidate and campaigning are held to be synonymous.

### **5.3** A binding referendum can only be called by a two-thirds majority of the General Meeting from which it is called. Otherwise, or as decided, the referendum may be classed as an indicative survey. The Board of Management shall advertise this appropriately.

**SECTION V Licensing**

- 1.** The Board of Management shall hold the licence to sell excisable liquor in terms of the Licensing Laws for the time being.
- 2.** No members of the Board of Management and no employee of the Union shall have any personal interest in the sale of excisable liquor or in the profits arising from the sale.
- 3.** No visitor shall be supplied with excisable liquor of the Union's premises unless on the invitation of and in the company of a member. Such member shall, upon admission of his/her guest, either his/her own name and the name and address of the visitor in a book which shall be kept purpose and which show the date of each visit.
- 4.** No excisable liquor shall be sold or supplied on the Union's premises for consumption off the premises, or to any person under eighteen years of age unless agreed by the relevant licensing authority.
- 5.** The Board of Management reserves the right to sell excisable liquor in an off-sales on the Union's premises on receipt of an appropriate license from the relevant licensing authority.

**SECTION VI Affiliation**

- 1.** The Board of Management shall have the power on application to affiliate any Society to the Union on the following conditions:
  - (A) The term of affiliation shall be from the date affiliation was granted until the last day of October following and shall in no case exceed the term of one year.
  - (B) Each society when applying shall submit to the Board of Management a copy of its Constitution which will make provision for the holding of an Annual General Meeting at which the financial statement shall be presented, together with a list of names of its members at the time of application.
  - (C) A society shall be eligible for affiliation only if at least 70% of its total membership are matriculated students.
  - (D) Each affiliated Society shall be entitled to hold meetings in the Union on payment of the appropriate rents and charges.
  - (E) Unaffiliated societies may hold meetings in the union, on payment of appropriate rents and charges, at the discretion of the Board of Management.
  - (F) No person who is not a member of the Union shall have access to the Union except in the capacity of a bonafide guest of a member of the Union and shall be signed in as such upon entering the Union in a visitors book kept for that purpose in the Porters box.
- 2.** The Board of Management shall have powers to grant the hire of rooms within the Queen Margaret Union to University Societies on application, stating their objects.
- 3.** Any member of the Queen Margaret Union shall be entitled to hire rooms on payment of the appropriate rent under the Constitution, rules and Bye-Laws.

**SECTION VII**

**Equal Opportunities Paragraph 1**

**Definition**

- 1.1** The Queen Margaret Union shall work to prevent prejudiced discrimination affecting staff and students within the Union.
- 1.2** Discrimination shall be prejudiced where it is unfairly based on sex, race, colour, religion, ethnic or national origin, sexual orientation, age, social or cultural class, disability, political or religious beliefs, marital or parental status, or any other such grounds.

**Paragraph 2**

**Effects**

- 2.1** The Queen Margaret Union will continually monitor its activities and practices to maintain accordance with paragraph 1 above.
- 2.2** Any matter concerning the implementation of this section shall be referred to the Board of Management.

**SECTION VIII      Alterations to the Constitution**

- 1.** No additions or alterations to the Constitution shall be made except at the AGM of the Union or at an EGM. called for that purpose.
- 2.** A proposed alteration or addition to the Constitution to be considered at an AGM shall be signed by a proposer and seconder and placed in the hands of the Honorary Secretary not less than three days before the AGM The Honorary Secretary shall give notice to members of any such proposals not less than twenty-four hours before the AGM
- 3.** A proposed alteration or addition to the Constitution, signed by proposer and seconders shall have the same effect as a request for an EGM except that no EGM **(Section IV. Paragraph 4, 4.1)** for the purpose of constitutional amendments shall be called in three weeks preceding the AGM
- 4.** Such alteration or addition to the Constitution shall not take effect until it meets with the approval of at least two thirds of the members present at the AGM of the Union or at the EGM.
- 5.** An alteration or addition to the Constitution so approved shall be intimated to the University Court within seven days of such meeting. If within a period of three months from the intimation of the proposed alteration or addition, the court shall have given no written objections, the alteration or addition shall take effect. Any alteration or addition approved by the University Court shall take effect immediately after the meeting of the Board of Management of which the intimation of the Court's approval has been made.