



Queen Margaret Union  
Constitution  
2017

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# **I. Name and Objectives**

## ***a. Name***

The name of the organisation is “Queen Margaret Union” (hereinafter called “the Union”).

## ***b. Objects***

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 organised 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 organisation of activities of an artistic and cultural nature, and in pursuance thereof, the Union, for the public benefit, shall seek to:

- i. promote and encourage the participation of all persons eligible for membership of the Union and others in all activities and facilities of the Union;
- ii. organise or provide or assist in the organisation 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 and with the object of improving their social welfare and conditions of life;
- iii. 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 organising or assisting in the organisation 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;
- iv. help members of the Union and others, especially but not exclusively through leisure activities and facilities, so as to develop their capabilities that they may grow to full maturity as individuals and members of society;
  - v. act as a resource for members of the Union and others by providing advice and assistance and organising programmes of physical, educational, social, cultural and other activities as a means of advancing and developing their life skills, education and social welfare;
  - vi. provide and maintain the premises of the Union for use by various clubs and societies (including of the University of Glasgow) 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;
  - vii. 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
  - viii. 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 the objects therein specified or the powers thereby conferred shall be deemed subsidiary or ancillary to the objects or powers mentioned in any other sub-paragraph, but the Union shall have as 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 sub-paragraph contained the objects of a separate Union.

### ***c. Powers***

The Union may in furtherance of the objects:

- i. 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;
- ii. 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;
- iii. 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;
- iv. 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;

- v. 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;
- vi. 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;
- vii. 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;
- viii. employ and remunerate such staff as are necessary for carrying out the activities of the Union; and
- ix. 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.

#### ***d. Application of Income and Property***

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:

- i. 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;
  - ii. 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;
  - iii. the payment in good faith by the Union of an interest rate not exceeding two per cent 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
  - iv. 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.
2. 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 Sub-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.

## **II. Membership**

### ***a. Membership***

1. Registered 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.
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.
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.

### ***b. Life Members***

1. Persons may only become life members after holding ordinary student membership and ceasing to be registered students.
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 registered students of the University and that such persons have been members of the Union from the entirety of Week 5

of term one to the end of the last academic term in at least one academic year.

3. No person may be admitted to life membership of the Union unless their application for such membership has been approved by the Executive Committee. The Board of Management shall be entitled to refuse admission to life membership to any person who, at any time during their membership of the Union, has been subjected to any penalty for any breach of the Constitution or Bye-Laws of the Union.
4. Any member of the Board of Management who has completed a full term of office and has ceased to be a registered student of the University is entitled to become a life member of the Union. This shall be automatic upon application.
5. 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.

### ***c. Duration of Membership***

1. Ordinary membership shall subsist from its commencement until the student ceases to be registered at the University of Glasgow.
2. Life membership is to subsist indefinitely.

### ***d. Membership Card***

1. Every member of the Union shall receive a membership card which they 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 to do so.
2. Life members are to receive a card valid indefinitely.

### ***e. Voting Rights***

1. All ordinary members shall have full voting rights in the Union elections and in General Meetings of the Union.
2. Life members and honorary life members shall be subject to the Constitution and Bye-Laws and shall have the rights and privileges of ordinary members saving the right to participate in elections as candidates.
3. Paragraph e.2 is not to apply to life members standing as candidates in Former Student Member constituencies on the Board of Management.
4. The President of the Union is to have the rights and privileges of an ordinary member saving the right to sponsor or propose candidates for election.

### ***f. Suspension, Expulsion and Resignation***

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 is to be posted on the Union

notice board and if such debt or fine be still unpaid fourteen days after the posting of the notice the said member shall cease to be a member of the Union.

2. Should any member by deliberate contravention of any rule of the Union, or by their conduct in the Union or in any place to which they have gained admission by virtue of their membership of the Union, act in such a manner as to bring the Union into disrepute, then they shall be liable to be disciplined by the Union.
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.

## **III. Board of Management**

### ***a. Office Bearers***

The office bearers are to be:

1. President
  2. Vice President (Membership, Clubs and Societies)
  3. Vice President (Board of Management)
  4. Honorary Treasurer
- 
- i. The President, Vice President (Membership, Clubs and Societies) and Vice President (Board of Management) shall comprise the Union Executive. The Executive is to be at all times responsible for its actions to the Board of Management, to whom it shall report at each meeting. The Union Executive is responsible for the day to day management of the Union.
  - ii. Points 1.2.2 to 1.2.5 below do not apply to the Honorary Treasurer.
  - iii. The Union Executive shall meet formally at least twice between scheduled meetings of the Board of Management to discuss matters of finance and matters of Board and staff discipline as necessary.
  - iv. The Executive and Convenors are to meet formally at least once between scheduled meetings of the Board of Management to discuss matters of finance, Board matters and strategic planning.

- v. The quorum for an Executive-Convenors meeting shall be half of the voting members plus one voting member and must include two Executive.
- vi. The Vice President (Board of Management) shall take minutes of each meeting of the Union Executive and Executive-Convenors meetings.
- vii. The signatories are to be the President, Vice President (Membership, Clubs and Societies), Vice President (Board of Management) and Honorary Treasurer.

a. The President is to:

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 Code of Practice.

b. The Vice President (Membership, Clubs and Societies) is to:

1. be responsible for the Ordinary and Life members of the Union, including discipline of the membership.
2. submit an annual written report to the Annual General Meeting.
3. be responsible for the Affiliation of University Clubs and Societies to the Union.
4. Convene meetings of the Freshers' Week Committee. In the case of the absence of the Vice President (Membership, Clubs and Societies), the chair shall be passed to an appropriate substitute.

c. The Vice President (Board of Management) is to:

1. prepare the minutes of Meetings of the Board of Management and General Meetings of the Union.
2. ensure that all copies of the Constitution and Bye-Laws are made available to members.
3. be responsible for communication between the Union and its members.

4. be responsible for overseeing the conduct of all election business in conjunction with the Returning Officer.
  5. prepare the business of Meetings of the Board of Management and General Meetings of the Union.
  6. be responsible for the discipline of the Board of Management.
- d. The Honorary Treasurer is to:
1. with the Board of Management, have 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 Income and Expenditure of the Union for the six months ended 31<sup>st</sup> 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 30<sup>th</sup> 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 Financial Management 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 General Meetings of the Union as requested by the Vice President (Membership, Clubs and Societies) as a non-voting member of the Board of Management.
  8. receive an Honorarium for their services, the amount to be agreed by negotiation with the Board of Management, to be received prior to each Annual General Meeting.
  9. be a person qualified as a Chartered Accountant.

## ***b. Board of Management***

The Board of Management shall consist of:

1. Executive Committee
  - i. President
  - ii. Vice President (Membership, Clubs and Societies)
  - iii. Vice President (Board of Management)
  - iv. Honorary Treasurer
  
2. Convenors
  - i. Campaigns and Charities Convenor
  - ii. Events Convenor
  - iii. Publications Convenor
  - iv. Social Convenor
  - v. Tech Convenor
  
3. Current Student Representatives (x13)
  
4. Former Student Members (x2)
  
5. Ex-officio voting members
  - i. Staff Representative
  - ii. SRC Representative
  - iii. GUSA Representative
  
6. Ex-officio non-voting members (unless holding a voting position also)
  - i. General Manager
  - ii. Past President
  - iii. President-Elect
  - iv. Vice President (Membership, Clubs and Societies)-Elect
  - v. Vice President (Board of Management)-Elect

- vi. Campaigns and Charities Convenor-Elect
- vii. Events Convenor-Elect
- viii. Publications Convenor-Elect
- ix. Social Convenor-Elect
- x. Tech Convenor-Elect
- xi. Honorary President
- xii. Honorary Vice-President (x2)

1. Terms of office:

There shall be an Annual General Election in Term 2, Week 8 as defined in the Bye-Laws.

By-Elections shall be defined in the Bye-Laws.

a. The Executive and Convenor seats shall be elected at the Annual General Election.

b. Twelve Current Student Representatives split across five constituencies as follows:

- i. Three (3) Representatives elected in the Autumn By-Election to hold an annual post lasting until the following Autumn By-Election.
- ii. Four (4) Representatives elected in the Spring Annual General Election to hold an annual post lasting until the following Spring Annual General Election.
- iii. Two (2) Representatives (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.
- iv. Two (2) Representatives 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.
- v. One (1) Representative (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 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.

c. Two (2) None Student Members, one elected at the Annual General Election and the other at an Autumn By-Election each serving for a year, who shall be life members and not matriculated students of the University of Glasgow at the time of their election.

The Convenors, Honorary President and Honorary Vice-Presidents shall take office at the Annual General Meeting following their election, with the Executive Committee and occupants of sabbatical posts taking office on 1<sup>st</sup> July following their election.

A President shall serve only one term of office as President.

The position of Past President is open to only the previous academic year's President.

The SRC Representative shall be an Executive office bearer from the Students' Representative Council.

The GUSA Representative shall be an Executive office bearer from the Glasgow University Sports Association.

All non ex-officio posts are to be open to all ordinary members of the Union, with the exceptions of the two Former Student Members and the Honorary Treasurer.

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.

Only those who are registered students of the University of Glasgow at the time of nomination and election are to be allowed to stand for, be elected to and serve as President, Vice President (Membership, Clubs and Societies), Vice President (Board of Management), Convenors and Current Student Representatives.

With the exception of the President, should any non ex-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.

No member of the Board of Management can be on the board/committee of management of another students' union, as outlined in the Licensing (Scotland) Act 1976. Should a member of the Queen Margaret Union's Board of Management be elected to board/committee of another student union, they shall be deemed to have resigned their position within the Queen Margaret Union.

2. The Board shall conduct the general business of the Union, subject to the overall authority of the Finance Management Committee.

With the exceptions of the Finance Management Committee and the discipline committees, the Board of Management shall have the power to instruct all of the Union's committees and shall have the power to veto any decision taken by them.

### 3. Bye-Laws

The Board of Management is to maintain a set of Bye-Laws in one designated, indexed volume (hereafter 'Bye-Laws') open to the scrutiny of the membership. The upkeep of Bye-Laws is to be the responsibility of the Vice President (Board of Management). Bye-Laws is to be regulatory in nature for any purpose the Board of Management considers appropriate. Bye-Laws is to be added to or amended by a two-thirds majority of a quorate meeting of the Board of Management. Bye-Laws is to be reviewed in full by the Board of Management on no less than an annual basis for relevance and clarity.

### 4. Policy

The Board of Management is to maintain a set of Union policies in one designated, indexed volume (hereafter 'Policy') open to the scrutiny of the membership. The upkeep of Policy is to be the responsibility of the Vice President (Board of Management). Policy is to embody the positions the Board of Management adopts on the Union's behalf for any purpose the Board of Management considers appropriate. Policy is to be added to or amended by a simple majority of a quorate meeting of the Board of Management. Policy is to be reviewed in full by the Board of Management on no less than an annual basis for relevance and clarity.

### 5. The Board shall recommend Auditors and Solicitors to the Annual General Meetings of the Union. The Auditors shall:

- i. be persons qualified for appointment as auditors of a company registered in Scotland.
- ii. audit the Balance Sheet and the relative Statement of Income and Expenditure.
- iii. report to the Board of Management at its final meeting any financial arrangement it deems necessary for the well-being of the Union.

6. The Board of Management shall refer to the Annual General Meeting 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.
7. The Board of Management is to post 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 Annual General Meeting. It shall remain posted until the Annual General Meeting.
8. 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 Meetings may sanction for the purpose of the Union and the attainment of its objects and to issue promissory notes, standard securities or assignments or otherwise signed by the Board of Management, which documents shall bind the members of the Union.
9. 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 are to be deemed to be registered students during the tenure of their office and the Board of Management are to pay the appropriate matriculation fee on their behalf.
10. The University of Glasgow is not responsible for any debt incurred by the Queen Margaret Union.

### ***c. Committees***

The Board of Management shall establish Bye-Laws for the regulation of standing committees.

The following standing committees are to be established:

1. Convenor Committees: Campaigns and Charities, Current Student Representatives, Events, Publications, Social, Tech
  2. Staff-Student Committees: Freshers' Week, Health and Safety
- a. The General Manager shall chair the Health and Safety Committee.
  - b. A member of the Executive Committee shall chair all other Staff-Student Committees.
  - c. The Board of Management may appoint such ad-hoc committees as it deems necessary, regulated according to Bye-Laws established for that purpose.
  - d. The President, Vice President (Membership, Clubs and Societies) and Vice President (Board of Management) shall be ex-officio members of all of the Union's committees.
  - e. A Financial Management Committee will be appointed with full powers to manage the financial affairs of the Union.
    - i. The Committee shall comprise the Union Executive, one non-Union member who will be approved by the Secretary of Court and the Honorary Treasurer.
    - ii. The quorum will be five and approval of any proposal will require a majority and the assent of one non-member.
    - iii. 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.
    - iv. 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.

- v. 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 Committee. Specifically included will be items of repairs and all items of a capital nature.
- vi. No financial contracts, such as leasing or hire purchase, will be entered into without the approval of the Committee meeting in full.
- vii. 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.
- viii. No amounts greater than £100 will be paid from petty cash without prior agreement from the Honorary Treasurer.

#### ***d. Elections***

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 procedures set out in the Bye-Laws.
2. In an election where the seat is un-contested there shall be a “Re-Open Nominations” option which shall be treated as a candidate for the purposes of calculating the election result. Should Re-Open Nominations win an election then no candidate shall be deemed elected to post.
3. In elections for Executive, Convenor, Current Student Representative 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. A candidate for an Executive, Convenor, Current Student Representative or Former Student Member position standing in such referendum shall be elected if they receive a simple majority of the votes cast.

5. A candidate for an Executive, Convenor, Current Student Representative or Former Student Member post 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.

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.

## **IV. Meetings**

### ***a. Meetings of the Board of Management***

1. Meetings of the Board of Management shall be chaired by the President, failing whom the Vice President (Membership, Clubs and Societies), failing whom the Vice President (Board of Management), 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.

2. Ordinary meetings of the Board of Management shall be held, when convenient, fortnightly during the Arts semester excluding vacation periods.

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.

4. The first meeting of the Board of Management shall be held within one week of the Annual General Meeting.

### ***b. Extraordinary Meetings of the Board of Management***

1. Extraordinary meetings of the Board of Management may be called by the President, as deemed necessary by the Executive, or at the written request of five members of the Board.

2. For extraordinary meetings of the Board of Management, two days' clear notice shall be given by notices placed on the Union notice board and in the Union's offices.

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.

### ***c. Annual General Meeting***

There shall be an Annual General Meeting of the Union during the first four weeks after the spring vacation, notice of which is to be posted on the Union notice board at least 10 days prior to the date of the Meeting and shall be exhibited there until the date of the Meeting.

1. The following business shall be undertaken at the Annual General Meeting:

- i. Minutes of the previous Annual General Meeting
- ii. Report of the President
- iii. Report of the Vice President (Membership, Clubs and Societies)
- iv. Report of the Vice President (Board of Management)
- v. Report of the Honorary Treasurer: full annual accounts for year ending June previous; Balance Sheet and Statement of Income and Expenditure for six months ended 31<sup>st</sup> December previous (including comments of the Auditors and Board of Management on financial situation of the Union)
- vi. Reports of the Convenors of Standing Committees
- vii. Announcement of election of President, Vice President (Membership, Clubs and Societies) and Vice President (Board of Management)
- viii. Announcement of election of members of the Board of Management
- ix. Nomination and election of Honorary President
- x. Nomination and election of Honorary Vice-Presidents
- xi. Nomination and election of Honorary Life Members
- xii. Nomination and election of Honorary Treasurer
- xiii. Nomination and election of Auditors
- xiv. Nomination and election of Solicitors
- xv. Nomination and election of Bankers
- xvi. Alterations to the Constitution

xvii. Any other competent business

2. All nominations for candidates for the posts of Honorary President and Honorary Vice-Presidents should be made in writing, clearly stating the proposer, seconder and acceptance by the candidate.

#### ***d. Extraordinary General Meetings***

1. Extraordinary General Meetings may be called on the instruction of the Board of Management or upon the signed request of 1% of the Union's membership, at least 50% of whom are registered students of the University of Glasgow. Upon receipt of such instruction or request, the Vice President (Membership, Clubs and Societies) shall within four days give notice to members of the Union of an Extraordinary General Meeting to be held not earlier than seven days and not later than ten days thereafter.

2. Notice of Extraordinary General Meetings shall be given by means of a poster on the Union notice board stating the purpose of the meeting, as well as leafleting the members and the displaying of at least five posters on campus.

3. Extraordinary General Meetings must take place within the Arts term excluding Saturdays, Sundays and University and public holidays.

4. The quorum for an Extraordinary General Meeting is to be forty (40) members of the Union. Should this not be achieved thirty (30) minutes passed the published time of the meeting, it shall be dissolved. Once a quorum has been achieved the meeting shall be deemed quorate until there are fewer than thirty (30) members of the Union present, whereupon it shall be immediately dissolved.

5. A decision taken by two thirds of those attending a quorate Extraordinary General Meeting shall be binding upon the Board of Management.

## ***e. Referendums***

1. A General Meeting may call for a referendum as Paragraph 4 Elections, save that “candidates” are options within the ballot, provided that:

- i. the subject has been raised as an agenda item at a meeting of the Board of Management on at least one occasion in the last year.
- ii. the subject is one that the Union may act upon under any relevant statute, laws or codes of conduct for student bodies.
- iii. the motion for a referendum has been passed by an Annual General Meeting or by an Extraordinary General Meeting convened for that purpose.
- iv. a referendum called within three weeks of a scheduled Union election shall be held as a ballot as part of that election.

2. Otherwise, the referendum shall be run as a normal by-election, save that:

- i. spending limits shall be as in an election to the Executive.
- ii. notification begins the following Monday (during term).
- iii. options within the referendum shall not be determined by nomination, but by a decision of the General Meeting that calls the referendum.
- iv. the General Meeting shall designate co-ordinators 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.
- v. for all purposes of the election, Bye-Laws, Candidate and campaigning are held to be synonymous.

3. A binding referendum may 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.

## 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 profit 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 their guest, give their own name and the name and address of the visitor in a book which shall be kept for this purpose and is to 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 licence from the relevant licensing authority.

## VI. Affiliation

1. The Board of Management shall have the power on application to affiliate any society to the Union on the following conditions:

i. The term of affiliation shall be from the date affiliation was granted until the last day of the following October.

i.a. Re-affiliation shall take place annually following initial affiliation.

i.b. Previously affiliated societies will be required to provide updated information where appropriate or necessary.

i.c. Re-affiliations need only be taken to the Board of Management if the Vice President (Membership, Clubs and Societies) believes that there is cause to re-evaluate the affiliation status of the society in question.

ii. Each society when applying shall submit to the Board of Management a copy of its constitution, complete with an Equality and Diversity statement.

iii. Further affiliation requirements and benefits shall be outlined in the Policy of the Union.

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.

4. No person who is not a member of the Union shall have access to the Union except in the capacity of a bona fide 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.

## **VII. Equality and Diversity**

### ***a. Commitment to Equality and Diversity***

1. The Union is committed to promoting equality and diversity within the Union. The words “within the Union” are understood to refer not just to a commitment to equality and diversity within the Union’s premises, but to a commitment to equality and diversity in all of its practices as well.
2. The Board of Management is responsible for implementing the Union’s commitment to equality and diversity. The means of this implementation are to be articulated in the Bye-Laws.
3. Insofar as is consistent with the Constitution, the Union will comply with the University of Glasgow’s Equality and Diversity policy. In the event of a contradiction, the Board of Management shall determine the best course of action in accordance with the procedures outlined in Bye-Laws Section V (Equality and Diversity).

## ***b. Protected Characteristics***

The following characteristics are protected characteristics for the purposes of Section VII of the Constitution:

- i. age
- ii. disability
- iii. gender identity
- iv. marital or civil partner status
- v. pregnancy or parental status
- vi. race, including colour, nationality and ethnic or national origin
- vii. religion or belief, including lack of religion and any philosophical or religious belief or lack thereof
- viii. sex
- ix. sexual orientation
- x. social or cultural class or status

### ***c. Commitment to Promoting Equality and Diversity***

The Union is in particular committed to eliminating direct discrimination, indirect discrimination and harassment within the Union.

### ***d. Section VII of the Constitution and the Staff of the Queen Margaret Union***

The values of Section VII of the Constitution are to be reflected in any staff code of conduct and disciplinary or grievance procedures of Queen Margaret Union. However, Section VII does not apply to staff of Queen Margaret Union in relation to their terms and conditions of employment.

## **IX. Alterations to the Constitution**

1. No additions or alterations to the Constitution shall be made except at the Annual General Meeting or an Extraordinary General Meeting called for that purpose.

2. A proposed alteration or addition to the Constitution to be considered at the Annual General Meeting shall be signed by a proposer and seconder and placed in the hands of the Vice President (Membership, Clubs and Societies) not less than three days before the date of the Meeting. Vice President (Membership, Clubs and Societies) shall give notice to members of any such proposals not less than twenty-four hours before the Annual General Meeting.
3. Such a proposed alteration or addition to the Constitution as in (2) above shall have the same effect for an Extraordinary General Meeting except that no Extraordinary General Meeting for the purpose of constitutional amendments shall be called in the three weeks preceding the Annual General Meeting.
4. Proposed alterations or additions to the Constitution shall not take effect until they meet with the approval of at least two thirds of the members present casting a vote (other than an abstention) at the Annual General Meeting or an Extraordinary General Meeting called for that purpose. In the event of more than half of the members present abstaining from the vote the motion shall fall.
5. An alteration or addition to the Constitution so approved shall be intimated to the University Court within seven days of the relevant General Meeting. If within a period of three months from the intimation of the proposed alteration or addition the Court 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 given.