

# **Edinburgh University Quiz Society Constitution**

## **1. Name**

### **1.1. Official Title**

- a) The society shall be known as Edinburgh University Quiz Society, hereinafter referred to as the society.
- b) The society may also be known as QuizSoc or EUQS, both titles having equal validity to the title outlined in Sect 1.1(a)

## **2. Aims**

### **2.1. The aims of the society shall be**

- a) To participate in various quiz bowl tournaments on a national level.
- b) To attend quizzing events in other formats.
- c) To promote friendly discourse between people interested in any topic that can be studied.
- d) To study such topics in preparation for competitions.
- e) To represent Edinburgh in front of the rest of the United Kingdom as a university whose students are studious, knowledgeable, and respectful.

## **3. Membership**

### **3.1. Forms of Membership**

- a) Full Membership of the society is open to all matriculated students of Edinburgh University
- b) Membership shall also be open to any non-students and students from other Universities who are interested in the society.
- c) Membership shall be at least 75% matriculated students of Edinburgh University.

### **3.2. Membership Entitlements**

- a) All members shall be entitled to attend all society events; 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 as arranged by the committee
- c) All members shall be entitled to attend society meetings and provide suggestions of events and motions they would like to be passed.

### **3.3. Membership Responsibilities**

- a) Members must not act in a manner which brings the society into disrepute and must act in good faith to the society.

b) Members must not cause damage to society property or venues for society events.

#### 3.4. Breach of Member Responsibilities

a) The General Committee may, at their discretion, issue a warning to any member or guest who disturbs a society meeting or event, causes distress or harm to other members, or brings the society into disrepute.

b) If the warning is ignored that person may be ejected from the venue and/or barred from attending future meetings and/or events and, in the case of members, may have their membership revoked.

### 4. Management

#### 4.1. The General Committee

a) The business of the society shall be managed by a committee organised by office-bearers who are themselves members of the committee.

b) Any full member of the society shall be entitled to sit on the committee.

c) The General Committee must be comprised solely of members of the society.

d) If the number of members desiring to sit on the committee exceeds 25, the seats will be allocated by an election held at an Emergency General Meeting.

e) The General Committee is responsible for the Annual General Meeting.

#### 4.3. Executive Officer Bearers

a) The affairs of the society will be managed by the President, Secretary, and Treasurer (the Executive Officers).

b) The posts of President, Secretary, and Treasurer are restricted to student members of Edinburgh University Students' Association who are full members of the society.

c) These Office Bearers will be elected at the Annual General Meeting.

d) No person may be elected to more than one of these posts in the same year.

e) All Office Bearers will be responsible for the Annual General Meeting and the General Committee.

#### 4.4. President

a) Should the President resign the General Committee will elect a new President or Acting President.

b) The President will chair the General Committee and Emergency General Meetings.

c) The President is responsible for the public face of the society and matters relating to publicity and societal reputation.

d) The President is responsible for the Annual General Meeting and the General Committee and is ultimately responsible for the conduct of the society.

#### 4.5. Treasurer

a) Should the Treasurer resign the General Committee will elect a new Treasurer or Acting Treasurer.

b) The Treasurer shall keep and prepare accounts of the society.

c) The Treasurer must also draw up a provisional budget, as exhaustive as possible at the time of striking, to be presented at the Annual General Meeting.

d) The Treasurer is responsible for the Annual General Meeting and the General Committee and is ultimately responsible for the finances of the society.

#### 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 General Committee and at General Meetings and Emergency Meetings.

c) The Secretary shall endeavour to ensure that said documents are made available to the members of the General Committee within at least 2 days (before and after respectively) of the meeting.

d) The Secretary shall also be responsible for any correspondence within or on behalf of the society.

e) The Secretary is responsible for the Annual General Meeting and the General Committee and is ultimately responsible for the administration of the society.

#### 4.7. Non-Executive Officers

a) The General Committee may appoint any such non-executive officers as it deems necessary to the running of the society from eligible members of the Society.

b) These Officers may include but are not limited to a Publicity Officer and a Pub Quiz Officer, though these positions may be left empty should the society deem them unnecessary for a particular session.

c) Said appointments will be made at a Roles Meeting during the first semester of a new session by nomination or, in the event of multiple candidacies, using a first-past-the-post electoral system, though positions may be filled at any point during the session by a motion in

General Committee meetings, again by nomination or, in the event of multiple candidacies, using a first-past-the-post system.

#### 4.8. Conduct

a) All Office Bearers and members of the General Committee shall act in good faith towards the society in all actions they undertake on its behalf.

#### 4.9. Recall

a) The members shall have the right at an Extraordinary General Meeting to seek the recall of any or all of the Office Bearers or members of the General Committee by a special resolution (i.e.: a 75% vote in favour of the resolution)

b) For such a vote to be binding on the society the meeting must be quorate.

c) The quorum shall be 10 members of the society.

d) Grounds for recall may be founded on the failure of any office holder or member of the General Committee to comply with the terms of the constitution, or for any other reason deemed legitimate by the General Meeting.

#### 4.10. Annual General Meeting

a) All members of the society are entitled to attend all General Meetings.

b) All full members of the society are entitled to vote at all General Meetings.

c) It is the responsibility of the Secretary to ensure that members are given adequate notice of General Meetings.

d) Motions to be discussed should be presented to the Secretary no fewer than 7 days prior to the General Meeting.

e) The Executive Officers or the General Committee may waive this rule and accept motions at any time before or during a General Meeting.

f) Motions carried by the necessary majority (i.e. a 50% vote in favour of the motion) at quorate General Meetings are binding on the society.

g) The quorum shall be 10 members of the society.

h) The President will call an Annual General Meeting normally in the last 3 weeks of the academic year, and not more than 14 months after the preceding Annual General Meeting.

i) Elections for Executive Offices shall be held using the first-past-the-post system – the nominee with the most votes shall be appointed to the Office.

j) In the event of a draw in an Executive Office Election, the election will be run again with no abstentions being allowed. If this run again fails to achieve a majority win the floor will be opened to further nominations for the post and/or reconsidering of nominations of the

standing candidates.

k) The Treasurer shall report on the financial situation of the society.

l) The Annual General Meeting shall also consider and discuss the outgoing General Committee's accounts for the previous year.

m) It is the responsibility of the outgoing Treasurer to present a complete account of the current state of finances. He/She must present an accurate breakdown of the definite commitment for which the society has been engaged in the current year, henceforth to be known as

the budget. Emphasis must be placed on comparing this budget with current income.

n) The Secretary shall report on the administrative affairs of the society.

#### 4.11. Extraordinary General Meeting

a) An Extraordinary General Meeting may be called at any time by the General Committee, the Executive Officers, or upon a written request to the Secretary signed by at least 10 members.

b) Following the receipt of such a request by the Secretary, the General Committee shall have 28 days to implement the request, and must take reasonable measures to notify the members of the time and place of the Extraordinary General Meeting.

c) The EGM shall follow the procedure of the AGM outlined in 4.10 above.

### 5. Finance

#### 5.1. Finance Policy

a) The Treasurer must endeavour to ensure that the ordinary expenditure of any given year is not more than the ordinary income of that year.

b) The definition of ordinary and extraordinary expenditure is the responsibility of the General Committee.

#### 5.2. General Finance

a) An undated budget must be presented to the first full meeting of the General Committee in the following academic year to be discussed.

b) Necessary suggestions for revision should be accepted by the Treasurer.

c) The Treasurer will prepare and present the budget for the financial year in progress to the Annual General Meeting.

d) All bank accounts shall be operative on any two signatures of the executive.

e) The society shall be non-profit making. The officers and members may only receive payment, direct or indirect, under the following circumstances: as reimbursement for legitimate expenses.

f) Core income shall be defined as income arising from membership fees and any other

source as agreed by the General Committee.

g) Any reserves at the end of the financial year shall be carried over into reserves for the following financial year.

h) 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.

b) The society may organise events in conjunction with political organisations but the role of the co-sponsor must be made clear to the membership, and they may if they wish seek to cancel the event in General Committee or by an ordinary resolution at a General Meeting.

### **6.2 Equal Opportunities Policy**

a) The Society shall uphold and maintain its policy on the equality of opportunity as defined in the Equal Opportunities Policy.

## **7. Dissolution**

### **7.1. Dissolution of the Society**

a) The society shall not be wound up except by a resolution of three quarters of those present at an Extraordinary General Meeting called for that purpose.

b) All funds remaining after the satisfaction of all debts and liabilities following such a resolution shall be passed on to a charitable organisation having objects similar to those of the Society as the General Committee shall decide.

## **8. Alteration of the Constitution**

### **8.1. Alteration**

a) Any motion to alter the Constitution will have to be supported by two-thirds of the members present at the General Meeting.

b) Any alteration to Paragraph 2, Objects of this Constitution shall be negotiated with, and agreed by the General Committee, and subsequent to their approval shall be presented to an Annual General Meeting.

c) Any alteration affecting the Society's tax status will be notified to H.M. Inspector of Taxes.

d) No amendment of Paragraph 7, Dissolution, or this Paragraph is permissible.