

## **1 NAME**

The name of the organisation or Union shall be 'The Students' Union of the Edinburgh College of Art'.

## **2 DEFINITIONS**

The words or expressions used in the constitution and listed below shall have the following meanings:

- i) 'The Union' means the Students' Union of the Edinburgh College of Art.
- ii) 'The College' means the Edinburgh College of Art.
- iii) 'The Council' means the Students' Representative Council established in terms of Article 7 in pursuance of Section 27 of the Edinburgh College of Art Order Confirmation Act 1959.
- iv) 'The Executive' means the Executive Committee to be established in terms of Article 8 of the Constitution.
- v) 'The Students' means the matriculated students of the College from time to time.

## **3 AIMS**

- i) By regular General Meetings and otherwise to ascertain the views and wishes of the members of the Union and through the Council to communicate those views and wishes to the Governing Body of the College.
- ii) To ascertain and represent the views of the members of the Union to external bodies.
- iii) To afford a recognised means of communication between members of the Union and the Governing Body and other bodies both within and outwith the College.
- iv) To promote and co-ordinate social life and academic interest among the members of the Union.
- v) To award grants of money to eligible clubs, societies and organisations within the College.
- vi) To facilitate full participation in the work of the National Union of Students.
- vii) From time to time to subscribe or contribute to any charitable, benevolent or useful concern of a public or private character, the support of which will, in the opinion of the Council, assist in furthering the aims of the Union as stated above. Such subscriptions shall be subject to the proviso that, without the approval of the general meeting, the total amount so subscribed to all bodies in any one year shall not exceed 1% of the grant made to the Union by the Governing Body of the College.

## **4 MEMBERSHIP**

- i) There shall be two classes of membership: ordinary membership and honorary membership.
- ii) Every student who has been accepted on to a course within the College and has registered his/her studentship with the College shall be a member of the Union for the academic year to which that registration relates. Any elected officer of the Union being paid a sabbatical honorarium by the Union shall be a member of the Union for the time of his/her holding office.
- iii) Honorary members shall be elected at a general meeting of the members of the Union and by a motion approved by not less than two-thirds of the members present and voting. Honorary members may be removed from such membership at a general meeting of the members of the Union by a motion passed by a like majority.
- iv) The period of honorary membership shall be that fixed by the ordinary members in the motion electing the honorary member.
- v) Honorary members shall take no part in the management of the Union and shall have no voting rights.

## **5 GENERAL: MEETINGS**

- i) General meetings shall be the supreme governing body of the Union.
- ii) The Council shall be responsible for arranging the holding of at least two general meetings of the members of the Union each academic term. A general meeting to be held in October each year shall be designated the Annual General Meeting.
- iii) Any member or group of members of the Union shall be entitled to put a motion to a general meeting providing that there is a seconder. If a motion is proposed by the Executive or the Council a seconder is not required.
- iv) An ordinary motion to a general meeting shall require to be submitted to the Executive who must cause it to be displayed in a prominent place for a period of not less than one working week before the general meeting. Amendments to the motion may be submitted to the Executive up to but not after the commencement of, or during the general meeting.

Emergency motions may be submitted up to the commencement of general meetings. The Executive shall recommend at the commencement of the meeting whether or not the motion qualifies as an emergency motion but the decision of the general meeting shall be final.

- v) The Chair shall normally be taken by the President, whom failing, the Vice President, whom failing, any member of the Council.
- vi) For the purposes of calculating the quorum every 10 part time students, or part thereof, shall be equivalent to one full-time student. The quorum shall be 8% of the so calculated full-time equivalent total Union membership.

## **6 SPECIAL GENERAL MEETINGS**

- i) A special general meeting of the Union shall be called when requested by the Executive or in response to a request signed by a minimum of 25 members of the Union; such request shall specify the business for which the special general meeting is requested.

The convener of a special general meeting shall normally be the President; where the President is unavailable, such meeting shall be convened by the Vice President, failing whom any member of the Council may convene the meeting.

The person who is to convene the meeting shall do so not later than fourteen days after receipt of a request for such meeting. S/he shall do so by posting a notice specifying the date, time and place of the meeting together with the business to be dealt with at the meeting; the notice shall be displayed in a prominent place in each of the schools of the College and generally in such manner that it will be seen by the maximum number of Union members.

ii) The President shall take the Chair at all special meetings unless the business of that meeting includes the consideration of matters concerning his/her removal from the office of President, in which case the person taking the chair of such special general meeting shall be elected by the members present by simple majority.

iii) Resolutions passed at special general meetings shall be known as Special Resolutions. Such resolutions shall be passed only with a two-thirds majority of those present at the meeting and entitled to vote. Such resolutions shall be binding on the Council, the Executive Committee and all members of the Union.

iv) The quorum for special general meetings shall be fifteen per cent of the members of the Union based on the full-time equivalent total. Apart from the adjournment of the meeting, no business shall be dealt with other than that specified in the motion calling the meeting.

## **7 THE STUDENTS REPRESENTATIVE COUNCIL**

i) The Council shall consist of all members of the Executive together with the representatives of members of the Union elected according to the conditions set out below.

ii) The affairs of the Union shall be managed by the Council which may exercise all the powers vested in the Union except where the constitution or Union bye-laws limit such authority to the Union in special general meeting. The powers available to the Council may be varied or limited, at any time or from time to time, by the Union in general meeting.

iii) The Council shall meet at least three times each term; such meetings shall be called by the Executive. The notice for a meeting of the Council shall be seven clear working days and the quorum at all meetings shall be the nearest whole number not less than 50% of the members of Council at the time.

iv) Members of the Union shall be entitled to attend and to speak at meetings of the Council unless the Council resolve otherwise by a two-thirds majority vote.

v) All decisions of Council shall be binding on the Executive except that, where requested by one-third of the members of the Council present, a decision shall be referred to the Union in general meeting; such decision shall not be binding unless approved by the Union in general meeting.

## **8 THE EXECUTIVE**

i) The Executive shall consist of the following:

a) President

- b) Vice President
- c) Council Secretary
- d) Council Treasurer
- e) Social Secretary
- f) Club & Common Room Convener
- g) Services & Welfare Secretary
- h) Women's Officer
- i) Member without portfolio
- j) Not more than three other members of the Union co-opted by the elected members of the Executive
- ii) No member of the Executive, other than the President, shall receive any remuneration in respect of his/her office.
- iii) The Executive shall be responsible for the day to day running of the Union in accordance with the policy and directions laid down by the Union and the Council. The Executive shall be bound to report regularly to the Union and to the Council and, in particular, shall report to each general meeting.
- iv) The Executive shall meet at least six times each term; such meetings shall be convened by the Council Secretary or by any two members of the Executive. The notice for a meeting of the Executive shall be two clear working days and the quorum shall be the nearest whole number not less than 50% of the members of the Executive at the time.
- v) The Executive may appoint such sub-committees as it deems necessary to facilitate the management of the affairs of the Union. The powers of such sub-committees shall be limited to making recommendations to the Executive. The President and Vice President shall be ex officio members of the sub-committees. The sub-committees, once appointed, shall have power to co-opt members of the Union. The sub-committees shall be bound to report fully upon their deliberations and to make their recommendations known to the Executive.
- vi) The Executive shall be responsible for the preparation and presentation of an annual report to the general meeting of the Union. This shall contain a report on the activities of the Union during the year together with the accounts for the year and a budget for the succeeding year.

## **9 PRESIDENT & VICE PRESIDENT**

- i) At their date of election the President and Vice President shall be members of the Council.
- ii) The President and Vice President shall hold office for one year and may be re-elected for a maximum of one further year.
- iii) The President shall be paid an honorarium equivalent to the maximum local authority or government academic studies grant to which s/he was entitled for his/her last course of studies and shall be entitled to receive an additional sum equivalent to the full non-final year loan, divided into twelve monthly instalments. The honorarium

shall be calculated by dividing the total grant by the number of session weeks and multiplying by 52; any variation shall normally be made at the last General Meeting prior to the Presidential election in each year and shall not reduce the honorarium by more than one sixth. The honorarium shall be paid in 12 equal monthly instalments in arrears, and in the event of his/her being removed from office, s/he shall be entitled to be paid for the month in which s/he demitted office and for one further month.

## **10 MEETINGS AND MANAGEMENT**

i) At all meetings of the Council and of the Executive, the chair shall be taken by the President, whom failing, the next member of the Executive in the order of paragraph 8(i) above. Where no member of the Executive is available, a member of the Union, elected by the members present, shall chair the meeting.

ii) The Council Secretary shall ensure that minutes are kept of all meetings of the Union, Council and Executive and that copies of such minutes are posted in a prominent place in each of the schools of the College within two days of their adoption by the Council or by the appropriate committee.

## **11 FINANCE AND PROPERTY**

i) The whole heritable and moveable property of the Union shall be vested in the Executive Committee on behalf of the members of the Union. On any person ceasing to be a member of the Union, all his/her interests shall accrue and belong to the other members of the Union. The Union shall be solely responsible for all liabilities incurred on its behalf by its Executive. Liabilities left outstanding by a retiring Executive shall form a first charge against the revenue of the next session.

ii) The Council Treasurer shall, under instruction from the Executive, receive all money due to and raised by the Union and shall disburse all sums of money due by the Union. S/he shall keep accounts of his/her intromissions.

iii) All money collected by the Council Treasurer, shall be paid by him/her into such banks or placed on such deposit/s or as directed by the Executive Committee.

iv) All payments made by the Union shall be made by cheque.

v) All financial transactions having a value or consideration in excess of £100 shall require to have the prior approval of the Council.

vi) Cheques issued by the Union for amounts under £500 shall be signed by the Council Treasurer and countersigned by either the President or by the Council Secretary. Cheques in excess of £500 shall require the signature of the Council Treasurer, the President and either the Vice President or Council Secretary.

vii) The Council Treasurer shall present a budget to the Council in June for the succeeding year.

viii) The Council Treasurer shall prepare the books and accounts for the annual statement as at 31 March.

ix) The Council Treasurer shall present the accounts of the Union, duly audited in accordance with Section 12(i) below, to the Finance Committee of the Board of Governors the end of the session.

## **12 AUDIT**

i) The Annual General Meeting of the Union shall appoint a suitably qualified auditor for the funds of the Union. The auditor shall have all necessary rights of access to the books, accounts and vouchers of the Union at all times.

ii) The person or, in the case of a firm, the partners appointed as auditors of the Union accounts require to be members of one or more of the following bodies:

- The Institute of Chartered Accountants of Scotland;
- The Institute of Chartered Accountants in England & Wales;
- The Society of Incorporated Accountants;
- The Association of Certified and Corporate Accountants;
- or any other body of accountants established in the United Kingdom and recognised by the Department of Trade and Industry under the provisions of Section 161 of the Companies Act 1948 and/or amending legislation relating to the qualifications for appointment as auditor of a company other than an exempt private company.

iii) The Council Treasurer shall ensure that copies of the audited accounts are posted in a prominent place in each of the Schools of the College during the autumn term.

### **13 CLUBS AND SOCIETIES**

i) Any club, society or organisation having a registered membership of fifteen or more students and having a constitution recognised and approved by the Council, shall be eligible to receive a grant from the Council unless a special general meeting convened and held in accordance with section 6 above decides to the contrary.

ii) The Council may also grant money for special expenditure upon receiving written application from such club, society or organisation.

iii) All clubs, societies or organisations receiving a grant shall submit such accounts, financial statements, inventories of equipment held, estimates of future expenditure and income as the Council may require. The accounts of such clubs, societies and organisations shall be made available to the Council Treasurer at any time throughout the year.

### **14 ELECTIONS**

i) The election for the office of President and Vice President shall be held annually in March.

ii) The election of all council representatives shall be held within a month of the start of each new academic year.

iii) The Council shall take all reasonable steps to ensure that the members of the Union are made aware of all elections.

iv) In the elections for the President and the other posts comprising the Executive, every member of the Union shall be entitled to one vote for each office to be filled.

v) For the purpose of the election of members to Council, the College will be divided into the following constituencies:

First Year General Sculpture

2nd year Drawing & Painting 3rd year Drawing & Painting

4th year Drawing & Painting Tapestry

Post Graduate Drawing & Painting Glass & Stained Glass

Jewellery & Silversmithing Ceramics

Textiles & Weaving Fashion & Theatre Costume

Furniture Interior Design

Printed Textiles Visual Communications

Postgraduate Design BSc Town Planning 1st year

BSc Town Planning 2nd year BSc Town Planning 3rd year

BSc Town Planning 4th year PG Diploma in Planning (both years)

PG Diploma in Housing (both years) Architecture 1st year

Architecture 2nd year Architecture 3rd year

Architecture 4th year Diploma in Architecture

Environmental Conservation Urban Design

Landscape Architecture 1st Year Landscape Architecture 2nd Year

Landscape Architecture 3rd Year Landscape Architecture 4th year

Fine Art (Joint Degree)

Each constituency shall be entitled to elect two members for each 30 students or part thereof within the constituency. Every member of the Union within the constituency shall be entitled to one vote for each office to be filled.

vi) Any reduction in the size of a constituency during the academic session which would reduce its number of elected members shall not affect the members already elected.

Entitlement to an increase in membership shall be effective two weeks after the change is recognised by a general meeting of the Union.

vii) Where a vacancy occurs in the Council, the Council shall arrange for a by-election in the appropriate constituency at the earliest possible time.

viii) All elections shall be by secret ballot on voting slips provided by the Council and containing such information as Council may consider desirable or necessary. All elections shall be decided on the basis of a simple majority.

ix) Candidates who are offering themselves for election to any post under this constitution shall be members of the Union and shall be nominated in the required manner not later than three working days before the date fixed for polling. All candidates shall give their consent for nomination in writing.

x) The manner of nomination shall be as follows:

a) **President and Vice President**

the nomination of each candidate for the post of President or Vice President of the Council shall require a statement in writing showing the name and course of the candidate signed by the member proposing the candidate and countersigned by not less than nine members who second the proposal. The proposer and the seconder shall specify their names and the name of the course they are taking at the time of the nomination.

#### **b) Membership of the Executive**

the nomination of candidates for membership of the Executive shall require a statement in writing showing the name of the candidate signed by a proposer and also by two seconds.

#### **c) Membership of the Council**

the nomination of candidates for membership of the Council shall require a statement in writing showing the name of the candidate signed by a proposer and also one seconder; the proposer and the seconder shall both be in the same constituency as the candidate.

xi) The conduct of all elections shall be supervised by returning officers to be appointed by the Union.

xii) An objection to the conduct of any election shall be signed by ten members of the Union and submitted to the Executive within five full working days of the date on which the election was held. The Executive shall then call a general meeting within three weeks of the date on which the objection was lodged. The quorum for such a meeting shall be 8% of the Union membership (as defined in para 5vi); the motion to the general meeting from the ten or more objectors must take the form of a call for one of the following:

- a) a recount
- b) a re-vote
- c) another election

### **15 REMOVAL OF OFFICE BEARERS**

i) The President or any other elected member of the Executive may be removed from office by the Union at a special general meeting. The person whom it is proposed to remove or his/her representative shall be entitled to speak at the meeting.

ii) A member of the Council who fails to attend two consecutive meetings of the Council without an explanation acceptable to Council may be removed from membership of the Council by resolution; notice of the resolution shall be given to the affected member who shall be entitled to attend the meeting and to speak to the resolution.

iii) Within fourteen days of the removal of an office bearer, the Council shall arrange for a by-election to be held to fill the office vacated. The person elected shall hold office for the unexpired period of the previous office bearer's term of appointment.

### **16 BYE-LAWS, AMENDMENTS AND ENABLING INSTRUMENTS**

- i) The Council shall have power to make by-laws for the efficient discharge of the Union's business and, from time to time, to alter such by-laws.
- ii) The Union, Council and Executive shall have the power to make standing orders to regulate their meetings and, from time to time, to alter their standing orders; all such standing orders and their associated amendments shall be subject to review by the general meetings.
- iii) Subject to the provisions of Section 27 of the Edinburgh College of Art Confirmation Act 1959, this constitution shall be alterable only by a resolution passed by a two-thirds majority, at a special general meeting of the Union.

18 March 1996 (Affirmed)