



# **Glasgow University Union**

## Constitution

May 2014

**Contents**

|                |   |      |
|----------------|---|------|
| Article I.     | NAME, DEFINITION AND AUTHORITY                | p.3  |
| Article II.    | OBJECTS                                       | p.4  |
| Article III.   | MEMBERSHIP                                    | p.5  |
| Article IV.    | MEMBERSHIP YEAR                               | p.9  |
| Article V.     | BOARD OF MANAGEMENT                           | p.10 |
| Article VI.    | RETURNING OFFICER                             | p.17 |
| Article VII.   | ELECTIONS                                     | p.18 |
| Article VIII.  | ELECTORAL SYSTEM                              | p.22 |
| Article IX.    | STANDING COMMITTEES                           | p.25 |
| Article X.     | ACCOUNTS, MINUTES, PRINTS OF CONSTITUTION ETC | p.27 |
| Article XI.    | TRUSTEES                                      | p.28 |
| Article XII.   | MEETINGS                                      | p.29 |
| Article XIII.  | AFFILIATIONS                                  | p.31 |
| Article XIV.   | VISITORS                                      | p.33 |
| Article XV.    | SALES OF EXCISABLE LIQUOR                     | p.34 |
| Article XVI.   | ALTERATIONS TO THE CONSTITUTION               | p.36 |
| Article XVII.  | BYE-LAWS                                      | p.37 |
| Article XVIII. | EQUAL OPPORTUNITIES                           | p.38 |

**ARTICLE I. NAME, DEFINITION AND AUTHORITY**

- (1) The Society shall be called GLASGOW UNIVERSITY UNION and shall be a private Members' Club providing facilities and services for those persons holding Membership in terms of Article III hereof; at all times, it shall remain an autonomous body with ultimate sovereignty vested in the Members in General Meeting.

**Article II. OBJECTS**

(1) The objects of the Union, for the public benefit, shall be:

(a) to provide recreational facilities, the organisation of recreational activities and welfare support services to students in full or part-time education and to fulfil the function of a Club, particularly for Members, at which the objects of the Union are promoted and which forms a centre to which various University Societies may be affiliated;

(b) the advancement of education, particularly among the student population of the University of Glasgow;

(c) to promote the concept of citizenship and community development particularly among the young and the students of Glasgow University, including through the concept of participation in Debating as a vital component of citizenship;

(d) the advancement of the arts, heritage, culture, science and participation in sport, including through promoting the understanding of cultures among students of the University of Glasgow, promoting the integration of international students from a variety of cultures into the life of the University of Glasgow, promoting and supporting University Societies and clubs and providing a place of social intercourse and activity.

**Article III. MEMBERSHIP**

- (1) The categories of Membership shall be Ordinary Membership, Life Membership, Associate Membership, Temporary Membership and Honorary Membership and, save in the case of Honorary Membership, shall be mutually exclusive. The Board of Management shall have power to confer reciprocal rights of Membership (which shall be rights to use facilities but not Membership of the Union) as hereinafter provided.
- (2) (a) Ordinary Membership of the Union shall be open to:
  - i) All full time registered undergraduate students of the University.
  - ii) All part time registered undergraduate students of the University, registered for courses as part of a graduating curriculum and involving attendance at classes.
  - iii) All registered undergraduate students of the University registered for the purposes of examinations only, after one or more academic years of registered study as part of a graduating curriculum.
  - iv) All full time registered postgraduate students of the University registered for a recognised postgraduate Higher Degree or Diploma or second undergraduate Degree.
  - v) All part time registered postgraduate students of the University registered for a recognised postgraduate Higher Degree or Diploma or second undergraduate Degree.
  - vi) All registered postgraduate students of the University registered for the purposes of examinations only, after one or more academic years of registered study as part of a postgraduate graduating curriculum or for the purposes of preparation and presentation of thesis, dissertation or similar submission prior to graduation.
  - vii) All former students of the University.
  - viii) Members of the University Court, the Senate, and the teaching staff.
  - ix) Former students of other Universities, subject to the discretion of the Board of Management and subject to such additional conditions as may be imposed by the Board of Management.

GUU Constitution, adopted May 2014

- (b) The Board of Management shall have power to impose a maximum number from time to time upon the Ordinary Membership of the Union and to regulate admissions accordingly.
  - (c) Life Membership of the Union shall be open to all Members or former Members who have held any category of Membership specified in Article III Section 2 hereof and who fulfil the further requirements herein contained.
  - (d) Life Membership of the Union shall be given only at the discretion of the Board of Management. The admission by the Board of Management of any Candidate for Life Membership shall be subject to compliance with all relevant requirements of this Article of the Constitution.
  - (e) Life Membership of the Union shall not be granted to any person who is a registered student reading for an undergraduate Degree or Diploma, save in the case of any Candidate for Life Membership who has been President of the Union.
  - (f) Other than in the case of a Candidate who has been President of the Union, Life Membership of the Union shall not be granted to any Member or former Member unless:
    - i) He/she fulfils the requirements of Article III, Section 2, Subsections (c) and (e) hereof.
    - ii) in the case of a Candidate who has graduated with an undergraduate degree of the University, he/she shall have been an Ordinary Member of the Union for a minimum period of three years (which need not be consecutive), shall have paid such a sum as determined at the Annual General Meeting (or such other sum as the Board of Management may determine in any individual case of a Candidate joining within three years of the completion of the minimum three year period of Ordinary Membership or joining as a result of a specific Life Membership recruitment drive), and shall have signed the Roll of Life Members (the Honorary Secretary being empowered to sign the Roll of Life Members on behalf of any Life Member who may be absent when admitted).
    - iii) in the case of a Candidate who does not hold an undergraduate degree of the University, but may have been a registered student of the University (and whether or not a Graduate of any other academic Institution), he/she shall have been an Ordinary Member for a minimum period of one year, shall have paid such a sum as determined at the Annual General Meeting (or such other sum as the Board of Management may determine in any individual case of a Candidate joining within three years of the completion of the minimum one year period of Ordinary Membership or joining as a result of a specific Life Membership recruitment drive), and shall have signed the Roll of Life Members (the Honorary Secretary being empowered to sign the Roll of Life Members on behalf of any Life Member who may be absent when admitted).
  - (g) In the case of a Candidate who has been President of Glasgow University Union, all sums requiring to be paid in terms hereof shall be deemed to have been paid at the date of signature by the Candidate of the Roll of Life Members.
- (3) (a) i) Associate Membership of the Union shall be granted only at the discretion of the Board of Management and on such terms and conditions as the Board shall determine in each individual case or generally from time to time.
- ii) Associate Membership of the Union shall not be open to any person who is eligible to hold Ordinary or Life Membership.

GUU Constitution, adopted May 2014

- iii) The award of Associate Membership by the Board of Management shall become effective only upon fulfilment by the prospective Associate Member of the Terms and Conditions determined by the Board of Management including payment of any subscription which the Board of Management may decide to levy.
- (b) The Board of Management shall have power to admit as Associate Members as herein before provided:
  - i) Students, Representatives, Office Bearers, Professors or Members of Teaching or Administrative Staff of any international or United Kingdom Educational Institution, with or without payment of subscription, as the Board of Management may require.
  - ii) Persons whom the Board deem worthy of Membership of the Union but who are otherwise ineligible.
  - iii) Notwithstanding any other provision in the Constitution or Bye-laws, no Associate Member shall have the privilege of holding office or of voting in an election in the Union; an Associate Member may attend as an observer such meetings of the Union as the Board of Management may determine but may not participate in the decision-making or any other aspect of the business of the meeting.
  - iv) No Associate Member shall become eligible for Life Membership by virtue solely of having been an Associate Member and no subscription paid for Associate Membership or any year of Associate Membership shall be taken into account in computation of subscriptions paid or years of Membership by way of eligibility for admission to Life Membership.
- (4) The Board of Management shall have power to admit without payment of subscription Honorary Members, who shall be persons of note and distinction. The name of any person proposed for Honorary Membership shall be intimated not less than seven days before the meeting at which the proposal shall be submitted to the Board of Management. The admission of any such person to Honorary Membership shall require the support of at least three fourths of the Members of the Board of Management present and voting. Honorary Members shall be entitled to the use of the Union premises but shall not by virtue of that status be eligible to hold office, to vote in elections, or to take part in the business of the Union.
- (5) (a) The Board of Management shall have power to confer rights of Membership on a reciprocal basis (hereinafter referred to for the sake of simplicity as “Reciprocal Membership”) to Members of other Clubs or Institutions approved by the Board of Management, always provided that such other Clubs or Institutions shall have amongst their objects objects broadly similar to those of Glasgow University Union; rights of “Reciprocal Membership” shall be restricted to use and enjoyment of the facilities of Glasgow University Union and introduction of visitors thereto at such times and on such occasions as the Board of Management may designate (whether by specific designation or by general designation with or without specific exclusions for particular times or occasions and whether with or without specific restrictions such as a limit on the number of visitors who may be introduced at any time) and shall never include the right to participate in meetings or the business of the Union, in elections, in voting, in holding or standing for Office, or in any other way whatsoever.
- (b) “Reciprocal Membership” shall not be conferred on Members of any other Clubs or Institutions unless the Clubs and Institutions of which those persons are

GUU Constitution, adopted May 2014

Members are recognised and certified in accordance with the Licensing (Scotland) Act 2005 or any replacement or re-enactment thereof, or any equivalent legislation applicable in any other part of the United Kingdom or the European Union, and which also fall within the description specified in paragraph 2(1) of the Licensing (Clubs) (Scotland) Regulations 2007.

- (c) “Reciprocal Membership” shall not be Membership giving any right to Ordinary Membership, Life Membership or Associate Membership and any application by any Candidate for Ordinary Membership, Life Membership or Associate Membership shall be considered on its merits without taking account of any “Reciprocal Membership.”
- (6) No Candidate for Membership shall be entitled to use facilities of the Union, to vote, or to take part in the business of the Union prior to enrolment as a Member, although any such Candidate for Membership who has held Membership in the immediately preceding year shall have accorded to him or her the privileges specified in Article IV, Sections 2 and 3 hereof.
- (7) Upon enrolment, every Member of the Union shall receive a ticket of Membership which must be produced on all occasions when requested to do so by a Member of the Board of Management or by the Union Manager or any other person exercising authority delegated by the Board of Management.
- (8) The Board of Management shall determine the form and nature of the Ticket of Membership for each category of Membership.
- (9) All Members of the Union shall be bound to obey the Articles of the Constitution and all Bye-Laws from time to time in force.
- (10) Membership of Glasgow University Union and of Queen Margaret Union shall be mutually exclusive.
- (11) Temporary Membership of the Union shall be granted only at the discretion of the Board of Management and on such terms and conditions as the Board shall determine from time to time. Temporary Members will not be entitled to hold office, to vote, or to take part in the business of the Union.



**Article IV. MEMBERSHIP YEAR**

- (1) The Membership Year shall be from 1<sup>st</sup> September to 31<sup>st</sup> August.
- (2) Notwithstanding the provisions of Article III, Section 6, between the first and last days of September, inclusive, any Candidate for Membership who has held Ordinary Membership in the preceding year shall be accorded the privileges of use of the facilities of the Union and participation in the business of the Union (but not of standing or voting in any election) pending re-enrolment unless the said privileges be specifically withdrawn by the Board of Management.
- (3) (a) Notwithstanding any delay in renewal of Membership or registration, between the sixteenth and thirtieth days of September, inclusive, any Member of the Board of Management shall be entitled to continue in office as a Member of the Board of Management.
- (b) On 1st October of any year, any Member of the Board of Management who no longer fulfils the requirements for holding office shall be deemed to have resigned and a Notice of By-Election shall be posted as hereinafter provided on the first Monday immediately following the 1st October.

## **Article V. BOARD OF MANAGEMENT**

- (1) (a) i) Subject to the ultimate sovereignty vested in the Members in General Meeting, the whole business and affairs of the Union shall be under the exclusive control and responsibility of the Board of Management who shall have all necessary powers including, without prejudice to the generality, any powers specifically referred to in the Constitution and Bye-Laws.
- ii) The President, Honorary Secretary and Assistant Honorary Secretary shall constitute the Executive Committee which shall conduct the day to day business of the Union on behalf of the Board of Management and shall be answerable to the Board of Management.
- iii) Subject to the provisions of Article XVII the Board of Management shall have powers to issue and alter Bye-Laws for the management and use of the premises and in regard to all other matters which the Board shall consider expedient including the terms and conditions on which Temporary Members may be admitted in terms of Article III (11) hereof.
- (b) The Board of Management shall consist of:
- i) The Office Bearers who shall be the President, two Vice-Presidents, the Honorary Secretary, the Honorary Treasurer, the Assistant Honorary Secretary, the Convener of the Debates Committee, the Convener of the Games Committee, the Convener of the Libraries Committee, and the Convener of the Entertainments Committee, all of whom, except the Vice-Presidents, shall be elected annually at the Annual Election and shall hold office from the close of the Annual General Meeting immediately succeeding the Annual Election at which they were elected until the close of the Annual General Meeting in the following year. Each year there shall be an election for Vice-President; the Vice-Presidents shall serve for two years, one retiring each year by rotation, but shall be eligible for re-election. In the event of any Office Bearer having been elected to replace an incumbent who has resigned or has been deemed to have resigned, that Office Bearer shall be elected to hold Office only for the balance of the period for which the former incumbent was elected.
- ii) Four Former Student Members, being former students of the University and Life Members of the Union who have not been registered at the University for 12 complete calendar months prior to the date of nomination for election, elected for a period of two years (or the balance of that period in the event of election to replace an incumbent who has resigned or has been deemed to have resigned) of whom two shall retire annually by rotation but shall be eligible for re-election.
- iii) Ten Present Student Members being Members of the Union, who shall be registered students of the University (always excluding from the definition of registered students for the purposes of this section those persons registered for examination purposes only or registered only for the purposes of preparation and presentation of a thesis, dissertation or similar submission prior to graduation) elected for a period of two years (or the balance of that period in the event of election to replace an incumbent who has resigned or has been deemed to have resigned) of whom five shall retire annually by rotation but shall be eligible for re-election.
- iv) The President of Glasgow University Sports Association (or, if not a Member of

GUU Constitution, adopted May 2014

the Union, the Union Member holding the most senior position on the Glasgow University Sports Association Executive), ex officio, and the retiring President of the Union demitting office at the Annual General Meeting, ex officio, being Members of the Union.

- (2) (a) All Office Bearers except the Vice-Presidents and the Honorary Treasurer shall be registered students holding Office by virtue of Membership in terms of Article III, section 2, Subsection (a), paragraphs (i), (ii), (iv), and (v) hereof and shall hold office only so long as they continue to be Members and registered students as therein defined.
- (b) The Vice-Presidents and Honorary Treasurer shall be Life Members of the Union who are not registered students of the University.
- (c) The Vice-Presidents shall not have been undergraduate Students of the University or any other Educational Institution within the previous ten years of being elected or holding office.
- (d) The Honorary Treasurer shall be a Chartered Accountant, a Certified Accountant, or a Member of the Chartered Institute of Management Accountants.
- (3) In the event of a Former Student Member becoming a registered student as defined in Article III, section 2, subsection (a), paragraphs (i), (ii), (iii), or (iv) hereof at the University or any other educational institution that Former Student Member shall thereupon cease to hold office.
- (4) A Former President of the Union (irrespective of the time of or reason for demission of office) shall be eligible for election only as a Vice-President, Honorary Treasurer, or Former Student Member
- (5) (a) No person shall hold simultaneously more than one elected position on the Board of Management, but this subsection shall not prohibit a Member of the Board of Management from being appointed by the Executive Committee or by the Board of Management to undertake and from undertaking (pro tempore and pending the holding of an election) the duties of another Member who has resigned or who has otherwise demitted Office, from undertaking the duties of another Member who is ill or otherwise temporarily unable to carry out her/his duties, from being appointed to and carrying out the duties of any Sub-Committee or Ad Hoc Committee of the Board of Management, or from being entrusted with other specific duties by the Board of Management.
- (b) No Member of the Board of Management may accept nomination for any vacancy to be filled at an Annual Election unless the term of office then being served by that Member shall expire by attainment of the term of that office at the Annual General Meeting immediately following such Annual Election, by disqualification effective at or before the Annual General Meeting immediately following such Annual Election, or by resignation, intimated and effective before the close of nominations for the Annual Election.
- (c) No Member of the Board of Management may accept nomination for any vacancy to be filled at a By-Election without first having resigned from the position already held on the Board of Management and such resignation must take effect before the close of nominations for that By-Election.
- (d) Unless otherwise specified in the intimation of resignation, any resignation by a Member of the Board of Management shall be deemed to be effective from the date of such intimation or, if undated, from the date of receipt of such intimation by the

GUU Constitution, adopted May 2014

Honorary Secretary or any substitute therefor nominated so to act by the Executive Committee or the Board of Management.

- (e) Members of the Board of Management shall comply with any conflict of interest protocol adopted by the Board of Management.
- (6) Any Member of the Board of Management whose tenure of office depends upon being a registered student shall be required to exhibit to the Board of Management or to the Returning Officer evidence of matriculation between 16th September and 1900 hours on 30th September and failure to do so shall result in automatic demission of office on 1st October. Notice of a By-Election to elect successors to such persons shall be posted on the Monday immediately following 1st October and the By-Election shall be held in accordance with the provisions of Article VII. In the event of any such Member becoming a registered student before the close of nominations for said By-Election, he shall be eligible to be a Candidate in said By-Election, whether or not for the position formerly held.
- (7) The Members of the Board of Management shall be elected as provided in Article VII.
- (8) (a) The Board of Management shall have powers through the Trustees to exercise the same full and unrestricted powers of dealing with the assets of the Union in all respects as if absolutely entitled thereto beneficially and to have all the powers and protections available to gratuitous Trustees in Scotland whether by statute or at common law, provided always that the dealings are reasonably prudent and designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.
- (b) Specifically and without prejudice to the foregoing generality the Board of Management shall have powers through the Trustees:
- i) to raise funds and acquire assets from any person or persons whomsoever or from any organisation or legal personality whatsoever by any legal means, provided all such conduct is designed or intended to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.
  - ii) To retain, accept, purchase and sell stocks, bonds, securities or other investments of any and every description and invested in heritable and other securities whether authorised by the Trustee Investment Act, 1961 (or any re-enactment or replacement of same) or not and whether or not quoted on any recognised Stock Exchange or Security Exchange provided all such conduct is designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union and is conducted with reasonable prudence with benefit of professional advice.
  - iii) To retain, accept, purchase and sell any assets of whatever description and wherever situated.
  - iv) To undertake or accept any trusts or obligations which may seem in accordance with the objects of the Union.
  - v) To refrain from suing or taking any Action to enforce any debt or other claim or to instruct proceedings in Court or otherwise of payment of fines, debts and obligations due to the Union.
  - vi) To indemnify and reimburse themselves out of the assets of the Union or any part thereof for any expenses or liabilities which they may reasonably incur in relation to the conduct of the affairs of the Union and in the performance or exercise of their duties and powers hereunder, but specifically excepting herefrom the

GUU Constitution, adopted May 2014

payment of any salary or wage to any member of the Board of Management in his capacity as a Member of the Board of Management, provided all conduct giving rise to the indemnification and reimbursement is designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.

- vii) To transfer any of the assets of the Union to nominees to hold the same as Trustees, provided any such Trustees have been appointed as Trustees by the Members in General Meeting.
- viii) To employ and pay proper and reasonable remuneration to staff and professional and technical advisers whose services are, in the opinion of the Board of Management, required for the attainment or facilitation of the attainment of the objects of the Union;
- ix) To appoint Solicitors, Agents, Factors, Stockbrokers, Accountants or such other persons to assist in the conduct of the affairs of the Union and to pay to such person or persons who may be appointed (but who may not be of their own number unless prepared to waive payment of Fees but who may claim reimbursement of expenses actually and reasonably incurred on behalf of the Union) suitable remuneration and commission for their trouble at the usual professional rates, provided all such conduct is designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.
- x) To establish and operate both Current Accounts and Deposit Accounts with Bankers or others and to overdraw from time to time or, indeed, to borrow from any source whatsoever and on such terms as the Board of Management shall deem fit in the name of the Union, provided that cheques or withdrawal instructions drawn on such accounts shall not be signed by fewer than two authorised persons, one of whom shall be a Member of the Executive Committee, provided all such conduct is designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.
- xi) To accept, retain, purchase, sell, lease and take on lease any property, heritable and moveable, real and personal, of whatever description and wheresoever situated provided all such conduct is designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.
- xii) To engage in trade or commerce whether or not on a short term or a long term basis and whether or not within or outwith the precincts of the Union provided all such conduct is designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.
- xiii) To grant any form of indemnity, whether or not to Bankers, as may be normally required in the conduct of the affairs of the Union, provided all such conduct is designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.
- xiv) To create an Investment Memorandum as guidance for investment policy for the use of Union Funds.
- xv) To pay an Honorarium to the Honorary Treasurer.
- xvi) To do all other lawful things as are necessary for the attainment or facilitation of the attainment (or to fund the attainment or facilitation of the attainment of) of the objects of the Union.

- xvii) To pay out of the funds of the Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees and/or Board of Management or any of them which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty which they may be guilty of in relation to the Union provided that no such insurance shall extend to (a) any claim arising from any liability by the Trustees and/or Member of the Board of Management to pay a fine imposed in criminal proceedings or a sum payable to a Regulatory Authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising); (b) any liability incurred by the Trustees and/or Member of the Board of Management in defending any criminal proceedings in which the Trustee or Member of the Board of Management are convicted of an offence arising out of any fraud or dishonesty or wilful or reckless misconduct; or (c) any liability incurred by the Trustees and/or Member of the Board of Management to the Union that arises out of any conduct which the Trustee and/or Member of the Board of Management knew (or must reasonably be assumed to have known) was not in the interests of the Union or in the case of which they did not care whether it was in the best interests of the Union or not.
- (c) The Members of the Board of Management shall not be liable for depreciation in the value of investments made or retained by them nor for any omissions, nor for neglect in management, nor for the insolvency of debtors, nor for the acts, omissions, neglect or defaults of each other or of any Banker, Solicitor, Factor or other Agent employed by them, provided always that they have acted in good faith in a manner intended and designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.
- (d) The Union shall sue by and shall be competently sued in the name of the Trustees (holding Office at the time of the raising of the relevant action) for and on behalf of Glasgow University Union; the Union shall indemnify the said Trustees in respect of all or any determinations or findings of liability for expenses (or any expenses incurred irrespective of any such findings) and said Trustees shall sue and be sued as Trustees without acquiring personal liability.
- (e) Under no circumstances shall one half or more of the Trustees or Members of the Board of Management in any financial year (and for these purposes such provision shall be treated as applying to a Trustee or Member of the Board of Management if they apply to a person who is a Connected Person in terms of Section 68 of the Charities and Trustee Investment (Scotland) Act 2005 in relation to that Trustee or Member of the Board of Management) be remunerated.
- (9) The Board of Management shall have powers:
- (a) After such enquiry or other procedure (if any) as it may think fit with regard to any Member who, in the judgement of the Board, has been guilty of behaviour in contravention of any rules, any element of any Discipline Memorandum, or any Bye-Laws in force for the time being or who has failed, after due intimation and without making any explanation satisfactory to the Board for such failure, to pay or meet any fine, debt or obligation of whatever nature due by her/him to the Union (including expenses incurred by the Union relative thereto):
- i) To grant an absolute discharge to such Member

GUU Constitution, adopted May 2014

- ii) To admonish such Member;
- iii) To fine and/or suspend such Member from the privileges of Membership for such a period as it may think fit;
- iv) To expel such a Member and decline to re-admit her/him as a Member;
- v) To request such Member to tender her/his resignation within seven days and, in the event of such request not being complied with, to fine and/or expel such Member and decline to re-admit her/him as a Member or to fine and/or expel such Member and re-admit her/him to Membership only on such terms and conditions as the Board may decide to impose;
- vi) To take any other action which the Board of Management may deem appropriate.
- vii) To appoint Members of the Union to a Discipline Committee to investigate such cases and to advise the Board of Management on disposal or make recommendations and the Board of Management shall take any such advice or recommendations into account in reaching a final determination.
- viii) The actions listed under subsections (9)(a) iii - vi will only be taken without referral to a Panel of the Discipline Committee where it is reasonably justifiable and in the interests of the Membership.

(b) To impose upon any person who is not a Member of the Union but who, in the judgement of the Board, has been guilty within the Union, or its precincts or environs, of behaviour in contravention of any rules, any element of any Discipline Memorandum or any Bye-Laws in force for the time being or who has failed, after due intimation and without making any explanations satisfactory to the Board for such failure, to pay or meet any fine, debt or obligation of whatever nature due by him or her to the Union (including expenses incurred by the Union relative thereto), to impose whatever punishment or to take whatever other action which the Board of Management in its own absolute discretion shall deem appropriate including, without prejudice to the foregoing generality, the power to declare any such person persona non grata and to decline to admit any such person to the Union or any premises owned by the Union or controlled on its behalf by the Board of Management.

(c) To appoint such Committees for such special objects as the Board of Management may from time to time decide, to delegate to such Committees the function and Powers of the Board of Management relating thereto to such an extent as the Board of Management shall decide, and to fix the quorum of such Committees.

- (10) The Board of Management shall meet not less than thrice in each of Semester One and Semester Two and at such other times as the business of the Union may require.
- (11) At the meetings of the Board of Management, eight shall form a quorum, of whom at least two shall be non-student Board Members.
- (12) (a) i) There shall be no sabbatical offices on the Board of Management and no Office Bearer or Member of the Board of Management shall receive a salary or wage by virtue of being an Office Bearer or Member of the Board of Management.
  - ii) The foregoing clause shall be amended only by a vote at a General Meeting of Members of which proper notice (containing notice of the motion to amend the foregoing clause) shall have been given and at which seventy per cent of those Members present and voting shall have voted in favour of the amendment.

GUU Constitution, adopted May 2014

- iii) No provision in this section shall operate to prohibit reimbursement of expenses actually incurred or losses suffered by a Member of the Board of Management by virtue of execution of the duties of a Member of the Board of Management.



**Article VI. RETURNING OFFICER**

- (1) The Board of Management shall appoint a Returning Officer who shall be responsible for the conduct of the Annual Election and any By-Elections and who, subject always to the rules of the Constitution, shall be guided by the provisions of the Representation of the People Act 1948 or any re-enactment or replacement thereof; the Returning Officer shall not be a Member of the Board of Management nor a Registered Student of the University; the Returning Officer shall not be an employee of the Union, of the Queen Margaret Union, of the Students' Representative Council, of the Glasgow University Sports Association, or any other student Body.
- (2) The Powers of the Board of Management to conduct any election shall be exercised solely by the Returning Officer on behalf of the Board of Management and without interference by the Board of Management except that the Board shall retain a Supervisory Role and may instruct the Returning Officer to seek legal advice, at Union expense, on any matter pertaining to a Union Election and require the Returning Officer to accept any such advice. The Board of Management shall draw to the attention of the Returning Officer any matter regarding the conduct of any election, including any matter on which the Returning Officer has already announced a decision, which the Board considers merits the further consideration of the Returning Officer but, always excepting the powers of the Board to require the Returning Officer to take legal advice, shall not attempt to overturn, or otherwise interfere in, a decision of the Returning Officer.
- (3) The Board of Management shall have power to dismiss the Returning Officer at any time except during the period between the posting of Notice of any Election and the declaration of the results of that election.
- (4) In the event of the Returning Officer being unable to supervise any election or any part of any election, the Board of Management shall appoint a Temporary Returning Officer to act in the absence of the Returning Officer, whose appointment shall not run for longer than the period from the posting of Notice of Election to the declaration of results of that Election, but who may be appointed as Temporary Returning Officer on more than one occasion. Any Temporary Returning Officer thus appointed shall fulfil all the conditions of eligibility for appointment as the Returning Officer and shall have all the rights and duties of the Returning Officer including the protection of Article VI, section 3 of this Constitution.
- (5) The Returning Officer shall report to the Board of Management and to the University Court on the conduct, fairness, and result of the Annual Election and of any By-Election.

**Article VII. ELECTIONS**

(1) Annual Election

- i) The Annual Election to the Board of Management shall be held in the Union between the hours of 9.00a.m. and 7.00p.m. on the first Thursday in March each year and shall be by secret ballot open to all Ordinary Members and Life Members of the Union. Nominations for vacancies at the Annual Election may be lodged at any time when the Union is open between 9.00a.m. on the Monday ten days before the day of the Annual Election and 5.00p.m. on the Thursday first following that Monday. The Notice calling said Annual Election shall be posted in the Union seven days before the day on which nominations open.
- ii) The Notice of Election shall be posted as hereinbefore prescribed and shall contain a list of the Members of the Board retiring or resigning or otherwise demitting office and those eligible for re-election. The positions to be filled, the date of the Poll and the hours of the Poll shall also be stated.
- iii) Nominations of Candidates to fill those vacancies shall be made upon forms supplied by the Honorary Secretary or upon copies of Forms supplied by the Honorary Secretary and shall be addressed and delivered to the Honorary Secretary at any time within the period hereinbefore specified. The form shall be signed by the Candidate nominated at the place marked for that purpose below the docquet of acceptance of nomination (which shall contain certain qualifications as hereinafter prescribed). The Form shall also be signed at the appropriate places by the Proposer and Seconder of the Candidate.
- iv) The Candidate must be a person eligible for election according to the Constitution and the Candidate, the Proposer and the Seconder must be Ordinary or Life Members of the Union at the time when nominations close.
- v) No person shall accept or maintain nomination for more than one vacancy in the same election under penalty of being deemed ineligible to stand for election for any position in that election; a person shall be deemed to have accepted nomination for any vacancy when a Nomination Form, duly signed by the Candidate, has been delivered to the Honorary Secretary or any person acting on her/his behalf.
- vi) The names of the Candidate so nominated shall be posted on the Union Notice Board and made available to the membership in accordance with the Union's communication protocol as soon as is practicable after the nomination has been received by the Honorary Secretary.
- vii) Any Candidate wishing to withdraw her/his acceptance of nomination for election must so intimate to the Honorary Secretary by or before twelve noon on the day preceding the election.
- viii) The Nomination Form shall take the following form:

GUU Constitution, adopted May 2014

GLASGOW UNIVERSITY UNION

ELECTION OF OFFICE BEARERS AND BOARD OF MANAGEMENT 20\_\_-\_\_

Nomination Form in terms of Article VII section 1, subsection (iii) of the Constitution of Glasgow University Union.

We, the undersigned, being Members of the Union, hereby nominate

.....

For the position of.....

Signed (Proposer).....

.....Ordinary Membership Number/Life Membership Number

Signed (Seconder).....

..... Ordinary Membership Number/Life Membership Number

I, ....., agree to accept nomination.

I accept that all information requested in this nomination form is material and essential and that any error, including mistake in the Membership number of any party to the Nomination Form or failure of any party to the nomination to sign the Form (or signature by use of Block Capital Letters) shall render the Nomination invalid with the result that the Nomination shall be a nullity.

I agree that the Nomination Form lodged with the Union must bear an original signature by me and that photocopies or facsimile copies of my signature will not constitute acceptance of nomination for the purposes of Union elections.

I agree to abide by the decisions of the Returning Officer in all matters regarding the conduct of the election and the validity of nominations.

I have read and understood the contents of this Form and I agree if elected to abide by and uphold the Constitution, Bye-Laws and policies of Glasgow University Union.

Signed ..... (Candidate)

..... Ordinary Membership Number/Life Membership Number

- ix) Before the close of Nominations, each Candidate for election whose eligibility for election depends upon her/his being a Registered Student shall lodge a Manifesto Form bearing a completed docquet at the beginning thereof in the following terms:

GUU Constitution, adopted May 2014

GLASGOW UNIVERSITY UNION

MANIFESTO FORM IN TERMS OF ARTICLE VII, section 1,  
subsection (ix)

I seek election to the position of .....  
until March.....

I fully intend to serve on the Board of Management until  
at least that date.

I am a ..... year Student in the College of.....

I am due to graduate in the month of ..... in  
the year.....

x) No Member of the Board of Management may accept nomination for any vacancy to be filled at an Annual Election unless the term of office then being served by that Member shall expire by attainment of the term of that office at the Annual General Meeting immediately following such Annual Election, by disqualification effective at or before the Annual General Meeting immediately following such Annual Election, or by resignation intimated and effective before the close of nominations for the Annual Election. In the event of resignation as aforesaid being specifically stated in the intimation of resignation to be for the purpose of seeking election at the Annual Election, the resigning Member of the Board of Management shall be permitted to carry out the duties and to enjoy the privileges and authority of a Member of the Board of Management until the result of the Annual Election has been declared or, should the resigning Member of the Board of Management not be validly nominated for election notwithstanding the terms of the intimation of resignation, until the close of nominations for the Annual Election.

(2) By-Election.

(a) Save as provided in this paragraph and in Article VII, section 2, paragraph (b) hereof, in the event of any Member of the Board of Management resigning or otherwise demitting office in the course of her/his tenure of office, her/his successor shall be elected in a manner hereinafter provided by a By-Election convened within 28 days of such resignation or demission of office except where said resignation or demission of Office takes place within 28 days preceding the Annual General Meeting. In the event of such resignation or demission of office (other than by attainment of the term of that office) taking place within 28 days but more than 18 days preceding the Annual General Meeting, the election of the successor shall be included in the Annual Election and shall be organised in accordance with all rules relating thereto; in the event of such resignation or demission of office (other than by attainment of the term of the office) taking place within 28 days and less than eighteen days preceding the Annual General Meeting, the election of a successor shall take place at a By-Election convened within

GUU Constitution, adopted May 2014

the 28 days immediately following the Annual General Meeting. Any By-Election shall be by secret ballot open to all Ordinary Members and Life Members of the Union.

- (b) Where it is known at the date of posting of the Notice of By-Election that another By-Election will require to be held within seven days of such By-Election, the Board of Management may (but only with the agreement of the Returning Officer) delay the holding of the first By-Election to allow both By-Elections to be held concurrently; no By-Election may be thus postponed more than once.
- (c) Notwithstanding the foregoing, in the event of a By-Election being required during Semester One, no Notice of Election shall be posted before 0900 hours on the Monday immediately following 1st October.
- (d) No Member of the Board of Management may accept nomination for any vacancy to be filled at a By-Election without first having resigned from the post already held on the Board of Management and such resignation must take effect before the close of nominations for that By-Election. In the event of resignation as aforesaid being specifically stated in the intimation of resignation to be for the purpose of seeking Election at a By-Election, the resigning Member of the Board of Management shall be permitted to carry out the duties and to enjoy the privileges and authority of a Member of the Board of Management until the result of the By-Election has been declared or, should the resigning Member of the Board of Management not be validly nominated for election notwithstanding the terms of the intimation of resignation, until the close of nominations for the By-Election.
- (e) No By-Election to the Board of Management shall be held during a recognised university vacation. Should any By-Election fall to be held during a recognised University vacation, this By-Election shall be held within 21 days of the commencement of the succeeding term. No By-Election shall be held on a day that is a recognised University holiday. Should any By-Election fall to be held on a recognised University holiday, it shall be held on the Thursday immediately following said University holiday.
- (f) Unless otherwise specified in the Intimation of Resignation, any resignation by a Member of the Board of Management shall be deemed to be effective from the date of such intimation or, if undated, from the date of receipt of such intimation by the Honorary Secretary or any substitute therefor nominated so to act by the Executive Committee or the Board of Management.
- (g) The Honorary Secretary, failing whom a Member of the Board of Management appointed to undertake pro tempore the duties of the Honorary Secretary, shall post a Notice of a By-Election in the Union before 1700 hours on the first Friday of Semester One. Said notice shall be as nearly as may be in the following form: "Notice is hereby given that a By-Election may be held in terms of Article VII, section 2, Subsection g of the Constitution on Thursday (specify date) (being the Thursday following 10 days after the first Monday after 1st October) to fill any vacancies on the Board of Management created by resignation or demission of Office for any reason. A list of positions for which it is already known that an election will be required is appended to this Notice. A formal Notice of By-Election containing a complete list of positions for which Election will be required will be posted on the first working day after the twenty-first calendar day of Semester One (all calendar days, including the first day of Semester One, being counted towards the total of 21). Nominations for Election to such positions may be made between 0900 hours on Monday (specify date) (being the first Monday following 1st October) and 1700 hours on Thursday (specify date) (being the first Thursday thereafter). A By-Election will be held seven days later on Thursday (specify date)." A By-Election shall be called in accordance with the terms of such notice.

**Article VIII. ELECTORAL SYSTEM**

- (1) a) The Members of the Board of Management shall be elected (whether at an Annual Election or at a By-Election) in the manner hereinafter provided.
- i) In the event of there being more nominations than vacancies for any position on the Board of Management, the method of voting shall be by the single transferable vote system, videlicet:
- ii) A Voter shall place the figure 1 on her/his ballot paper opposite the name of the Candidate who is her/his first choice, and may, in addition, place on her/his paper the figure 2, or the figures 2, 3, 4, 5, or such a number as shall correspond with the number of Candidates duly nominated, in the order of her/his preferences opposite the names of the Candidates whom he/she would prefer should her/his first or any later choice be excluded from the count. The Returning Officer shall have absolute unchallengeable discretion in determining whether or not any mark other than a figure as aforesaid shall render a ballot paper void, non transferable, or shall indicate a clearly expressed preference which the Returning Officer may deem to be a vote in favour of a particular Candidate.
- iii) The quota of votes required by any Candidate for election out of the total number of votes cast shall be calculated according to the formula:

Quota required: 
$$\frac{\text{(total valid votes cast in favour of all Candidates)}}{\text{(number of vacancies+1)}} +1$$

- iv) When calculating the total valid votes cast in favour of all Candidates, the cumulative number of spoiled or non-transferable ballots shall be deducted from the total number of ballot papers.
- v) Until any Candidate obtains a quota, the Returning Officer shall exclude from the count the Candidate with the smallest number of first votes, and shall then examine the papers bearing the votes in favour of the excluded Candidate, and shall transfer to other Candidates any votes given on these papers whereon their names are marked as next in preference (after excluding from consideration higher preferences in favour of Candidates already excluded or elected); he shall in each case add as first votes the votes transferred to the total of the votes of the Candidates to whom the transfer is made.
- vi) Until such Candidate obtains a quota as described above, the Returning Officer shall, in the manner as aforesaid, exclude from the count the Candidates not previously excluded one after another, the Candidate with the smallest number of votes being always first excluded.
- vii) In the event of two or more Candidates gaining the same number of votes in circumstances in which the Returning Officer must declare one or more of them elected or must exclude one or more of them from the count, the Returning Officer shall resolve the tie by applying the earliest-mentioned of the following options that would resolve the tie:
- i. He/she shall give precedence to the Candidate who attained the highest number of first preference votes in the first count.

GUU Constitution, adopted May 2014

- ii. He/she shall give preference to the Candidate who had attained the highest number of votes immediately before commencement of the current count.
  - iii. He/she shall examine the first count ballot papers in favour of the tied Candidates and, solely for the purpose of resolving the tie, shall treat them as if they were the only votes cast in the election and as if the tied Candidates were the only remaining Candidates in the election and, by transferring votes according to second or subsequent preference in accordance with the rules set down in this Constitution, shall determine which of the tied Candidates should be declared elected or excluded; having concluded this election within an election, he/she shall then restore to each Candidate involved the votes that had been cast in her/his favour immediately before the conduct of the election within an election and shall then proceed with the remainder of the election.
  - iv. He/she shall examine the first count ballot papers in favour of all Candidates and, solely for the purpose of resolving the tie, shall treat them as if the tied Candidates were the only remaining Candidates in the election and, by transferring votes according to second or subsequent preference in accordance with the rules set down in this Constitution, shall determine which of the tied Candidates should be declared elected or excluded; having concluded this election within an election, he/she shall then restore to each Candidate involved the votes that had been cast in her/his favour immediately before the conduct of the election within an election and shall then proceed with the remainder of the election.
  - v. In the event of none of the foregoing steps resolving the tie, he/she shall toss a coin to break the tie, and shall have power to allow Candidates or their representatives to call “heads or tails” or him or herself to allocate “heads or tails” to Candidates, provided that said allocation shall be made before the toss of the coin.
- viii) Should there be a tie between Candidates either in the final count, for one vacancy, or at the bottom of a count precedence will be given to the Candidate with the greater number of votes in the first count; should there be a tie between Candidates at the bottom of the first count, eligibility for a further count shall be decided by an examination of the papers of the other Candidates higher on the list, and the Candidate with the smallest number of votes on these papers as given him or her as next in order of preference shall be excluded.

GUU Constitution, adopted May 2014

- (b) In the event of the nominations for any position on the Board of Management being equal to or less than the number of vacancies the Returning Officer shall declare that the Candidates so nominated have been duly elected; in the case of an Annual Election, the Declaration that the Candidates so nominated have been duly elected shall become effective at the close of the Annual General Meeting immediately following said Annual Election; in the event of a By-Election, the declaration that the Candidates so nominated have been duly elected shall become effective immediately after said declaration.
- (2) No persons other than the Returning Officer and those appointed by him or her shall be allowed within the place of voting except for the express purpose of voting.
- (3) In the event of any Candidate or Candidates for election in a By-Election being the only validly nominated Candidate or Candidates such that the By-Election need not proceed, the Returning Officer shall declare such Candidates duly elected and said declaration shall become effective immediately.
- (4) Without prejudice to the terms of Article VI, section 2 hereof, the decisions of the Returning Officer shall be final.



**Article IX. STANDING COMMITTEES**

- (1) The Board of Management shall meet within 60 days of the Annual General Meeting of the Union and shall elect:
  - i) A House Committee, which shall consist of the student Members of the Board of Management along with such other Members of the Board of Management as the Board of Management shall elect thereto.
  - ii) A Debates Committee, which shall consist of the Convener of the Debates Committee and up to eight others, of whom one shall be the President of the Dialectic Society (or if not a Member of the Union, the Union Member holding the most senior position on the Dialectic Society Executive), together with such additional Members as the Board of Management may from time to time determine.
  - iii) A Games Committee, which shall consist of the Convener of the Games Committee and up to six others together with such additional Members as the Board of Management may from time to time determine.
  - iv) A Libraries Committee, which shall consist of the Convener of the Libraries Committee, an Honorary Librarian, and up to six others together with such additional Members as the Board of Management may from time to time determine.
  - v) An Entertainments Committee, which shall consist of the Convener of the Entertainments Committee and up to ten others together with such additional Members as the Board of Management may from time to time determine.
- (2) In the event of a vacancy occurring by resignation or otherwise in the course of a year in office on the Debates Committee, Games Committee, Libraries Committee or Entertainments Committee, the Board of Management shall appoint a Member of the Union to fill any such vacancy.
- (3) Except in the case of the Honorary Librarian serving on the Libraries Committee, Membership of all standing Committees shall be restricted to those persons who are Members of the Union.
- (4) The functions of the House Committee shall be generally to supervise the running of the Union, to consider complaints and suggestions for improvements relative thereto, and to report with recommendations to the Board of Management.
- (5) The functions of the Debates Committee shall be to arrange Debates, Addresses, Concerts and other similar functions under the auspices of the Union; and to submit to the Board of Management from time to time recommendations for events or other activities which the Committee considers would be in the interests of the Union or result in better or wider service to the Members.
- (6) The functions of the Games Committee shall be to superintend the use and maintenance of the Billiard Room and any other Rooms in which games are carried on and to submit to the Board of Management from time to time recommendations for events or other activities which the Committee considers would be in the interests of the Union or result in better or wider service to the Members.
- (7) The functions of the Libraries Committee shall be to superintend the use and maintenance of the Libraries and to take such measures as may be necessary from time to time to ensure the efficiency of these Departments and the safe custody of

GUU Constitution, adopted May 2014

the books, magazines and other items kept therein, subject to the approval of the Board of Management; and to submit to the Board of Management from time to time recommendations for events or other activities which the Committee considers would be in the interests of the Union or result in better or wider service to the Members. The Committee shall also oversee the production of the Union's publications.

- (8) The functions of the Entertainments Committee shall be the running of the Union entertainments as determined by the Board of Management and to submit to the Board of Management from time to time recommendations for events or other activities which the committee considers would be in the interests of the Union or result in better or wider service to the Members.
- (9) From the beginning of Semester One to the end of Semester Two, not less than three meetings of the Union shall be held for the purpose of Debate.
- (10) The President, the Honorary Secretary, and the Assistant Honorary Secretary shall be ex officio Members of all standing Committees and Sub-Committees.
- (11) Members of each Committee shall be selected through an open application process and are subject to ratification by the Board of Management. The Board of Management shall strive to ensure that Standing Committees are representative of the membership as a whole.
- (12) In extraordinary circumstances, the Convener may recommend to the Board of Management a candidate for co-option, such recommendation being accompanied by a rationale explaining why the open application process should not be applied.
- (13) The quorum of the House, Debates, Games, Libraries and Entertainments Committees shall be 50% of the Members of each Committee plus one, save that no account shall be taken of ex officio Members in computing the quorum, always provided that any absent ex officio Member has received seven calendar days' notice of the Meeting.

**Article X. ACCOUNTS, MINUTES, PRINTS OF CONSTITUTION ETC.**

- (1) (a) Correct Accounts and Books shall be kept showing the whole financial affairs and intromissions of the Union and shall be duly audited each year by Chartered Accountants or a Chartered Accountant; the Chartered Accountants or Accountant performing said audit shall not include any Member of any Professional Firm of which the Honorary Treasurer is also a Member. The Auditors for the forthcoming year shall be appointed at the Annual General Meeting.
  - (b) Each year, a Financial Statement shall be presented to the Annual General Meeting; said Financial Statement shall contain a full statement of the affairs of the Union which shall include the Audited Annual Accounts for the financial year (which shall be from 1st July, to 30th June) and Interim Accounts to 31st December.
  - (c) The Audited Annual Accounts shall be displayed on the Honorary Secretary's Notice Board and made available to the membership in accordance with the Union's communication protocol for at least seven consecutive days during each of the months of October and March and the Interim Accounts to 31st December shall be so displayed for at least seven consecutive days during the month of March.
- (2) Prints of the Constitution and Bye-Laws shall be available for Members on application. The annual Financial Statement and Auditors' Report and a List of office Bearers shall be printed for circulation.
- (3) (a) The Minutes of all meetings of the Board of Management and of the House Committee (except insofar as such Minutes relate to staff and other confidential business) shall be displayed in a prominent place on the Union Notice Board and made available to the membership in accordance with the Union's communication protocol within seven working days of ratification thereof and shall be displayed for a minimum period of fourteen days.
  - (b) Any Member of the Union shall be entitled, on due and reasonable request having been made by him or her to the Honorary Secretary, to exhibition in the Executive Office of the Minutes of meetings of the Board of Management and of the House Committee, except insofar as such Minutes relate to staff and other confidential business. Any such exhibition of Minutes shall take place at reasonable time which shall be agreed with the Honorary Secretary.

**Article XI. TRUSTEES**

- (1) Those eligible to be appointed as Trustees shall be those Members elected to hold the following offices: President, Vice-President, Honorary Secretary, Assistant Honorary Secretary and Honorary Treasurer.
- (2) The Trustees shall be appointed by the Members in General Meeting; the appointment shall take effect from the closure of the General Meeting making the appointment and shall endure until recall by the Members in General Meeting, until the appointment by the Members in General Meeting of replacement Trustees, or until death or resignation of any Trustee or Trustees.
- (3) For the purposes of this Article of the Constitution, the Constitution shall be a Trust Document with the Trustors being the Members of the Union and the Trust Purposes being the Objects of the Union as defined in Article II of the Constitution.
- (4) The whole property, both heritable and moveable, now belonging to or which may hereafter be acquired by the Union (except any property and funds held by the Glasgow University Court in trust for the Union) shall be held by and shall vest in the Trustees as Trustees for the Union, the majority of the Trustees present and future, surviving and acting at the time, being always a quorum. The Trustees shall deal with the property of the Union as directed by the Board of Management and shall be indemnified against risk and expense out of said property. The Trustees shall have all the usual powers of gratuitous Trustees and shall have power to appoint any one of their own number or any other proper person to be Factor, Accountant, or Law Agent in connection with property vested or to be invested in them under this rule and to pay them the usual remuneration for services rendered and shall have power to acquire by purchase, gift or succession, heritable or real property and to hold same. The property of the Union shall vest in the Trustees immediately after the close of the General Meeting appointing them as Trustees.

## **Article XII. MEETINGS**

- (1) A General Meeting of the Union, of which seven calendar days' Notice shall be given, shall be held annually on the first Monday following the Annual Election (or, should this be a University holiday, on the first teaching day thereafter) for the approval of the Minutes of the last General Meeting and any intervening special General Meetings, submission and consideration of the Report of the Executive Committee, submission and consideration of the Reports of the Debates, Games, Libraries and Entertainments Committees, consideration of the Annual Financial Statement and Auditors' Report, consideration of the Interim Accounts and the Report of the Honorary Treasurer, declaration of the results of the Annual Election, appointment of the Auditor, appointment of Trustees, any proposed changes in the Constitution, and for the transaction of any other business intimation of which (and the precise terms of any Motion in respect thereof) must have been lodged with the Honorary Secretary and advertised on his notice board at least seven calendar days before the Meeting; other business raised at the instance of the Board of Management or of the Executive Committee shall be exempt from the requirement that intimation thereof be lodged with the Honorary Secretary but not exempt from the requirements of advertisement and specification of the precise terms of any Motion thereanent on his notice board at least seven calendar days before the Meeting. The name of the Proposer and Secunder of any other business shall be advertised on the Honorary Secretary's Notice Board with the advertisement of the other business save that, in the case of other business proposed by the Board of Management or by the Executive Committee, only the Proposer need so be named. The precise terms of the Motion for consideration at a General Meeting of the Union shall have been signed by at least twenty Members of the Union who shall have adhibited their signatures and Ordinary or Life Membership Numbers to the Motion, except in the case of a Motion by the Board of Management, which shall be declared to be a Motion by the Board of Management or the Executive Committee as the case may be.
- (2) The Board of Management shall be empowered on its own initiative or on a requisition signed by at least twenty Members of the Union to call at any time a Special General Meeting of the Union for the discharge of Special Business; the specific wording of any motion for consideration at the Special General Meeting shall be reduced to writing and advertised in the Notice of the Special General Meeting; the notice calling such Meeting shall be posted within the Union premises not less than seven calendar days before the date of said Meeting, with a specification of the business to be transacted thereat, and no other business shall be transacted except that which is specified by said Notice. A Special General Meeting of the Union convened upon such a requisition shall be held within fourteen calendar days of the presentation of the requisition. No account shall be taken of days which are recognised University holidays in computation of any period specified in this section.
- (3) No General Meeting shall be held on a recognised University holiday or within seven days of the beginning of any Semester.
- (4) Any General Meeting of the Union shall be chaired by the President, whom failing the Honorary Secretary, whom failing the Assistant Honorary Secretary; the Chairperson shall be responsible for ensuring that the Meeting is run in accordance with the terms of the Constitution and Bye-Laws of the Union; at any

GUU Constitution, adopted May 2014  
General Meeting, the Chairperson shall be solely responsible for the interpretation  
of the Constitution and Bye-Laws of the Union.

### **Article XIII. AFFILIATION**

- (1) The Board of Management shall have power on application from any of the University societies to affiliate such societies to the Union, on the following conditions:
- i) No Society which is not affiliated to the Union shall meet in the Union except as provided in Article XIII, section 2.
  - ii) Except as provided in Article XIII, section 2, no Society which has applied for Affiliation shall meet in the Union until Affiliation has been granted by the Board of Management or by the House Committee pending ratification by the Board of Management.
  - iii) Applications for Affiliation shall be lodged with the Assistant Honorary Secretary and shall be considered by the Board of Management or by the House Committee (on behalf of the Board of Management and pending ratification by the Board of Management) at the next meeting thereof.
  - iv) The term of Affiliation shall be from the date Affiliation is granted until the last day of the following September, or until disaffiliated by the Board of Management, if earlier, and shall in no case exceed the term of one year.
  - v) Any Society applying for Affiliation shall submit to the Board of Management of the Union a copy of the Constitution of the Society (which Constitution shall make provision for the holding of an Annual General Meeting at which a Financial Statement shall be presented), details of office bearers, and a list of the names of the Members of the Society at the time of Application; the Board of Management shall not grant Affiliation to the Union before receipt of the constitution and List of Members of the Society applying for Affiliation, although the requirement for the provision of a List of Members may be waived as the Board of Management sees fit.
  - vi) A Society shall be eligible for Affiliation to the Glasgow University Union if at least one of its Members is a Student, Graduate or Employee of the University of Glasgow.
  - vii) No Meeting of an Affiliated Society shall be held in the Union Rooms on any day on which a Meeting of the Union has been arranged if such Meeting of an Affiliated Society would in any way be competitive with the Union Meeting; the Board of Management shall determine in its sole discretion whether or not any meeting of an Affiliated Society would be competitive with the Union Meeting.
  - viii) Subject to the foregoing, each Affiliated Society shall be entitled to hold Meetings in the Union Rooms on payment of the appropriate rents and any other Charges under the Constitution and Bye-Laws of the Union, save that the Board of Management shall be empowered to require any Meeting to be held at an alternative time or date in the interests of the good governance of the Union.
  - ix) Members of Affiliated Societies who are not also Members of the Union or who do not have Membership by virtue of reciprocal arrangements with the Union shall be allowed to use the Union Rooms only for attendance at the stated meetings of such Societies, and that only in the rooms where such Meetings are to be held.
  - x) In consideration of the position and history of the Dialectic Society and its relationship to the Union, it shall be the privilege of the President of the Dialectic

GUU Constitution, adopted May 2014

Society, (or, if not a Member of the Union, the Union Member holding the most senior position on the Dialectic Society Executive) when it shall be affiliated, to preside at one of the Union Debates annually.

- (2) The Board of Management shall have power to grant the hire of Rooms within the Union to University Societies or to individual Members on application on such terms and conditions as the Board of Management shall deem appropriate, but only upon receipt from any such Applicant of confirmation of the purpose for which any Room or Rooms is/are to be hired. The Board of Management may, in its own absolute discretion, allow use of rooms within the Union by organisations or persons who are not University Societies or individual members on being satisfied that to do so would be in the interests of the Union and of its Members; in such circumstances, the booking shall be in the name of the Board of Management or of the Executive Committee, and the purpose of the use and the identity of the user shall be minuted; such bookings may be granted provisionally by the House Committee or by the Executive Committee pending approval by the Board of Management.



**Article XIV. VISITORS**

- (1) Members may introduce a maximum of three visitors at any one time to the Union subject to the power of the Board of Management to restrict the number of visitors admitted to any part of the Building. Persons entering the Union in exercise of privileges arising from “Reciprocal Membership” may introduce a maximum of three or fewer visitors, as determined by the Board of Management from time to time, at any one time subject to the power of the Board of Management to restrict the number of visitors admitted to any part of the building. The Board of Management shall have the power to refuse admission to and remove from Union premises any visitor whom the Board (in its absolute discretion) deems undesirable as a visitor to the Union.
- (2) A Visitors’ Book shall be kept in a prominent place in the Union and any Member introducing a visitor shall enter therein her/his own name and the name and address of the visitor.
- (3) No Member shall introduce a visitor to the Union unless he/she is personally acquainted with such visitor and can vouch for him or her. Members shall be responsible for the conduct of visitors introduced by them while such visitors are within the Union and on their entering and leaving the Union. No visitor shall be entitled to pay for any goods or services supplied to him or her within the Union, all of which must be paid by the Member introducing him or her. Any Member introducing to the Union a visitor who is unknown to that Member shall be liable to a charge of unbecoming conduct.

**Article XV. SALES OF EXCISABLE LIQUORS**

- (1) (a) No Member of the Board of Management and no Manager or other staff member employed in the Union shall have any personal interest in the sale of excisable liquors therein or in the profits arising from such sale.
- (b) Excisable liquor may be sold at such time and in such places as may be laid down by the Board of Management but that only to:
  - i) Members of the Union including Temporary Members;
  - ii) Those persons holding a Reciprocal Membership in terms of Article III, Section 6, Subsection (b) hereof.
- (2) Always subject to Article XV, Section 1, Subsection (b) of the Constitution, no visitor shall be supplied with excisable liquor in the Union premises unless on the invitation of or in the company of a Member, and the Member shall, upon the admission of such visitor to the Union premises, enter his own name and membership number, and the name and address of the visitor in a Book which will be kept for that purpose and which shall show the date of each visit.
- (3) Excisable liquors shall be only sold or supplied for consumption outwith the premises of the Union in accordance with such scheme of operation as the Board of Management may from time to time determine, and in any event in accordance with the terms of the Union's premises licence and the Licensing (Scotland) Act 2005.
- (4) Members and visitors may only bring excisable liquors onto or into the premises where:-
  - (a) the Member or visitor in question is attending the premises in respect of an event, function or other collective meeting being held in or on the premises, for which the Union has given its prior express authorisation;
  - (b) in the sole opinion of the Union, the excisable liquors being brought onto or into the premises by the Member or visitor in question is not of an excessive volume or amount; and
  - (c) the Member or visitor in question pays to the Union a fee in respect of each container of excisable liquor being presented at the premises (such fee to be set by the Union, and which may be varied at its sole discretion from time to time).

In the context of this Section (4), the Union shall be entitled to eject from the premises (i) any Member or visitor whom it discovers has not paid the fee referred to in Section 4, Subsection (c), and (ii) any Member or visitor whom it reasonably believes has engaged, or intends to engage, in the sale of excisable liquors to other Members or visitors in or on the Premises.
- (5) The hours during which excisable liquor may be sold within the premises of the Union shall be as set down in Bye-Laws promulgated by the Board of Management but shall in any event be within the hours permitted under any premises licence issued under the Licensing (Scotland) Act 2005.
- (6) The Board of Management shall ensure that, at all times, the Union complies in all respects with the Licensing (Clubs) (Scotland) Regulations 2007 and any other requirements, legal or administrative, which may be required from time to time.
- (7) No alcohol will be sold or supplied to any Member or any visitor accompanying a Member who is under the age of 18. Members and visitors shall provide

GUU Constitution, adopted May 2014  
photographic evidence of identity (including proof of age) whenever requested  
within the Union's premises.

**Article XVI. ALTERATIONS TO THE CONSTITUTION**

- (1) The Constitution or any part thereof shall competently be amended only if:
  - (a) The alteration shall have been considered at the Annual General Meeting of the Union or at a Special General Meeting of the Union called under Article XII, section 2.
  - (b) The precise terms of the Motion to alter the Constitution or any part thereof shall have been given to the Honorary Secretary and shall have been posted in a prominent place within the Union premises not less than seven calendar days before the said Annual General Meeting or Special General Meeting.
  - (c) The precise terms of the Motion to alter the Constitution or any part thereof shall have been signed by at least twenty Members of the Union who shall have adhibited their signatures and Ordinary or Life Membership Numbers to the Motion, except in the case of a Motion by the Board of Management, which shall be declared to be a Motion by the Board of Management.
  - (d) Copies of the precise Motion shall have been provided for Members at the Annual General Meeting or Special General Meeting in question.
  - (e) The Motion to alter the Constitution or any part thereof shall have attracted a majority of at least two thirds of the Members attending said Meeting.
  - (f) The alteration shall allow the Constitution to remain in conformity and compliance with the terms of the Licensing (Scotland) Act 2005 and any amendment or re-enactment thereof or any amendment made to the Licensing Law of Scotland.
- (2) Any amendment to the Constitution or any part thereof in terms of the preceding section shall become effective only upon receipt of the approval of the University Court, and, where required, the Office of the Scottish Charity Regulator, and shall be considered by the University Court within the period of three calendar months from the date of receipt by the University Court from the Board of Management of intimation of the proposed amendment. After expiry of the said three calendar months, the University Court shall be deemed to have approved the amendment unless the University Court shall have intimated the contrary.
- (3) All changes or proposed changes to the Constitution or any part thereof shall be intimated by the Honorary Secretary, to the Secretary of the University Court and to the Office of the Scottish Charity Regulator within seven calendar days of the Annual General Meeting or Special General Meeting which approved the proposed alteration to the Constitution.

**Article XVII. BYE-LAWS**

- (1) The Board of Management shall frame and promulgate Bye-Laws for the day to day regulation of Union activities within the framework of the Constitution.
- (2) All Bye-Laws issued by the Board of Management and all alterations to existing Bye-Laws proposed by the Board of Management shall be posted in a prominent place in the Union for a period of not less than seven calendar days before they may come into operation.
- (3) It shall be competent for any twenty Members of the Union to appeal against any Bye-Law issued by the Board of Management or any amendment to an existing Bye-Law made by the Board of Management within seven calendar days from the date of publication of the Bye-Law or amendment, by presenting a requisition to the Board of Management requiring the Board of Management to convene a Special General Meeting of the Union. The decision of the Special General Meeting shall be determinative for that time and place. The Board of Management shall not propose an identical Bye-Law or identical amendment to an existing Bye-Law before the first anniversary of the Special General Meeting convened to consider the Appeal. Until any such Appeal has been disposed of, the Bye-Law or amendment in question shall not come into operation.
- (4) Any change in or addition to the Bye-Laws shall be intimated to the University Court by the Honorary Secretary of the Union within seven calendar days of the change or addition becoming effective.

**Article XVIII. EQUAL OPPORTUNITIES**

- (1) The Board of Management shall work to prevent prejudiced discrimination affecting staff, members or visitors within Glasgow University Union.
- (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.
- (3) All staff, members and visitors have a right to pursue any complaint concerning discrimination through the relevant Bye-Law or policy.
- (4) The Board of Management shall strive to ensure that Union governance is representative of the membership as a whole and shall promote equality of opportunity in all aspects of the Union's affairs.