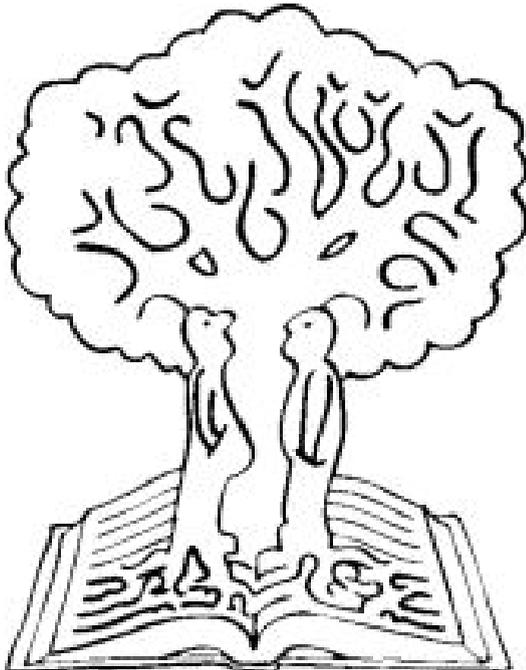


Edinburgh University Philosophy Society Constitution



c/o The Activities Office

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1. Preamble

The Edinburgh University Philosophy Society, instituted in 1871 for the prosecution of Philosophical Criticism and Discussion, enacts the following laws, which supersede all previous laws. The society shall abide by any applicable laws, bye-laws and guidelines of the Edinburgh University Students' Association in relation to recognised societies.

2. Official Title

2.1.1. The Society shall be known as *Edinburgh University Philosophy Society*, hereinafter referred to as the Society.

2.1.2. The Society may also be known as *Philosophy Society* or *PhilSoc*, both titles having equal validity to the title outlined in Sect. 2.1.1.

3. Aims and Objectives

3.1. The aims of the Society shall be:

- a. To promote the study and enjoyment of Philosophy within Edinburgh University and outwith the community;
- b. To engage academically renowned speakers to give talks to the Society on varying topics within the domain of Philosophy;
- c. To provide and promote a link between Edinburgh University Philosophy Staff and Students;
- d. To provide academic and moral support for all Edinburgh University Philosophy Students;
- e. To provide a social forum for all Edinburgh University Philosophy Students.

4. Membership

4.1. Conditions of membership

4.1.1. Full Membership of the Society is open to all matriculated students of Edinburgh University.

4.1.2. Membership shall be at least 75% matriculated students of Edinburgh University.

4.1.3. All applicants who are not matriculated students of Edinburgh University shall be admitted at the Society's discretion.

4.1.4. Full membership lists should be filed by the Secretary with the Activities Office at least once per semester to ensure membership databases are up to date.

4.1.5. If any dispute over membership should arise, the list registered through the Students' Association database will be used as the official list.

4.2. Membership Entitlements

4.2.1. All members shall be entitled to attend all Society events. Some events may have an entry fee.

4.2.2. All members shall be entitled to attend Society meetings and provide suggestions of events and motions they would like to propose.

4.3. Membership Responsibilities

4.3.1. Members must not act in a manner which brings the Society into disrepute and must act in good faith to the Society.

4.3.2. Members must not cause damage to Society property or venues for Society events.

4.4. Forms of Membership

4.4.1. The Society shall consist of Ordinary Members and Honorary Members.

4.4.2. Any present or past staff and matriculated students of Edinburgh University or any other person, at the discretion of the Committee, may, on subscription to the Constitution, be admitted as an Ordinary Member of the Society.

4.4.3. Honorary Members shall be admitted at the discretion of the society, subject to a vote at an AGM or EGM.

4.4.4. Presidents and Co-Presidents of the Society shall automatically become Honorary Members upon the end of their presidency, unless a motion is passed at an AGM or EGM to prevent this. Excluded from this are Presidents and Co-Presidents who have been recalled, impeached, expelled or removed from the membership of the Society.

4.4.5. Honorary Members who are not matriculated students of Edinburgh University may be stripped of their Honorary Membership for conduct harmful to the Society or contrary to its aims and values, subject to a vote with simple majority at an AGM or EGM.

4.5. Breach of Member Responsibilities (and Conflict Resolution)

4.5.1. The society believes that discrimination or harassment, direct or indirect, based on a person's gender, age (except where it relates to licensing laws), race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities or any other irrelevant distinction, is detrimental to the society, the university and wider society, and will not be tolerated.

4.5.2. The Committee may impose sanctions for misconduct on members, based on verifiable evidence collected, taking into account the seriousness of the misconduct with reference to the membership responsibilities and standard code of conduct, any previous warnings, and any mitigating circumstances. When appropriate the following sanctions may be applied:

1. Informal Warning.
2. First Written Warnings will be issued for a minor offence or complaint.
3. Final Written Warnings will be issued for: a further offence or complaint or if the conduct of the member failed to improve following a previous warning, or if the actions are serious enough to warrant a Final Written Warning.
4. Removal from membership will occur if there is a further serious event of misconduct, or if the conduct of the member failed to improve following a previous written warning, or if the member committed an act of gross misconduct.
5. Edinburgh University Students' Association ("the Students' Association") Societies department will be notified upon removal of a member and provided with a copy of the evidence pertaining to the sanctions process and removal. All persons removed from membership may appeal to the Societies' department against such removal.

5. Management

5.1. The General Committee

5.1.1. The business of the Society shall be managed by a Committee, which shall consist of all Office Bearers.

5.1.2. Any full student member of the Society shall be entitled to sit on the Committee.

5.1.3. The Office Bearers must be fully paid-up members of the Society and matriculated students of Edinburgh University.

5.1.4. All Office Bearers will complete annual online training as outlined by the Activities Team.

5.2. Executive Office Bearers

5.2.1. The Executive Committee shall consist of a President, Co-President, Vice-President, Secretary, and Treasurer (the Executive Officers).

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

5.2.3. No person may be elected to more than one of these posts simultaneously.

5.2.4. If any of the Executive Committee are to be absent of a period of over one week, a member of the General Committee shall be appointed Acting President/Vice-President/Secretary/Treasurer for the duration of their absence.

5.3. President and Co-President

5.3.1. a) The President will chair the General Committee and Extraordinary General Meetings.

b) In this, they will be assisted by the Chairperson

5.3.2. The President shall have a casting vote at all meetings.

5.3.3. The President shall organise the weekly Guest Lecture series.

5.3.4. The President is responsible to the Annual General Meeting and the General Committee and is ultimately responsible for the conduct of the Society.

5.3.5. It is the President's responsibility to ensure the Society has submitted its annual report, risk assessment and re-registration forms to the Activities Office.

5.3.6. Should the President resign, a new President will be voted in at an EGM.

5.3.7. (a) The role of the President may be shared between two members. In this case, they shall be known as Co-Presidents. (b) The two Co-Presidents must be elected at the same General Meeting, as described in the following sub-clauses. (c) If two candidates are running for President at a General Meeting, members may vote for one candidate or abstain. (d) If more than two candidates are running for President at a General Meeting, each member at the AGM may vote for one, two, or no candidate. Members may not cast two votes for the same candidate. (e) If there were two or more candidates running, the candidate receiving the most votes may decide if they want to occupy the role alone or share it with the candidate receiving the second-most votes. (f) In case of a tie between two candidates for receiving most votes, the tied winners may agree to share the role. (g) In case of a tie for the candidate receiving second-most votes, the winner must occupy the role alone. (h) If a candidate is absent, their designated nominator shall make decisions about sharing the role on their behalf.

5.3.8. If there are two Co-Presidents, they shall share the President's responsibilities evenly. Each one is ultimately personally responsible for the conduct of the Society. Each one shall host and chair approximately half of the guest lectures.

5.3.9. If there are are two Co-Presidents and one of them resigns, the other one shall from then on occupy the role alone as President.

5.4. Vice-President

5.4.1. The Vice-President (VP) shall share responsibilities with the President.

5.4.2. The VP shall step in for the President whenever they might be unavailable.

5.4.3. The VP along with the President or Co-Presidents is ultimately responsible for the conduct of the Society.

5.4.4. Should the VP resign, a new VP will be voted in at an EGM.

5.5. Treasurer

5.5.1. The Treasurer shall be accountable to the Committee and members for the finances of the Society.

5.5.2. The Treasurer shall collect all sums due to the Society and dispose of them by its direction.

5.5.3. The Treasurer shall be responsible for fundraising and grant applications.

5.5.4. The Treasurer shall organise speakers' accommodation and the reimbursements of speakers' costs.

5.5.5. The Treasurer shall keep and prepare accounts of the Society and provide a provisional budget, as exhaustive as possible, to be presented at the Annual General Meeting.

5.5.6. It is the Treasurer's responsibility to ensure the annual financial report is completed and submitted along with the Society's annual report.

5.5.7. The Treasurer shall ultimately be responsible for the finances of the Society.

5.5.8. Should the Treasurer resign, a new Treasurer will be voted in at an EGM.

5.6. Secretary

5.6.1. The Secretary shall be responsible for the administration of the Society.

5.6.2. The Secretary shall conduct and be responsible for any correspondence within or on behalf of the Society, as well as prepare the agendas and the minutes of every committee meeting, AGM and EGM. They shall record and circulate all proceedings of the Society.

5.6.3. The Secretary shall coordinate all meetings of the Society and its Committee and shall be responsible for room bookings.

5.6.4. The Secretary shall keep an up-to-date record of all members of the Society and submit it to EUSA when required in a timely manner.

5.6.5. The Secretary shall ultimately be responsible for the administration of the Society.

5.6.6. Should the Secretary resign, a new Secretary will be voted in at an EGM.

5.7. Non-Executive Office Bearers (General Committee)

5.7.1. The General Committee of the Society shall consist of at least a Chairperson, a Discussion Group Organiser, a Reading Group Organiser, a Social Secretary, a Publicity and Marketing Officer, a Journal Editor and a Webmaster, in addition to the Executive Committee, as well as potentially other Non-Executive Bearers in the other roles specified in the following clauses.

5.7.2. The Chairperson shall be responsible for preparing, organising and running all formal Society and Committee meetings, as well as chairing the Annual General Meeting and maintaining an open and accepting environment at all meetings, including enforcement of Safe Spaces.

5.7.3. The Discussion Group Organiser or Discussion Group Organisers shall be responsible for organising all weekly discussion groups.

5.7.4. The Reading Group Organiser or Reading Group Organisers shall be responsible for organising all weekly reading groups.

5.7.5. The Social Secretary or Social Secretaries shall be responsible for the organisation of all social events of the Society.

5.7.6. The Publicity and Marketing Officer or Publicity and Marketing Officers shall be responsible for promoting all Society events both within Edinburgh University and outwith the community.

5.7.7. The Journal Editor or Journal Editors shall be responsible for producing a high-quality Philosophical Journal as and when they see fit, but no less than once per academic year.

5.7.8. The Webmaster or Webmasters shall be responsible for maintaining the Society's online presence, including updating all websites and social media.

5.7.9. Any Librarians shall be responsible for the upkeep of the Society's Library, as well as ensuring it is accessible during Library Open Hours.

5.7.10. Any Department Liaison Officers shall be responsible for representing the Society to the Department and the academic community, as well as ensuring good communication between the Department and the Society.

5.7.11. The Equity and Diversity Officer or Equity and Diversity Officers shall be the point of contact for society members about any issues of discrimination that should arise, and point of advice for the committee to prevent such harm.

5.7.12. Any Ordinary Members shall be responsible for assisting the Committee with whatever and whenever they see fit. There shall be no more than 10 Ordinary Members in the General Committee.

5.7.14. Any Academic Support Officers shall be responsible for organising and developing Peer Support events and resources.

5.1.15 Any Proceedings Organisers shall be responsible for organising the Society's Proceedings meetings where members may present their own research to other members.

5.7.16 Any First-Year Representatives shall be responsible for representing the interests of first-year students in the Society and the Philosophy community to the General Committee. They shall also act as a point of contact for first-year students. All First-Year Representatives shall be first-year students at the time of their election.

5.7.17 Any Post-Grad Representatives shall be responsible for representing the interests of post-graduate students in the Society and the Philosophy community to the General Committee. They shall also act as a point of contact for post-graduate students. All Post-Grad Representatives shall be post-graduate students at the time of their election.

5.7.18. Ad-hoc committees comprising of paid up members may be compiled to organise specific events when necessary.

5.7.19. (a) All and any Non-Executive roles in the General Committee except Ordinary Member may be shared by up to 3 members per role. (b) All members who share one role must be elected at the same General Meeting. (c) If more than one candidate is running for a Non-Executive role, there will be a vote in which each participant may cast one vote for one candidate. (d) The candidate receiving the most votes may decide if they want to occupy the role alone, share it with the candidate receiving the second-most votes, or with both the candidates receiving the second-most and third-most votes. (e) If there is a tie between two candidates for receiving the second-most votes, the winner may only decide between occupying the role alone or with the two candidates receiving the second-most votes. (f) If there is a tie between three or more candidates for receiving the second-most votes, the candidate receiving the most votes may not share the role with them. (g) If there is a tie between two or three candidates for receiving the most votes, they may share the role as long as each of them agrees to do so. If the tie is between two candidates and there is a unique candidate receiving second-most votes, they may decide to also share the role with that candidate. (h) If a candidate is absent, their designated nominator shall make decisions about sharing the role on their behalf.

5.7.20. (a) If there are fewer Ordinary Members in the General Committee than the maximum number specified in the Constitution, members may run for election as Ordinary Member at a General Meeting. (b) If, at a General Meeting, fewer or as many candidates are nominated for Ordinary Member as can be accepted in the role given the prior number of Ordinary Members, then there shall be simple separate votes about electing each of them. (c) If more candidates run for Ordinary Member than can be accepted, there shall first be a preliminary vote about the order in which votes are to be held. In this preliminary vote, each participant of the General Meeting who is entitled to vote may cast a vote for one candidate for Ordinary Member. (d) Votes about whether to accept a candidate as Ordinary Member shall then be held in descending order according to preliminary votes cast for a candidate,

until either the General Committee cannot accept any new Ordinary Members, or there has been a vote on every candidate.

5.8. Conduct

5.8.1. All Office Bearers shall act in good faith towards the Society in all actions they undertake on its behalf.

5.8.2. All Office Bearers shall ensure that records of all and any correspondence made by them on behalf of or in the name of the Society are accessible to the Executive Committee and the Chairperson.

5.9. Recall and Resignation

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

5.9.2. For such a vote to be binding on the Society, the meeting must be quorate.

5.9.3. The quorum for such meetings shall be 3% of the Society's members.

5.9.4. Grounds for recall may be founded on the failure of any member of the General Committee to comply with the terms of the Constitution, or any other reason deemed legitimate by the General Meeting, such as behaviour contrary to the aims of the Society.

5.9.5. (a) Any Executive or Non-Executive Office Bearer may resign from any or all of their roles by informing the President or the Secretary in writing. (b) A resigned Office Bearer may attempt to withdraw their resignation until either 15 days have passed since it was handed in or a new member or new members have been elected to occupy the role. This is done by informing the President or the Secretary in writing. (c) The acceptance of such a withdrawal is subject to a vote with simple majority in the General Committee.

5.10. Annual General Meeting

5.10.1. All members of the Society are entitled to attend Annual General Meetings (hereinafter referred to as AGMs).

5.10.2. The AGM shall take place between Week 7 and Week 11 of Semester 2.

5.10.3. All members who are fully-matriculated students of the University of Edinburgh shall be entitled to stand and to vote in elections.

5.10.4. It is the responsibility of the Secretary to ensure that members receive at least 14 days' written or e-mail notification of the AGM as well as of elections not held at the AGM.

5.10.5. Motions for consideration at the AGM should be presented to the Secretary in advance of the meeting.

5.10.6. All Office Bearer roles shall be subject to election annually at the AGM.

5.10.7. Motions carried by the necessary majority (*i.e.* a 50% vote in favour of the motion) at quorate AGMs are binding on the Society.

5.10.8. The quorum shall be 3% of the Society's members.

5.10.9. The outgoing Treasurer shall present the final Financial Report for the previous year well as a complete account of the current state of finances. They must present an accurate breakdown of the definite commitment for which the Society has been engaged in the current year, henceforth to be known as the Budget. Emphasis must be placed on comparing this Budget with current income.

5.10.10. The President shall deliver the President's Report on the administrative affairs of the society, as well as a summary of the year's activity.

5.11. Extraordinary General Meeting

5.11.1. The President may call an Extraordinary General Meeting (hereinafter referred to as EGM) for matters arising in the course of the year which require consideration by members.

5.11.2. Any six members may request that an EGM be convened by writing to any Office Bearer.

5.11.3. Following the receipt of such a request by the Secretary, the General Committee shall have twenty-eight days to implement the request.

5.11.4. All members must receive at least 14 days' written or e-mail notification of the EGM.

5.11.5. EGM procedures shall follow the format of AGM procedures, outlined in Sect. 5.10 above.

5.11.6. In the event of an Executive position becoming vacant, the President will call an EGM to elect a replacement.

5.11.7. Any newly-elected Office Bearers will be communicated to the Societies Team after the election has taken place.

6. Meetings and Events

6.1. Society meetings

6.1.1. The Society shall meet at least five times, as convenient, throughout each Semester.

6.1.2. Executive Committee meetings between President, Vice-President, Secretary and Treasurer shall be called by the Committee as and when necessary.

6.1.3. The Executive Committee shall meet no less than once a fortnight.

6.1.4. The Committee shall meet no less than six times per academic year.

6.1.5. The society has taken and will continue to take all necessary steps to ensure that meetings, events and socials are accessible to all.

6.2 Society events

6.2.1. The society will aim to have at least four events a week:

- a Reading Group;
- a Discussion Group;
- a Guest Lecture;
- an Academic Support session for students in philosophy.

6.2.2. (a) The lecture series shall reflect the values of the Society and the lectures should not contain hate speech or other discriminatory content as defined by the law and EUSA. (b) Furthermore, since each speaker shapes the public perception of our Society, invited speakers should not be known for engaging in hateful behaviour. (c) This clause shall not inhibit the Society's ability to accommodate in its lecture series any philosophical position found within respectable academic discourse to the extent that EUSA's guidelines, bye-laws, rules and regulations allow that.

6.2.3. (a) In order to ensure adherence to the preceding clause, the General Committee may disinvite and ban potential and invited guest speakers if it resolves to do so with a super-majority of two thirds. (b) If a speaker is banned, he or she may not act as a speaker at any Society event or be invited to do so by any member of the committee, and he or she may not receive any monetary benefits or reimbursements from Society funds, except for what the Society is under legal obligations to provide. (c) A ban shall last until the end of the academic year. It may also be lifted by the General Committee with a super-majority of two thirds.

6.2.4. (a) The Society shall not provide travel or accommodation for more than 25 guest lecturers or other invited visitors in one academic year. Excepted from this are speakers at events for which the Society receives external funding. (b) The Society shall not make offers of reimbursement that it could not fulfil without violating this clause. (c) This clause may be overruled with a super-majority of two thirds in the General Committee.

6.2.5. Society Proceedings meetings shall take place at least three times in the academic year. At these events, society members may present their own research to society members.

7. Elections

7.1. All Office Bearers shall be elected annually at an Annual General Meeting at the end of the second Semester and will enter into office at the end of the academic year, after a period of shadowing of the outgoing Committee.

7.2. Any returning Office Bearer shall still have to be nominated for election.

7.3. A simple majority will be required to win an election.

7.4. In the event of a tie, the election should be repeated after each candidate has answered questions from the voting members.

7.5. Voting shall be cast by an open show of hands.

7.6. In the event of a contest, voting by secret ballot shall be permitted.

7.7. (a) In the event of a tie, if the role cannot be shared or the tied winners do not agree to do so, there shall be a runoff election between the candidates receiving the most votes. (b) In case of a repeated tie, the candidates shall be required to answer questions from the voters before the next runoff election. (c) If a candidate is absent, their designated nominator shall answer questions on their behalf.

7.7. Candidates are allowed to vote for themselves if they so wish.

7.8. Any vacancy that may occur shall be filled at the next meeting.

7.9. The outgoing Chairperson shall conduct the election unless they are standing for re-election, in which case the Committee shall nominate the Returning Officer.

7.10. There will be an agreement as to a changeover period during the exam block after Semester 2.

7.11. All members who are matriculated students of Edinburgh University shall be entitled to stand and to vote in elections.

7.12. (a) Absent member may delegate their vote to a member who will be present at the General Meeting and have them vote for them by proxy by informing the Secretary or the chair of the General Meeting of this before the General Meeting. (b) A member may not have the votes of more than one other member delegated to them. (c) Members who have delegated their votes shall count as present for the purposes of quoracy.

7.13. (a) A candidate may run for election if they are not present at the General Meeting. (b) For this, they must designate a nominator who will be present at the General Meeting by informing the Secretary or the chair of the General Meeting. (c) Their designated nominator may nominate them for any role as well as accepting nominations, answering questions and making decisions about sharing roles on their behalf.

7.14. Every Office Bearer is responsible that those who succeed her or him in her or his role are suitably informed about the responsibilities and tasks the role involves.

7.15. In the event of an Executive position becoming vacant, the President will call an EGM to elect a replacement.

7.16. Re-registration of the society must be submitted prior to re-registration deadline set by EUSA, prior to Week 12 of Semester 2.

8. Finance

8.1. Finance Policy

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

8.1.2. The financial year shall run from 1st April to 31st March.

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

8.1.4. Admission as a member of the Society shall require payment of an annual subscription fee.

8.1.5. The annual subscription fee will be determined at the close of the financial year in preparation for the new academic year.

8.1.6. The annual subscription fee shall be due at the opening meeting of each academic year or at the time of admission to the Society.

8.1.7. All Subscriptions must be paid to the Treasurer, on the penalty of suspension and ultimately expulsion.

8.1.8. The society shall have accessible funds of at least £100 at any time.

8.1.9. The society shall have accessible funds of at least £500 at the end of the financial year.

8.2. General Finance

8.2.1. The Society shall be non-profit making. The Office Bearers and members may only receive payment, direct or indirect, as reimbursement for legitimate expenses.

8.2.2. Core income shall be defined as income arising from membership fees and any other source as agreed by the General Committee.

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

8.2.4. A loss carried forward into the following financial year must be notified and explained at the Annual General Meeting.

8.3. Fundraising

8.3.1. Non-members may be charged a higher rate for attendance of events run by the Society than members.

8.3.2. The Society shall raise money through any activities approved by the Committee.

8.3.3. If required, the Society shall request Edinburgh University to fund some of its activities and programmes.

9. Policies

9.1. Re-registration, Annual Reports and Financial Reports

9.1.1. Re-registration of the society must be submitted in accordance with the deadlines set by the Activities Team.

9.1.2. Annual and Financial Reports must be completed and submitted as part of the re-registration process following the AGM in the second semester.

9.2. Society Status

9.2.1. A Society may not register to obtain any legal status, including a limited company or a charitable status.

9.3. Equal Opportunities Policy

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

9.3.2. The Society will take all necessary steps to ensure that their meetings, events and socials are accessible to all.

9.3.3. The Society will ensure that it complies with any relevant data protection legislation.

9.3.4. The Society believes that discrimination or harassment, direct or indirect, based on a person's gender, age (except where it relates to licensing laws), race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities or any other irrelevant distinction, is detrimental to the Society, the university and wider society, and will not be tolerated.

9.3.5. The Society shall abide by any applicable laws, bye-laws and guidelines of the Edinburgh University Students' Association in relation to recognised Societies.

10. Dissolution

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

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

11. Constitutional Matters

11.1. Amendments to the Constitution

11.1.1. Any motion to alter the Constitution will have to be supported by two-thirds of the members present at the AGM or EGM, 14 days' notice of which shall be given.

11.1.2. Constitutional Amendments may be proposed by any six members of the Society or by a member of the Executive Committee and must be submitted to the Secretary in writing.

11.1.3. The Students' Association considers the ruling Society Constitution to be that which is displayed on the Society Profile.

11.2. Motions

11.2.1. All motions shall be laid in writing with the Secretary.

11.2.2. All motions require three proposers who must be paid-up members of the Society.

11.2.3. The Secretary shall convey these motions to the Committee no later than fifteen days after their submission.

11.2.4. All such motions will be dealt ten days after the Secretary's receipt of said motion.

12. History

This constitution was accepted at the AGM held on **12/04/2019**. It replaces the Constitution adopted on 28/03/2013 and last amended on 05/03/2015.