

Constitution of Glasgow University Dumfries Union

GENERAL

Name of Society

- 1) The society shall be known as Glasgow University Dumfries Union (GUDU).

Aim and Objectives (Purpose)

- 2) The purposes of Glasgow University Dumfries Union are:
 - a) Represent the voice of the students at the University of Glasgow, Dumfries Campus at a local level and will ensure that students are represented within wider University activities at the Dumfries Campus.
 - b) to provide recreational activities for students at the University of Glasgow, Dumfries campus.
 - c) to promote the advancement of education amongst students at the University of Glasgow, Dumfries campus and to raise awareness of the welfare and support services available to these students.
 - d) to promote citizenship and community development amongst students at the University of Glasgow, Dumfries campus through involvement in the management of the Union and associated events.
 - e) to advance heritage, culture, science, sport and the arts amongst the students at the University of Glasgow, Dumfries campus.

Activities

- 3) The society will achieve the aims and objectives outlined above by carrying out the following activities. These are not limited to the following:
 - a) Coordinate social events and educational opportunities.
 - b) Support students to set up additional societies as required.
 - c) Provide recreational activities for students.

MEMBERS

Qualifications for membership and voting rights.

- 4) Membership shall be open to registered students of University of Glasgow, Dumfries Campus only.
- a) Any society member who are a registered student of the University of Glasgow, Dumfries Campus shall have full voting rights at General Meetings of the society.
 - b) Non-students may join as Associate members. Associate members have no voting rights.
 - c) Associate members (non University of Glasgow students) shall not account for more than 20% of the total membership.

Membership

- 5) Any person who wishes to become a member must contact the union, either in writing or by email.

Membership subscription

- 6) Membership subscription will be decided by the management committee at the start of each academic year.

Register of members

- 7) The management committee must maintain a register of members, setting out the full name and student ID, the date on which they were admitted to membership, and the date on which any person ceased to be a member.

Withdrawal from membership

- 8) Any person who wants to withdraw from membership must submit a notice of withdrawal to the society (either in writing or by email); they will cease to be a member as from the time when the notice is received by the society.

Transfer of membership

- 9) Membership of the society may not be transferred by a member.

Re-registration of members

- 10) If a member fails to provide confirmation to the management committee (in writing or by email) that they wish to remain as a member of the society before the expiry of the 28-day period referred to in clause 19, the management committee may expel them from membership.

11) A notice under clause 19 will not be valid unless it refers specifically to the consequences (under clause 20) of failing to provide confirmation within the 28-day period.

Termination of membership

12) Membership will terminate on the 31st August each year and individuals will be required to sign up as a member each year.

Powers

13) In pursuance of the purposes set out in clause 2 (but not otherwise), the society shall have the following powers:-

- a) To carry on any other activities which further any of the above purposes.
- b) To effect insurance of all kinds if required to support activities e.g. insurance for events.
- c) To liaise with other University of Glasgow bodies, voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the society's purposes.
- d) To take such steps as may be deemed appropriate for the purpose of raising funds for the society's activities.
- e) To consider accepting grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).
- f) To do anything which may be incidental or conducive to the furtherance of any of the society's purposes.

General structure

14) The structure of the society consists of:

15) the MEMBERS - who have the right to participate in the annual general meeting (and any special general meeting) and have important powers under the constitution; for example, the members elect people to serve on the management committee and take decisions in relation to changes to the constitution itself. Only students at the University of Glasgow Campus in Dumfries are eligible for membership.

16) The ASSOCIATE MEMBERS (non University of Glasgow students) have no voting rights but have the right to participate in the annual general meeting (and any special general meeting). They are invited to attend committee meetings at the discretion of the management committee to support and advise as required.

17) the MANAGEMENT COMMITTEE - who hold regular meetings during the period between annual general meetings, and generally control the activities of the society; for example, the management committee is responsible for monitoring and controlling the financial position of the society. The management committee is made up of OFFICE BEARERS. All management committee members must be current students at the University of Glasgow and elected by the student body.

DECISION-MAKING BY THE MEMBERS

Annual General Meetings

- 18) The committee must arrange a meeting of members (an annual members' meeting or "AGM") in each calendar year.
- 19) The gap between one AGM and the next must not be longer than 15 months in the first year, and no longer than 12 in following years.
- 20) Notwithstanding clause 23, an AGM does not need to be held during the calendar year in which the society is formed; but the first AGM must still be held within 15 months of the date on which the society is formed.
- 21) At least 14 clear days' notice must be given of any AGM or any special general meeting.
- 22) The quorum for a general meeting is 10% of members, present in person/online.
- 23) The purpose of the Annual general meeting is:
- 24) To approve the annual report and accounts for the previous financial year. The accounts must be provided within 14 clear day's notice to members.
- 25) To elect the management committee for the coming year.
- 26) To agree a development programme for the coming year.
- 27) Appoint an Auditor(s) or independent examiner(s) should this be deemed necessary.
- 28) The management committee may make arrangements for members and management committee members to participate in general meetings by way of audio and/or audio-visual link(s) which allow them to hear and contribute to discussions at the meeting, providing:
- 29) the means by which members and management committee members can participate via that link or links are not subject to technical complexities, significant costs or other

factors which are likely to represent - for all or a significant proportion of the membership - a barrier to participation;

30) the manner in which the meeting is conducted ensures, so far as reasonably possible, that those members and management committee members who participate via an audio or audio-visual link are not disadvantaged with regard to their ability to contribute to discussions at the meeting, as compared with those members and management committee members (if any) who are attending in person (and vice versa).

31) Every member has one vote, which must be given personally via secret ballot.

32) A returning officer will oversee the election procedures. They should be impartial and not be standing in the election themselves. Rules on elections procedures must be made available to candidates in advance of any election.

33) All decisions at general meetings will be made by majority vote.

34) The management committee may arrange a special general meeting at any time, and members can request a special general meeting with signatures from 25% of the total members.

MANAGEMENT COMMITTEE

Number of management committee members

35) The maximum number of management committee members is 8.

36) The minimum number of management committee members is 4.

Eligibility

37) A person shall not be eligible for election/appointment to the management committee unless they are a member of the society. Only a registered student of the University of Glasgow, Dumfries Campus can be an office bearer.

Initial management committee members

38) The individuals who are the initial management committee members shall be deemed to have been appointed with effect from the date of adoption of this constitution.

Election, retiral, re-election

- 39) At each AGM, the members may elect any member to be a management committee member. Only a registered student of the University of Glasgow, Dumfries campus can be on the management committee.
- 40) Each management committee member must be elected by the membership, even in the event of a vacancy.
- 41) The Society shall elect from its membership at the Annual General Meeting, a President, a Secretary, a Treasurer and a Welfare Officer, otherwise known as Office Bearers
- 42) The officers of the Society shall hold office from the time of their election for a period of one year until the following AGM. Officers shall be eligible to offer themselves for re-election.

Powers of management committee

- 43) Except where this constitution states otherwise:
- 44) the society (and its assets and undertaking) will be managed by the management committee; and
- 45) the management committee may exercise all the powers of the society.
- 46) A meeting of the management committee at which a quorum is present may exercise all powers exercisable by the management committee.
- 47) The members may, by way of a resolution passed in compliance with requirement for two thirds majority, direct the management committee to take any particular step or direct the management committee not to take any particular step; and the management committee shall give effect to any such direction accordingly.

Management committee members - general duties

- 48) Each of the management committee members has a duty, in exercising functions as a management committee member, to act in the interests of the society; and, in particular, must:
- a) seek, in good faith, to ensure that the society acts in a manner which is in accordance with its purposes;
 - b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;

- c) adhere to the University of Glasgow Student Code of Conduct policy and other policies put in place by the committee.

49) in circumstances giving rise to the possibility of a conflict of interest between the society and any other party:

- (i) put the interests of the society before that of the other party; or
- (ii) where any other duty prevents them from doing so, disclose the conflicting interest to the society and refrain from participating in any deliberation or decision of the other management committee members with regard to the matter in question;

Termination of office

50) A member of the management committee will automatically cease to hold office if:

they become incapable for medical reasons of carrying out their duties as a member of the management committee - but only if that has continued (or is expected to continue) for a period of more than six months;

they give the society a notice of resignation (either in writing or by email);

- a) they are absent (without good reason, in the opinion of the management committee) from more than three consecutive meetings of the management committee – but only if the management committee resolve to remove them from office;
- b) they are removed from office by a resolution of the members passed at a general meeting.
- c) they are no longer a student at The University of Glasgow, Dumfries Campus.

Procedure of Management committee meetings

51) No valid decisions can be taken at a management committee meeting unless a quorum is present; the quorum for management committee meetings is 50% management committee members, present in person/online.

52) An individual participating in a management committee meeting via an audio or audio-visual link which allows them to hear and contribute to discussions at the meeting will be deemed to be present in person (or, if they are not a management committee member, will be deemed to be in attendance) at the meeting.

53) Office bearers shall be elected by the membership at the Annual General Meeting or at an Extraordinary General Meeting called to elect a replacement during the event of a vacancy. Each Office Bearer must be elected by the membership, even in the event of a vacancy.

- 54)The President of the society should act as chair of each management committee meeting.
- 55)If the President is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chair), the management committee members present at the meeting must elect (from among themselves) the person who will act as chair of that meeting.
- 56)Every management committee member has one vote, which must be given personally.
- 57)All decisions at management committee meetings will be made by majority vote.
- 58)The management committee may if they consider appropriate allow management committee members to participate in management committee meetings by way of an audio and/or audio-visual link or links which allow them to hear and contribute to discussions at the meeting, providing:
- 59)the means by which management committee members can participate via that link or links are not subject to technical complexities, significant costs or other factors which are likely to represent - for all, or a significant proportion, of the management committee members - a barrier to participation; and
- 60)the manner in which the meeting is conducted ensures, so far as reasonably possible, that those management committee members who participate via an audio or audio-visual link are not disadvantaged with regard to their ability to contribute to discussions at the meeting, as compared with those management committee members (if any) who are attending in person (and vice versa).

Office bearers

- 61)The membership may elect any such other office bearers (if any) at the AGM as they consider appropriate, in the first year e.g. Vice President, Social Media Officer.
- 62)All of the office bearers shall cease to hold office at the conclusion of each annual general meeting, but shall then be eligible for re-election.
- 63)A person elected to any office shall cease to hold that office if they cease to be a member of the management committee or if they resign from that office by written notice to that effect.

Personal interests

- 64)A member of the management committee who has a personal interest in any transaction or other arrangement which the society is proposing to enter into,

must declare that interest at a meeting of the management committee; they will be debarred from voting on the question of whether or not the society should enter into that arrangement.

65) For the purposes of clause 58, a person shall be deemed to have a personal interest in an arrangement if any partner or other close relative of theirs **or** any firm of which they are a partner **or** any limited company of which they are a substantial shareholder or director, has a personal interest in that arrangement. Provided

66) they have declared their interest

67) they have not voted on the question of whether or not the society should enter into the relevant arrangement and

68) the requirements of clause 61 are complied with,

69) a member of the management committee will not be debarred from entering into an arrangement with the society in which they have a personal interest (or are deemed to have a personal interest under clause 58) and may retain any personal benefit which they gain from their participation in that arrangement.

70) No member of the management committee may serve as an employee (full time or part time) of the society, and no member of the management committee may be given any remuneration by the society for carrying out their duties as a member of the management committee.

71) The members of the management committee may be paid all travelling and other expenses reasonably incurred by them in connection with their attendance at meetings of the management committee, general meetings, or meetings of committees, or otherwise in connection with the carrying-out of their duties.

ADMINISTRATION

Minutes

72) The minutes of meetings of the management committee and AGM shall contain a record of all proceedings, resolutions and decisions.

Financial Authority

73) All monies raised by or on behalf of the society shall be applied to further the aims and objects of the society, and for no other purpose, excepting the payment of fees to professional and technical advisers. No payment shall be made to members of the

management committee or of any committee or subcommittee other than reasonable out of pocket expenses.

74) A bank/building society account shall be opened in the name of the society, as the Management Committee shall decide. The Management Committee shall authorise, in writing, three members of the Management Committee, one of whom shall be the Treasurer, to sign cheques on behalf of the Society. No club or society finances should be held within a student's personal bank account or cash tin.

75) There should be a minimum of two authorised signatories who are not connected. Two of these signatories should be the Treasurer and President.

MISCELLANEOUS

Alterations to the Constitution

76) The membership may make constitutional amendments at the Annual General Meeting or at an EGM based on a majority vote.

77) On receipt of a petition signed by 25 percent of the membership, the secretary shall give 7 working days' notice of an Extraordinary General Meeting to consider submitted amendments.

Dissolution

78) If the Management Committee by a simple majority decide at any time on the ground of expense or otherwise it is necessary or advisable to dissolve the society, it shall call a special general meeting of the society, of which meeting not less than 14 days notice (stating the terms of the resolution to be proposed thereat) shall be given. If the decision is confirmed by a two-thirds majority of those present and entitled to vote, the management committee shall have power to dispose of any assets held by or on behalf of the society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable society or organisation having aims and objectives similar to those of the present society as the committee may determine.

Complaints and Disputes

79) Glasgow University Dumfries Union aims to provide a high-quality service. Whether you think we're doing well, or feel we need to do better, we value your opinion and want to hear from you. If you are not happy with us in any way, please let us know. We welcome the opportunity to put matters right, for you and for others who might use our services in the future.

- 80) Before making an official complaint, please speak to the person you wish to comment on if appropriate. The people closest to the situation can deal with most problems quickly. If you would prefer to make a complaint via email you can email info@gudu.org.uk. Complaints must be submitted in writing to the society email and addressed to the Welfare Officer, who will oversee the complaint process. In the event that the Welfare Officer is involved in the complaint, the complaint may be addressed to the President instead.
- 81) We will respond to you within 5 working days and aim to resolve complaints within 10 working days. Some complaints take longer to investigate. When they do, we will contact you to tell you when you can expect a response from us. We will handle all comments and complaints sensitively. We will record your complaint and follow relevant data protection requirements. We will use the information to help us improve our services.
- 82) If you are unhappy with the response, a review can be conducted by the President, however if the President is involved in the original complaint, another office bearer will conduct the review.

Code of Conduct

- 83) In order to fulfil their duties, committee members should uphold certain values and principles. These include:
- a) Acting at all times in the best interests of the society and its beneficiaries, ahead of any professional or personal interest
 - b) Acting in accordance with the society's governing document and any relevant legislation including the terms of the University's Code of Student Conduct.
 - c) Acting collectively at meetings, with honesty and integrity, respecting confidentiality and diversity of opinion
 - d) Enhancing the society's reputation, taking an active interest in its work
 - e) Upholding the values and principles of the society
 - f) Maintaining good relationships with other management committee members and with staff, volunteers, members and other people in the society
 - g) Actively contributing to the work of the committee by regularly attending meetings and preparing and participating in discussion and decision-making.
 - h) Office bearers are expected to attend committee meetings, and that this is understood to mean at least 75% of all meetings in any given year.
 - i) Ensure there is a designated person for any complaints or disputes

Initial members of the management committee

84)The initial members of the management committee, and the positions held by each, shall be as set out below:

85)This constitution was adopted on 16th October 2024.

Glasgow University Dumfries Union Policies and Procedures

Equal opportunities statement:

Our society will provide and promote equal opportunities, whatever a person's race, colour, ethnic or national origin, religion, beliefs, sex, sexual orientation, gender identity, HIV status, age, physical or mental disability, state of health, appearance, status, family circumstances.

Disciplinary Procedure:

Purpose:

The Glasgow University Dumfries Union is committed to treating committee members fairly and equitably, treating one another with respect, act in the best interest of the club and to helping individuals to perform effectively. However, there will be occasions when it may be necessary to invoke disciplinary procedures. Should the need arise, the individual will be given the opportunity to improve throughout the stages of the procedure.

Aim:

When work falls below an acceptable standard or a member has breached expectations, support will be given to the individual to improve. If this continues and there is a necessity for action, it will begin with a pre-disciplinary informal discussion. The individual will be properly informed of the accusations and given the opportunity to state their case. Similarly, when an individual's behaviour is potentially inappropriate and unacceptable, it will mean the initiation of a pre-disciplinary informal discussion or the disciplinary procedure, depending on the severity. The President will oversee the disciplinary procedure, however, if the President is involved, the Vice President will oversee.

Informal pre-disciplinary discussion

Minor misconduct, poor performance or minor breaches of rules will normally result in an informal warning being given by the immediate manager. This will not be recorded in writing. This may involve a request to apologise or stop behaviours. If that

approach is not successful, Glasgow University Dumfries Union is likely to escalate it to the formal disciplinary procedure.

The disciplinary procedure

This procedure will be used in cases of a breach of the rules or poor performance that have not been remedied by an informal warning. Normally, the procedure will follow the stages listed below, although it is acceptable to move directly to stages two or three if a case is sufficiently serious.

The stages in the disciplinary procedure are as follows:

First written warning (stage one)

A first written warning will be applied where the matters of concern are substantiated. A record of the first written warning will be given to the individual and a copy will be retained by the management committee adhering to all data protection requirements.

Final written warning (stage two)

A final written warning will be applied where the matters of concern are substantiated. A record of the final written warning will be given to the individual and a copy will be retained for 6 months unless there is repetition within this period. The individual will be informed that further misconduct within the specified period may result in their dismissal.

Dismissal or action short of dismissal (stage three)

An individual will be dismissed if they have failed to improve during the previous stages. In the event of a gross misconduct allegation we may enter the process at stage three and dismissal for first offence may occur.

Gross misconduct

The following offences will be viewed by the society as gross misconduct:

- unauthorised use of assets and equipment.
- sexual harassment, harassment, bullying or violent, dangerous or intimidatory conduct.
- serious breach of rules, policies or procedures, especially those designed to ensure safe operation.
- divulging or misusing confidential information.
- theft or fraud.

- possession or consumption of alcohol or drugs, or intoxication by reason of alcohol or drugs, which could affect work performance in any way or have an impact on other individuals.
- unauthorised or inappropriate use of email, internet and/or computer systems.
- falsification of any society records including reports, accounts, expenses claims or self-certification forms.
- bringing unauthorised person(s) onto society premises.

This list of examples is not exhaustive or exclusive, and offences of a similar nature will be dealt with under this procedure. Gross misconduct will result in the initiation or escalation of the disciplinary procedure and may result in immediate dismissal without notice. In more serious instances, the problematic behaviour may constitute a breach of the University's Code of Student Conduct. In these cases, the University may be better placed to deal with the matter. Any breaches of the code of student conduct can be made to the University Senate, via student-conduct@glasgow.ac.uk

Appeals

At every stage, the individual has the right to appeal in writing. In all cases of dismissal or demotion, the Vice President will be considered as the final arbiter. If the Vice Chair is involved in the complaint, the role will fall to the Secretary. If you wish to appeal you should do so in writing within 15 working days of the decision. You will be invited to attend an appeal hearing, after which a decision will be made on whether the disciplinary sanction is to be upheld or overturned. The decision of the appeal panel will be final.

Third parties

We reserve the right to engage an independent third party to assist at any stage of the disciplinary procedure.

Gender-based Violence or Sexual Assault

In the cases of gender based violence or sexual assault, the SRC Advice Centre will be contacted for advice and support. The University, in conjunction with Rape Crisis, have a group of staff as Sexual Violence and Harassment First Responders who may also be approached.

- The Student crisis support helpline in 0141 330 4444.

Data protection:

The Society records personal information about its members (e.g. names, contact details etc) for the purposes of running the club/society (legitimate interest). This information will be held securely and only for as long as it is needed. The information will not be sold or otherwise passed on to third parties without individuals' consent. Club/Society members have the right to a copy of the information held about them on request, and to correct any inaccuracies in the information held.