

**Constitution  
of  
The Cecilian Society, University of Glasgow**

Amended 18<sup>th</sup> September 2023

**1. Name**

The name of the society shall be “The Cecilian Society, University of Glasgow”.

**2. Aim**

The aim of the society shall be the furtherance of interest in music and theatre in Glasgow, particularly within the student body of the University of Glasgow.

**3. Membership**

- i. Ordinary membership of the society shall be open to matriculated students at the University of Glasgow only.
- ii. Associate membership shall be open to non-students. This includes:
  - a. Graduates and staff of the University of Glasgow
  - b. Students at other Universities and colleges
  - c. All others who share the aim of the society.Associate members have no voting rights.
- iii. Only ordinary members may vote at General Meetings
- iv. Membership shall be granted at the discretion of the Committee but at no time shall non-matriculated students constitute more than 20% of the total membership of the society.
- v. Ordinary and Associate members will hereafter be referred to as General Members.
- vi. Honorary members may only be elected at the Annual General Meeting of the society.
- vii. Ordinary membership of the society shall be constituted by the payment to the society of the prescribed subscription from time to time applicable and shall terminate on the following 31<sup>st</sup> August.

**4. Equal Opportunities**

- i. Membership of the society shall not be restricted based upon any person’s race, colour, ethnic or national origin, religion, beliefs, sex, sexual orientation, gender, gender orientation, gender identity, gender expression, age, physical or mental disability, state of health, appearance, status, or family circumstances.

- ii. Openness and equality are imperative to the society and to this end each Committee should take affirmative action to maintain and improve the inclusivity for individuals of all backgrounds outlined in Article 4(i)

## **5. Committee**

- i. The management of the society and the administration of its affairs shall be conducted by the committee.
- ii. The committee of the society shall comprise:
  - a. The President, the Vice-President, the Secretary, and the Treasurer which four posts shall constitute the Executive.
  - b. Five non-executive Ordinary Committee Members.
  - c. *Ex-Officio* the Immediate Past President
  - d. One to three other non-executive ordinary committee members co-opted on to the committee in accordance with Article 5(vii)
- iii. Only ordinary members of the society may serve on the Committee (excluding the past president)
- iv. A member may not hold office in more than one position at the same time.
- v. Subject to Articles 5 (vi) and (viii) below, the committee members shall be elected by the Ordinary members of the society at the Annual General Meeting. They shall hold office from the time of their election until the following Annual General Meeting.
- vi. In the event of a vacancy occurring on the committee, the committee shall appoint an Ordinary member of the society to fill the vacancy, except in the case of an Executive member, in which case an Extraordinary General Meeting shall be called to elect a successor to fill the vacancy.
- vii. Notwithstanding Article 5(v), the committee shall be obliged to co-opt a minimum of one and a maximum of three ordinary members of the society to serve on the committee.
- viii. The committee shall have the power to appoint Sub-Committees and may delegate to these such powers and duties as it deems appropriate. General members of the society who are not members of the committee may be appointed members of these. The President may at their discretion sit *ex-officio* on any sub-committee but in any event at all times at least one member of the main committee must sit on every sub-committee.
- ix.
  - a. For the purposes of Article 5(vi) a vacancy shall be deemed to occur upon the death, resignation, permanent incapacity, or insanity of any Committee member.
  - b. Any committee member who, without good cause, has failed to attend two thirds of the committee meetings convened in any three-month period shall be deemed to have resigned if a simple majority of the committee so determine.

- c. Any non-executive committee member shall be deemed to have resigned if eight members of the committee support a motion to remove them from the committee. Any member of the Executive shall be deemed to have resigned if two-thirds of the ordinary members present at an Extraordinary General Meeting support a motion to remove them from office.
- d. Any Executive committee member may only relinquish their duties 30 days after the receipt of a letter of resignation by either the Secretary or the President.
- x. The committee shall be empowered to open, operate, and close such a bank or building society accounts in the name of the society as they consider necessary.
- xi. The committee may authorise any general member of the society to pursue a court action on behalf of the society.
- xii. The liability for all debts arising from a decision of the committee will lie jointly and severally with all members of the committee at the time the decision was taken. The liability for all debts incurred as a direct result of a decision of a General Meeting shall be with ordinary members of the society jointly and severally.

## **6. Committee Meetings**

- i. A meeting of the committee shall be convened as often as the committee shall decide, or whenever the President or the Secretary think necessary or on the argued request of not less than six members of the committee. In any event, during the University session a committee meeting shall be convened at least once in every four weeks.
- ii. The Secretary shall place on the agenda for the next meeting any matter sent to them by any general member of the society. Decisions on such matters shall be notified by electronic mail or in writing by the secretary to the member concerned.
- iii. A quorum of the committee shall consist of six members or of a simple majority of committee members, whichever is the greater.
- iv. The President of the society shall be the chairperson of the committee; in their absence the chair shall be taken by the Vice-President, who failing by a member of the committee appointed by the meeting.
- v. It shall be the duty of the secretary to take the minutes of all meetings of the committee, such minutes being available to be read on request by all members of the society. If the secretary is unable to take the minutes, a member present shall be appointed to do so.
- vi. The committee may invite certain persons to attend committee meetings.
- vii. Each member of the committee shall have one vote. In the event of an equality of votes the chairperson shall have a second or casting vote.

- viii. The final meeting of the committee shall take place immediately before the Annual General Meeting at which the committee is due to retire.

## **7. General Meetings**

- i. A General Meeting shall be either the Annual General Meeting or an Extraordinary General Meeting.
- ii. The quorum of a General Meeting shall consist of twenty ordinary members or fifteen percent of the ordinary membership, whichever is the lesser.
- iii. The President shall chair all General Meetings of the society; in their absence the chair shall be taken by the Vice-President, who failing by an Ordinary member of the society by whom the meeting shall appoint.
- iv. It shall be the duty of the secretary to take the minutes of all General Meetings of the society or to arrange for a deputy to take the minutes in case of absence.
- v. Only Ordinary Members may vote at any General Meeting. In the event of an equality of votes the chairperson of the meeting shall have a second or casting vote except in the case of elections. In the case of elections, the chair shall not have an initial deliberative vote except in the case of an equality of votes, in which case the chair shall have a single casting vote. Only those ordinary members present at the General Meeting shall be entitled to vote. Voting by proxy shall not be permitted.
- vi. The Annual General Meeting of the society shall be held on a weekday within the month of May, or as soon as reasonably practical thereafter.
- vii. Notice of the Annual General Meeting of the society shall be given to all General Members by electronic mail or in writing at least three weeks beforehand.
- viii. At the Annual General Meeting of the society two persons shall be appointed Auditors of the society accounts. The said auditors must not be members of the committee and need not be members of the society.
- ix. An audited copy of the society accounts for the previous financial year shall be presented for approval at the Annual General Meeting.
- x. An Extraordinary General Meeting shall be called on the signed request of not less than six members of the committee or on the signed request of not less than twenty general members of the society stating the purposes for which the meeting is to be called.
- xi. An Extraordinary General Meeting of the society may only be held on a weekday in term time.
- xii. An Extraordinary General Meeting of the society shall be held within fourteen (but not less than seven) days of the date on which the secretary received the signed request as in Article 7(x) above, except where it would fall on a

University holiday or in the first week of term, in which case it shall be held on the earliest succeeding weekday.

- xiii.** Within forty-eight hours after receiving the signed request as in Article 6(x) above, the secretary shall intimate by electronic mail or in writing to all general members of the society the time and place of the Extraordinary General Meeting and the purposes of which it has been called.
- xiv.** An Extraordinary General Meeting shall deal only with the matters for which it has been called.

## **8. Elections**

- i.** Elections shall normally take place at the Annual General Meeting of the society.
- ii.** With no hierarchical implication, election will be held in the following order: President, Vice-President, Secretary, Treasurer, Ordinary Committee.
- iii.** Nominations, which shall be in writing with the proposer and seconder's signatures and the nominee's consent by signature, shall be addressed to the secretary. Nominations must include the nominated position with reference to Article 5(ii) and may include an indication of interest to transfer the nomination to subsequent elections as in Article 8(vi). The secretary shall advise any general member on request of what nominations have been received.
- iv.** Nominations shall open on the day of which notice is given of the General Meeting and shall close twenty-four hours before the start of the General Meeting.
- v.** In the event of there being no written nominations for a position, verbal nominations will be accepted at the General Meeting, but only if written proof of consent of verbal consent of the nominee is given.
- vi.** In the event of a candidate having been defeated in an election for a previous position for which they had a written nomination then, where an election follows for another position, the candidate is permitted to transfer their nomination to this position. Such transfer of nomination is permitted only where an intention to do so has been expressed in the candidate's initial written nomination following Article 8(iii). A nomination transferred as such shall have the full effect of a written nomination and in this case no verbal nominations will be accepted.
- vii.** If there is only one nomination for a position, including transferred written nominations of defeated candidates as in Article 8(vi), that nominee shall be deemed to have been elected unopposed.
- viii.** In the event of an insufficiency of nominations for Ordinary Committee members, those nominees who have been nominated in writing shall, subject

to Article 5(iii), be deemed to have been elected unopposed and only the remaining posts shall be open to verbal nominations.

- ix. All voting in elections shall be by secret ballot, except in the case of elections for Honorary members, where this shall not be obligatory.
- x. Nomination speeches may only be given for executive positions.

## **9. Complaints and disciplinary process**

- i. The society fundamentally offers different support methods in which the complainant deems appropriate for their concern and complaint. The procedures will be decided yearly by the new committee and will be made public knowledge for the membership. The appropriate first point of contact will be highlighted by the committee, if any issues arise with this, the complainant will go to a member of the executive committee. Complaints will be acted upon within 5 working days from it being aired. All complaints remain confidential unless it is in best interest to extend support.
- ii. Members will be expected to behave in a manner that adheres to the standard of the constitution stated within Article 4. They will also be expected to act in a respectful manner that has the best interest for the society and the best interest for its membership. Specific disciplinary processes will be discussed and decided upon by the current committee and will be made public knowledge for the rest of the membership. Disciplinary processes will be confidential and dealt with solely by the executive committee unless further support is required.
- iii. 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 will be notified to the University Senate. The SRC Advice Centre will be utilised in aiding the executive committee during this process. Whilst the University investigates this, any outcome may be deferred until the investigation is concluded and the appropriate disciplinary measures will be taken according to the process agreed by the committee of that year.
- iv. If the issue relates to Gender-based Violence or Sexual Assault, specialist support will be sought within the university. If a member approaches The Cecilian Society to report this type of incident, it will be discussed with the SRC Advice Centre for guidance & support.

## **10. Constitution**

- i. Amendments to the constitution may only be made at a General Meeting of the society. Such amendments, which shall be in writing with the proposer and seconder's signatures, must be in the hands of the secretary twenty-four hours before the start of the General Meeting,

- ii. Amendments to amendments will be accepted at any time.
- iii. A constitutional amendment must be passed by at least two-thirds of the ordinary members present before it shall take effect.

#### **11. Executive Power**

- i. Any two members of the executive acting together shall be empowered to sign cheques drawn on any account held in the name of the society or to make withdrawals from any such account.
- ii. Any contract the value of which exceeds £250 requiring to be entered into on the behalf of the society in implement of a decision of a General Meeting or of a Committee Meeting shall be in writing and must be signed by two members of the executive.

#### **12. Property**

The property of the society shall be owned jointly by the general members for the time being. No property of the society may be alienated without the authority of the committee.

#### **13. Dissolution**

- i. The society may be dissolved only at a General Meeting called for that specific purpose and no other on seventy-five percent of the ordinary membership for the time being voting in favour of a motion for dissolution.
- ii. On dissolution the property of the society shall be used to discharge the obligations of the society, and any remaining property shall be transferred to a body or organisation nominated by the General Meeting which has aims similar to those of the society as specified in Article 2.

**Standing Orders**  
**For the conduct of General Meetings of**  
**The Cecilian Society, University of Glasgow**

As of 3<sup>rd</sup> May 2001

Amended – 15<sup>th</sup> May 2014

1.
  - i. The secretary shall intimate in the notices calling the meeting of the society all the business known to them and shall invite motions to be submitted to them at least 24 hours before the start of the meeting for inclusion in the order of business.
  - ii. The order of business shall be submitted to the meeting by the chairperson for approval.
  - iii. The order of any item on the agenda may be altered on motion.
  - iv. Additional motions may be proposed from the floor and if accepted by the meeting be proceeded with.
  - v. Any item of business not on the agenda may be raised from the floor at the end of the meeting and shall be discussed if accepted by the chairperson.
2. No amendment shall be accepted unless it is, in the opinion of the Chairperson, competent and relevant to the motion on which it is moved.
3. Amendments to amendments shall be competent.
4. Whenever an amendment upon an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment has been disposed of.
5. If an amendment be carried the motion as amended shall become the substantive motion to which further amendments may be moved.
6. If an amendment be rejected other amendments, but not to the same effect, may be moved on the original motion.
7. Every question shall be decided by a show of hands, and the chairperson may order a count. It shall be competent, however for any member to demand a count or ballot, and the result, but not the number of votes cast, of such a count or ballot shall be announced to the meeting.
8. All motions, save those specified in standing orders, shall require a simple majority, unless a procedural motion requiring a greater majority is passed by the meeting.
- 9.



- i. As soon as a motion has been moved and seconded the chairperson shall propose the question in the words of the motion and ask if there be any direct negatives or amendments. Thereupon, or at the close of any speech, any member who has not spoken on the question may move, without further debate, that the question now be put. On this being seconded, the chairperson, if they believe the subject has been sufficiently discussed, shall without further debate, take a vote. If this motion be carried, the mover of the original motion and the mover of the amendment, if any, shall have the right to reply and the question shall then be put to the meeting.
  - ii. The chairperson may move as of their own accord at any time that “the question now be put” and the above mentioned right of reply shall apply.
10. Time limits for any speech shall be determined in advance of any such speech by the chairperson.
11. Should the chairperson wish to participate in any discussion they shall yield the chair to their appointed deputy for the duration of such discussion.
12. The chairperson shall have a deliberative vote, and in the case of an equality of votes, a casting vote.
13. Subject to Standing order 18 the chairperson’s ruling on any matter shall be final, unless five members immediately stand to move a motion that the ruling be set aside. A vote shall be taken immediately and shall require a majority to be passed.
14. Procedural motions shall take precedence over all other business and among them as follows:
  - a. Motions that the chairperson’s ruling be set aside.
  - b. Motions for a temporary chairperson.
  - c. Motions to adjourn the debate or meeting to a specific time or place.
  - d. Motions that the question be now put.
  - e. Motions that the question be not put.
  - f. Motions for leave to withdraw a motion or an amendment, if moved by the proposer with the consent of the seconder.
  - g. Motions to refer the question back.
  - h. Motions to suspend Standing Orders.
  - i. Motions relating to all other procedural matters.
15. The chairperson shall allow the proposer of a procedural motion to speak to the motion, and one speech shall be allowed opposing it. A vote shall be taken after those speeches.
16. Standing orders may be suspended at any meeting by the vote of a majority of members present and voting.
17. A motion to suspend standing orders is not competent during the progress of a discussion.
18. It shall be open to any member to enter their dissent from any decision.

**19. *Points of Order and Explanation***

A point of Order or Explanation must be stated without argument; it must be considered by the chairperson, and their decision thereon shall be final. A speaker must give way to a point of order but not need give way to a point of explanation.

**20. *Questions of Fact***

It shall be open to any member at the close of any speech to put a Question of Fact through the chairperson to the last speaker. The chairperson shall determine whether the question is factual and whether it can be allowed. The speaker so challenged shall have the right to disregard the question. There shall be no discussion.

**21.** It shall be competent to move that the meeting proceed to the next business. This may be moved at the conclusion of any speech. If carried by a majority the question shall be considered as dropped.

**22.** Any motions passed at a meeting shall be advisory only as far as the committee of the society is concerned.

**23.** These Standing Orders are subject to the constitution of the society and in the event of conflict the constitution shall prevail.