Constitution
of
The Cecilian Society, University of Glasgow

Amended 4th November 2026

1. Name

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

2. Aim

i. 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.

ii. It will also advance amateur theatre opportunities for students by providing amenities and supporting activities.

iii. Finally, it will serve as a space for students passionate about a particular subject to come together and meet like-minded students.

3. Activities

i. At the discretion of the current committee, the society will endeavour to provide performance opportunities for students.
ii. The committee will organise social events for students to come together and socialise with like-minded people.
iii. The society will promote and support the amateur musical theatre scene in Glasgow.

4. Membership

i. Full membership shall be open to registered students of Glasgow University only.
ii. Non-students may join as Associate members.
iii. Associate members (non-students) shall not account for more than 20% of the total membership.

5. Governance

i. The Society shall be under the control of the membership.
ii. Society/club bank accounts must always be under the control of the CURRENT treasurer and president. No club or society finances should be held within a student's personal bank account or cash tin. All clubs or society funds should be held within a club/society bank account or SRC holding account.
iii. The Business of the Society shall be conducted by an elected committee.
iv. Any member who is a registered student of the University of Glasgow shall have full voting rights at General Meetings of the Club/Society.
v. At any General Meeting of the Club/Society, the total of Associate members present shall not exceed 10% of the total members present. Associate members have no voting rights.
vi. The Society shall have at least four office-bearers, including a Welfare Officer (the executive and the membership and welfare officer)

vii. 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.

viii. Any full member of the club/society is entitled to stand for the office bearer positions.

ix. A returning officer should be appointed for elections.

x. No full member should be barred from standing for office in the club/society unless the position is in existence for a particular group or community of interest.

xi. All elections must be held by secret ballot.

xii. Rules on elections procedures must be made available to candidates in advance of any election.

6. **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, HIV status, 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)

7. **Committee**

i. 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, one of which must be a welfare and membership officer.

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)

ii. Only full members of the society may serve on the Committee (excluding the past president)

iii. 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.

iv. In the event of a vacancy occurring on the committee, the committee shall appoint a full 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. A vacancy shall be deemed to occur upon the resignation or death of any Committee member.

v. The committee shall be obliged to co-opt a minimum of one and a maximum of three full members of the society to serve on the committee.

vi. 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.

vii. Committee resignations shall be instituted by a letter of resignation to the secretary of the Club/Society. In the case of the resignation of the secretary, resignation may be instituted by a letter to the president.

a) 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.

b) 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 full members present at an Extraordinary General Meeting support a motion to remove them from office.

c) 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.

viii. 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.

ix. The committee may authorise any general member of the society to pursue a court action on behalf of the society.

x. 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 full members of the society jointly and severally.

8. 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.

9. 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 at least 1 third of the full membership.

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 full 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 full 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 and Election procedures will be made available to candidates in advance of elections.

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.

10. **Elections**

i. Elections shall normally take place at the Annual General Meeting of the society.

ii. With no hierarchical implication, elections 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.

11. Complaints and Disputes

i. The Society must adhere to the SRC Code of Conduct as the standards of behaviour you can reasonably expect from your members and office-bearers. The Society must follow the current SRC Code of Conduct, as published on the SRC website (**SRC Code of Conduct**).

ii. The Society must adhere to the SRC Complaints and Disciplinary Procedure as the standard for the handling of all formal complaints and disciplinary matters. The Society must follow the current SRC Complaints and Disciplinary Procedure, as published on the SRC website and on the Society's individual webpage (**SRC Complaints and Disciplinary Procedure**).

iii. Complaints should be submitted in writing to the Society's designated complaints email address. The Society must identify an alternative contact for complaints concerning a person who normally has access to that account. It should instead be submitted to the Society's alternative complaints contact. Complaints email addresses should be made readily available and clearly publicised to members on the Society's portal.

12. Constitutional Amendments

i. The membership may make constitutional amendments at the Annual General Meeting or an EGM.

ii. 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.

13. **Data Protection**

The Club/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.