



Glasgow University Union

Constitution

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Definitions

In this Constitution:

'Academic Degree Curriculum' means any course where a bachelor's degree, a master's degree or a doctorate qualification is awarded to students upon successful completion of a course of study.

'Alcohol Sales Licence' means the licence granted by Glasgow City Council Licensing Department dated 1 September 2009 with licence number GC1216 and any variations or amendments thereto.

'Annual Election' means elections to positions of the Board of Management held immediately preceding the Annual General Meeting each year.

'Board' means Board of Management.

'Bye-Law' means any rule or decision made at a meeting of the Board of Management which has the effect of regulating the operation of the Union or the conduct of Members.

'Candidate for Membership' means any person who fulfils the criteria for Ordinary Membership.

'Demission of office' means the expiry of a Board Member's appointment to the Board of Management due to no longer fulfilling the criteria for appointment or from the completion of their term of office normally at the Annual General Meeting.

'Executive Committee' means the President, the Honorary Secretary and the Assistant Honorary Secretary.

'Honorary Secretary's Notice Board' or **'Notice Board'** means any facility either within the Union or external to the Union which has the purpose of informing Members.

'Hybrid Meeting' means any meetings of the Board of Management or its Committees or subcommittees at which some participants are attending the meeting in person and others are attending virtually.

'Non-Student Board Members' means any position on the Board of Management which does not require registration as a student at University of Glasgow.

'Member' means any person holding any class of membership as defined in Article III.

'Premises' or **'Union premises'** means the subjects delineated in red on the plan annexed to this Constitution at Annex 1.

'Resignation' means a Board Member's decision to, during their term, forfeit their position on the Board of Management.

'Trustees' or **'Trustees Committee'** means the President, the Honorary Secretary, the Assistant Honorary Secretary, the two Vice-Presidents and the Honorary Treasurer.

'Undergraduate Academic Degree Curriculum' means any course where a bachelor's degree, or a master's degree as a first degree, is awarded to students upon successful completion of a course of study.

'The University' means the University of Glasgow.

'University Holiday' means any day on which the University of Glasgow is closed for teaching.

'Virtual Meeting' means any meetings of the Board of Management or its Committees or subcommittees, where arrangements have been made in advance to allow participants to attend the meeting by means of conference telephone, video link or similar means of electronic communication at which all participants can be heard and can hear each other without the need for them to be physically present at the same location. A person participating in a meeting by such means shall be deemed to be attending virtually.

Article I - Name and Authority

1. The name of the organisation is GLASGOW UNIVERSITY UNION (“the Union”), a registered Scottish charity [SC003808], and is a Private Members’ Club providing facilities and services for those persons holding Membership in terms of Article III hereof.
2. At all times, the Union is an autonomous body with ultimate sovereignty vested in the Members in General Meeting.

Article II - Objects

1. The objects of the Union, for the public benefit, are:
 - a. to provide recreational facilities and recreational activities for students at the University of Glasgow, and to provide a centre to which University Clubs and Societies may affiliate to;
 - b. to promote the advancement of education amongst students at the University of Glasgow, and to raise awareness of the welfare and support services available to students at the University of Glasgow;
 - c. to promote citizenship and community development amongst students at the University of Glasgow through involvement in the management of the Union and participation in Debating as vital components of citizenship;
 - d. to advance heritage, culture, science, sport and the arts amongst the students at the University of Glasgow through promoting an understanding of international cultures, promoting integration of international students into University life, promoting and supporting affiliated clubs and societies and providing a place of study, social intercourse and activity.

Article III - Membership

1. The categories of Membership are “Ordinary Membership”, “Life Membership”, “Associate Membership”, “Temporary Membership”, “Reciprocal Membership” and “Honorary Membership” and, except in the case of Honorary Membership, are mutually exclusive.
2. Ordinary Membership of the Union is open to:
 - a. All students registered on an Academic Degree Curriculum at the University of Glasgow.
 - b. All former students of the University.
 - c. Members of the University Court, the Senate, and the teaching staff.

- d. Former students of other Universities, subject to the discretion of the Board of Management and subject to such additional conditions as may be imposed by the Board of Management.
3. Ordinary Membership of the Union shall continue until the end of the Membership Year.
4. Life Membership of the Union is open to any person who:
 - a. is not a registered student at any university or college registered on an Undergraduate Academic Degree Curriculum, save in the case of any person who has been President of the Union; and
 - b. has been an Ordinary Member of the Union for a minimum period of one year.
5. Life Membership of the Union is awarded only at the discretion of the Board of Management and upon payment of any membership fees which may be in force at the time, and shall continue for life. The admission of a person as a Life Member by the Board of Management is subject to compliance with all relevant requirements of this Article of the Constitution.
6. Associate Membership of the Union may be awarded at the discretion of the Board of Management to persons whom the Board deem worthy of Membership of the Union but who may not join as an Ordinary Member or Life Members, as herein provided and on such terms and conditions as the Board determines in each individual case or generally from time to time:
 - a. Notwithstanding any other provision in the Constitution or Bye-laws, no Associate Member has the privilege of attending general meetings, of holding office or of voting in an election in the Union.
 - b. No Associate Member may become eligible for Life Membership by virtue solely of having been an Associate Member.
7. Temporary Membership of the Union may be awarded to any person at the discretion of the Board of Management as herein provided and on such terms and conditions as the Board determines from time to time:
 - a. All registered students of the University of Glasgow registered as part of an Academic Degree Curriculum at the University shall be admitted as Temporary Members until such time as they are no longer registered as part of an Academic Degree Curriculum or until such time as they are granted Ordinary Membership.
 - b. Temporary Membership may be granted only for the purposes of attending events and functions within the Union and only for the duration of that event or function.

- c. Notwithstanding any other provision in the Constitution or Bye-laws, no Temporary Member has the privilege of attending general meetings, of holding office or of voting in an election in the Union.
 - d. No Temporary Member may become eligible for Life Membership by virtue solely of having been a Temporary Member.
8. The Board of Management has power to confer reciprocal rights of Membership (“Reciprocal Membership”) as herein provided:
 - a. To Members of other Clubs or Institutions approved by the Board of Management, always provided that such other Club or Institution has amongst their objects broadly similar to those of Glasgow University Union.
 - b. Rights of Reciprocal Membership are restricted to use and enjoyment of the facilities of Glasgow University Union and introduction of Visitors thereto at such times and on such occasions as the Board of Management may designate and does not include any other rights of Membership.
 - c. Reciprocal Membership is not conferred on Members of any other Clubs or Institutions unless the Clubs and Institutions of which those persons are Members are recognised and certified in accordance with the Licensing (Scotland) Act 2005 or any amendment, replacement or re-enactment thereof, or any equivalent legislation applicable in any other part of the United Kingdom, and which also fall within the description specified in Section 2(1) of the Licensing (Clubs) (Scotland) Regulations 2007.
 - d. Any application by any person for Ordinary Membership, Life Membership or Associate Membership shall be considered on its merits without taking account of any Reciprocal Membership.
9. The Board of Management has power to admit without payment of fees Honorary Members, who are persons of note and distinction. The admission of any such person to Honorary Membership requires the support of at least three fourths of the Members of the Board of Management present and voting. Honorary Members are entitled to the use of the Union premises but are not eligible to hold office, to vote in elections, or to take part in the business of the Union.
10. The Board of Management has power to impose a maximum number from time to time upon all categories of Membership of the Union, to regulate admissions accordingly including through the setting of Membership fees and other conditions of Membership, and to revoke the Membership of an individual at any time.
11. No person is entitled to rights of Membership prior to enrolment as a Member.
12. Upon enrolment, every Member of the Union shall receive a Ticket of Membership which must be produced on all occasions when requested to do so by a Member of the Board of Management or by any other person exercising authority delegated by the Board of Management. The Board of Management shall determine the form and nature of the Ticket of Membership for each category of Membership.

13. All Members of the Union are bound to obey the Articles of the Constitution and all Bye-Laws in force.
14. Membership of Glasgow University Union and of Queen Margaret Union shall be mutually exclusive.

Article IV - Membership Year

1. The Membership Year is from 1st September to 31st August.
2. Notwithstanding the provisions of Article III, Section 11, between the first and last days of September, inclusive, any Candidate for Membership who has held Ordinary Membership in the preceding Membership Year is accorded the privileges of use of the facilities of the Union and participation in the business of the Union (but not of standing or voting in any election) unless the said privileges be specifically withdrawn by the Board of Management.
3. Notwithstanding any delay in the renewal of Membership or registration, between the first and last days of September, inclusive, any Member of the Board of Management is entitled to continue in office as a Member of the Board of Management.

Article V - Board of Management

1. The Members of the Board of Management shall be elected as provided in Article IX.
2. The Board of Management consists of:
 - a. The Student Board Members who shall be the President, the Honorary Secretary, the Assistant Honorary Secretary, the Convener of the Debates Committee, the Convener of the Games Committee, the Convener of the Libraries Committee, the Convener of the Entertainments Committee, and ten Present Student Members.
 - b. The Non-Student Board Members who shall be two Vice-Presidents, the Honorary Treasurer, and four Former Student Members.
 - c. The President of Glasgow University Sports Association (or, if not a Member of the Union, the Union Member holding the most senior position on the Glasgow University Sports Association Executive), ex officio, and the retiring President of the Union demitting office at the Annual General Meeting, ex officio, being Members of the Union.

3. Members of the Board of Management hold office upon the terms of eligibility defined hereunder:
 - a. All Student Board Members must be registered students of the University of Glasgow and Ordinary Members of the Union as defined by Article III hereof and are Board Members only for so long as they continue to be Members and registered students as therein defined.
 - b. All Non-Student Board Members must be Life Members of the Union as defined by Article III hereof and must not during the term of their office be registered students at any university or college registered on an Academic Degree Curriculum unless three years have passed since the completion of their Undergraduate Academic Degree Curriculum.
 - c. The Vice-Presidents must not have been undergraduate students of the University or any other educational institution within the previous ten years of being elected.
 - d. The Honorary Treasurer must be, and must continue to be during their term of office, a registered professional member of the Institute of Chartered Accountants of Scotland (ICAS); or the Association of Chartered Certified Accountants (ACCA); or the Chartered Institute of Management Accountants (CIMA); or some other such body of similar standing.
 - e. A Former President of the Union (irrespective of the time of or reason for demission of office) is eligible for election only as a Non-Student Board Member.

4. Terms of office for Members of the Board of Management are defined hereunder:
 - a. Each term of office commences at the close of the Annual General Meeting immediately succeeding the Annual Election at which Members of the Board of Management were elected until the close of the Annual General Meeting at the end of the term of office as defined herein.
 - b. The President is elected annually at the Annual Election for a period of one year and is not eligible for re-election save for being elected as a Non-Student Board Member.
 - c. The Honorary Secretary, the Assistant Honorary Secretary, the Convener of the Debates Committee, the Convener of the Games Committee, the Convener of the Libraries Committee, and the Convener of the Entertainments Committee are elected annually at the Annual Election for a period of one year and are eligible for re-election.
 - d. The ten Present Student Members, of whom five retire annually by rotation, are elected for a period of two years and are eligible for re-election.
 - e. The two Vice-Presidents, of whom one retires annually by rotation, are elected for a period of two years at the Annual Election and are eligible for re-election.
 - f. The Honorary Treasurer is elected for a period of two years at the Annual Election and is eligible for re-election.

- g. The four Former Student Members, of whom two retire annually by rotation, are elected for a period of two years at the Annual Election and are eligible for re-election.
 - h. In the event of any Member of the Board of Management having been elected to replace an incumbent who has resigned or has been deemed to have resigned, that Member of the Board of Management shall be elected to hold office only for the balance of the term for which the former incumbent was elected.
5. No person shall hold simultaneously more than one elected position on the Board of Management, but this subsection does not prohibit a Member of the Board of Management from being appointed by the Executive Committee or by the Board of Management to undertake (pro tempore or pending the holding of an election) the duties of another Member who has resigned or who has otherwise demitted office, who is ill or otherwise temporarily unable to carry out their duties, or other specific duties as determined by the Board of Management.
 6. Unless otherwise specified in the communication of resignation, any resignation by a Member of the Board of Management shall be deemed to be effective from the date of such communication or, if undated, from the date of receipt of such communication by the Honorary Secretary.
 7. Any Member of the Board of Management whose tenure of office depends upon being a registered student is required to exhibit to the Assistant Honorary Secretary by 7pm on 30th September evidence of student registration at the University and Ordinary Membership of the Union. Failure to do so shall result in automatic demission of office on 1st October and a By-Election will be held in accordance with the provisions of Article X.
 8. Members of the Board of Management shall comply with any conflict of interest protocol adopted by the Board of Management.
 9. There shall be no sabbatical offices on the Board of Management and no Members of the Board of Management shall receive a salary or wage by virtue of being a Member of the Board of Management except in the case of the Honorary Treasurer who may be awarded an Honorarium which will be decided by the Board of Management from time to time.

Article VI - Powers of the Board of Management

1. Subject to the ultimate sovereignty vested in the Members in General Meeting and except where otherwise provided in this Constitution, the whole business and affairs of the Union, including its assets and undertaking, shall be under the exclusive control and responsibility of the Board of Management who shall have all necessary powers, including the powers herein contained, to issue and alter Bye-Laws for the management and use of the Premises and in regard to all other matters which the Board shall consider expedient including the terms and conditions on which Temporary Members may be admitted.
2. The President, Honorary Secretary and Assistant Honorary Secretary shall constitute the Executive Committee which shall conduct the day to day business of the Union on behalf of the Board of Management and shall be answerable to the Board of Management.
3. The President, Honorary Secretary, Assistant Honorary Secretary, two Vice-Presidents and the Honorary Treasurer shall constitute the Trustees Committee.
4. The Board of Management shall have powers, acting through the Trustees Committee, to exercise the same full and unrestricted powers of dealing with the assets of the Union in all respects as if absolutely entitled thereto beneficially and to have all the powers and protections available to gratuitous Trustees in Scotland whether by statute or at common law, provided always that the dealings are reasonably prudent and designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.
5. Specifically and without prejudice to the foregoing generality, in pursuance of the objects set out in Article II, the Board of Management has the following powers through the Trustees Committee:
 - a. To undertake, organise, hold or pursue fundraising activities.
 - b. To purchase, take on lease or hire, or otherwise acquire property or rights which are suitable for the Union's activities.
 - c. To improve, manage, develop or otherwise deal with all or any part of the property and rights of the Union.
 - d. To sell, let hire out or otherwise dispose of all or any part of the property and rights of the Union.
 - e. To borrow money and to give security in support of any such borrowings by the Union.
 - f. To employ such staff as are considered appropriate for the proper conduct of the Union's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants.
 - g. To engage such consultants and advisers as are considered appropriate from time to time.

- h. To pay out of the funds of the Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees and/or Board of Management or any of them which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty which they may be guilty of in relation to the Union provided that no such insurance shall extend to (a) any claim arising from any liability by the Trustees and/or Member of the Board of Management to pay a fine imposed in criminal proceedings or a sum payable to a Regulatory Authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising); (b) any liability incurred by the Trustees and/or Member of the Board of Management in defending any criminal proceedings in which the Trustee or Member of the Board of Management are convicted of an offence arising out of any fraud or dishonesty or wilful or reckless misconduct; or (c) any liability incurred by the Trustees and/or Member of the Board of Management to the Union that arises out of any conduct which the Trustee and/or Member of the Board of Management knew (or must reasonably be assumed to have known) was not in the interests of the Union or in the case of which they did not care whether it was in the best interests of the Union or not.
 - i. To invest any funds which are not immediately required for the Union's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments).
 - j. To liaise with the University of Glasgow, voluntary sector bodies, charities, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the Union's Objects.
 - k. To take such steps as may be deemed appropriate for the purpose of raising funds for the Union's activities.
 - l. To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).
 - m. To do anything which may be incidental or conducive to the furtherance of any of the Union's Objects.
- 6. The Board of Management will indemnify and reimburse themselves out of the assets of the Union for any expenses or liabilities which they may reasonably incur in relation to the conduct of the affairs of the Union and in the performance or exercise of their duties and powers, but specifically excluding the payment of any salary or wage to any member of the Board of Management in their duties as a Member of the Board of Management.
- 7. The Board of Management will establish and operate both Current Accounts and Deposit Accounts with Bankers or others provided that cheques or withdrawal instructions drawn on such accounts shall not be signed by fewer than two authorised persons, one of whom shall be a Member of the Executive Committee, provided all such conduct is designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.

8. The Members of the Board of Management will not be liable for depreciation in the value of investments made or retained by them nor for any omissions, nor for neglect in management, nor for the insolvency of debtors, nor for the acts, omissions, neglect or defaults of each other or of any Banker, Solicitor, Factor or other Agent employed by them, provided always that they have acted in good faith in a manner intended and designed to attain or facilitate the attainment of (or to fund the attainment or facilitation of the attainment of) the objects of the Union.
9. The Union shall sue by and shall be competently sued in the name of the Trustees (holding Office at the time of the raising of the relevant action) for and on behalf of Glasgow University Union; the Union shall indemnify the said Trustees in respect of all or any determinations or findings of liability for expenses (or any expenses incurred irrespective of any such findings) and said Trustees shall sue and be sued as Trustees without acquiring personal liability.
10. The title to all property (including any land or buildings, the tenant's interest under any lease and (so far as appropriate) any investments) shall be held in the names of the Trustees of the Union (and their successors in office); any person or body in whose name the Union's property is held shall act in accordance with the directions issued from time to time by the Board of Management
11. The Board of Management shall have all necessary powers to adopt any disciplinary policy or procedure it determines appropriate after such enquiry or other procedure as it may think fit with regard to any Member or visitor who, in the opinion of the Board, has been guilty of behaviour in contravention of any rules, any element of any Bye-Laws in force for the time being or who has failed, after due intimation and without making any explanation satisfactory to the Board for such failure, to pay or meet any fine, debt or obligation of whatever nature due by them to the Union (including expenses incurred by the Union).
12. The Board of Management shall have powers to appoint Committees for any special objects as the Board of Management may from time to time decide, to delegate to such Committees the function and powers of the Board of Management relating thereto to any extent as the Board of Management shall decide, and to fix the quorum of such Committees, provided always that terms of reference for such Committees are agreed by the Board of Management.

Article VII - Meetings of the Board of Management

1. The Board of Management shall meet not less than ten times in the period between each Annual General Meeting and at such other times as the business of the Union may require.
2. The quorum for a meeting of the Board of Management is eight, of which two must be Non-Student Board Members and of which the majority must be Student Board Members.
3. The Board of Management shall ensure that minutes are made of all proceedings at Board meetings and meetings of Committees; the Board of Management shall ensure that such minutes are retained in accordance with applicable statutory requirements.
4. The Chair of any meeting of the Board of Management or its Committees shall ensure that any conflict of interest is declared in advance of any topic discussed.
5. No meeting of the Board of Management shall take place without 72 hours notice being given to all Board Members. An agenda must also be circulated to all Board Members at least 24 hours before any meeting.
6. Notwithstanding Section 5 in this article, in instances of an emergency the President of the Union may convene a meeting of the Board of Management at any time, such meetings to comply with all other provisions in this article.
7. Any meetings of the Board of Management or its Committees or subcommittees shall be held in accordance with the Constitution and Standing Orders. This may include provision that such meetings be validly conducted by way of a Virtual Meeting or Hybrid Meeting. A person shall be deemed to be present at any meeting by attending either in person or virtually where suitable arrangements have been made for virtual attendance at that meeting.
8. The President, on behalf of the Board of Management, may invite any third party to attend all or part of any Board meeting as may be required from time to time.

Article VIII - Returning Officer

1. At its first meeting following the Annual General Meeting the Board of Management shall appoint a Returning Officer who shall be responsible for the conduct of all Union elections and who, subject always to the rules of the Constitution, shall be guided by the provisions of the Representation of the People Act 1983 (or any amendment, re-enactment or replacement thereof).

2. The Returning Officer shall not be a Member of the Board of Management nor a Registered Student of the University; an employee of the Union, of the Queen Margaret Union, of the Students' Representative Council, of the Glasgow University Sports Association, or any other student Body.
3. The Powers of the Board of Management to conduct any election shall be exercised solely by the Returning Officer on behalf of the Board of Management and without interference by the Board of Management, except that the Board shall retain a Supervisory Role and may instruct the Returning Officer to seek legal advice, at the Union's expense, on any matter pertaining to a Union Election and require the Returning Officer to accept any such advice.
4. The Returning Officer shall have powers to delay or postpone any election in the event of unforeseen circumstances, such powers to be used with good reason provided to the Honorary Secretary and acknowledging that such powers may lead to delay to the Annual General Meeting.
5. The Board of Management shall draw to the attention of the Returning Officer any matter regarding the conduct of any election, including any matter on which the Returning Officer has already announced a decision, which the Board considers merits further consideration of the Returning Officer but, excepting the powers of the Board to require the Returning Officer to take legal advice, shall not attempt to overturn, or otherwise interfere in, a decision of the Returning Officer.
6. The Board of Management shall have power to dismiss the Returning Officer at any time except during the period between the posting of Notice of any Election and the declaration of the results of that election.
7. In the event of the Returning Officer being unable to supervise any election or any part of any election, the Board of Management shall appoint a Temporary Returning Officer to act in the absence of the Returning Officer, whose appointment shall not run for longer than the period from the posting of Notice of Election to the declaration of results of that Election, but who may be appointed as Temporary Returning Officer on more than one occasion. Any Temporary Returning Officer thus appointed shall fulfil all the conditions of eligibility for appointment as the Returning Officer and shall have all the rights and duties of the Returning Officer including the protection of Article VIII, Section 6 of this Constitution.
8. The Returning Officer shall report to the Board of Management and to the University Court on the conduct, fairness, and result of the Annual Election and of any By-Election.

Article IX - Elections

1. Notwithstanding Article VIII, Section 4, the Annual Election to the Board of Management shall be held in the Union between the hours of 9am and 7pm on the first Thursday in March each year.
2. The Annual Election shall be by secret ballot open to all Ordinary Members and Life Members of the Union.
3. Notice calling the Annual Election shall be posted in the Union seven days before the day on which nominations open and shall contain a list of the Members of the Board of Management retiring or resigning or otherwise demitting office and those eligible for re-election. The positions to be filled, the date of the Poll and the hours of the Poll shall also be stated.
4. Nominations of Candidates to fill any vacancies shall be made in the form required by the Honorary Secretary (The Nomination Form) and shall be addressed and delivered to the Honorary Secretary at the Union between 9am on the Monday ten days before the day of the Annual Election and 5pm on the Thursday first following that Monday. The form must be signed at the appropriate places by the Candidate nominated and by the Proposer and Secunder of the Candidate.
5. The Nomination Form shall be determined by the Board of Management prior to issuing notice of any election.
6. The Candidate must be a person eligible for election as herein provided and the Candidate, the Proposer and the Secunder must be Ordinary or Life Members of the Union at the time when nominations close.
7. No person shall accept or maintain nomination for more than one vacancy in the same election under penalty of being deemed ineligible to stand for election for any position in that election; a person shall be deemed to have accepted nomination for any vacancy when a Nomination Form, duly signed by the Candidate, has been delivered to the Honorary Secretary or any person acting on their behalf.
8. The names of the Candidate so nominated shall be posted on the Honorary Secretary's Notice Board and made available to the membership as soon as is practicable after the nomination has been received by the Honorary Secretary.
9. Any Candidate wishing to withdraw their acceptance of nomination for election must communicate this to the Honorary Secretary by or before twelve noon on the day preceding the election.
10. Before the close of Nominations, each Candidate for election may lodge a Manifesto in a form determined by the Board of Management prior to issuing Notice of any election.

11. No Member of the Board of Management may accept nomination for any vacancy to be filled at an Annual Election unless their term of office is due to expire at the Annual General Meeting immediately following such Annual Election; or by resignation, intimated and effective before the close of nominations for the Annual Election.
12. In the event of resignation as aforesaid being specifically stated in the intimation of resignation to be for the purpose of seeking election at the Annual Election, the resigning Member of the Board of Management may be permitted to carry out the duties and enjoy the privileges and authority of a Member of the Board of Management until the result of the Annual Election has been declared at the proceeding Annual General Meeting.

Article X - By-Elections

1. Notwithstanding Article VIII, Section 4, in the event of any Member of the Board of Management resigning or otherwise demitting office in the course of their tenure of office, their successor shall be elected in a manner hereinafter provided by a By-Election convened on a Thursday within 28 days of such resignation or demission of office except where said resignation or demission of office takes place within 28 days preceding the Annual General Meeting.
2. In the event of such resignation or demission of office taking place within 28 days but more than 18 days before the Annual General Meeting, the election of the successor shall be included in the Annual Election and shall be organised in accordance with all rules relating thereto.
3. In the event of such resignation or demission of office taking place within 18 days before the Annual General Meeting, the election of a successor shall take place at a By-Election convened within the 28 days immediately following the Annual General Meeting.
4. No By-Election shall be held on a day that is a University Holiday. Should any By-Election be scheduled to be held on a University Holiday, it shall be held on the Thursday immediately following said University Holiday.
5. Any By-Election shall be by secret ballot open to all Ordinary Members and Life Members of the Union.
6. Notice calling a By-Election shall be posted in the Union on the Monday 17 days before the date of such By-Election, and shall contain a list of the Members of the Board of Management resigning or otherwise demitting office, the positions to be filled, the date of the Poll and the hours of the Poll.

7. Nominations of Candidates to fill any vacancies at a By-Election shall be made in the form required by the Honorary Secretary (The Nomination Form) and shall be addressed and delivered to the Honorary Secretary at the Union between 9am on the Monday ten days before the day of the By-Election and 5pm on the Thursday first following that Monday. The form must be signed at the appropriate places by the Candidate nominated and by the Proposer and Secunder of the Candidate.
8. The Nomination Form shall be determined by the Board of Management prior to issuing notice of any By-Election.
9. Where it is known at the date of posting of the Notice of By-Election that another By-Election will require to be held within seven days of such By-Election, the Board of Management may (but only with the agreement of the Returning Officer) delay the holding of the first By-Election to allow both By-Elections to be held concurrently; no By-Election may be thus postponed more than once.
10. In the event of a By-Election being required in any academic year, no Notice of Election shall be posted before 9am on the Monday immediately following 1st October of that academic year.
11. No Member of the Board of Management may accept nomination for any vacancy to be filled at a By-Election without first having resigned from the post already held on the Board of Management and such resignation must take effect before the close of nominations for that By-Election.
12. In the event of resignation as aforesaid being specifically stated in the intimation of resignation to be for the purpose of seeking Election at a By-Election, the resigning Member of the Board of Management may be permitted to carry out the duties and enjoy the privileges and authority of a Member of the Board of Management until the result of the By-Election has been declared or, should the resigning Member of the Board of Management not be validly nominated for election notwithstanding the terms of the intimation of resignation, until the close of nominations for the By-Election.

Article XI - Electoral System

1. The Members of the Board of Management shall be elected (whether at an Annual Election or at a By-Election) in the manner hereinafter provided.
2. Only Ordinary Members and Life Members have the right to cast a vote in Union elections.

3. In the event of there being more nominations than vacancies for any position on the Board of Management, the method of voting shall be by the single transferable vote system as follows:

- a. Under the supervision of the Returning Officer, the Honorary Secretary shall arrange, keep secure and, on the day of the election, make available the ballots.
- b. Ballots shall be issued to Ordinary Members and Life Members desiring to vote on production of a valid Ticket of Membership.
- c. A Voter shall place the figure 1 on their ballot opposite the name of the Candidate who is their first choice, and may, in addition, place on their ballot the figure 2, or the figures 2, 3, 4, 5, or such a number as shall correspond with the number of Candidates duly nominated, in the order of their preferences opposite the names of the Candidates whom they would prefer should their first or any later choice be excluded from the count.
- d. The Returning Officer shall have absolute unchallengeable discretion in determining whether or not any mark other than a figure as aforesaid shall render a ballot void, non transferable, or shall indicate a clearly expressed preference which the Returning Officer may deem to be a vote in favour of a particular Candidate.
- e. The quota of votes required by any Candidate for election out of the total number of votes cast shall be calculated according to the formula:

$$\frac{\textit{Total votes cast in favour of all candidates}}{\textit{Number of vacancies} + 1} + 1$$

- f. When calculating the total valid votes cast in favour of all Candidates, the cumulative number of spoiled or non-transferable ballots shall be deducted from the total number of ballots.
- g. Until any Candidate obtains a quota, the Returning Officer shall exclude from the count the Candidate with the smallest number of first votes, and shall then examine the ballots bearing the votes in favour of the excluded Candidate, and shall transfer to other Candidates any votes given on these ballots whereon their names are marked as next in preference (after excluding from consideration higher preferences in favour of Candidates already excluded or elected); they shall in each case add as first votes the votes transferred to the total of the votes of the Candidates to whom the transfer is made.
- h. Until such Candidate obtains a quota as described above, the Returning Officer shall, in the manner as aforesaid, exclude from the count the Candidates not previously excluded one after another, the Candidate with the smallest number of votes being always first excluded.

- i. In the event of two or more Candidates gaining the same number of votes in circumstances in which the Returning Officer must declare one or more of them elected or must exclude one or more of them from the count, the Returning Officer shall resolve the tie by applying the earliest-mentioned of the following options that would resolve the tie:
 - i. The Returning Officer shall give precedence to the Candidate who attained the highest number of first preference votes in the first count.
 - ii. The Returning Officer shall give preference to the Candidate who had attained the highest number of votes immediately before commencement of the current count.
 - iii. The Returning Officer shall examine the first count ballots in favour of the tied Candidates and, solely for the purpose of resolving the tie, shall treat them as if they were the only votes cast in the election and as if the tied Candidates were the only remaining Candidates in the election and, by transferring votes according to second or subsequent preference in accordance with the rules set down in this Constitution, shall determine which of the tied Candidates should be declared elected or excluded; having concluded this election within an election, they shall then restore to each Candidate involved the votes that had been cast in their favour immediately before the conduct of the election within an election and shall then proceed with the remainder of the election.
 - iv. The Returning Officer shall examine the first count ballots in favour of all Candidates and, solely for the purpose of resolving the tie, shall treat them as if the tied Candidates were the only remaining Candidates in the election and, by transferring votes according to second or subsequent preference in accordance with the rules set down in this Constitution, shall determine which of the tied Candidates should be declared elected or excluded; having concluded this election within an election, they shall then restore to each Candidate involved in the votes that had been cast in their favour immediately before the conduct of the election within an election and shall then proceed with the remainder of the election.
 - v. In the event of none of the foregoing steps resolving the tie, the Returning Officer shall toss a coin to break the tie, and shall have power to allow Candidates or their representatives to call “heads or tails” or them to allocate “heads or tails” to Candidates, provided that said allocation shall be made before the toss of the coin.

- j. Should there be a tie between Candidates either in the final count, for one vacancy, or at the bottom of a count precedence will be given to the Candidate with the greater number of votes in the first count; should there be a tie between Candidates at the bottom of the first count, eligibility for a further count shall be decided by an examination of the ballots of the other Candidates higher on the list, and the Candidate with the smallest number of votes on these ballots as given to them as next in order of preference shall be excluded.
4. In the event of the valid nominations for any position on the Board of Management being equal to or less than the number of vacancies the Returning Officer shall declare that the Candidates so nominated have been duly elected.
5. In the case of an Annual Election, the Declaration that the Candidates so nominated have been duly elected shall become effective at the close of the Annual General Meeting immediately following said Annual Election; in the event of a By-Election, the declaration that the Candidates so nominated have been duly elected shall become effective immediately after said declaration.
6. No persons other than the Returning Officer and those appointed by the Returning Officer shall be allowed within the place of voting and place of counting of votes except for the express purpose of voting.
7. Without prejudice to the terms of Article VIII hereof, the decisions of the Returning Officer shall be final.

Article XII - Standing Committees

1. The Board of Management shall meet within 30 days of the Annual General Meeting of the Union and shall elect the following Standing Committees:
 - a. A House Committee, which shall consist of the current Student Board Members along with such Non-Student Board Members as the Board of Management shall elect thereto.
 - b. A Debates Committee, which shall consist of the Convener of the Debates Committee and a minimum of four others as deemed necessary by the Board of Management, of whom one shall be the President of the Dialectic Society (or if not a Member of the Union, the Union Member holding the most senior position on the Dialectic Society Executive) and all of whom shall be Members of the Union.
 - c. A Games Committee, which shall consist of the Convener of the Games Committee and a minimum of four others as deemed necessary by the Board of Management, all of whom shall be Members of the Union.

- d. A Libraries Committee, which shall consist of the Convener of the Libraries Committee and a minimum of four others as deemed necessary by the Board of Management, all of whom shall be Members of the Union.
 - e. An Entertainments Committee, which shall consist of the Convener of the Entertainments Committee and a minimum of four others as deemed necessary by the Board of Management, all of whom shall be Members of the Union.
2. In the event of a vacancy occurring by resignation or otherwise on the Debates Committee, Games Committee, Libraries Committee or Entertainments Committee, the Board of Management shall appoint a Member of the Union to fill any such vacancy.
3. The functions of the House Committee shall be generally to supervise the running of the Union, to consider suggestions for improvements relative thereto, and to report with recommendations to the Board of Management.
4. The functions of the Debates Committee shall be to arrange Debates, Addresses and other similar functions under the auspices of the Union; and to submit to the Board of Management from time to time recommendations for events or other activities which the Committee considers would be in the interests of the Union or result in better or wider service to the Members.
5. The functions of the Games Committee shall be to arrange Games events, superintend the use and maintenance of the Billiard Room and any other Rooms in which games are carried out and to submit to the Board of Management from time to time recommendations for events or other activities which the Committee considers would be in the interests of the Union or result in better or wider service to the Members.
6. The functions of the Libraries Committee shall be to oversee the production of the Union's publications, superintend the use and maintenance of the Libraries and to ensure the safe custody of the books, magazines and other items kept therein, and to submit to the Board of Management from time to time recommendations for events or other activities which the Committee considers would be in the interests of the Union or result in better or wider service to the Members.
7. The functions of the Entertainments Committee shall be the running of the Union entertainments as determined by the Board of Management and to submit to the Board of Management from time to time recommendations for events or other activities which the Committee considers would be in the interests of the Union or result in better or wider service to the Members.
8. The President, the Honorary Secretary, and the Assistant Honorary Secretary shall be ex officio Members of all standing Committees and Subcommittees.

9. The quorum of the House, Debates, Games, Libraries and Entertainments Committees shall be 50% of the Members of each Committee plus one, save that no account shall be taken of ex officio Members in calculating the quorum, always provided that any absent ex officio Member has received reasonable notice of the Meeting.

Article XIII - Accounts, Minutes and Copies of the Constitution

1. Correct Accounts and Books shall be kept showing the whole financial affairs and intrusions of the Union and shall be duly audited each year by Chartered Accountants or a Chartered Accountant; the Chartered Accountants or Accountant performing said audit shall not include any Member of any Professional Firm of which the Honorary Treasurer is also a Member. The Auditors for the forthcoming year shall be appointed at the Annual General Meeting.
2. Each year, a Financial Statement shall be presented to the Annual General Meeting; said Financial Statement shall contain a report of the affairs of the Union including the Audited Annual Accounts for the financial year (which shall be from 1st July, to 30th June) and Interim Accounts to 31st December.
3. The Audited Annual Accounts shall be displayed on the Honorary Secretary's Notice Board for at least seven consecutive days during each of the months of October and March and the Interim Accounts to 31st December shall be so displayed for at least seven consecutive days during the month of March.
4. The Constitution, any Bye-Laws currently in force and the latest annual accounts and auditors report shall be available for Members at any reasonable time.
5. The Minutes of all meetings of the Board of Management and of the House Committee (except insofar as such Minutes relate to Staff or other confidential business) shall be published within seven clear days of ratification thereof and shall be displayed for a minimum period of 14 days. In addition, any Member of the Union shall be entitled, on due and reasonable request having been made by them to the Honorary Secretary, to exhibition in the Executive Office of such Minutes.

Article XIV - Trustees

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

Article XV - General Meetings

1. A General Meeting of the Union, of which seven clear days Notice shall be given, shall be held annually on the first Monday following the Annual Election (or, should this be a University Holiday, on the first Term day thereafter) for following purposes:
 - a. the approval of the Minutes of the last General Meeting and any intervening special General Meetings;
 - b. the submission and consideration of the Report of the Board of Management;
 - c. the submission and consideration of the Reports of the Debates, Games, Libraries and Entertainments Committees;
 - d. the consideration of the Annual Financial statement and Auditors' Report, consideration of the Interim Accounts and the Report of the Honorary Treasurer;

- e. the declaration of the results of the Annual Election;
 - f. the appointment of the Auditor;
 - g. the appointment of the Trustees Committee;
 - h. any proposed changes in the Constitution;
-
- i. for the transaction of any other business, intimation of which and the precise terms of any Motion in respect thereof must have been lodged with the Honorary Secretary at least seven clear days before the Meeting. The Honorary Secretary shall be obliged to advertise on their notice board any other business which is intended to be transacted at any such meeting together with the proposer and seconder thereof; and
 - j. for the transaction of any other business raised at the instance of the Board of Management which shall be exempt from the requirement that intimation thereof be lodged with the Honorary Secretary, but not exempt from the requirements of advertisement and specification of the precise terms of any Motion on their notice board at least seven clear days before the Meeting together with the proposer thereof.
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2. The precise terms of any Motion for consideration at a General Meeting of the Union shall have been signed by at least 20 Members of the Union who shall have exhibited their signatures and Ordinary or Life Membership Numbers to the Motion, except in the case of a Motion by the Board of Management.
 3. The Board of Management shall be empowered on its own initiative or on a requisition signed by at least 20 Members of the Union to call at any time a Special General Meeting of the Union for the discharge of any competent business; the specific wording of any motion for consideration at the Special General Meeting shall be reduced to writing and advertised in the notice of the Special General Meeting; the notice calling such Meeting shall be posted within the Union premises not less than seven clear days before the date of said Meeting, with a specification of the business to be transacted thereat, and no other business shall be transacted except that which is specified by said Notice. A Special General Meeting of the Union convened upon such a requisition shall be held within 14 clear days of the presentation of the requisition. No account shall be taken of days which are University Holidays in computation of any period specified in this section.
 4. No General Meeting shall be held on a University Holiday or within seven days of the beginning of any Term.
 5. Any General Meeting of the Union shall be chaired by the President, whom failing the Honorary Secretary, whom failing the Assistant Honorary Secretary; the Chair shall be responsible for ensuring that the Meeting is run in accordance with the terms of the Constitution and Bye-laws of the Union; at any General Meeting the Chair shall be solely responsible for the interpretation of the Constitution and Bye-Laws of the Union.

Article XVI - Affiliation

1. The Board of Management shall have power on application from any of the University societies to affiliate such societies to the Union, on the following conditions:
 - a. No Society which is not affiliated to the Union shall meet in the Union except as herein provided.
 - b. Applications for Affiliation shall be lodged with the Assistant Honorary Secretary and shall be considered by the Board of Management at the next meeting thereof.
 - c. The term of Affiliation shall be from the date Affiliation is granted until the last day of the September following, or until disaffiliated by the Board of Management.
 - d. Any Society applying for Affiliation shall submit, to the Board of Management, any documents which the Assistant Honorary Secretary may reasonably deem necessary; the Board of Management shall not grant Affiliation to the Union prior to the receipt of the documents.
 - e. A society shall be eligible for Affiliation to the Glasgow University Union if at least one of its Members holds either Ordinary or Life Membership of the Union.
2. The Board of Management shall have power to grant the hire of Rooms within the Union to University Societies or to individual Members on application on such terms and conditions as the Board of Management shall deem appropriate, but only upon receipt from any such applicant confirmation of the purpose for which any room or rooms is to be hired.
3. The Board of Management may, at its absolute discretion, allow use of rooms within the Union by organisations or persons who are not University Societies or individual members on being satisfied that to do so would be in the interests of the Union and of its Members; in such circumstances, the booking shall be in the name of the Board of Management or of the Executive Committee, and the purpose of the use and the identity of the user shall be minuted; such bookings may be granted provisionally by the House Committee or by the Executive Committee pending approval by the Board of Management.
4. In consideration of the position and history of the Dialectic Society and its relationship to the Union, it shall be the privilege of the President of the Dialectic Society, (or, if not a Member of the Union, the Union Member holding the most senior position on the Dialectic Society Executive) when it shall be affiliated, to preside at one of the Union Debates annually.

Article XVII - Visitors

1. Ordinary Members, Life Members and Reciprocal Members may introduce a maximum of three Visitors at any one time to the Union subject to the power of the Board of Management to restrict the number of Visitors admitted to any part of the Premises.
2. The Board of Management shall have the power to refuse admission to and remove from Union Premises any Visitor whom the Board (in its absolute discretion) deems undesirable as a Visitor to the Union.
3. A Visitors' Book shall be kept in a prominent place in the union and any Member introducing a Visitor shall enter therein their own name and the name and address of the Visitor, such book will be kept and which shall show the date of each visit.
4. Members shall be responsible for the conduct of Visitors introduced by them while such Visitors are within the Union and on their entering and leaving the Union. Any Member introducing to the Union a Visitor may be subject to the Union's Disciplinary procedures in respect of that Visitor's conduct.

Article XVIII - Sales of Alcohol

1. In accordance with Section 2(2)(c) of the Licensing (Clubs) (Scotland) Regulations 2007 (or any amendment, re-enactment, or replacement thereof) no Member of the Board of Management, and no employee of the Union shall have any personal interest in the sale of alcohol therein or in the profits arising from such sale.
2. In accordance with Section 2(2)(d) of the Licensing (Clubs) (Scotland) Regulations 2007 (or any amendment, re-enactment, or replacement thereof), and any other applicable legislation and at all time in accordance with the Union's alcohol sales licence, alcohol may be sold only to:
 - a. Members of the Union;
 - b. Visitors (subject to Article XVIII, Section 3 herein);
 - c. Those persons holding a Reciprocal Membership in terms of Article III, Section 8 hereof.
3. Always subject to Article XVIII, Section 4 and 5 of the Constitution, no Visitor shall be supplied with alcohol in the Union premises unless on the invitation of or in the company of a Member, and the Member shall, upon the admission of such Visitor to the Union premises, enter their own name and the name and address of the Visitor in a Visitors' Book which will be kept for that purpose and which shall show the date of each visit.

4. Alcohol may only be sold or supplied for consumption outwith the Union premises in accordance with the Union's alcohol sales licence and any applicable legislation. The Board of Management may issue guidance in respect of this clause from time to time.
5. Alcohol may only be sold or supplied for consumption within the Union premises at such time and in such places as are in accordance with the Union's alcohol sales licence and any applicable legislation. The Board of Management may issue guidance in respect of this clause from time to time.
6. The Board of Management shall ensure that at all times the Union is registered as a Club in terms of the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 (or any amendment, re-enactment or replacement thereof) and any other applicable legislation which may in force from time to time.
7. Members and Visitors may only bring alcohol onto or into the Premises where:
 - a. the Member or Visitor in question is attending the Premises in respect of an event, function or other collective meeting being held in or on the Premises, for which the Union has given its prior express authorisation;
 - b. in the sole opinion of the Union, the alcohol being brought onto or into the Premises by the Member or Visitor in question is not of an excessive volume or amount;
 - c. the Member or Visitor in question pays to the Union a fee in respect of each container of alcohol being presented at the Premises (such fee to be set by the Union, and which may be varied at its sole discretion from time to time). In the context of this Section (7), the Union shall be entitled to eject from the Premises (i) any Member or Visitor whom it discovers has not paid the fee referred to in Section 7, Subsection (c), and (ii) any Member or Visitor whom it reasonably believes has engaged, or intends to engage, in the sale of alcohol to other Members or Visitors in or on the Premises; and
 - d. doing so is in accordance with the Union's alcohol sales licence.

Article XIX - Alterations to the Constitution

1. The Constitution or any part thereof shall competently be amended only if:
 - a. The alteration shall have been considered at the Annual General Meeting of the Union or at a Special General Meeting of the Union called under Article XV, Section 1.
 - b. The precise terms of the Motion to alter the Constitution or any part thereof shall have been given to the Honorary Secretary and shall have been posted in a prominent place within the Union premises not less than seven clear days before the said Annual General Meeting or Special General Meeting.

- c. The precise terms of the Motion to alter the Constitution or any part thereof shall have been signed by at least 20 Members of the Union who shall have adhibited their signatures and Ordinary or Life Membership Numbers to the Motion, except in the case of a Motion by the Board of Management, which shall be declared to be a Motion by the Board of Management.
 - d. Copies of the precise Motion shall have been provided for Members at the Annual General Meeting or Special General Meeting in question.
 - e. The Motion to alter the Constitution or any part thereof shall have attained a majority of at least two thirds of the Members voting.
 - f. The alteration shall allow the Constitution to remain in conformity and compliance with the terms of the Licensing (Scotland) Act 1976 and any amendment or re-enactment thereof or any amendment made to the Licensing Law of Scotland.
2. Any amendment to the Constitution or any part thereof in terms of the preceding section shall become effective only upon receipt of the approval of the University Court, and, where required, the Office of the Scottish Charity Regulator, and shall be considered by the University Court within the period of three calendar months from the date of receipt by the University Court from the Board of Management of intimation of the proposed amendment. After expiry of the said three calendar months, the University Court shall be deemed to have approved the amendment unless the University Court shall have intimated the contrary.
 3. All proposed changes to the Constitution or any part thereof shall be intimated by the Honorary Secretary, to the Secretary of the University Court and to the Office of the Scottish Charity Regulator within seven calendar days of the Annual General Meeting or Special General Meeting which approved the proposed alteration to the Constitution.

Article XX - Inclusivity, Diversity and Bye-Laws

1. The Board of Management shall frame and promulgate Bye-Laws for the day to day regulation of Union activities within the framework of the Constitution. All Bye-Laws issued by the Board of Management and all alterations to existing Bye-Laws proposed by the Board of Management shall be posted in a prominent place for a period of not less than seven clear days before they may come into operation. Any Bye-laws may be revoked by vote in General Meeting.
2. Discrimination shall be prejudiced where it is unfairly based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other such grounds decided by the Board of Management from time to time.

3. The Board of Management shall work to prevent discrimination and harassment affecting staff, Members or Visitors within Glasgow University Union and shall frame and promulgate policies and procedures to this effect.
4. The Board of Management shall strive to ensure that Union governance is representative of the membership as a whole and shall promote equality of opportunity in all aspects of the Union.

Annex 1 - The Glasgow University Union premises

