

CONSTITUTION OF THE
SOUTH ASIAN STUDENT ASSOCIATION
THE UNIVERSITY OF EDINBURGH



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ARTICLE I: NAME AND PURPOSE

Section I: Name

- a. The Society will be known as the South Asian Student Association and SASA here forth.

Section II: Purpose

- a. To exemplify the richness of South Asian culture, people and history to the wider University community;
- b. To organise different types of events that draw inspiration from South Asia's colourful heritage, in order to provide a platform for students to share and socialise;
- c. To help South Asian students throughout the University settle in to and enjoy University life;
- d. To maintain constructive relations with other Societies;
- e. To provide a forum for discussion and action on various issues of importance relating to South Asia.

ARTICLE II: STRUCTURE AND NATURE

Section I: Membership

- a. Membership shall be open to all matriculated students of Edinburgh University;
- b. Membership shall be at least 75% matriculated students of Edinburgh University;
- c. Full membership lists will be filed with the Activities Office once per semester to ensure membership databases are up to date;
- d. If any dispute of membership should arise, the list registered through the Students' Association database will be used as the official list.

Section II: Membership Benefits

- a. Attendance of events and activities will be offered to the members for free, though the Committee may choose to charge according to the event;
- b. Additional benefits like promotions and sponsorships in the form of discounts or promotions will be offered within the local and greater community.

Section III: Member Responsibilities

- a. Members must not act in a manner which brings the society into disrepute and must act in good faith to the Society;
- b. Members must not cause damage to Society property or venues for Society events;
- c. Any acts of vandalism, damage to property or discrimination based on gender, age, race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities or any other irrelevant distinction shall not be tolerated by the Society;
- d. Every member has to be respectful towards other Society members.

Section IV: Policy on breach of member responsibilities

- a. The Committee may impose sanctions for misconduct on members, based on verifiable evidence collected, taking into account the seriousness of the misconduct with reference to the membership responsibilities and standard code of conduct, any previous warnings, and any mitigating circumstances. When appropriate the following sanctions may be applied:
 - i. Informal Warning
 - ii. First Written Warnings will be issued for a minor offence or complaint;
 - iii. Final Written Warnings will be issued for: a further offence or complaint or if the conduct of the member failed to improve following a previous warning, or if the actions are serious enough to warrant a Final Written Warning.
 - iv. Removal from membership will occur if there is a further serious event of misconduct, or if the conduct of the member failed to improve following a previous written warning, or if the member committed an act of gross misconduct.
 - v. Edinburgh University Students' Association ("the Students' Association") Societies department will be notified upon removal of a member and provided with a copy of the evidence pertaining to the sanctions process and removal. All persons removed from membership may appeal to the Societies' department against such removal.

Section V: Management

- a. The President, Secretary and Treasurer of the Society (herein referred to as the "Executive") shall be matriculated students of Edinburgh University, who are responsible for general direction of the Society;
- b. The Committee of the Society will consist of all office-bearers, including the Executive;
- c. Membership of the Committee will consist minimally of the Executive;
- d. All Office Bearers will complete annual online training as outlined by the Activities Team.
- e. The President shall be ultimately responsible for the conduct of the Society as per the Constitution. The President should be responsible for maintaining the public face of the Society within EUSA, to alumni, to faculty and beyond. It is the President's responsibility to ensure the Society has submitted their annual report, risk assessment and reregistration forms to the Activities Office. The President will, unless absent, preside at all meetings of the Committee, at the AGM, and any EGM. In the absence of the President, Secretary should preside at any meeting. Should the President resign a new President or Acting President will be voted in at an EGM.
- f. The Secretary shall be responsible for the administration of the Society and will record minutes, as well as to maintain correspondence with external bodies, and the Society as a whole, this may include formal letters, newsletters, e-mails and phone calls; The Secretary shall also be responsible for any correspondence within or

on behalf of the Society and prepare the agendas and the minutes of every committee meeting, AGM and EGM. Should the Secretary resign, a new Secretary or Acting Secretary will be voted in at an EGM.

- g. The Treasurer shall be responsible to the President for the administration of the finances of the Society. The Treasurer shall keep and prepare Accounts of the Society and provide a provisional budget, as exhaustive as possible, to be presented at the Annual General Meeting; it is the Treasurer's responsibility to ensure the annual financial report is complete and submitted along with the society's annual report; Should the Treasurer resign, a new Treasurer or Acting Treasurer will be voted in at an EGM.
- h. The other positions within the Committee will be defined by the Executive by majority vote at any point of time as the Executive sees fit. Any member may be appointed to join the Committee subject to availability of position and the member's willingness;
- i. In case the Executive feel that any appointed Committee member is:
 - i. not fulfilling the duties delegated by the Executive; or
 - ii. obstructive towards the functioning of the Society or its members; or
 - iii. exceeds his/her authority that is delegated by the Executive;
 - iv. can be suspended/removed permanently or indefinitely from the Committee or Society;
- j. Society office-bearers will attend annual Society training as outlined by the Societies' Team;
- k. No Executive can hold two offices in one year;
- l. No Executive could hold office for more than two years.

Section VI: Annual General Meetings and Extraordinary General Meetings

- a. All members of the Society are entitled to attend Annual General Meetings (hereinafter referred to as the AGM).
- b. All members must receive at least 14 days written/email notification of the AGM, and of elections not held at the AGM;
- c. Motions for consideration must be submitted to the Secretary in advance of the AGM;
- d. All Executives shall be subject to election annually at the AGM;

- e. All candidates who wish to stand for election for one of the Executive positions, require expressed support from at least one member of the Society to become eligible to stand;
- f. Before the elections all candidates shall deliver short speeches at the AGM detailing their ideas and vision for the Society;
- g. Only matriculated students of Edinburgh University who are members of SASA are eligible to vote in Executive elections;
- h. AGM shall be chaired by the President if he/she is not standing for elections. If the President is a candidate for elections then the Committee shall appoint a member of the Society to chair the AGM, provided that the member is not a candidate for the elections;
- i. The procedure for elections shall be secret ballot, with each member having one vote. A simple majority is required for a candidate to be successful;
- j. All members who are matriculated students of Edinburgh University shall be entitled to stand and to vote in elections;
- k. The Executive must be assigned to the Society Profile as soon as possible after election;
- l. The President may call an Extraordinary General Meeting for matters arising in the course of the year which require consideration by members;
- m. EGM procedure shall follow the form of AGM procedure;
- n. All members must receive at least 14 days written/email notification of the EGM;
- o. In the event of an Executive position becoming vacant, President will call an EGM to elect a replacement;
- p. Quorum will be required at any AGM or EGM; this quorum shall comprise of the Executive plus 10% of membership.
- q. Any newly elected Office Bearers will be communicated to the Societies Team after the election has taken place.

Section VII: Finance

- a. SASA is a non-profit organisation, though we make a profit which is used in interest of the Society;
- b. The financial year shall run from 1st April to 31st March.
- c. The Society will only go into debt with the unanimous vote of the Executive;

- d. All financial affairs must be overseen by the Treasurer;
- e. The Treasurer will report at the AGM at the end of the year on the state of SASA's finances;
- f. The Society bank account shall have two signatories; the President and the Treasurer.

ARTICLE III: POLICY AND EQUALITY

Section I: Policy

- a. EUSA considers the ruling Society constitution to be that which is displayed on the Society Profile;
- b. Re-registration of the Society must be submitted in accordance with the deadlines set by the Activities Team.
- c. Annual and Financial Reports must be completed and submitted as part of the re-registration process following the AGM in the second semester.
- d. The Society may not register to obtain any legal status, including a limited company or a charitable status.
- e. The Society has taken and will continue to take all necessary steps to ensure that our meetings, events and socials are accessible to all;
- f. The Society has ensured and will continue to ensure that it complies with any relevant data protection legislation;
- g. The Society shall abide by any applicable laws, bye-laws and guidelines of the Edinburgh University Students' Association in relation to recognised societies;
- h. SASA shall not be politically affiliated, and all electoral activities will be conducted in a strictly non-partisan fashion.
- i. The Society believes that discrimination or harassment, direct or indirect, based on a person's gender, age (except where it relates to licensing laws), race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities or any other irrelevant distinction, is detrimental to the Society, the university and wider Society, and will not be tolerated.

ARTICLE IV: AMENDMENT AND DISSOLUTION

Section I: Amending the Constitution

- a. Constitutional amendments shall require a two-thirds majority at an AGM or EGM open to all members; 14 days' notice of which shall be given;
- b. The Students' Association considers the ruling society constitution to be that which is displayed on the Society Profile.
- c. No amendment of:
 - i. Article III, Section I, Clause f; or
 - ii. Article IV, Section I & II.
 - iii. is permissible.

Section II: Dissolution

- a. The Society shall not be wound up except by a resolution of three quarters (3/4) of those present at an Extraordinary General Meeting called for that purpose;
- b. All funds remaining after the satisfaction of all debts and liabilities owed by the Society following the Dissolution shall be passed on to South Asia Health Foundation UK and British Asian Trust UK, in equal proportion. If these organisations cease to exist or the committee no longer approves of their activities then they may allocate the funds elsewhere by a majority vote;
- c. Quorum for any EGM convened for the purpose of Dissolution of the Society will be the Executive plus 75% of membership.