

c/o The Activities Office  
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*THE UNIVERSITY OF  
EDINBURGH ENTREPRENEURS  
SOCIETY CONSTITUTION*



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## 1. Name

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### 1.1. Official Title

- a. The Society shall be known as **The University of Edinburgh Entrepreneurs**, hereinafter referred to as the Society.
- b. The Society may also be known as “Entrepreneurship Society” or “EntSoc”, both titles having equal validity to the title outlined in Sect 1.1(a)

## 2. Aims

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### 2.1. Official Aims

The University of Edinburgh Entrepreneurs were founded in order to support and encourage students and non-students interested in entrepreneurship and to aid their dream of creating a business development in the respective key areas. We do this by creating a space that:

- a. Equips them with the theoretical and practical skills required to succeed in entrepreneurship and life by encouraging introspective thinking through workshops and guest entrepreneurs.
- b. Helps them to meet likeminded people and grow their ideas innovatively in a supportive environment.
- c. Informs them about all the entrepreneurial opportunities within and around university and also make these opportunities accessible to the best of our abilities through personal invitations, live streams, discounts and promos.

## 3. Membership

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### 3.1. Forms of Membership

- a. Full Membership of the Society is open to all matriculated students of Edinburgh University.
- b. Membership shall also be open to any non-students and students from other universities who are interested in the society.
- c. Membership shall be at least 75% matriculated students of Edinburgh University.
- d. Full membership lists should be filed with the Activities Office at least once per semester to ensure membership databases are up to date.
- e. If any dispute of membership should arise, the list registered through the Students’ Association database will be used as the official list.
- f. There are two different forms of membership: semester membership and full-year membership

### 3.2. Membership Entitlements

- a. All members shall be entitled access to most Society Events. Some events may require additional payment. In the event of limited space for an event, the members shall be allowed to attend on a first come first served basis.
- b. All members shall be entitled to attend society meetings and provide suggestions of events and motions they would like to be passed.
- c. All members shall be entitled to society privileges such as discount cards for pubs, as arranged by the Committee.
- d. All members shall be entitled to a vote at the AGM, and any EGMs.
- e. All members shall be entitled to run for a committee position at the AGM, and any EGMs.

### 3.3 Membership 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.

### 3.4. Breach of Member Responsibilities (and Conflict Resolution)

- a. The General Committee may, at their discretion, issue a warning to any member or guest who disturbs a Society meeting or event, causes distress or harm to other members, or brings the Society into disrepute.
- b. If the warning is ignored that person may be ejected from the venue; barred from attending future meetings and events; and in the case of members may have their membership revoked with no refund.
- c. 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:
  - 1. Informal Warning
  - 2. First Written Warnings will be issued for a minor offence or complaint;
  - 3. 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.
  - 4. 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.
  - 5. 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.

## 4. Management

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### 4.1. The General Committee

- a. The business of the Society shall be managed by a Committee of Office Bearers.
- b. Any full student member of the Society shall be entitled to run as a committee member of next academic year's committee.
- c. The Office Bearers must be members of the Society and a matriculated student of Edinburgh University.
- d. All Office Bearers will complete annual online training as outlined by the Activities Team.
- e. Additional roles for the committee may exist, other than Office Bearers. These roles may be appointed by the executive committee in response to perceived needs (e.g. Conference Team Members, First Year Representatives, Workshop Leader, Conference Director or other additional roles).

### 4.2. Executive Office Bearers

- a. The Committee must consist of a President, Secretary, and Treasurer (the Executive Officers) as a minimum.
- b. These Office Bearers will be elected at the Annual General Meeting.
- c. No person may be elected to more than one of these posts simultaneously.

#### 4.2.1. President

- a. The President will chair the General Committee and Emergency General Meetings.
- b. The President is responsible for the Annual General Meeting and the General Committee, and is ultimately responsible for the conduct of the Society.

- c. It is the President's responsibility to ensure the Society has submitted their annual report, risk assessment and reregistration forms to the Activities Office.
- d. Should the President resign a new President or Acting President will be voted in at an EGM.

#### 4.2.2. Treasurer

- a. The Treasurer shall be accountable to the committee and members for the finances of the society.
- b. 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.
- c. It is the Treasurer's responsibility to ensure the annual financial report is complete and submitted along with the society's annual report.
- d. Should the Treasurer resign, a new Treasurer or Acting Treasurer will be voted in at an EGM.

#### 4.2.3. Secretary

- a. The Secretary shall be responsible for the administration of the society.
- b. 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.
- c. Should the Secretary resign, a new Secretary or Acting Secretary will be voted in at an EGM.

#### 4.3. Non-Executive Officers

- a. Marketing Director, Events Director are both electable positions at the AGM.
- b. The General Committee may appoint any such non-executive Officer Bearers as it deems necessary to the running of the Society from eligible members of the Society.
- c. These Officers shall include a Social Secretary, an Event Supervisor, an Alumni Secretary, though any of these positions may be left empty should the society deem them unnecessary for a particular session.
- d. Said appointments will be made at a Roles Meeting during the first semester of a new session by nomination or, in the event of multiple candidacies, using a First Past The Post electoral system, though positions may be filled at any point during the session by a motion in General Committee meetings, again by nomination or, in the event of multiple candidacies, using a First Past The Post system.
- e. The position descriptions are subject to change depending on the needs of the Society within the first two month of the academic year.

##### 4.3.1. Chairman

- a. The Chairman is an advisory role, responsible for overseeing the societies operations.
- b. The Chairman has the discretionary right to appoint a maximum of 3 advisory board members.
- c. The position of Chairman will be filled by the previous President. In the case that the previous President has left the University, then position will be filled by the previous Vice-President (then, Secretary, Treasurer). In the case that this is not possible, the position will be chosen by the departing President.
- d. Should the Chairman resign, a new Chairman or Acting Chairman will be appointed.
- e. The position may be left void.

##### 4.3.2. Vice-President

- a. The Vice-president shall be responsible for the general operations of the society.
- b. Event planner, content manager and link with experts, EUSA and other bodies. Helps the president. Keeps track of all society's projects and ensuring deadlines are met and objectives are achieved.
- c. The position may be held by an elected officer, in tandem with their other role.
- d. Should the Vice President resign, a new Vice President or Acting Vice President will be voted in at an EGM.

#### 4.3.3. Marketing Director

- a. Responsible for development and implementation of an integrated marketing strategy and action plan for the society.
- b. Creation and delivery of promotional content across all social media channels (Facebook, Twitter, Instagram).
- c. Monitoring social media accounts of partnering organisations to seek for new opportunities and engage with partnering organisations to ensure cooperation in the promotion of events.
- d. Delivery of important entrepreneurial news (local and global).

#### 4.3.4. Event Director

Ensures a smooth organisation of events by planning and coordination of actions that are required from other committee members. Decides on the times and dates of the events to ensure there is no clash with partners and other entrepreneurial events.

- a. Contacting potential guests and partners to organise events and plan the schedule of the Society.
- b. Ensures that there are appropriate transport and accommodation measures for guest-speakers.
- c. Identifies date and time conflicts and is able to work around them.
- d. Submitting room booking requests for events and working with Marketing manager to create event notifications on social media.

#### 4.3.5. Socials Director

- a. Organisation of socials and coordinates actions that are required from other committee members.
- b. Contacting potential guests and partners to organise events and plan the schedule of the Society.
- c. Identifies date and time conflicts and is able to work around them
- d. Works directly with the Marketing Director to ensure that all social events are advertised.

#### 4.3.6. Outreach Director

- a. Organising the sponsorships for the Society's operations.
- b. Maintaining relationships with Partners, guest speakers and other societies who are affiliated.
- c. Preparing the Sponsorship Brochure and Gazette of the Society to inform sponsors on how their support is realised.
- d. Ensuring the integrity of sponsorship documents signed on behalf of the society.
- e. This position can be electable or appointable.

#### 4.4. Conduct

- a. All Office Bearers shall act in good faith towards the Society in all actions they undertake on its behalf.

#### 4.5. Recall

- a. The members shall have the right at an Extraordinary General Meeting to seek the recall of any or all of the Office Bearers by a special resolution (i.e.: a 75% vote in favour of the resolution).
- b. For such a vote to be binding on the Society the Meeting must be quorate.
- c. The quorum shall be \_\_\_ % of the membership of the Society.
- d. Grounds for recall may be founded on the failure of any office holder or member of the General Committee to comply with the terms of the constitution, or for any other reason deemed legitimate by the General Meeting.

#### 4.6. Annual General Meeting

- a. All members of the Society are entitled to attend Annual General Meetings (hereinafter referred to as the AGM).
- b. It is the responsibility of the Secretary to ensure that members receive at least 14 days written/email notification of the AGM and of elections not held at the AGM.
- c. Motions to be discussed should be presented to the Secretary in advance of the AGM.

- d. The Executive Officers or the General Committee may waive the rule and accept motions at any time before or during the AGM.
- e. All Executive Office Bearer roles shall be subject to election annually at the AGM. Elections for Executive Offices shall be held using the First Past the Post System – the nominee with the most votes shall be appointed to the Office.
- f. In the event of a draw in an Executive Office Election, the election will be run again with no abstentions being allowed. If this run again fails to achieve a majority win the floor will be opened to further nominations for the post and/or reconsidering of nominations of the standing candidates.
- g. Motions carried by the necessary majority, a 50% vote in favour of the motion, at quorate AGMs are binding on the Society.
- h. The quorum shall be 20% of the membership of the Society.
- i. It is the responsibility of the outgoing Treasurer to present the final reports for the previous year and a complete account of the current state of finances. They must present an accurate breakdown of the definite commitment for which the Society has been engaged in the current year, henceforth to be known as the Budget. Emphasis must be placed on comparing this Budget with current income.
- j. The Secretary shall report on the administrative affairs of the society.

#### 4.7. Emergency General Meeting

- a. The President may call an Extraordinary General Meeting for matters arising in the course of the year which require consideration by members.
- b. Following the receipt of such a request by the Secretary the General Committee shall have twenty-eight (28) days to implement the request and must take reasonable measures to notify the members of the time and place of the Extraordinary General Meeting.
- c. The EGM shall follow the procedure of the AGM outlined in 4.5 above.
- d. All members must receive at least 14 days written/email notification of the EGM.
- e. In the event of an Executive position becoming vacant, President will call an EGM to elect a replacement.
- f. Any newly elected Office Bearers will be communicated to the Societies Team after the election has taken place.

## 5. Finance

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### 5.1. Finance Policy

- a. The Treasurer must endeavour to ensure that the ordinary expenditure of any given year is not more than the ordinary income of that year.
- b. The financial year shall run from 1st April to 31st March.
- c. The definition of ordinary and extraordinary expenditure is the responsibility of the General Committee.

### 5.2. General Finance

- a. The Society shall be non-profit making. The Office Bearers and members may only receive payment, direct or indirect, as reimbursement for legitimate expenses.
- b. Core income shall be defined as income arising from membership fees and any other source as agreed by the General Committee.
- c. Any reserves at the end of the Financial Year shall be carried over into reserves for the following Financial Year.
- d. A loss carried forward into the following financial year must be notified and explained at the Annual General Meeting.

## 6. Policy

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### 6.1. Re-registration, Annual Reports and Financial Reports

- a. Re-registration of the society must be submitted in accordance with the deadlines set by the Activities Team.
- b. Annual and Financial Reports must be completed and submitted as part of the re-registration process following the AGM in the second semester.

### 6.2. Political Organisations

- a. The Society will be non-political in that it will not espouse the cause of any political party.
- b. The Society may organise events in conjunction with political organisations, but the role of the co-sponsor must be made clear to the membership, and they may seek to cancel the event in General Committee or by an ordinary resolution at a General Meeting.

### 6.3. Society Status

- a. A Society may not register to obtain any legal status, including a limited company or a charitable status.

### 6.4. Equal Opportunities Policy

- a. The Society shall uphold and maintain its policy on the equality of opportunity as defined in the Equal Opportunities Policy.
- b. The Society will take all necessary steps to ensure that their meetings, events and socials are accessible to all.
- c. The Society will ensure that it complies with any relevant data protection legislation.
- d. 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.
- e. The Students' Association has a Zero Tolerance policy for sexual harassment and violence. This means that any case of sexual harassment or violence will be escalated to the final disciplinary stage (removal). Appeals will go through the formal complaints process of the Students' Association.
- f. The Students' Association understands harassment to include all forms, whether expressed orally, in writing, or on any cyber or digital platform.
- g. The Society shall abide by any applicable laws, byelaws and guidelines of the Edinburgh University Students' Association in relation to recognised Societies.

## **7. Dissolution**

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### 7.1. Dissolution of the Society

- a. The Society shall not be wound up except by a resolution of three quarters of those present at an Extraordinary General Meeting called for that purpose.
- b. All funds remaining after the satisfaction of all debts and liabilities following such a resolution shall be passed on to a charitable organisation having objects similar to those of the Society as the General Committee.

## **8. Alteration of the Constitution**

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### 8.1. Alteration

- a. Any motion to alter the Constitution will have to be supported by two-thirds of the members present at the AGM or EGM, 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.

## **9. History**

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This constitution was accepted at an AGM held on **27.10.2019**

This constitution was edited by HWL on **26.03.2020**