

# Edinburgh University Folk and Traditional Music Society Constitution



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EH8 9AL

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## 1. Name

### 1.1. Official Title

- a. The Society shall be known as the Edinburgh University Folk and Traditional Music Society, otherwise known as EU FolkSoc.

## 2. Aims

The Edinburgh University Folk and Traditional Music Society aims to provide an environment for the enjoyment, playing and singing of folk and traditional music and song. It also aims to promote education and community involvement in relation to folk and traditional music.

### 2.1. The benefits of the society shall be:

- a. The provision of regular welcoming sessions in which all musicians and listeners are welcome.
- b. The provision of regular tune teaching sessions, for all levels of experience to help enhance people's playing and listening skills and enjoyment.
- c. The provision of opportunities to go on residential trips outside of Edinburgh.
- d. The potential for guest musicians to be invited to carry out workshops.
- e. Cooperation with other university societies to organise traditional music events.

- f. An opportunity for members to experience performing at concerts and ceilidhs in the form of the society's house band.

The society will abide by any applicable laws, byelaws and guidelines of the Edinburgh University Students' Association in relation to recognised societies.

## 3. Membership

### 3.1. Membership Rules and Responsibilities

- a. Full Membership of the Society is open to all matriculated students of Edinburgh University.
- b. Membership shall be made up of at least 75% matriculated students of Edinburgh University.
- c. All members who are non-matriculated students of Edinburgh University shall henceforth be known as Elders.
- 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. Members must not act in a manner which brings the Society into disrepute and must act in good faith to the Society and the other members thereof.
- g. The committee may vote to award honorary life membership to anyone as it sees fit.

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

- 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:
  - 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. Any person removed from membership may appeal to the Societies' department against such removal.
- b. The Edinburgh University Folk and Traditional Music Society believes that discrimination or harassment, direct or indirect, based on a person's 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, is detrimental to the Edinburgh University Folk and Traditional Music Society, the University and wider society, and will not be tolerated.

### 3.3. Complaint Investigation Procedures

- a. A complaint may be made by any member of the society to any member of the committee. The President and Welfare Officer will be made aware of the complaint as soon as possible by the committee member.
- b. Where an allegation involving harassment (including but not limited to sexual harassment or abuse, racism, sexism, ableism, religious prejudice, gender discrimination, transphobia and homophobia) has been made by one member of the society against another then the following process will be followed:
  1. The accused person will have no access to the society or its activities while a decision on further action is being taken. For this period the accused person will be considered suspended from the society. The President or other Executive Office Bearer will inform the person, the committee, and the Societies' department of this suspension.
  2. If an accused person violates their suspension intentionally they will be asked to leave by a member of the committee and if they continue to refuse the committee will seek advice from EUSA staff as to how to proceed.
  3. The committee will liaise with the Societies' department to decide whether a suspension should be made permanent and inform the parties involved.
  4. Where a person is permanently banned this will be made known to all members of the society.

## 4. Committee

### 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 sit on the 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. It is the right of every committee member to adopt at least one tastefully absurd and grandiose title, and to recognise the absurd and grandiose titles adopted by their fellows.
- f. The committee may choose to disregard edicts regarding non student members of the society as it sees fit.
- g. The committee may vote to award honorary life membership to anyone it sees fit.
- h. If they do not serve in another office bearing position, the outgoing president shall serve the following year as 'Hand of the Sovereign'.

- i. Each year the committee shall endeavour to recruit new members for the committee.
- j. It is recommended that all those who intend to stand for office bearing posts have been active members of the society for at least the last academic year.
- k. On every society trip there will be a designated welfare officer who is a part of the general committee. This person may but is not required to be the elected welfare officer.

#### 4.2. Executive Office Bearers

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

#### 4.3. 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.

#### 4.4. 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 for the incoming treasurer.
- c. It is the Treasurer's responsibility to ensure the annual financial report is complete to be presented at the Annual General Meeting, 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.

#### 4.5. 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.

#### 4.6. Non-Executive Officers

- a. The General Committee may appoint any such non-executive Office Bearers as it deems necessary to the running of the Society from eligible members of the Society.
- b. Every Office Bearer must be a member of the Society and must be a matriculated student, or have been a matriculated student within the last year, of an Edinburgh university or college.
- c. Any non-executive office position may be left empty should the society deem them unnecessary for a particular session.

##### 4.6.1. Non Exhaustive List of Possible Non-executive Officers

- a. Vice president
- b. Social secretary
- c. Ceilidh band subcommittee (bookings manager(s), practice manager, allocations manager)
- d. Social media manager
- e. Quartermaster
- f. Song Group convener(s)
- g. Welfare officer
- h. Trips officer

#### 4.7. 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. All Office Bearer roles shall be subject to election annually at the AGM.
- e. Only members who are matriculated students, or have been matriculated students within the last year, of an Edinburgh university or college are entitled to stand and to vote in elections. In exceptional circumstances, non-matriculated students may stand for election.
- f. Members may vote only if they are present at the AGM, in-person or virtually. If the latter, the method of communication must be established with the President 24 hours before the AGM. The President (or, in case of voting for President, the Vice president), is responsible for communicating with all persons voting virtually.
- g. Motions carried by the necessary majority (i.e. 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 (rounded down) or 10 members, whichever is the lesser.
- 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.

- k. Constitutional amendments shall require a two-thirds majority at a general meeting open to all members; 14 days' notice of which shall be given.
- l. After the AGM, Office Bearer handover must be completed by the last weekend in May, or before Orkney Folk Festival, whichever is sooner.

#### 4.8. Extraordinary 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 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, the 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

### 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.

## 6. Policy

### 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. Society Status

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

## 6.3. Equal Opportunities Policy

- a. The Society will take all necessary steps to ensure that their meetings, events and socials are accessible to all.
- b. The Society will ensure that it complies with any relevant data protection legislation.
- c. 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.
- d. 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.
- e. The Students' Association understands harassment to include all forms, whether expressed orally, in writing, or on any cyber or digital platform.
- f. The Society shall abide by any applicable laws, byelaws and guidelines of the Edinburgh University Students' Association in relation to recognised Societies.

## 7. Dissolution

### 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

### 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. Miscellaneous Clauses

- a. The Edinburgh University Folk and Traditional Music Society shall not be affiliated to any political party.
- b. The society shall at all times refer to Taz Bars as such – notwithstanding any attempt by the manufacturer to rename or rebrand them.

## 10. History

The constitution was compiled by Caity Hainsworth on 1st March 2018 and accepted at an AGM held on 27th March 2018.

The constitution was edited and compiled by Anita Klementiev and was accepted at an AGM held on 19th March 2019.

The constitution was edited and compiled by David Lennon and was accepted at an AGM held 17th March 2020.

Clause 3.3 was ratified at the 2020/2021 AGM held 29th March 2021.

The constitution was accepted unchanged at the AGM held on the 22nd of March 2022 after which minor typos and grammatical errors were amended by ~~Jonathan Foster~~ on the 1st of April 2022.

The constitution was edited and compiled by Ailsa Dixon and was accepted at an AGM held in March 2024 with the inclusion of Section 4.1.k.

The constitution was edited and compiled at an EGM held for that purpose on 11th March 2025, with modifications to 3.3.b.1, 4.4.b, 4.4.c, 4.6.1.h, the addition of 4.6.b, 4.7.e, 4.7.f, 4.7.l, and with various minor formatting issues and typos fixed. The exact wording of 4.7.e and 4.7.f is to be ratified at the following AGM.