

# Aberdeen University Roleplaying Association (AURA) Constitution (April 2008)

## 1. Name

The formal name of the Society is "Aberdeen University Roleplaying Association", also known as "AURA".

## 2. Aims

The aims of the Society shall be to:

- 2.1. Encourage and promote social enjoyment and social interaction among its members.
- 2.2. Promote roleplaying at the University of Aberdeen for the enjoyment of its members and staff.
- 2.3. Encourage teamwork, leadership and personal development in the hobby of roleplaying.
- 2.4. Provide a social forum through which members can discuss and debate on the hobby of roleplaying.

## 3. Membership

- 3.1. Membership of the Society shall be open to all those who qualify under the following categories of membership:
  - 3.1.1. Ordinary Membership shall be open to current University of Aberdeen students or staff members.
    - 3.1.1.1. Ordinary Members are entitled to attend and vote at the Annual General Meeting, all General Meetings, and any Extraordinary General Meetings.
    - 3.1.1.2. Ordinary Members are also entitled to attend Committee Meetings.
    - 3.1.1.3. Ordinary Members are also entitled to stand for Committee Positions when they are made available.
  - 3.1.2. Associated Membership shall be open to former students or staff members of the University of Aberdeen, and present or former students of Aberdeen College or Robert Gordon's University.
    - 3.1.2.1. Associate Members are entitled to attend Committee Meetings, the Annual General Meeting, all General Meetings, and any Extraordinary General Meetings.
  - 3.1.3. Honourary Membership should be granted to any person who has performed an extraordinary service to the society. Honourary Membership will only be granted if passed by a two-thirds vote of the full Committee.
    - 3.1.3.1. Honourary Membership will last for five academic years, at the end of which the Committee shall have another vote to renew the Honourary Membership for a further five years.
    - 3.1.3.2. Honourary Members are entitled to attend Committee Meetings, the Annual General Meeting, all General Meetings, and any Extraordinary General Meetings.
    - 3.1.3.3. The current list of Honourary Members are:
      - Richard Cooper (2007-2008, expires 2012-2013)
      - Adam Daniell (2007-2008, expires 2012-2013)
      - Grant Mudie (2007-2008, expires 2012-2013)
      - David Stoll (2007-2008, expires 2012-2013)
      - Elizabeth Styles (2007-2008, expires 2012-2013)

- Chris Thompson (2007–2008, expires 2012–2013)
- James Munro (2007–2008, expires 2012–2013)
- 3.1.3.4. Any change in Honourary Members shall be represented in the amended Constitution to be approved at the Annual General Meeting or an Extraordinary General Meeting called to look at the Constitution.
- 3.2. At least two-thirds of the Membership of the Society shall be Ordinary Members.
- 3.3. A year's Membership to the Society shall cost three pounds sterling (£3), unless otherwise stated by the Societies Union. Honourary Members are not expected to pay any membership fee.
- 3.4. The duration of Membership shall be between the 1<sup>st</sup> October to the following 30<sup>st</sup> September.

#### **4. Committee Positions and Duties**

The required Committee Positions within the Committee are:

- 4.1. The President
  - 4.1.1. The President of the Society shall ensure the smooth running of the Society and its Committee, and is responsible for upholding the Society's aims.
  - 4.1.2. The President is expected to preside all Committee Meetings, all General Meetings, and any Extraordinary General Meetings. The President shall preside the Annual General Meeting.
  - 4.1.3. The President is expected to attend all Presidents' Meetings held by the Students' Association and the Societies Union.
- 4.2. The Vice President
  - 4.2.1. The Vice President of the Society shall support the President in ensuring the smooth running of the Society and its Committee, and upholding the Society's aims.
  - 4.2.2. The Vice President shall preside Committee Meetings if the President is unable to attend, and shall preside all General Meetings and any Extraordinary General Meetings if the President is unable to attend, and it is not possible to reschedule the meeting.
  - 4.2.3. The Vice President shall liaise with Estates to ensure that rooms are booked for Society events, when they are to be held on the University of Aberdeen's grounds.
- 4.3. The Treasurer
  - 4.3.1. The Treasurer of the Society shall keep the Accounts of the Society.
  - 4.3.2. The Treasurer, along with the Secretary of the Society, shall process all Membership applications to the Society.
  - 4.3.3. The Treasurer, on request, will address each Committee Meeting, General Meeting, or Extraordinary General Meeting with a Liquidity report. The request should be made in writing, either physically or electronically, to the Treasurer a minimum of four days prior to the meeting. The Treasurer shall address the Annual General Meeting with a Liquidity report.
  - 4.3.4. The Treasurer will liaise with the Committee to complete all disbursement forms from the Societies Union. The Treasurer, at the conclusion of the academic year, will publish the Society's Accounts to the Societies Union.
  - 4.3.5. The Treasurer shall attend the Treasurers' Training held by the Societies Union and Students' Association.
- 4.4. The Secretary
  - 4.4.1. The Secretary of the Society shall keep the records of the Society, and minute each Society Meeting.
  - 4.4.2. The Secretary shall maintain the Society's Library and keep track of the books owned by the Society.
  - 4.4.3. The Secretary, along with the Treasurer of the Society, shall process all Membership applications to the Society.

- 4.4.4. The Secretary shall ensure that the minutes of each Society Meeting is representative of what took place, and that they are available to the Membership of the Society on request. The request should be made in writing, either physically or electronically, to the Secretary, who will have a maximum of four days to respond.
- 4.4.5. If the Secretary is unable to take minutes, another Committee Member shall be appointed by the Committee to take the minutes by a simple majority vote.
- 4.5. The Social Convener
  - 4.5.1. The Social Convener of the Society shall liaise with the Committee to plan and organise any Society-wide event, including but not exclusively, General Meetings, Annual General Meetings, Live Action Roleplaying (LARP) events, Conventions, Film Nights and Pub Nights. The Social Convener shall liaise with the Vice President to ensure rooms are booked on campus to run Society events, including but not exclusively, roleplaying gaming sessions.
  - 4.5.2. The Social Convener shall maintain a list of roleplaying games and other regular events running, their time and location, and the member(s) organising the event.
  - 4.5.3. The Social Convener is expected to contact the Membership, preferably by email, to make them aware of Society-wide events.
- 4.6. Depending on the size of the Membership, there may also be two additional Committee Members. These Committee Positions should have defined roles, taken from Appendix B or formally decided upon by the Committee of the Society two weeks prior to the Annual General Meeting, and passed at the Annual General Meeting by a simple majority.

## **5. Meetings**

### **5.1. Committee Meetings**

- 5.1.1. Committee Meetings are to be held at least once a fortnight, preferably weekly, and are to be arranged by the President. The President should preside the Committee Meeting. If the President is absent, the Vice President shall preside the Committee Meeting.
- 5.1.2. All Committee Members should be present, or otherwise shall send apologies to the Committee, preferably by email, at least one day prior to the Committee Meeting.
- 5.1.3. The Treasurer will address the Committee with a Liquidity report, if requested four days prior to the Committee Meeting.
- 5.1.4. Minutes of the Committee Meeting are to be taken by the Secretary. If the Secretary is unable to take minutes, another Committee Member shall be appointed by the Committee to take the minutes by a simple majority vote.
- 5.1.5. Quorum of a Committee Meeting shall be half the Committee Members, rounded down, plus one.

### **5.2. General Meetings**

- 5.2.1. General Meetings are to be held at least once a term, and are to be arranged by the Social Convener. The President should preside the Committee Meeting. If the President is absent, and the General Meeting cannot be rescheduled, the Vice President shall preside the General Meeting. The Membership shall be contacted by the Social Convener two weeks prior to a General Meeting, informing the Membership of the time and place of the General Meeting.
- 5.2.2. There shall be a General Meeting on the last Sunday of Freshers' Week to welcome new Members to the Society, and to ensure that the listing of regular events, roleplaying or otherwise, are presented to the Membership. The Social Convener is to maintain the list of roleplaying games and other regular events.

- 5.2.3. All Committee Members should be present, or otherwise shall send apologies to the Committee, preferably by email, at least one week prior to a General Meeting.
- 5.2.4. The Treasurer will address the Membership with a Liquidity report, if requested four days prior to the General Meeting.
- 5.2.5. Minutes of the General Meeting are to be taken by the Secretary. If the Secretary is unable to take minutes, another Committee Member shall be appointed by the Committee to take the minutes by a simple majority vote.
- 5.2.6. Items for discussion
  - 5.2.6.1. Items for discussion should be placed on the agenda by a Member of the Society. Items for discussion should be submitted physically or electronically a minimum of seven days prior to the General Meeting to the President.
  - 5.2.6.2. The individual who submitted the item for discussion, or a representative nominated by them in person or by letter prior to the General Meeting, shall highlight the issues and voice any relevant arguments or points of information.
  - 5.2.6.3. The President, or Vice President in the President's absence, shall open the discussion for a length of time of their choosing. After the allotted time, a simple majority vote may be taken. The exception to this is an item of discussion to amend the Constitution, which requires a three-quarters vote in favour.
  - 5.2.6.4. Proxy votes are not admissible.
- 5.2.7. Quorum of a General Meeting shall be one-quarter of the Ordinary Members, rounded down, plus one.
- 5.3. Annual General Meeting
  - 5.3.1. The Annual General Meeting shall be held on the first available Sunday in April during term time, and is to be arranged by the Social Convener. The President shall preside the Annual General Meeting. If the President is absent, the Annual General Meeting shall be moved to the next available Sunday. The Membership shall be contacted by the Social Convener two weeks prior to the Annual General Meeting, informing the Membership of the time and place of the Annual General Meeting.
    - 5.3.1.1. If the President is absent for the re-arranged Annual General Meeting, the Vice President shall preside the Annual General Meeting.
  - 5.3.2. All Members should be present.
  - 5.3.3. All Committee Members should be present, or otherwise shall send apologies to the Committee, preferably by email, at least one week prior to the Annual General Meeting.
  - 5.3.4. The Treasurer will address the Membership with a Liquidity report.
  - 5.3.5. Minutes of the Annual General Meeting are to be taken by the Secretary. If the Secretary is unable to take minutes, another Committee Member shall be appointed by the Committee to take the minutes by a simple majority vote.
  - 5.3.6. The President, Vice President, and Treasurer shall deliver oral summaries describing the progress and activities of the Society over the past year since they were elected.
  - 5.3.7. Items for discussion
    - 5.3.7.1. Items for discussion should be placed on the agenda by a Member of the Society. Items for discussion should be submitted physically or electronically a minimum of seven days prior to the General Meeting to the President.
    - 5.3.7.2. The individual who submitted the item for discussion, or a representative nominated by them in person or by letter prior to the

General Meeting, shall highlight the issues and voice any relevant arguments or points of information.

5.3.7.3. The President, or Vice President in the President's absence, shall open the discussion for a length of time of their choosing. After the allotted time, a simple majority vote may be taken. The exception to this is an item of discussion to amend the Constitution, which requires a three-quarters vote in favour.

5.3.7.4. Proxy votes are not admissible.

5.3.8. Elections are to be held for next year's Committee as detailed under Section 6 of this Constitution.

5.3.9. Quorum of the Annual General Meeting shall be one-third of the Ordinary Members, rounded down, plus one.

#### 5.4. Extraordinary General Meetings

5.4.1. An Extraordinary General Meeting can be called by

5.4.1.1. A simple majority vote at a Committee Meeting

5.4.1.2. A request for an Extraordinary General Meeting signed by five Ordinary Members

5.4.1.3. A request from the Societies Union or Students' Association to call an Extraordinary General Meeting

5.4.2. An Extraordinary General Meeting should follow the same form as a General Meeting. Exceptions to this are

5.4.2.1. The Extraordinary General Meeting is called to dispose of the President. The Vice President shall preside the Extraordinary General Meeting.

5.4.2.2. The Extraordinary General Meeting is called to dispose of the Committee. A representative from the Societies Union shall preside the Extraordinary General Meeting.

### 6. Elections

6.1. There shall be Elections to vote in next year's Committee Members into the Committee Positions stated in Section 4 of the Constitution. The Elections shall take place at the Annual General Meeting.

6.1.1. The Returning Officer shall be appointed by the Committee, preferably from the Committee, to oversee the fair running of the Elections. The Returning Officer shall take in the nominations, oversee the creation of ballot papers, count the votes, and declare the results.

6.1.2. The Returning Officer shall not be a candidate or an open supporter of any candidate.

6.1.3. The Returning Officer shall ensure that the Society is aware of the Elections at least three weeks prior to the Elections, and at least one week prior to the opening of nominations. The Returning Officer shall also ensure that the nominations are open for at least five days.

6.2. Any Ordinary Members of the Society may stand for any Committee Position.

6.3. Only Ordinary Members of the Society can vote in the Elections. Associate and Honourary Members cannot vote in the Elections.

6.4. All nominations must include

6.4.1. The name, matriculation number, date of birth, and signature of the candidate.

6.4.2. The name, matriculation number, date of birth, and signature of the proposer, who cannot be the same as the candidate.

6.4.3. The name, matriculation number, date of birth, and signature of the seconder, who cannot be the same as the candidate.

6.4.4. Either the proposer or the seconder shall be an Ordinary Member of the Society.

- 6.4.5. Each member can only propose or second one nominee per Committee Position.
- 6.5. Prior to the vote, all candidates for a position shall be allowed a speech, for an amount of time set by the Returning Officer. Each candidate shall have an equal amount of time to speak. The Returning Officer may allow questions from Members that should be answered by all candidates.
- 6.6. Voting shall follow the candidates' speeches.
- 6.6.1. Votes may be by ballot paper or by the showing of hands, as decided by the Returning Officer. During the vote, candidates for the position shall leave the room of the Elections.
- 6.6.2. In each vote, Reopen Nominations or "RON" shall be an option.
- 6.6.3. The Returning Officer shall count the votes, call for the return of the candidates, and inform the Membership of the results. The Returning Officer may reveal the exact number of votes for each candidate at their discretion.
- 6.6.4. In the event of a tie, the Returning Officer may call for a re-vote. In a re-vote, only members that voted may vote. If there is a tie at the end of the re-vote, there shall be Division of the House.
- 6.6.4.1. If "Division of the House" is called, all non-Ordinary Members are asked to leave the room. Each Ordinary Member has to vote for a candidate.
- 6.6.4.2. If "Division of the House" results in a tie, there will be repeated "Division of the House" votes until a simple majority is reached for one candidate.
- 6.6.4.3. "Abstain" and "RON" are not valid options during "Division of the House".
- 6.6.5. The order of voting by Committee Position is
- President
  - Vice President
  - Treasurer
  - Secretary
  - Social Convener
- 6.6.5.1. Additional Committee Positions will be voted in an order set by the Returning Officer
- 6.6.6. The Returning Officer does not have a vote.
- 6.6.7. Proxy votes are not admissible.
- 6.7. Reopening of Nominations
- 6.7.1. In any Election where Reopen Nominations is elected, the Returning Officer shall initiate a re-election within the next two Sundays. New nominations will be accepted immediately after the current Elections, and will close three days prior to the next Elections.
- 6.7.2. Any candidate not elected shall be entered on the reopened Election unless they inform the Returning Officer, physically or electronically, that they wish to withdraw.

## **7. Resignation of Membership**

- 7.1. Ordinary and Associate Members may resign their membership by giving the Secretary notice, physically or electronically.
- 7.2. Committee Members may resign their position by giving two weeks' notice to the President, either physically or electronically. If the President is resigning, they must give notice to the Committee and the Societies Union.
- 7.3. Honourary Members may resign their membership by giving the Secretary notice, physically or electronically. Honourary Membership will be removed after a simple majority vote of the Committee.

## **8. Disciplinary Procedures**

8.1. A Member who acts against the interest of the Society may be expelled if there is a simple majority vote in favour at a General Meeting, Annual General Meeting, or Extraordinary General Meeting.

8.1.1.A Committee Member may also be expelled if they have acted

- In a manner against the aims of the Society
- In a manner damaging to the reputation of the Society

8.1.2.A Member expelled from the Society cannot rejoin for two academic years, at the end of which the Committee shall have another vote to renew the expulsion for a further two academic years.

8.1.2.1.The current list of expelled Members are:

- None

8.1.2.2.Any change in expelled Members shall be represented in the amended Constitution to be approved at the Annual General Meeting or an Extraordinary General Meeting called to look at the Constitution.

8.2. A "Vote of No Confidence" can be brought against any Member of the Committee if there is a simple majority vote in favour at a General Meeting, Annual General Meeting, or Extraordinary General Meeting.

8.2.1.A "Vote of No Confidence" will remove the Member from their Committee Position, but not from the Society.

## **9. Amendments to the Constitution**

9.1. Amendments may only be considered at a General Meeting, Annual General Meeting, or Extraordinary General Meeting.

9.2. Only a two-thirds majority vote, of at least one-third of the Ordinary Members, rounded down, plus one, can amend the Constitution.

9.3. All amendments to the Constitution shall be made aware to the Societies Union and the Students' Association.

9.4. The amended Constitution only comes into effect after it has been passed by the Society and the Societies Union.

## **10. Finance**

10.1.Funding belonging to the Society shall only be used in relation to its aims, as long as it does not contravene the Students' Association Constitution or the law of the Land.

10.2.The Treasurer shall be responsible for the proper accounting of the funds in accordance with Students' Association regulations.

10.3.Two signatories or more shall be required for financial transactions, of which one signatory shall be the Treasurer.

10.3.1.The signatories of the Society shall be the

- President
- Vice President
- Treasurer

10.4.In the event of the Society ceasing to exist, all remaining funds shall revert to the Societies Union or Students' Association.

10.5.In the event of the Society ceasing to exist, all remaining assets shall revert to the Societies Union or Students' Association.

## **11. Interpretation**

11.1.The President shall rule on the meaning of the Constitution whenever any ambiguity of its meaning arises.

11.2.Any ruling made by the President under Section 11.1 may be overruled by a simple majority vote at a General Meeting, Annual General Meeting, or Extraordinary General Meeting.

## Appendix A: Terms and Definitions

<b>Accounts</b>	All financial records, receipts, and other documents required to manage the Society financially, as laid down by the Societies Union and Students' Association.
<b>AURA</b>	see Society
<b>Committee</b>	Aberdeen University Roleplaying Association Committee
<b>Constitution</b>	Aberdeen University Roleplaying Association (AURA) Constitution
<b>Estates</b>	Estates Section, University Office, University of Aberdeen
<b>Member</b>	A person who holds an Ordinary, Associate, or Honourary Membership with the Society
<b>Membership</b>	All Ordinary, Associate, and Honourary Members of the Aberdeen University Roleplaying Association
<b>Society</b>	Aberdeen University Roleplaying Association
<b>Societies Union</b>	Aberdeen University Students' Association Societies Union
<b>Students' Association</b>	Aberdeen University Students' Association

## Appendix B: Additional Committee Positions

1. The Webmaster
  - 1.1. The Webmaster of the Society shall maintain and improve the online presence of the Society.
  - 1.2. The Webmaster shall liaise with the Social Convener to ensure that the list of events running is available online.
  - 1.3. The Webmaster shall liaise with the Secretary to ensure that the minutes of meetings are available online.
2. The Live Action Roleplaying Co-ordinator
  - 2.1. The Live Action Roleplaying Co-ordinator of the Society, or "LARP Co-ordinator", shall organise and manage Live Action Roleplaying events run by the Society.
  - 2.2. The LARP Co-ordinator shall organise official trips to Live Action Roleplaying events for the Society.
  - 2.3. The LARP Co-ordinator is expected to contact the Membership, preferably by email, to make them aware of LARP events.
  - 2.4. The LARP Co-ordinator shall provide information about LARP events run outside of the Society to the Membership.
3. The First Year Representative
  - 3.1. The First Year Representative of the Society shall inform the Committee of the views and opinions of first year members of the Society, to better represent first year members.
  - 3.2. The First Year Representative shall be available to discuss issues with first year members of the Society, to take to the Committee.
4. The Associate Member Representative
  - 4.1. The Associate Member Representative of the Society shall inform the Committee of the views and opinions of Associate Members of the Society, to better represent Associate Members.
  - 4.2. The Associate Member Representative shall be available to discuss issues with Associate Members of the Society, to take to the Committee.
5. The Card and War Gaming Co-ordinator
  - 5.1. The Card and War Gaming Co-ordinator of the Society, or "C&W Co-ordinator", shall organise and manage Collectable Card Game, Constructible Card Game, and War Gaming events run by the Society.
  - 5.2. The C&W Co-ordinator is expected to contact the Membership, preferably by email, to make them aware of Card and War Gaming events.

5.3. The C&W Co-ordinator shall provide information about Card and War Gaming events run outside of the Society to the Membership.

