

Constitution of AUSSAGS

1. Definitions & Abbreviations

- 1.1 The Student's Association shall be read as Aberdeen University Students Association.
- 1.2 SSAGO shall be taken as being the Student Scout And Guide Organisation.

2. Title

- 2.1 The name of the society shall be "Aberdeen Universities' Student Scout And Guide Society", this may be abbreviated to the society acronym "AUSSAGS".

3. Aims

- 3.1 For students of the University of Aberdeen, the society will:
 - Provide a framework within which Scout, Guide and other social activities may take place.
 - Provide a framework within which ideas may be exchanged.
 - Provide a framework within which students may maintain, renew or acquire an interest in the principles of Scouting and Guiding.
 - Create a wider understanding and appreciation of the work of the Scout and Guide Movements, particularly among fellow students, by the spreading of information and by example.
 - Render service as a society to Scouting, Guiding and the community.
 - Maintain relationships with the Scout and Guide Movements in Aberdeen.

4. Affiliation

- 4.1 The society shall affiliate to Aberdeen University Students Association.
- 4.2 Every ordinary and associate member of the Society shall be affiliated to SSAGO nationally. It shall be the responsibility of the committee to ensure this takes place.

5. Membership

- 5.1 Ordinary membership shall be available to any member of Aberdeen University Students Association.
- 5.2.1 Associate membership shall be available to any member of Robert Gordon University Students Association.
- 5.2.2 Associate members may be co-opted to the Committee at a General Meeting
- 5.2.3 Associate members are restricted from voting.
- 5.3.1 Alumni membership shall be available to all past members of the society.
- 5.3.2 Alumni membership shall be available to non-expelled previous members of the society up to a maximum of two years after being eligible for ordinary membership.

- 5.3.3 Alumni members may be co-opted to the Committee at a General Meeting
- 5.3.4 Alumni members are restricted from voting,
- 5.4.1 Reciprocate membership shall be available to members of the University of Aberdeen staff, Robert Gordon University staff and Aberdeen College Students Association members.
- 5.4.2 Reciprocate members are restricted from voting,
- 5.3.1 Honorary Membership of the Society may be granted to whoever the committee deem appropriate.
- 5.3.2a Honorary Membership shall be granted for five years. After the five year period has expired the committee shall decide whether to award Life-Long Honorary membership.
- 5.3.2b Life-Long Honorary membership may be awarded, without the need for a five year review, for an outstanding contribution to the society.
- 5.3.3 Honorary members are restricted from voting.
- 5.4.1 All applications for membership must be in writing and are subject to committee approval. If the committee issues a membership form then this must be used.
- 5.4.2 Applications can not be made for Honorary Membership, however, any current member may propose someone for Honorary Membership to the committee. The committee must consult with the general membership before making a decision.
- 5.5 Membership will be subject to the results of a Disclosure Scotland Check. If the Disclosure Scotland Check comes back negative then the policy of SSAGO shall be followed.
- 5.6 The membership year runs from 1st October through to 30th September the following calendar year.

6. Committee

- 6.1 The committee shall be elected solely by the ordinary members, it shall be comprised of the following officials:
 - 6.1.1 The President who shall:
 - Chair meetings of the committee.
 - Chair any general meetings that may be held.
 - Be responsible for maintaining relationships with Aberdeen Area Scouts and Aberdeen County Guides.
 - Lead the society in a reasonable manner.
 - Post on the Mascot's behalf on the SSAGO Message Board.
 - Read the Mascot his email and reply to them on his behalf.
 - Moderate the society Message Board.
 - 6.1.2 The Treasurer who shall:
 - Control all finances of the society and ensure the financial practices set out in Section 11 are followed.
 - Be responsible for any society possessions.
 - Decide and agree to where society possessions are stored, this does not mean that they must keep all the society possessions in their home.

- Be responsible for organising society clothing and merchandise.
- 6.1.3 The Secretary who shall:
 - Maintain a record of meetings.
 - Maintain a record of members
 - Deal with correspondence and other administrative matters.
 - Keep the members of the society informed about what is going on.
 - Chair any meetings which the president is unable to.
- 6.1.4 The Events & Publicity Officer who shall:
 - Be responsible for organising events which the society undertakes. It is his/her responsibility to ensure that the activities fall within the relevant rules.
 - Ensure that members are aware of the events of the society.
 - Be responsible for publicising both the society and society events
 - Organising the society's attendance at freshers' fairs.
- 6.1.5 The SSAGO Representative who shall:
 - Act as the society's link to SSAGO.
 - Be responsible for all SSAGO related paperwork.
 - Maintain links with other SSAGO clubs.
- 6.1.6 The Ordinary Committee Member who shall support the committee both as a whole and as individual committee members.
- 6.2 The office bearers (President, Treasurer and Secretary) shall be ordinary members.
- 6.3 All members of the committee will be elected by simple majority, by means of a secret ballot. Votes will be counted by the secretary. If the secretary is standing for any post then the president will appoint someone impartial to count the votes.
- 6.4.1 So that ballot papers may be produced any one wishing to stand for election must make their intention clear to the secretary at least one week in advance. If there is no one standing for a post (or for other special reasons at the discretion of the president) then members may stand for election during the meeting.
- 6.4.2 RON [Re Open Nominations] shall be an option for all posts at every election.
- 6.5 In the event of a vacancy on the committee, for any reason. The committee shall have the power to co-opt any willing member of the society to the post (subject to any limitations elsewhere in this constitution) until the next General Meeting.
- 6.6 In the event of a tied vote the president shall be allowed to cast an additional vote to decide the outcome.
- 6.7 No member may hold the same committee position for more than two consecutive years. If however after the AGM a position remains unfilled the incoming committee can co-opt someone who has held the post for the last two years.
- 6.8 No member can stand for a committee post at an AGM if they know they will not be entitled to ordinary membership in the following membership year

7. Meetings

- 7.1 Committee Meetings will be held when deemed necessary by the committee.
 - 7.1.1 At least two committee meetings will be held each semester.
 - 7.1.2 The quorum shall be four, of which 2 must be office bearers.
 - 7.1.3 The secretary shall give one weeks notice of committee meetings to the committee (preferably written) which will be by any means acceptable to the whole committee.
 - 7.1.4 At committee meetings it is one vote per person not one vote per position.
- 7.2 Extraordinary General Meetings may be called by the committee or by a petition to the President containing the signatures of at least a quarter of the ordinary members.
 - 7.2.1 Two weeks written notice shall be given by the secretary to all members of an Extraordinary General Meeting.
 - 7.2.2 Minutes of an Extraordinary General Meeting shall be submitted to:
 - The Students Association.
 - Aberdeen Area Scouts.
 - Aberdeen County Guides.
- 7.3 Annual General Meetings shall be held during the last term and before the 30th April each year.
 - 7.3.1 Two weeks written notice shall be given by the secretary to all members.
 - 7.3.2 At the meeting all committee positions shall become vacant and the committee shall be elected for the following year.
 - 7.3.3 The changeover of power shall happen at the end of the last term or at any other time agreed by both the outgoing and incoming committee.
 - 7.3.4 Minutes of the Annual General Meetings shall be submitted to:
 - The Students Association.
 - Aberdeen Area Scouts.
 - Aberdeen County Guides.
- 7.4 With the exception of elections to the Committee, all other votes at General Meetings shall be by a show of hands, counted by the Secretary. Where the motion being voted on is proposed by the Secretary (or otherwise concerns them) the President will appoint an impartial counter

8. Expulsion / Resignation of Membership

- 8.1 Members may resign their membership by giving the secretary written notice of their intention.
- 8.2 Members of the committee may only resign by giving one weeks notice to the secretary (or in the case of the secretary to the president).
- 8.3 A member of the society who acts against the interest of the society may be expelled if there is a two thirds majority vote, of ordinary members, in favour of expulsion at an Annual or Extraordinary General Meeting
- 8.4 In addition a committee member may be expelled if they have acted:
 - In a manner prejudicial to the aims of the society.

- In a manner prejudicial to the reputation of the society.
- 8.5.1 A vote of no confidence can be brought against any member of the committee.
- 8.5.2 This can be brought about by a letter signed by a quarter of the ordinary membership regarding the committee member(s) in question and given to the president and secretary.
- 8.5.3 This can also be brought about by a letter signed by the whole committee [excluding whoever the vote of no confidence is about] made available to general membership.
- 8.5.4 After a vote of no confidence has been raised it should be put to the whole membership at a general meeting. A simple majority is required to remove the member(s) from the committee.
- 8.6 Any member who is expelled may not rejoin the society at any point in the future.

9. Annual Subscriptions

- 9.1.1 The amount shall be set by the committee following a recommendation by the treasurer.
- 9.1.2 Annual Subscriptions shall be set for each category of membership individually.

10. Amendments to the Constitution

- 10.1 Amendments may only be considered at a general meeting of the society.
- 10.2 At least two weeks notice will be given by the secretary to all members of any proposed changes.
- 10.3 A two thirds majority vote, of those attending the meeting, is required to make changes to this constitution.
- 10.4 Changes to the constitutional aims of the society must also be approved by:
 - Aberdeen Area Scouts.
 - Aberdeen County Guides.
- 10.5 All amendments to the constitution shall be notified to:
 - The Students Association.
 - Aberdeen Area Scouts.
 - Aberdeen County Guides.
- 10.6 Any member of the society may propose constitutional changes by submitting the proposed changes to the president and secretary. These proposed changes must be put to the membership at the next general meeting.

11. Financial practice

- 11.1.1 The committee shall keep proper records of the receipts and payments of the society.
- 11.1.2 The committee shall keep these records for a minimum of ten years.
- 11.2 The Students Association will have the power to audit the accounts of the society provided they give at least two weeks notice.

- 11.3.1 In the event of financial malpractice the Students Association has the right to suspend the activities of the society and place the running of the affairs of the society under the control of the Students Association.
- 11.3.2 In the event of this happening the committee of the society shall be deemed to have resigned their committee position and the Students Association will be empowered to appoint any persons it sees fit to these posts until the next General Meeting.
- 11.4 All possessions of the must be returned to the Students Association should the society become disaffiliated or the society becomes defunct.

12. Record Keeping

- 12.1 Record of minutes of committee and general meetings should be kept, in paper form, to provide an accurate account of, what has occurred in, the society for future members.
- 12.2 These records should be easily accessed by any member of the society who requests to see them.
- 12.3 Minutes for all Committee Meetings, General Meetings (and when appropriate subcommittee Meetings) must be circulated to the Society Members, by the Secretary, within 3 weeks of the meeting's by an appropriate means.

13. Subcommittees

- 13.1 The committee may establish subcommittees as needed for anything whose planning necessarily crosses at least one annual general meeting.
- 13.2 The establishing of these subcommittees will be reported to the membership at the following general meeting.
- 13.3 Minutes of the committee meeting at which these are established shall be made available to members within two weeks of the meeting in question.
- 13.4 The committee shall appoint a chairperson for the subcommittee who will regularly report progress to the committee.
- 13.5 The chairperson of the subcommittee may be neither the president, treasurer nor secretary of the society.
- 13.6 Following any suspicions of unusual or improper behaviour the committee shall have the power to close the subcommittee early.
- 13.7 The members may close any subcommittee early and force the job to be finished by the committee at a majority vote in a general meeting.
- 13.8 Up to one subcommittee may be established each year unless the members agree to waive this limit at a general meeting
- 13.9 No more than two subcommittees may exist at a time unless the members agree to waive this limit at a general meeting
- 13.10 The chairperson of this subcommittee shall:
- Run the committee according to the rules, aims, spirit and ethos of the society
 - Recruit volunteers
 - Assign jobs
 - Ensure the subcommittee finishes it's job

- 13.11 When a subcommittee is set up the following shall be clearly decided, recorded in the minutes and communicated to the members:
- What the subcommittee is for
 - Who the chairperson will be
 - When the subcommittee will be closed (normally after the event is finished and all paperwork etc. done).
 - The extent of the powers of the subcommittee
- 13.12 Committees for national SSAGO events do not fall into the category of Subcommittees but must follow rule 13.10

14. Society Awards

- 14.1 Once each Annual General Meeting has been brought to a close the society awards will be given out.
- 14.2 The awards shall be known as the Woggles, with each award being referred to as “the Woggle for xxx”.
- 14.3 The awards shall consist of a plastic woggle placed on top of a length of round wood, its self secured to a block of wood.
- 14.4 The lower block of wood shall be marked with the year (e.g. 05/06), the award name and the recipient(s) name.
- 14.5 The woggle shall change colour each year
- 14.5.1 No colour may be used within four award ceremonies of the colour’s previous use.
- 14.5.2 The colour(s) which makes up the society necker shall be reserved for special occasions e.g. the end of the societies 5th, 10th, 20th , 25th years etc.
- 14.5.3 The colour shall be chosen by the committee who need pay no regard to any previous patterns in the choice of colour.
- 14.6 The secretary and president shall maintain a record of who received what award in what year and the woggle colours used.
- 14.7 The following awards must be awarded each year:
- Best Quote – This shall be awarded to the person(s) who have provided the best item added to the quotes section of the society website In the event of more than one person winning this there shall be one award per person.
 - Guest Logistical Services – This shall be awarded to any person(s) and/or item(s) that have been important in securing the ‘loan’ of a mascot from any other club or organisation. In the event of it being awarded to more than one person or item there shall be one award per person or item. In the event of more than one mascot visiting us in the year this award shall be awarded once per mascot. Following the name of this award, the name of the visiting mascot shall appear in brackets. Obviously if no mascots have come to visit this award will be skipped.
 - Special Achievement
 - Services to Alcohol – this is awarded to the person who has performed the best on pub crawls. As a bonus prize they get to

organise the pub crawls the following year and get to choose who wins this award the following year. If this is not feasible they will nominate someone to do it in their place.

- 14.8 The committee in arranging who gets what award may add as many awards as they like. If any award is presented at three consecutive ceremonies it must be treated as being in the list above and added to the list at the following general meeting.
- 14.9 When receiving an award it is normal to shake the hand of the person presenting the awards. However as the awards are presented by Woggle himself the hand shake is replaced with giving Woggle a hug, which must last the duration of the acceptance speech and no longer
- 14.10 Everyone who receives an award must make an acceptance speech. These are limited in length to 27 seconds.
- 14.11 Where appropriate before each award is awarded there will be up to 4 nominees (including the winner) announced.
- 14.12 The script for the night must be agreed on by at least two thirds of the committee before hand.

15. Mascot

- 15.1 The mascots shall be known as “Woggle”, “Sash”, “Wogg and Elle” (often abbreviated to just “Woggle”) and “Porno Woggle”.
- 15.2 The mascot(s) shall be present at all committee and general meetings.
- 15.3 The mascot(s) shall be at all society events except pub nights and pub crawls, this is not to be taken as meaning that the mascot(s) are banned from such activities.
- 15.4 Every year the new committee shall agree a system for looking after the mascot(s) and any guests he may have during the year. This system must be strictly stuck to with out exception when in Aberdeen.
- 15.5 If the mascot(s) have a guest from another club then this guest must be treated with the same respect given to our own mascot(s). The club to which the mascot belongs must be updated on his or her adventures at regular intervals by the mascot(s).
- 15.6 The mascot(s) shall be present at all national events except where only 1 ordinary member attends the event, in which case the mascot(s) may remain in Aberdeen.
- 15.7 Any exmember not a member of another club, or current member who aids in the capture of a mascot by another club shall be punished by any means deemed acceptable by the society.

16. Society Identity

- 16.1 The necker shall be maroon with a half inch border of emerald then another half inch border of lemon.
- 16.2 The logo shall be a rolled but straight necker with the letters making up the society acronym (as defined under 2.1 above) above in the same colour as the main section of the necker.



17. Miscellaneous

- 17.1 The committee shall run the society according to any rules/regulations/bylaws which the Students Association has made known to the society.
- 17.2 The committee shall run the society according to any rules/regulations/policies which SSAGO has made known to the society.
- 17.3 If anything in this constitution conflicts with the rules/regulations/by-laws which the Students Association, the Scout Association, Girl Guiding UK or SSAGO has made known to the society then the constitution shall be amended accordingly. The rules for this contained in the section 10 of this constitution must be followed.

18. Society Website and Email

- 18.1 The society's website and email shall be looked after by any competent member of the committee or any other person appointed by the committee.
- 18.2 This should be decided at the first meeting of any incoming committee.
- 18.3 If these are not looked after by a committee member then the person looking after them shall report to the Events and Publicity officer.
- 18.4 If the Events and Publicity officer does not agree with the way the website and email is being run they should report it to the committee. The committee shall then decide whether to issue a warning about the behaviour or appoint someone else to the role.

19. Interpretation

- 19.1. The president shall rule on the meaning of the constitution whenever any ambiguity or dispute as to it's meaning arises.
- 19.2. Any ruling made by the president under 19.1 may be overruled by a simple majority vote at a general meeting.