

Leeds Atheist Society Constitution



1. Name, aims and objectives
 - a) The name of the society shall be the Atheist Society, hereafter referred to as the society.
 - b) The society will also be known as Leeds Atheist Society and Leeds University Union (hereafter referred to as "LUU") Atheist Society.
 - c) The aims of the society shall be as follows:
 - (i) To represent the rationalists, secularists and atheists on campus.
 - (ii) To promote rationalist thinking and secular issues.
 - (iii) To provide an environment for secular discussion.
 - d) The society will not be affiliated with any society or organisation other than those approved by the committee.
2. Membership regulations
 - a) All members shall be required to pay an LUU membership fee decided by the society Officers.
 - b) All members shall be entitled to some or all of the privileges.
 - c) Any member may be suspended from any or all of the privileges of the society, including membership of it, for any period by a decision by the committee.
 - d) The Activities Officer shall be an ex-officio a full member of the society and act as a signatory on the society's bank mandate.
 - e) Full membership may be granted to members of the Union, and they shall be entitled to all privileges in §3.
 - f) Associate membership may be granted to non-members of the Union subject to the approval of the society committee and they shall be entitled to privilege §3a only.
 - g) Honorary Life Membership may be granted to a person that the society wishes to honour for services to the society and they shall be entitled to privilege §3a only and shall pay no fee.
 - h) Alumni membership may be granted to anyone who was previously a full member. They will pay a separate fee as set by the society officers and will only be entitled to privileges §3a and §3d.
3. Membership privileges
 - a) To attend all meetings.
 - b) To vote on all questions of policy within the society.
 - c) To propose or second candidates for election to the society committee.
 - d) To vote for such officers as are nominated for election.
 - e) To hold office on and stand for election to the society committee providing they are willing to uphold the aims of the society.
4. Committee composition
 - a) The committee shall consist of three executive Officers (President, Secretary and Treasurer) and any other posts that are required.
 - b) The committee executive shall be elected by the society at an Annual General Meeting or Extraordinary General Meeting which must be held before the last Tuesday of teaching in Semester 2.
 - c) Non-executive committee members may be elected at a General Meeting or appointed by the President with the consent of the committee executive.
 - d) If an executive committee member is removed or vacates from their post for any reason, their post must be filled within four weeks.
 - e) If a non-executive committee member is removed from or vacates their post for any reason, it is to the discretion of the committee whether they are replaced.
 - f) Newly elected society committee members must assume their responsibilities within three weeks of being elected.
5. Committee convocation
 - a) The committee will convene weekly during term-time to discuss business related to the running of the society.
 - b) The committee may convene at any other time to discuss society business at their discretion.
 - c) The decisions made at committee meetings must be made available via the society's website.
6. Committee duties

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- a) To uphold the aims of the society.
 - b) To ensure the good running of the society.
 - c) To inform any suspended or expelled member of their rights of appeal through Union Structures.
 - d) To keep regular correspondence with the Development Co-ordinator for Faith Societies, the Activities Officer, and the Activities Representative, as necessary.
 - e) To have fulfilled all duties of an incoming committee within four weeks of election.
7. Committee powers
- a) To manage the society on behalf of its members and in accordance with the stated aims and objectives.
 - b) To suspend any member from any or all privileges of the society, including membership of it, for any period. This requires the approval of two committee members for suspending non-committee members and two thirds of the committee for suspending committee members.
8. Officers
- a) Officers must be full society members who are also Student Ordinary Members of LUU.
 - b) If, for any reason, an Officer ceases to meet the requirements of §8a, then they will be replaced in concordance with §4c.
 - c) The three Officers shall be signatories appearing on the society bank mandate.
 - d) The Officers shall be President, Treasurer and Secretary.
9. Duties of all Officers
- a) To attend all committee meetings and society events as possible.
 - b) To be a signatory of the society bank account.
 - c) To have undergone all inductions with the Union no more than four weeks after election.
 - d) Failure to fulfil these duties may result in a motion of no-confidence and removal of office by the society executive.
10. Duties of the President
- a) To organise and oversee the running of the society.
 - b) To chair committee meetings.
 - c) To produce an annual report.
 - d) To nominate a committee member (including themselves) to attend any Better Forum meetings that the society has a relevant interest in.
11. Duties of the Treasurer
- a) To be responsible for the finances of the society.
 - b) To maintain up-to-date accounts.
 - c) To submit applications to the societies executive.
 - d) To produce a yearly report and a yearly budget.
 - e) To submit a detailed statement of accounts for the year to the society Annual General Meeting.
 - f) To attend any treasurer training.
12. Duties of the Secretary
- a) To maintain membership records containing at least the name and Union card number of all society members.
 - b) To maintain a written record of all committee meetings and make minutes from the meetings available.
 - c) To maintain an up-to-date copy of the society constitution.
13. Finance
- a) The society shall be a constituent part of the Union and thus subject to the rulings of the Better Forums, any referenda, and any LUU by-laws.
 - b) The society finances and bank accounts shall be under the ultimate control of LUU.
 - c) The society shall have a bank account at a bank approved by the Union Cash Office.
 - d) The society shall keep full, up-to-date accounts of its finances.
 - e) At least two Officers' signatures shall be required to make payments from the society account.

- f) The society must produce on request, a detailed statement of accounts to the Activities Officer or the Union Cash Office, or any of its sub-structures.
- g) The assets or liabilities of the society shall remain with the society regardless of any committee changes.
- h) The Officers shall accept full administrative and financial responsibility for the society.
- i) Committee members shall not receive financial payment as a result of their position on the committee.
- j) Committee members shall be reimbursed for any expenditure on behalf of the society only after submitting a receipt to the Treasurer.
- k) In the event of dissolution or abolition of the society its assets will revert to the Union.

14. Annual General Meetings

- a) The Activities Executive may, at its discretion, send an observer to General Meetings.
- b) Notice of General Meetings must be given fourteen days before the date of the meeting.
- c) Business for discussion at the General Meeting must be submitted at least seven days prior to the date of the meeting.
- d) The agenda for General Meetings must be posted four days before the date of the meeting.
- e) The quorum for all General Meetings shall be one third of all full members.
- f) The president shall act as the Chair of all General Meetings.
- g) The president must nominate a Returning Officer, who may not stand for election or vote, nor be a member of the outgoing committee.
- h) At the discretion of the Chair and the Returning Officer, voting on motions shall be made by either unanimous consent, a voice vote, or a show of hands, and decisions will be made by a simple majority.
- i) Only full members can be candidates for executive committee positions.
- j) Only full members and alumni members may be candidates for non-executive committee positions, unless at the discretion of the committee.
- k) An election for a non-executive committee role may be called at any point before or during a General Meeting at the discretion of the Chair and Returning Officer.
- l) Voting on candidates shall be by secret ballot, counted by the returning officer.
 - (i) To be placed on the ballot for an executive committee role, a member must contact the committee by 7:30pm on the day prior to the Annual General Meeting.
 - (ii) Space will be provided on all ballots should a member wish to declare their candidacy after the deadline mentioned in §14l(i) as a write-in candidate.
 - (iii) All candidates for non-executive committee positions will be write-in candidates.
 - (iv) An option will be given on the ballot to re-open nominations (RON).
- m) Votes shall be counted by the alternative vote.
 - (i) Members shall be instructed to order candidates in the order of their preference.
 - (ii) Should a member wish to vote for only one candidate, or if there are only two candidates for a position, an "X" will be treated as a valid vote.
 - (iii) The candidate who secures the least first-preference votes will be eliminated, and any ballots cast for the candidate will be redistributed according to the next available preference.
 - (iv) Votes to re-open nominations will be treated as specified in §14m(iii).
 - (v) The Returning Officer shall declare the results of each round until a candidate is elected.
- n) If any member moves no confidence in the Chair, a vote shall be taken immediately.
- o) If a motion of no confidence in the Chair is passed, a new Chair will be elected by the meeting.
- p) The Annual General Meeting shall be held between 1st March and the last Tuesday of teaching in Semester 2, inclusive.
- q) The order of business shall be the president's report, financial report, constitutional amendments, elections, and any other business.

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- r) If an Annual General Meeting is declared inquorate, it must adjourn to be reconvened within ten working days.
 - s) The society must submit to Activities Executive the full agenda and minutes of their Annual General Meeting.
15. Extra-ordinary General Meetings.
- a) §14a,b,c,d,e,f,g,h,i,j,k,l,m,n,o,r,s will apply to Extra-ordinary General Meetings as appropriate.
 - b) Extra-ordinary General Meetings may only take part on the second and third weeks of September or during term-times.
 - c) Extra-ordinary General Meetings will take place separate from any timetabled events. In the event that a Meeting is called to take place the date of a timetabled event, it will take preference but will not delay any event by more than thirty minutes.
 - d) Extra-ordinary General Meetings may be called to fill vacated positions in the committee, to vote on a motion of no-confidence in the committee or any of its members, or to propose amendments to the constitution.
 - e) The order of business shall be constitutional amendments, elections, and any other business.