

# **Constitution of Protocol**

## **1. Title and Aims**

The Society shall be called Protocol and shall have the following aims.

- i. To use journalism to spread awareness of global human and humanitarian rights issues.
- ii. To encourage an all-encompassing study of human rights.
- iii. To serve as a platform for intelligent, innovative, and progressive discussion within St Andrews.

## **2. Affiliations**

Protocol shall be affiliated to the following organisations:

- i. St Andrews University Students' Association.

## **3. Membership**

Ordinary Membership shall be open to all matriculated students of the University of St Andrews. The membership fee shall be £3 per annum.

Ordinary Members shall be entitled to serve on Protocol's permanent sub-committees, including the writing sub-committee and the publicity sub-committee. They shall not be required to do so.

## **4. The Committee**

Protocol's affairs shall be overseen by the following Committee of four executive office-bearers:

- i. Executive Editor
- ii. Managing Editor
- iii. Head of Publicity and Events
- iv. Treasurer

No two executive offices may be held concurrently.

No Officer shall derive any financial profit or gain by reason of his officership, including favourable rates on goods or services, unless the same benefit is available to any and all members of the Society.

The Committee reserves the exclusive authority to:

- i. Authorise expenditure over £30
- ii. Co-opt additional members to the Committee
- iii. Constitute any subcommittee of its own members
- iv. Authorise proposed events and activities
- v. Reject article pitches that are potentially too controversial, offensive, triggering, or inappropriate

The Committee shall not delegate these powers to any other person or groups, including a subcommittee of its own members.

Any Officer may resign at any point by submitting written notice thereof to the Executive Editor. Such resignation shall take effect at the time specified in the notice therefor or, in the absence of a specified time, upon receipt of the notice.

## **5. Selection of Committee Members**

All Committee Members shall be selected via a two-part process as follows:

- i. Interested candidates shall submit an application outlining their qualifications. The submission of an application shall be followed by an interview, conducted by the present Committee. The Committee shall nominate suitable candidates for election.
- ii. Candidates nominated by the Committee shall be elected at the Annual General Meeting. All Ordinary Members are eligible to vote.

Committee Members may be co-opted by the Committee if no candidate is elected at a General Meeting or in the case of casual vacancy. The Committee may co-opt additional members to the Committee, if doing so is expedient to the good governance and organisation of the Society.

Only those Officers elected at a General Meeting shall be voting members.

## **6. Duties of Office**

The Executive Editor shall fulfil the duties of 'President' including the following:

- i. Serve as the primary point of contact between the Students' Association and the Society
- ii. Chair Committee Meetings
- iii. Oversee the smooth operation of the Society
- iv. Maintain a full and accurate membership roll
- v. Work in tandem with Head of Publicity to plan events and develop marketing strategies
- vi. Work in tandem with Managing Editor to recruit staff writers and editors, oversee the production of appropriate content
- vii. Be a signatory on the bank mandate

Managing Editor shall:

- i. Recruit sub-committee of staff writers and editors via application process
- ii. Oversee affairs of sub-committee of staff writers and editors
- iii. Organise training of staff writers and editors
- iv. Approve article pitches
- v. Upload all articles online

Head of Publicity and Events shall:

- i. Recruit sub-committee of publicity representatives

- ii. Oversee affairs sub-committee
- iii. Organise events, including documentary screenings, lectures, discussions etc.
- iv. Schedule meetings
- v. Network and collaborate with societies
- vi. Develop marketing strategies

The Treasurer shall:

- i. Maintain records of the Society's financial activity in accordance with Association Guidelines
- ii. Execute any resolution by the Committee to apply to the Students' Association for funding
- iii. Be a signatory on the bank mandate

## **7. Meetings**

The Executive Editor shall call Committee meetings on his own volition or upon presentation to him of a written request by at least two of the voting members of the Committee. At least 24 hours' notice of a Committee meeting shall be provided to all voting members of the Committee.

The quorum for a General Meeting shall be at least two-thirds of the club, including at least one member of the Committee. Voting shall be determined by a majority of the members present.

The quorum for a Committee meeting shall be at least three voting Officers, provided that one of them is the Executive Editor.

### **7.1 The AGM**

The Annual General Meeting shall be held before April of each year to elect the Committee for the following year. Ex-members of the Committee shall be eligible for re-election.

In the event of a committee member resigning before the AGM, a constituted meeting of the club shall be convened to elect another member to the committee.

## **8. Finances**

Any debt incurred by the Society shall be satisfied by an equal subscription from all members. Any changes to the annual subscription for Ordinary Membership shall be approved at a General Meeting.

Two signatories of the Students' Association shall appear on the Society's bank mandate.

## **9. Constitution**

A copy of this Constitution shall be on display at all General Meetings of the Society.

The Constitution of the Society may be amended at a General Meeting on the advice and consent of the Committee or by a duly proposed and seconded motion. Proposed amendments shall be adopted with the support of two-thirds of Ordinary Members voting at a General Meeting.