

The Club of PEP

Politics :: Economics :: Philosophy

This constitution was adopted on the 18th day of the second month of the year 2011.

1. Name

The Club of PEP

2. Aims and Values

a. To enhance the experience of being a student at the School of Politics, Economics and Philosophy (PEP) at the University of York.

b. To represent the students at the School of PEP in virtue of being the official student body of the School of PEP.

c. To organise social activities and facilitate networking between members, alumni, non-affiliated persons and external institutions and firms.

d. To support our members and their interests in subjects related to their degrees.

e. To foster contacts and invite speakers and organisations in positions to contribute to the interests of our members.

f. To inform external organisations about the qualities of the School of PEP and promote its students.

g. To embrace incoming students and persuade them to take an active role in the Club of PEP.

h. To maintain good relations with other student and staff organisations at the University of York.

3. Membership

a. Membership is restricted to current students at the School of PEP at the University of York. All individual students at the School of PEP shall automatically become members of the Club of PEP. Former student of the school remain members but only as honorary/ alumni members, and will not have the right to vote nor be included in the quorum.

b. A member may cancel his/her membership at any time by notifying the Secretary of the Club of PEP in writing.

4. The Structure of The Club of PEP

1. The Club of PEP is governed by the Club of PEP Committee.

This shall be made up of several subsections of committee as detailed below:

Senior executive

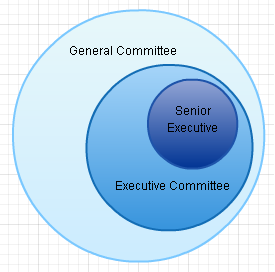
* Comprised of the President, Treasurer and Secretary

Junior executive

* Comprised of the Senior Executive and Alumni Officer, Merchandise Officer, Press and Publicity Officer, Social Secretary, Speakers’ Secretary, Sponsorship Officer, Postgraduate Officer, VOX Editor(s), YorkWorks Coordinator(s) and Webmaster.

General Committee

* Comprised of the Junior and Senior Executive, Ordinary Members and Course representatives for the School of PEP.



b. The Executive Committee has the authority to both direct and undertake the day-to-day management of the Club without requiring the approval of the General Committee. However, the Executive Committee has a responsibility to keep the General Committee reasonably informed of such activities. Should the majority of the General Committee not find itself in agreement with the Executive Committee it shall have the authority to redirect the Executive.

c. It is the responsibility of the Executive Committee to make proposals to the General Committee of major long-term strategic importance to the Club or of any activities which may have significant implications on the Treasury. To ratify such strategies and budgets consensus must be sought from within the General Committee. The General Committee shall have the authority to ask the Executive Committee to review any proposals presented. It is also within General Committee’s authority to direct the Executive Committee to undertake a strategic review on any area of the Club’s activities.

d. It is the responsibility of the Junior Members of the Executive Committee to fully exercise their portfolios under the auspice and direction of the Senior Executive members. Junior Members have a responsibility to produce a report at every meeting of the Executive Committee and General Committee.

e. Junior Members will have the authority to construct sub-committees in which to undertake the work as described by their portfolio. Members of the sub-committee can only be drawn from the Club of PEP. Membership of the committee rests with the discretion of the relevant Junior Member of the Executive Committee. In such sub-committees the Junior Member will act as Chair and where necessary appoint a Vice-Chair at their discretion. In instances where resolution cannot be reached within the sub-committee the matter must be referred to the Executive Committee.

f. Senior Members of the Executive Committee have the ultimate responsibility for the actions and management of The Club of PEP. Senior Members of the Executive Committee will have the authority to form a committee and make decisions on organisational and operational matters which do not need to be ratified by the Executive Committee at large. However, Senior Members of the Executive Committee have a responsibility to keep Junior Members of the Executive Committee reasonably informed of their decisions. Junior Members will have the right to question decisions reached by Senior Members at a meeting of the Executive Committee.

g. Responsibility for the enforcement of the constitution rests with the highest ranking officer at any meeting. In cases of constitutional disputes matters must be immediately referred to the Senior Members of the Executive Committee who shall give direction and resolution.

h. All members of the Executive Committee are requested to send apologies to the Secretary of any meeting of the General or Executive Committees which they are unable to attend.

i. Failure to comply with point (h) on three consecutive occasions shall result in a Vote of No-Confidence being directed at the individual at the discretion of the Executive Committee.

5. Meetings

a. The Club of PEP shall avoid excessive bureaucracy at its meetings. Only official meetings, the division of duties and responsibilities between members of a body, or a programme of action need be officially recorded.

b. Promotion of our members and their interests shall be the main objectives for events and meetings.

c. All individual members of the Club of PEP shall be invited to events and meetings.

e. Meetings of the Executive Committee shall be held at least every fortnight throughout an academic term. Additional meetings may be held at the discretion of senior members of the Committee.

f. Meetings of the General Committee shall be held when required at the discretion of the Executive Committee or within a week of 10% of the Ordinary Members of the General Committee making a request in writing to the Secretary.

g. Open meetings of the Club shall be held when required at the discretion of the General Committee and in accordance with the Constitution. A general meeting of the Club shall also be held within four weeks of submission of a written request seconded by 10% of the members of the Club to the Secretary.

h. Members being current students at the School of PEP shall be given at least seven days written notice of any general meeting.

i. Members being current students at the School of PEP shall be given at least fourteen days written notice of an AGM or EGM.

6. Election of Senior Members of the Executive Committee

a.The Annual General Meeting (AGM) of the Club of PEP shall be held in the spring term of each year.

b. At this AGM a President, Secretary and Treasurer are to be elected which shall comprise the Senior Members of the Executive Committee.

c. To be eligible to run for President of the Club of PEP members must have held a position on the Executive Committee for a minimum of two academic terms.

d. To be eligible to run for the position of Treasurer or Secretary of the Club of PEP members must have held a position on the Executive Committee for a minimum of one academic term.

e. Clauses c and d may be waived following a vote of the current Executive Committee requiring a 2/3 majority.

f. No member is entitled to hold more than one senior position on the Executive Committee.

g. Nominations are to be sent to the incumbent Secretary no later than two working days prior to the meeting at which the Senior Members of the Executive Committee are to be elected. Candidates may be self-nominating.

h. All candidates shall be invited to speak for a maximum of 5 minutes each at the discretion of the President. Alternatively, candidates may ask for a statement of not more than 750 words to be read to the meeting by the President, or other representative, on their behalf.

i. Elections for senior members of the Executive Committee shall be conducted by Single Transferable Vote (STV).

j. All candidates may observe the count or appoint someone to act as an observer on their behalf.

k. The names and positions of the elected Executive Committee members are to be posted on the Club of PEP web site.

l. Former Senior Members of the Executive Committee shall upon the end of their term in office automatically become honorary Senior Members of the Executive Committee. The role of the honorary Senior Members is to provide consultation to the incumbent Senior Members of the Executive Committee. Honorary Senior Members of the Executive Committee shall not hold the right of vote **at the AGM(?)**. The positions of the Honorary Senior Members shall be President Emeritus, Secretary Emeritus and Treasurer Emeritus in accordance with prior office. The names and positions of Honorary Senior Members of the Executive Committee shall be posted onto The Club of PEP website.

7. Election of the Junior Members of the Executive Committee

a. Section 7 a. of the Constitution must have been fully and properly executed.

b. At this AGM, Junior Members of the Executive Committee comprising of Alumni Officer, Merchandise Officer, Press and Publicity Officer, Social Secretary, Speakers’ Secretary, Sponsorship Officer, VOX Editor, and Webmaster shall be elected.

c. All members of the Club of PEP are eligible to run for positions and vote for positions.

d. The Club promotes division of responsibility amongst all members of the General Committee. Members are therefore encouraged not to hold more than one post on the Executive Committee.

e. Nominations are to be sent to the incumbent Secretary no later than two working days prior to the AGM at which Junior Members of the Executive Committee are to be elected. Candidates may be self-nominating.

f. All candidates shall be invited to speak for a maximum of 5 minutes each at the discretion of the President. Alternatively, candidates may ask for a statement of not more than 750 words to be read to the meeting by the President, or other representative, on their behalf.

g. Elections for senior members of the Executive Committee shall be conducted by Single Transferable Vote (STV).

h. All candidates may observe the count or appoint someone to act as an observer on their behalf.

j. The names and positions of the Junior Members of the Executive Committee are to be posted on The Club of PEP web site.

k. Where positions are unfilled due to no nominations being received or an officer having to leave during their term in office, nominations will re-open for a by-election to be held at an open meeting of the general committee. All other normal election regulations are to be followed.

l. If following a by-election a position remains unfilled, suitable candidates may be co-opted into a Junior Executive position by a simple majority vote of the General Committee.

m. Incumbent members of the Executive Committee have the authority to nominate Junior Members onto the Executive at any time throughout the year. However, the appropriate election procedure as stipulated by this constitution must be followed at all times.

n. A Postgraduate Officer shall be elected at an EGM in the beginning of the academic year. The Postgraduate Officer will become a member of the Junior Executive Committee.

o. All postgraduate students within the School of PEP shall be eligible to run for the position.

p. Voting procedures shall be the same as those for other Junior Executive positions.

8. Election of the General Committee

1. Ordinary Members of the General Committee can be elected at any meeting of the General Committee during the year

b. There is no limit to the number of Ordinary Members which can be elected onto the General Committee.

c. Only current students at the School of PEP are eligible to run for positions and vote for positions.

d. Candidates may be self-nominating, and will present their nomination at a meeting of the General Committee

e. Members will be elected by a simple block vote.

f. The student representatives at the School of PEP Board of Studies automatically become Ordinary Members of the General Committee.

9. YorkWorks

1. YorkWorks operates as an autonomous sub-committee within the Club of PEP:
2. YorkWorks Coordinators are selected via an application and interview process which will take place in the first half of the Spring Term.
3. The opening of applications shall be announced to all members of the Club of PEP, and nominations shall be open for a minimum of 7 days.
4. The application will consist of a CV and cover letter and applicants will be chosen for interview by the outgoing YorkWorks coordinators and the President of the Club of PEP.
5. After all interviews have been conducted, the outgoing YorkWorks Coordinators and the President of the Club of PEP will decide on the best candidate/s.
6. The outgoing YorkWorks Coordinators are responsible for passing on all relevant information and contact-details to the new Coordinators.
7. The new Coordinators have a responsibility to continue with any projects their predecessors started which may continue over the period of handover.
8. YorkWorks coordinators may be allocated a petty cash float at the discretion of the Club of PEPtreasurer to aid the smooth running of its activities.

10. VOX

1. VOX is the Academic Journal of the Club of PEP.
2. It operates with editorial independence from the Committee of the Club of PEP, with the VOX Editors (elected at the Club of PEP AGM as explained in section 8) being solely responsible for its content.
3. VOX editors operate with the help of the VOX Committee, which is an autonomous sub-committee of the Club of PEP. Its membership is appointed at the Editors discretion, including the positions of Layout Editor, Sub Editors and any positions in the VOX committee.

11. Finances

a. The Club of PEP may raise and spend its own funds if the expenditure is to further the objectives of the Club of PEP.

b. The Treasurer of the Club of PEP shall be responsible for the finances of the Club of PEP and is to inform the General Committee at least twice each academic term regarding the status of the finances producing an account statement. Moreover, the Treasurer is responsible for informing about the status of the finances at the AGM. Also on this occasion an account statement shall be produced by the Treasurer. Further statements may be requested by the Executive Committee or General Committee.

c. The Treasurer, the President and the Secretary are to be signatories of the Club of PEP bank account. Two of the three signatories will be needed to access the account.

d. A strict and rigid reimbursement procedure must be followed at all times. To reclaim funds on Club-related expenditure prior approval must have been sought from the Treasury and receipts amounting to the sum claimed presented to the Treasurer. The Treasurer shall have the authority to devolve budgetary expenditure of a portfolio to the appropriate Junior Member.

e. The Club of PEP shall actively look for sponsorships from external institutions and firms which shall be the responsibility of the Sponsorship Officer with direction from the Treasurer.

f. In the event of the dissolution of the Club of PEP all funds and properties shall belong to the School of PEP after any creditors have been paid.

12. Motions

a. Members of the Club of PEP shall be free to raise motions at meetings of bodies of which they are a part, provided at least one other member supports the motion. If the motion is to be passed a simple majority of the members at a meeting is required.

b. A motion to change the constitution of the Club of PEP can only be passed by a majority at an Extraordinary General Meeting (EGM). An EGM can be called to this purpose if 10% of the members of The Club of PEP support it.

c. Passed motions will be forwarded to appropriate organisations/persons

13. Relationship with the School of PEP

a. The Club of PEP shall maintain good relations with the School of PEP.

b. The Club of PEP shall be obliged to comply with the rules of the School of PEP and consult representatives of the School of PEP when in doubt concerning compliance with School of PEP regulations.

c. The Club of PEP shall also receive the co-operation, encouragement and assistance of the School of PEP and its representatives.

14. Dissolution and Votes of No-Confidence

a. A unanimous General Committee may dissolve the Club of PEP.

b. The General Committee may be dissolved if more than 50% of the members of the Club of PEP support such a dissolution. The supporters of this act shall sign a petition handed over to the incumbent Secretary of the Club of PEP. The General Committee in office is entitled to govern the Club of PEP until a new General Committee is elected. The elections shall be held at an Extraordinary General Meeting no later than four weeks after the petition is handed over to the Secretary.

c. A member of the Executive Committee may face a Vote of No-Confidence. Any member of the Club may raise a motion to this effect and provided it has been seconded by at least 10 per cent of the Club’s membership a vote will then be taken at an Extraordinary General Meeting no later than four weeks after the motion is handed over to the Secretary. In the circumstance that the Executive Member facing a Vote of No-Confidence is the Secretary, then the motion should be handed to the President.

15. Affiliations

a. The Club of PEP shall affiliate with the School of PEP at the University of York.

b. The Club of PEP shall allow affiliations from other organisations if feasible and conditions are met, which shall be decided by a simple majority vote at a general meeting. At that general meeting the conditions of affiliation shall be decided by a simple majority vote of non-affiliated members present at the meeting.

c. The Club of PEP reserves the right to disaffiliate, affiliates by a simple majority vote of non-affiliated members at a general meeting.

We hereby certify that this constitution was adopted on the above stated date in accordance with the rules and regulations as governed by this document.

President: Stephanie Pansar

Secretary: Tarryn Ledgard

Treasurer: Luke Sandford