

# **CONSTITUTION OF THE HELLENIC SOCIETY OF MANCHESTER**

As amended in October 2004

## **Article 1 (Name)**

The name of the society shall be the Hellenic Society of Manchester.

## **Article 2 (Purpose)**

1. The purpose of the association shall be:
  - a. To promote fellowship among members of the Manchester Greek community through cultural, social, athletic, and educational activities.
  - b. To welcome and counsel all new Greek students.
  - c. To foster an understanding and appreciation of Greek culture among members of the Manchester community.
  - d. To facilitate communication between its members and Manchester University officials, other student groups, and Greek organizations worldwide.
2. The association shall not engage in political activity per Institute regulations. Political activity is defined as participation in a campaign on behalf of or in opposition to any candidate for public office in any country. Activities concerning cultural, social, educational, or international issues are not considered political activity. The ultimate decision as to what constitutes political activity shall lie with the General Assembly.

## **Article 3 (Membership)**

1. All members of the Manchester community who are either of Greek descent or demonstrate an active and genuine interest in Greek culture may become members of the association by contacting the Executive Committee.
2. Active members of the association shall be those members who are students currently registered at The University of Manchester or other Greater Manchester University. At least five members of the Executive and fifty percent of active membership must be students at The University of Manchester, according to the requirements set by the Student Association. A student who is not registered in an academic term loses active membership status and becomes an inactive member until registration is renewed.
3. Only active members are empowered to vote. In addition, only those members who have joined the association at least three days to an election or General Assembly may vote in that meeting.
4. Other Manchester affiliates including faculty, postdoctoral fellows, research scientists, staff members, alumni, and spouses and partners of members can become associate members of the association. Associate members shall not have the right to vote but may attend General Assemblies.
5. The Association shall not discriminate based on any characteristic listed in Manchester's Non-discrimination Statement.

#### **Article 4 (Dues)**

There shall be no membership dues. The Executive Committee may decide to charge entrance fees for certain events or collect donations for charity and other non-political purposes.

#### **Article 5 (Officers)**

- 1.** The Executive Committee of the Association shall be composed of the following elected officers:
  - a. President
  - b. Secretary
  - c. Treasurer and
  - d. Four Committee Members.
- 2.** No member shall hold two of the offices listed in Article 5.1 simultaneously.
- 3.** The President, Secretary and Treasurer and two committee Members must be active members from The University of Manchester and the remaining committee members should be, one from Salford University and the other one from Manchester Metropolitan University. Moreover the members of executive committee should be Greek citizens.
- 4.** Each officer, upon accepting office, shall agree to abide by the provisions of this constitution and the by-laws of the Association.
- 5.** The Executive Committee has the authority to make all policy decisions. Executive Committee decisions shall be made by majority vote of its members (defined as half plus one of all votes cast in favour or against a proposal, not counting abstentions). Before leaving office, the Executive Committee shall present a complete report of the association's activities during the past year to all members before the regular elections take place. Any member can request information about the association's finances and activities at any time. Decisions made by the Committee may be overruled by the General Assembly.
- 6.** The duties of the Executive Committee members shall be as follows:
  - a. The President shall be the Chairperson of the Executive Committee and shall preside all meetings and/or other functions of the association until the next election (except if subject to impeachment per Article 10.4). The President shall be acquainted with those Institute regulations that affect the association; shall call Executive Committee meetings, elections, and General Assembly meetings.
  - b. The Secretary shall record the decisions made at each meeting; shall handle all correspondence; shall prepare a directory of members for each academic year.
  - c. The Treasurer shall be responsible for all association funds; shall collect all fees and donations; shall pay all bills under the direction of the Executive Committee; shall keep an account of all receipts and disbursements and shall present an annual report at the last Executive Committee meeting of the academic year as well as before the regular election.
  - d. The four Committee Members shall assist the other officers with the Association's meetings; they may supervise subcommittees for social, athletic and other activities.

7. The term of office for all members of the Executive Committee shall be one calendar year. Members elected to the Executive Committee in exceptional elections, caused either by resignation, graduation (Article 8), or impeachment (Article 9), shall retain their offices until the end of the term of office of the members they replaced.
8. The Executive Committee shall meet at least once every three months during its term of office.

### **Article 6 (Elections)**

1. Only active members who are Great Manchester students may be elected to the Executive Committee (Article 5.3). The candidates should notify, the executive committee, for their candidacy at least five days before the initial elections.
2. Regular elections shall be called by the Executive Committee; they shall be held between October 1 and November 31 (included) of each year. In case of exceptional elections such as by resignation, graduation (Article 8), impeachment of the Executive Committee (Article 9), or other, the elections can be held at any time.
3. Nominations and elections shall take place on the same day.
4. The President shall notify all members, at least ten days in advance, of the exact date and place of the elections meeting. Only active members who have joined the association at least three days before the election date are eligible to vote in the elections.
5. An elections meeting must consist of a quorum. A quorum must be maintained throughout the meeting. A quorum is defined as at least half the active members plus one or at least forty active members present, whichever is less. If a quorum is not obtained on Election Day, the President shall postpone elections by no more than two weeks, and shall notify the members of the date (which may be after November 31) and place of the new elections meeting. A quorum is not required for a rescheduled elections meeting; the results of such an election shall be considered final.
6. An Electoral Committee presides over the election. It consists of three active members elected from the eligible voters by open ballot after a quorum has been established. In the case of postponed elections where a quorum is not required, the Electoral Committee is elected at the beginning of the elections meeting. The Electoral Committee has the responsibility to establish the ballots and supervise the voting process. Members of the Electoral Committee cannot be candidates to the elections. Immediately after the end of the voting process, the Electoral Committee shall count the votes in public and declare the members elected to the Executive Committee. The Electoral Committee must inform the quorum of the results of the election within election date and all members within one day. After confirming that the election was valid and declaring the members elected to the Executive Committee, the Electoral Committee dissolves.
7. If there are less than seven candidates, the election is postponed as described in Article 6.5.
8. The seven members of the Executive Committee are elected with secret ballot as follows: Each voter may cast up to five votes for the candidates from The University of Manchester, one from the Salford University and one from Manchester Metropolitan University. No more than one vote can be given to any single candidate. The seven candidates who receive the highest numbers of votes according Article 5.3 are elected to the Executive Committee. If two or more candidates receive the same number of votes,

the election is repeated between those candidates only. All voters have only one vote in the repeated election. The candidate (or candidates, if more than one position remains to be filled) who receive(s) the highest number of votes is elected. The rest of the candidates are declared substitute members. An order among them according to the number of votes they received is recorded. Substitute members may replace members of the Executive Committee who resign.

**9.** After the seven members of the Executive Committee have been elected, an open ballot follows between those members for the seven positions according to Article 5.3.

**10.** There shall be no voting by mail or proxy.

**11.** The duties of the new Executive Committee shall begin immediately after the elections. The outgoing Executive Committee must transfer all documents within one week of the elections and be available to assist and train the newly elected officers, if needed, for at least one month following the elections.

### **Article 7 (Subcommittees)**

**1.** The Executive Committee has the authority to appoint subcommittees to pursue special projects. These subcommittees may consist of any mix of officers and non-elected members.

**2.** Subcommittees may also be formed at the initiative of members and may begin working on a proposed project on behalf of the association with Executive Committee approval.

**3.** Decisions concerning the membership and/or function of each subcommittee are subject to approval or modification at the first General Assembly following the subcommittee's appointment.

### **Article 8 (Resignation)**

**1.** Any officer or member of the association may resign by filing a written resignation with the President. A President who wishes to resign must announce this intention and the reasons for resigning to all members of the association.

**2.** If one or two original Executive Committee members resign, the remaining officers may reassign positions among them and invite substitute members, if any were elected, to fill the remaining vacant positions (see Articles 5.2 and 6.8). Substitute members choose the position they wish to fill in the order of votes they received in the elections. If the original Executive Committee consisted only of two members (a President and a Treasurer) due to insufficient candidacies and either one resigns, a new election must be called as per Article 8.3.

**3.** If three or more original Executive Committee members resign or if the Executive Committee cannot agree on reassignment following one or two resignations, then new elections must be called within one week of the last resignation.

**4.** The same procedure is followed in case one or more Executive Committee officers graduate during the course of their term.

**5.** A resigned member may be readmitted to the association at any time by filing a written petition with the Executive Committee. A resigned officer may not rescind a resignation after reassignment has taken place or an election has been called.

### **Article 9 (Impeachment and Expulsion)**

1. A General Assembly meeting is required to remove any number of Executive Committee members from office or to expel a member from the association (see Article 10). Those members requesting the General Assembly meeting must explain their reasoning for impeachment or expulsion to all other members of the association at the time of submitting their request. If a quorum is not achieved at the General Assembly meeting, then the impeachment or expulsion proposal is nullified.
2. Impeachment and expulsion require a two-thirds majority vote of the General Assembly.
3. If one or more Executive Committee members are impeached, the procedure described in Article 8 is used to fill the vacant position. If three or more members are impeached, the General Assembly meeting shall be immediately followed by an election.
4. An expelled member may only be readmitted to the association by a two-thirds majority vote of a General Assembly and no sooner than one year after being expelled.

### **Article 10 (General Assembly Meetings)**

1. The General Assembly is the sovereign body of the association and has the final authority to make decisions.
2. A General Assembly meeting may be called by the Executive Committee or at the request of twenty active members of the association. In the latter case, the Executive Committee has to call a General Assembly meeting within one month of receiving the request. There shall be at least one General Assembly meeting per academic year. This may be concurrent with the regular elections.
3. A duly constituted General Assembly meeting must consist of a quorum (as defined in Article 6.5), which must be maintained throughout the meeting. If a quorum is not reached, a new General Assembly meeting must be called within two weeks. If a quorum is again not reached, a regular General Assembly meeting follows without a quorum.
4. The president of the Executive Committee presides over the General Assembly meeting.
5. The President shall notify all members of the date and time of the meeting as well as the issues to be discussed at least two weeks in advance.
6. During a General Assembly meeting, members have the right to raise any issues relevant to the association. Only active members may vote. Members may propose amendments to the constitution, but such amendments may not be voted on unless the General Assembly was called for this purpose.

### **Article 11 (Language)**

1. The association shall use English for all official announcements. Greek may be used during meetings for convenience, but English should be used at any member's request.
2. The association shall assist all members wishing to learn Greek by providing information about local resources.

### **Article 12 (Electronic Media)**

- 1.** The Executive Committee shall maintain a website and at least two media of electronic communication between members: one regulated for formal announcements, and one unregulated for informal discussion.
- 2.** The Executive Committee shall appoint a webmaster in charge of issues pertaining to electronic communication. The webmaster shall only provide technical assistance; decision making authority on these matters lies with the Executive Committee. The webmaster may be an officer of the Executive Committee.

### **Article 13 (Exclusive Rights)**

The name and logo of the association shall be used only with permission of the Executive Committee and in accordance with Manchester policies.

### **Article 14 (Amendments)**

- 1.** Any active member may propose an amendment to the constitution. Amendments shall be discussed and voted on during a General Assembly meeting called specifically for this purpose with two weeks prior notification to all members.
- 2.** Amendments to Articles 2 and 14 of this constitution shall require a two-thirds majority vote of the General Assembly. Amendments to all other articles shall require a one-half majority vote. Voting is conducted by open ballot.
- 3.** All amendments shall be submitted to the Association of Student Activities for approval and they shall not take effect until such approval has been granted. In addition, amendments to Article 6 shall not take effect until after the election immediately following the General Assembly at which they were passed. The President shall inform all members of the content of passed amendments and when they take effect.