

# The Ancient & Worshipful Laws & Rules of DocSoc

Accepted by General Meeting on 2018-09-02.

Version 3.2

## 1 Title, Identity and Aims

1.1 The society shall be called DocSoc (University of St Andrews Doctor Who Society).

1.2 The Society shall be affiliated to the University of St Andrews Students' Association.

1.3 The society's primary colours shall be royal blue, yellow and white; as a reflection of those of all eras of the show and of the university.

1.4 The aims of the society shall be to provide fun and entertainment to anyone around a theme of Doctor Who.

## 2 Membership

2.1.1 Any matriculated student of the University of St Andrews shall be eligible to purchase **Ordinary Membership** to the society.

2.1.2 **Associate membership** shall be open to all other persons.

### Honorary Membership

2.2.1 Honorary officers and members may be elected by the society, provided that they are of some status in relation to the aims of the society.

2.2.2 Such honorary members may be appointed either for life or for a specified length of time

2.2.3 If these honorary members are appointed for a specified length of time these officers and members shall be eligible for re-election.

## 3 The Council

3.1 The **Inner Council** (Executive Committee) shall be composed of the President, Chancellor (Treasurer), Castellan (Secretary) and Vice President.

3.2 The Officers not a part of the Inner Council will be known as the **High Council**.

3.3 Any Council Office ought to have titles derived from the High Council of the Time Lords.

3.4 Only Ordinary Members may stand for election to Inner Council positions. All members may stand for election to other High Council positions.

3.5 Election proceedings are to be overseen by a Returning Officer appointed by the President.

3.6 Candidates for any office must, if requested, perform their speech in the form of an interpretive dance. Exception can be granted in extenuating circumstances at the discretion of the Returning Officer.

3.7 All Officers shall be elected using Single Transferable Vote (STV) at a General Meeting or co-opted by the Committee if no candidate is elected at a General Meeting or in the case of casual vacancy.

3.8 Any Officer consistently not performing their duties may be replaced by unanimous vote at any meeting of the High Council or General Meeting of the society. The new Officer shall be chosen as per article 4.4.

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

3.10 Within the society only the President and Castellan are to have access to the society's email account.

3.11 If the President is, for any reason, unable to perform their duties, the Vice President assumes the role of Acting President.

3.12 The election of Members Without Portfolio shall not occur at an AGM, but instead be postponed until at least the EGM.

## 4 Offices

4.1 The following addresses the mechanics of the offices, roles, symbols and titles with respect to the society.

### **President**

Organises the aims, direction and execution of the society. The figurehead and person responsible for the society, directs the others but must be able to help in all things. The acting President may pick their own official name, derived from the High Council of the Time Lords. The office is symbolised by a **white robe** and the presidential folder.

### **Vice President**

Acts as a presidential aide and whip to the rest of the society. The Vice President may be tasked by the president to organise various miscellaneous tasks and projects, including security; attendance;

robes; alumni and others. The Vice President may pick their own official name, derived from the name chosen by the President. The office is symbolised by a **grey robe**. Reports directly to the President.

### **Chancellor** (*Treasurer*)

Controls all aspects of the financial side of the society, both in and out. Keeps and maintains all monetary records, along with the president is a signatory on the account. The office is symbolised by a **cerise robe** and the financial ledger. Reports directly to the President.

### **Castellan** (*Secretary*)

Controls all aspects of the administrative side of the society. Takes and archives minutes from each meeting, has access to the email account and the membership lists. Should be fully aware of the constitutional history and mechanics of the society. The office is symbolised by a **sky robe** and the secretarial register. Reports directly to the President.

### **Vice Chancellor** (*Procurement Officer*)

Assistant to the Chancellor in food and drink shopping, and organises obtaining branded clothing for the society and its members. Also responsible for coordinating bake sales and ensuring Council members contribute baked goods. The office is symbolised by a **scarlet robe**. Reports to the Chancellor.

### **Commander** (*Membership Officer*)

Assistant to the Castellan. To take control of the membership list and cards, being aware of who has paid, taking payment at events (to present to the Chancellor), who turns up to what and how we can contact them, including Alumni. The office is symbolised by a **royal robe**. Reports to the Castellan.

### **Cardinal** (*Publicity Officer*)

In charge of advertising in all its forms. Manages the society's social media accounts. The office is symbolised by a **yellow robe**. Reports directly to the President.

### **Under Cardinal** (*Inter-society representative*)

Our liaison to other societies who are partnering us in joint events and as such is responsible for contacting the other groups and organising the events in question. The office is symbolised by a **racing robe**. Reports to the Cardinal.

### **Coordinator** (*Events Officer*)

The Coordinator takes possession of the society's episode archive, and is responsible for running most society events by providing the episodes for us to watch. Also maintains the society website. The Coordinator is additionally responsible for curating, with the collaboration of the rest of the members, a society playlist which may be used at viewings and other society events. The office is symbolised by an **orange robe**. Reports directly to the President.

### **Usher** (*Venues Officer*)

In charge of venues – notably the location of the viewings but also the location duties for external events. The office is symbolised by a **shamrock robe**. Reports to the Coordinator.

### **Inquisitor** (*Activities Officer*)

Responsible for running various activities at events: notably the post-viewing quizzes. The office is symbolised by a **mint robe** and the logistical box. Reports to the Coordinator.

### **Burner** (*Enforcer*)

Responsible for ensuring that no other groups are using the society's venues, and informing members who have been expelled by a vote of no confidence of their expulsion. The office is symbolised by a **black robe**. Reports directly to the President.

### **Captain of the Guards** (*Senior Consultant*)

Ideally a previous Inner Council member of seniority and experience to act as an advisor. Provides general assistance to the Inner Council, as well as guiding and supporting new society members. The office is symbolised by a **burgundy robe**. Reports directly to the President

### **Guard** (*Member without Portfolio*)

Responsible for ensuring new members feel welcome in the society and encouraging more involvement of new members. Intended to be held by those new to the society as an introduction to the High Council. Three Guards may hold office at any one time. The office is symbolised by a **brown robe**. Reports to the Captain of the Guards.

## **Lordship and Ladyship**

4.2.1 Officers that are or have been exceptionally good in their role, and having achieved much beneficial for the society, may take the title prefix of Lord or Lady.

4.2.2 This honour is automatically bestowed on incoming Presidents, and otherwise can only be conferred upon a Council member by unanimous agreement of all Council members present at a meeting.

4.2.3 Officers who have had this honour conferred upon them are automatically granted Honorary Member status for life.

## **Observers**

4.3.1 Any member who has received an ennoblement, and does not hold formal office in the Council, may apply to the Council for Observer status. This may be granted by the consent of a simple majority of Council members, and can similarly be revoked at will by a simple majority of Council members.

4.3.2 Observers are expected at minimum to pay the annual subscription fee. The Council is compelled to dismiss Observers who repeatedly flaunt opportunities to pay this fee.

4.3.3 Observers may request to be included in all discussion by the Council and should use their perspective and prior experience to provide advice and suggestions to the Council when appropriate.

4.3.4 Observers have no voting rights at meetings of the Council.

4.3.5 Observer status will lapse when the Council dissolves, and members must apply for this status again when a new Council is formed.

## **5 Council Meetings & Quorums**

5.1 The President shall call Committee meetings on their own volition or upon presentation to them of a written request by two-fifths of the voting members of the Committee.

5.2 At least 24 hours' notice of a Committee meeting shall be provided to all voting members of the Committee.

5.3.1 The quorum for a Committee meeting shall be at least two-thirds of voting Officers.

5.3.2 The quorum for a meeting of the High Council must have at least either the President or at least two of the other members of the Inner Council.

5.3.3 The quorum for a meeting of the High Council in which there is a vote of no confidence and possible expulsion from the High Council of any Inner Council member, shall be the other members of the Inner Council, in addition to the previous decrees.

5.3.4 In the event that a meeting of the High Council containing a vote of no confidence is to take place, all members of the Committee must be notified of this meeting at least 72 hours in advance.

5.3.5 In the event that a meeting of the High Council containing a vote of no confidence is to take place, the member who is the subject of the vote must be given a chance to defend their case to the rest of the Committee before the vote.

## **6 Standing Orders**

6 The Committee shall follow the Standing Orders for all Affiliated Societies as laid down by the Association Societies' Committee.

## **7 Finances**

7.1 Any debt incurred by the Society shall be satisfied by an equal subscription from all members.

7.2 The annual subscription for Ordinary Membership shall be approved at a General Meeting.

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

7.4 Within the society only the President and Chancellor are to be signatories for the society's accounts.

7.5 Either signatory shall be adequate for financial business.

## **8 Constitution**

8.1 The Constitution of the Society may be amended by a General Meeting on the advice and consent of the Committee or by a duly proposed and seconded motion.

8.2 In the event of a tie voting for an amendment, deciding votes will fall first to the Council; in the further event of a tie to the Inner Council; in the further event of a tie to the President.

8.3 The Constitution of the Society shall be made freely available to any member digitally or physically upon request.

8.4 Grammatical errors in the present constitution need not be put to a general vote to be changed.