

0. Preface

1. Purpose and Scope:

- 1.1. These Laws provide the operational and democratic framework through which the Association conducts its activities, implements policy, and supports student representation.

2. Governing Documents:

The Laws of the Students' Association operate subordinate to the following governing documents:

- 2.1. **Students' Association Constitution**, which outlines the purpose of the Association and the remit of its Trustee Board.
- 2.2. *The Laws of the Students' Association operate alongside the following governing documents:*
- 2.3. **Standing Orders for:**
 - 2.3.1. **Forums and Forum Executives**, which set out the procedures, membership, meeting requirements, and decision-making processes for all Association Forums and define the remit, composition, responsibilities, and operational procedures of each Forum Executive.
 - 2.3.2. **Networks**, which outline the structure, purpose, and operational expectations of all Networks.
 - 2.3.3. **Association Officers**, which outline the responsibilities, expectations, and working practices of all Officers, including Full-Time Elected Officers, Part-Time (Paid) Elected Officers, Part-Time Elected Officers, Forum Chairs, and Appointed Officers.
 - 2.3.4. **Societies**, which govern the operation of Affiliated Societies and which set out the conditions under which a Society may become and remain affiliated with the Students' Association.
 - 2.3.5. **Working Groups and Ad Hoc Panels**, which define how temporary or task-specific groups are established, how they operate, and how they report their findings.
- 2.4. **Networks Constitution Collection**, which contains the constitutions of all active Networks. Each constitution outlines the Network's aims, membership, structure, and procedures.
- 2.5. **The Officer Code of Conduct**, which lays out the regulations governing officers and how they discharge their duties.
- 2.6. **Disciplinary Policy**, which defines the Disciplinary procedures for all members of the Association.

3. Abbreviations:

In these Laws and other Association documents, the following abbreviations are used:

- 3.1. **Association:** University of St Andrews Students' Association
- 3.2. **The Union:** University of St Andrews Students' Association
- 3.3. **University:** University of St Andrews
- 3.4. **SMT:** Students' Association Senior Management Team
- 3.5. **UE:** Union Executive
- 3.6. **ASF:** All-Student Forum
- 3.7. **Executive Officers:** Full-Time and Part-Time Elected Officers
- 3.8. **PresEd:** President of Education
- 3.9. **PresOpps:** President of Student Opportunities
- 3.10. **PresAffs:** President of Union Affairs
- 3.11. **PresWell:** President of Wellbeing and Community
- 3.12. **AUPres:** Athletic Union President
- 3.13. **PGTPres:** Postgraduate Taught President
- 3.14. **PGRPres:** Postgraduate Research President
- 3.15. **AU:** Athletic Union
- 3.16. **AGM:** Annual General Meeting
- 3.17. **EGM:** Extraordinary General Meeting

3.18. **TB:** Trustee Board

4. Definitions

- 4.1. **In camera:** discussion in private by members and invited attendees only.
- 4.1.1. Any “public gallery” of the meeting shall be closed and the public required to withdraw until the private business has been concluded.
- 4.1.2. Minutes of such private sessions shall be restricted and not publicly available or circulated amongst members or others.
- 4.1.3. The approval and adoption or otherwise of such minutes shall be done by the body at its next meeting, only after having moved into private session.
- 4.2. **Non-voting member:** a member of a given committee who only has speaking rights.
- 4.3. **Administrator:** the member of staff responsible for the administration of the Association.
- 4.4. **Elected Officer:** Officers elected to their role through an election or by co-option.
- 4.5. **Appointed Officer:** Officers appointed to their roles by interview.
- 4.6. **Quorum:** 50% + 1 of attending members.
- 4.7. **Semester one:** first semester of the academic year, from September to December.
- 4.8. **Semester two:** second semester of the academic year, from January to May.
- 4.9. **Summer term:** the time between academic terms, from May to August.

5. Ambiguity

- 5.1. Authority for the clarification of ambiguity within these Laws lies with the All-Student Forum Chair, following consultation with the SMT and Union Executive. Where ambiguity relates to constitutional interpretation, the matter shall be referred to the Trustee Board.

6. Amendments

Any amendments to these Laws must be approved by consensus at the All-Student Forum and by vote at the Trustee Board.

1. Membership of Students' Association

1. Categories of membership

- 1.1. There shall be three categories of membership of the Association, namely:
- 1.1.1. Ordinary Members
- 1.1.2. Associate Members
- 1.1.3. Honorary Life Members
- 1.2. Only Ordinary Members shall have voting rights and be eligible to attend All-Student Forums (ASF)
- 1.3. All members shall be bound by the Constitution and Laws of the Association

2. Category Definitions

- 2.1. Ordinary Members
- 2.1.1. Students of the University who are currently matriculated shall be eligible as Ordinary Members, unless they have exercised their right to opt out under the provisions of the Education Act 1994.
- 2.1.2. Students have the right to opt out of membership at any time and shall be made aware of this right, and how to exercise it, by such means as may be agreed between the Association and University.
- 2.1.3. Students who have exercised their right to opt out may choose to opt back into membership at any time by notifying the Association and University provided they are still eligible to be an Ordinary Member.

- 2.1.4. Having opted out of the Association, the student will have the same rights to the facilities of the Association as a member of the public, with the addition of having access to advice and advocacy services by appointment.
- 2.2. Associate Members
 - 2.2.1. Associate Membership is available to any eligible person over 18 years of age on annual payment of the appropriate fee as determined by the Union Executive. The following shall be eligible for Associate Membership:
 - 2.2.1.1. Non-student spouses of Ordinary Members
 - 2.2.1.2. Open University students residing in Fife
 - 2.2.1.3. Non-matriculated students of the University
 - 2.2.1.4. Persons with a relevant connection to the Association
 - 2.2.2. All staff of the University and the Association shall automatically receive Associate Membership
- 2.3. Honorary Life Members
 - 2.3.1. Honorary Life Membership, including Alumni Honorary Life Membership, may also be bestowed upon persons worthy on account of their services to the Association.
 - 2.3.2. Honorary Life Membership are given on the recommendation of the shortlisting panel, comprising the Executive Officers and 3 Union staff.
- 3. Cessation or Termination of Membership**
 - 3.1. Ordinary Membership shall cease automatically in the following circumstances:
 - 3.1.1. On the first day following termination of course
 - 3.1.2. This also includes where the Ordinary Member:
 - 3.1.2.1. Is suspended by disciplinary procedure
 - 3.1.2.2. Becomes non matriculated
 - 3.2. Associate Membership shall cease automatically in the following circumstances:
 - 3.2.1. On the day the associate membership expires
 - 3.3. Anyone ceasing to be a member shall be deemed to have vacated any office they hold and membership of any committee position shall lapse.

2. Union Executive

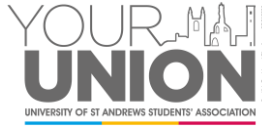
1. Remit

- 1.1. The Union Executive (UE) serves as the executive body of the All-Student Forum (ASF). It is responsible for implementing the ASF's decisions, coordinating democratic activity across the Association, and proposing policy for consideration by the ASF.

2. Specific Powers and Responsibilities

The Union Executive shall:

- 2.1. Ensure the implementation of the policy set by the ASF and by referenda, working with the appropriate staff and structures of the Association.
- 2.2. Prepare and propose policy motions for consideration at ASF.
- 2.3. Undertake delegated functions from the ASF.
- 2.4. Act as spokespersons for the Union and oversee the delegation of that responsibility to appropriate individuals and bodies.
- 2.5. Ensure effective communication of policy and democratic governance matters to the student membership.
- 2.6. Coordinate areas of joint activity between the Forums.
- 2.7. Act as an arbitration body between the Forums of the Students' Association, where required.
- 2.8. Produce individual and collective reports on the activities of the Union Executive and its Officers for each ASF meeting.
- 2.9. Take operational lead in the oversight of democratic governance matters for the Union, including recommending Law changes to be presented to the TB and ASF. Call emergency meetings of ASF as required and as detailed in the Standing Orders. Convene meetings of



Association Officers as necessary to address matters requiring discussion. Govern its own procedures and the conduct of its meetings in accordance with its Standing Orders.

3. Composition

- 3.1. Full-Time Elected Officers
 - 3.1.1. President of Education
 - 3.1.2. President of Student Opportunities
 - 3.1.3. President of Union Affairs
 - 3.1.4. President of Wellbeing & Community
 - 3.1.5. Athletic Union President
- 3.2. Part-Time (Paid) Elected Officers
 - 3.2.1. Postgraduate Research President
 - 3.2.2. Postgraduate Taught President
- 3.3. Elected Forum Chairs
 - 3.3.1. All-Student Forum Chair (Chair)
 - 3.3.2. Education Forum Chair
 - 3.3.3. Student Opportunities Forum Chair
 - 3.3.4. Union Affairs Forum Chair
 - 3.3.5. Wellbeing & Community Forum Chair
- 3.4. Observing Members
 - 3.4.1. Member of the Student Engagement Team (Administrator and Secretary)
 - 3.4.2. Member of the Senior Management Team (Optional)

The members of the Union Executive are individually and collectively accountable for exercising their powers to ensure the Union effectively delivers its Objects in line with its Standing Orders.

4. Full-Time Elected Officers

- 4.1. Full-Time Elected Officers are “major union office holders” for the purposes of the Education Act (1994) and are elected in an annual secret ballot of all student members.
- 4.2. They have multiple accountabilities:
 - 4.2.1. To students, as elected representatives
 - 4.2.2. To the TB, as Trustees of the Union
 - 4.2.3. To the Union, as paid employees
- 4.3. They also have responsibilities to the University through attendance on relevant University committees, as outlined in their Role Descriptions.
- 4.4. The Chief Executive shall ensure that sufficient training and development are available to enable Full Time Officers to discharge their responsibilities effectively.

4.5. Summary of Specific Responsibilities

Full Descriptions can be found in the Association Officers Standings Orders

- 4.5.1. **President of Education**
 - 4.5.1.1. Hold overall accountability for matters relating to education, teaching quality, and the learner experience.
 - 4.5.1.2. Develop the academic representation structure in partnership with the University.
 - 4.5.1.3. Serve as a member of the Education Executive and Union Executive.
 - 4.5.1.4. Chair the Undergraduate Academic Forum and the Postgraduate Academic Forum.
 - 4.5.1.5. Serve as a Director of the Corporate Trustee company and full member of the TB.
 - 4.5.1.6. Serve as a full member of University Court, the Governance and Nominations Subcommittee, an observer of PARC, and other relevant committees.
- 4.5.2. **President of Student Opportunities**
 - 4.5.2.1. Hold overall accountability for matters relating to societies, volunteering, and employability.
 - 4.5.2.2. Serve as a member of the Opportunities Executive and Union Executive.

- 4.5.2.3. Promote volunteering and volunteer recognition in partnership with University Professional Services.
- 4.5.2.4. Attend relevant University committees.
- 4.5.2.5. Serve as a Director of the Corporate Trustee company and full member of the TB
- 4.5.2.6. Serve as a full member of the AU Board, Byre Theatre Management Board, Museums and Collections Board, and Libraries and Museums Board.
- 4.5.3. **President of Union Affairs**
- 4.5.3.1. Be jointly accountable, alongside the Chief Executive, for the strategic direction of the Union, ensuring the Association is ethical, financially sustainable, and environmentally responsible.
- 4.5.3.2. Oversee the democratic functions of the Union.
- 4.5.3.3. Oversee the development of the Union's commercial services.
- 4.5.3.4. Serve as a Director of the Corporate Trustee company and full member of the TB.
- 4.5.3.5. Serve as a full member of University Court, PARC, and other relevant committees.
- 4.5.3.6. Attend meetings of the Community Council to represent students in local communities.
- 4.5.4. **President of Wellbeing & Community**
- 4.5.4.1. Hold overall accountability for wellbeing, student health, and liberation policy.
- 4.5.4.2. Serve as a member of the Wellbeing & Community Executive and Union Executive.
- 4.5.4.3. Support student safety initiatives, including Raisin and May Dip.
- 4.5.4.4. Attend relevant University committees.
- 4.5.4.5. Serve as a Director of the Corporate Trustee company and full member of the TB.
- 4.5.5. **Athletic Union President**
- 4.5.5.1. Work with the Saints Sport team to ensure excellent sporting opportunities for students.
- 4.5.5.2. Support all sports clubs and act as a point of contact for committees.
- 4.5.5.3. Serve as a member of the Union Executive.
- 4.5.5.4. Attend and report to the AU Board.
- 4.5.5.5. Chair the AU Executive Committee.
- 4.5.5.6. Lead or contribute to key Saints Sport and University events.
- 4.5.5.7. Serve as a non-trustee member of the TB.

5. Part-Time (Paid) Elected Officers

- 5.1. Part-Time (Paid) Elected Officers are not considered "major office holders" under the Education Act (1994) and are elected during the Academic Elections in Semester 1.
- 5.2. They are accountable:
 - 5.2.1. To students, as elected representatives
 - 5.2.2. To the Union, as paid employees
- 5.3. They also attend relevant University committees as outlined in their Role Descriptions.
- 5.4. A senior staff member shall ensure appropriate training and development.

5.5. Summary of Specific Responsibilities

Full Descriptions can be found in the Association Officers Standings Orders

- 5.5.1. **Postgraduate Research President**
- 5.5.1.1. Represents postgraduate research students in academic and University matters.
- 5.5.1.2. Line manages and trains Postgraduate Research Representatives and oversees PGR academic training.
- 5.5.1.3. Serve as a member of the Education Executive and Union Executive.
- 5.5.1.4. Publicises PGR elections and supports students engaging with representation.
- 5.5.1.5. Serves as the PGR student member on key University committees and chairs the PGR Forum.
- 5.5.1.6. Communicates updates to the PGR community and liaises with relevant University offices and elected officers.

- 5.5.1.7. Works with the Academic Representation Coordinator to support PGR Representatives and develop resources.
- 5.5.2. **Postgraduate Taught President**
- 5.5.2.1. Represents postgraduate taught students in academic and University matters.
- 5.5.2.2. Line manages and trains Postgraduate Taught Representatives and oversees PGT academic training.
- 5.5.2.3. Serve as a member of the Education Executive and Union Executive.
- 5.5.2.4. Publicises PGT elections, answers queries, and maintains PGT academic information.
- 5.5.2.5. Serves as the PGT student member on key University committees and chairs the PGT Forum.
- 5.5.2.6. Communicates updates to the PGT community and liaises with relevant University offices and elected officers.
- 5.5.2.7. Works with the Academic Representation Coordinator to support PGT Representatives and develop resources.

6. Elected Forum Chairs

- 6.1. Elected Forum Chairs are not considered “major office holders” under the Education Act (1994).
- 6.2. The All-Student Forum Chair is elected during the annual Students’ Association Elections.
- 6.3. Other Forum Chairs are elected on the last day of their respective Forums each semester.
 - 6.3.1. Any student may stand for these positions, whether an Elected Officer or not.
 - 6.3.1.1. The Student Opportunities Forum Chair shall be a non-officer.

6.4. Summary of Specific Responsibilities

Full Descriptions can be found in the Association Officers Standings Orders

- 6.4.1. **All-Student Forum Chair**
 - 6.4.1.1. Chair the ASF and the Union Executive.
 - 6.4.1.2. Support the implementation and clarification of decisions taken at ASF and UE.
 - 6.4.1.3. Collate and distribute agendas and papers for ASF and UE.
 - 6.4.1.4. Liaise with the Student Engagement Team to ensure accurate minuting.
 - 6.4.1.5. Act as the deciding vote in the event of a tie at UE; otherwise act as a non-voting member.
 - 6.4.1.6. Coordinate with the Head of Student Engagement to ensure proper minuting and voting procedures at ASF.
- 6.4.2. **Education Forum Chair**
 - 6.4.2.1. Chair and call the Education Forum and Executive.
 - 6.4.2.2. Serve as a member of the Union Executive.
 - 6.4.2.3. Engage with the relevant staff, officers and conveners to further representation within their respective forums and networks.
 - 6.4.2.4. Collate and distribute agendas and papers in advance of the Education Forum and Executive.
 - 6.4.2.5. Ensure that accurate minutes and agendas of the Education Forum and Executive are recorded, filed with the Administrator, and available online.
 - 6.4.2.6. Develop and ensure consultation and governance within the Education Forum and Executive.
- 6.4.3. **Student Opportunities Forum Chair**
 - 6.4.3.1. Chair and call the Opportunities Forum and Executive.
 - 6.4.3.2. Serve as a member of the Union Executive.
 - 6.4.3.3. Engage with the relevant staff, officers and conveners to further representation within the Opportunities Forum and Executive.
 - 6.4.3.4. Collate and distribute agendas and papers in advance of the Opportunities Forum and Executive.
 - 6.4.3.5. Ensure that accurate minutes and agendas of the Opportunities Forum and Executive are recorded, filed with the Administrator, and available online.

- 6.4.3.6. Develop and ensure consultation and governance within the Opportunities Forum and Executive.
- 6.4.4. **Union Affairs Forum Chair**
 - 6.4.4.1. Chair and call the Union Affairs Forum and Executive.
 - 6.4.4.2. Serve as a member of the Union Executive.
 - 6.4.4.3. Engage with the relevant staff, officers and conveners to further representation within the Union Affairs Forums and Executive.
 - 6.4.4.4. Collate and distribute agendas and papers in advance of the Union Affairs Forums and Executive.
 - 6.4.4.5. Ensure that accurate minutes and agendas of the Union Affairs Forums and Executive are recorded, filed with the Administrator, and available online.
 - 6.4.4.6. Develop and ensure consultation and governance within the Union Affairs Forums and Executive.
- 6.4.5. **Wellbeing & Community Forum Chair**
 - 6.4.5.1. Chair and call the Wellbeing and Community Forum and Executive.
 - 6.4.5.2. Serve as a member of the Union Executive.
 - 6.4.5.3. Engage with the relevant staff, officers and conveners to further representation within the Wellbeing and Community Forum and Executive.
 - 6.4.5.4. Collate and distribute agendas and papers in advance of the Wellbeing and Community Forum and Executive.
 - 6.4.5.5. Ensure that accurate minutes and agendas of the Wellbeing and the Community Forum and Executive are recorded, filed with the Administrator, and available online.
 - 6.4.5.6. Develop and ensure consultation and governance within the Wellbeing and Community Forum and Executive.

7. Accountability

- 7.1. The Union Executive is accountable:
 - 7.1.1. To the membership and ASF for policy implementation and democratic activity
 - 7.1.2. To the TB for decisions that may affect financial sustainability or legal compliance

8. Meetings

- 8.1. The Union Executive shall meet fortnightly.
- 8.2. A senior member of Union staff shall attend to provide advice and administrative support.
- 8.3. Meetings shall be conducted in accordance with the Union Executive Standing Orders.
- 8.4. Quorum shall be 50% + 1 of voting members.

3. Association Representative Officers

1. Remit

- 1.1. Association Representative Officers shall be known hereafter as Union Representative Officers. Representative Officers are volunteer leaders of the Students' Association who represent students internally, to the University, and to the wider community.

2. Role Description

Full Descriptions can be found in the Association Officers Standings Orders

- 2.1. Union Representative Officers consist of the following positions, each with their core representative remit:
 - 2.1.1. [Accommodation Officer](#)

- 2.1.1.1. Represents student interests to the Students' Association and the University on accommodation matters, and informs students of deadlines, changes and campaigns.
- 2.1.2. [Arts and Divinity Faculty President](#)
- 2.1.2.1. Represents undergraduate students in the Faculty of Arts & Divinity on academic matters at a university-wide level and provides support for the Director of Education and School Presidents
- 2.1.3. [BAME Officer](#)
- 2.1.3.1. Represents Black, Asian, and Minority Ethnic students, and works as a bridge between the University administration and the student body.
- 2.1.4. [Carers, Commuters, Mature and Flexible Learners Officer](#)
- 2.1.4.1. Represents student carers, commuters, mature and flexible learner students and helps integrate them into all aspects of university life.
- 2.1.5. Chair of All-Student Forum
- 2.1.5.1. As Defined in 4.6.4.1
- 2.1.6. [Community Relations Officer](#)
- 2.1.6.1. Maintains and fosters better relations between the Students' Association and the wider community.
- 2.1.7. [Disability Officer](#)
- 2.1.7.1. Represents disabled students to the Students' Association and the University and ensures that disabled students have equal opportunities to non-disabled students.
- 2.1.8. [Vice-President Student Opportunities \(Employability\)](#)
- 2.1.8.1. Represents students on employability and careers issues. The Employability Officer informs the Students' Association's employability strategy and supports the Careers Centre in reaching the student body, and in lobbying and influencing the careers services offered by the University.
- 2.1.9. [Environment Officer](#)
- 2.1.9.1. Encourages students to live more sustainably and promotes environmentally focused events around St Andrews.
- 2.1.10. [Estranged & Care-Experienced Officer](#)
- 2.1.10.1. Represents estranged & care-experienced students and helps integrate them into all aspects of university life.
- 2.1.11. [Gender Equality Officer](#)
- 2.1.11.1. Ensures that all students have an open, safe, and accessible experience whilst at the University, regardless of gender, by advocating for change and raising awareness within the student body.
- 2.1.12. [International Students' Officer](#)
- 2.1.12.1. Represents international students to the Students' Association and the University to ensure that they have an enjoyable, enriching, and safe experience whilst at University.
- 2.1.13. [LGBT+ Officer](#)
- 2.1.13.1. Represents LGBT+ people, and promotes the welfare and social aspects of the LGBT+ community.
- 2.1.14. [Performing Arts Officer](#)
- 2.1.14.1. Represents the student body on matters concerning the Performing Arts.
- 2.1.15. [Science and Medicine Faculty President](#)
- 2.1.15.1. Represents undergraduate students in the Faculty of Science & Medicine on academic matters at a university-wide level and provides support for the Director of Education and School Presidents
- 2.1.16. [Vice-President Student Opportunities \(Societies\)](#)

- 2.1.16.1. Maintains the affiliation and grants of Societies and representing them to the Students' Association and the University.
- 2.1.17. [Student Health Officer](#)
- 2.1.17.1. Maintains projects and campaigns in the areas of sexual health, mental wellbeing, physical fitness, and personal safety.
- 2.1.18. [Widening Access and Participation Officer](#)
- 2.1.18.1. Leads initiatives related to affordability and resources.

3. Role Oversight

- 3.1. Officers should also engage with Executive Officers and other Representatives outside their oversight group to support cross-remit collaboration.
- 3.2. Union Representative Officers are primarily overseen as follows:
 - 3.2.1. **President of Education oversees:**
 - 3.2.1.1. Arts and Divinity Faculty President
 - 3.2.1.2. Science and Medicine Faculty President
 - 3.2.2. **President of Student Opportunities oversees:**
 - 3.2.2.1. Vice-President Student Opportunities (Employability)
 - 3.2.2.2. Vice-President Student Opportunities (Societies)
 - 3.2.2.3. Performing Arts Officer
 - 3.2.3. **President of Union Affairs oversees:**
 - 3.2.3.1. Accommodation Officer
 - 3.2.3.2. Community Relations Officer
 - 3.2.3.3. Environment Officer
 - 3.2.3.4. Widening Access and Participation Officer
 - 3.2.4. **President of Wellbeing and Community oversees:**
 - 3.2.4.1. BAME Officer
 - 3.2.4.2. Carers, Commuters, Mature and Flexible Learners Officer
 - 3.2.4.3. Disability Officer
 - 3.2.4.4. Estranged & Care-Experienced Officer
 - 3.2.4.5. Gender Equality Officer
 - 3.2.4.6. International Students' Officer
 - 3.2.4.7. LGBT+ Officer
 - 3.2.4.8. Student Health Officer

4. Forums and Executives

Full Descriptions and Explanations can be found in the Forum and Executive Standing Orders

1. Remit

- 1.1. Forums and Forum Executives form the core of the Students' Association's deliberative and representative structure.
- 1.2. They provide spaces for students to discuss issues, shape policy, scrutinise the work of Officers, and ensure that student voices are heard across all areas of the Association's activity.
- 1.3. The All-Student Forum serves as the primary policy-setting body supported by the Opportunities, Education, Union Affairs and Wellbeing & Community Forums, and by Forum Executives that coordinate operational work within those domains.
- 1.4. Together, these bodies strengthen democratic engagement, enhance accountability, and ensure that representation within the Association is transparent, participatory, and student-led.

2. All-Student Forum

- 2.1. Remit
 - 2.1.1. The All-Student Forum (ASF) is a space to debate and discuss issues, ideas, and beliefs that affect the Association, and to co-create strategic developments.
 - 2.1.2. The All-Student Forum has the power to mandate the Union Executive, Student Officers and Association Staff on any matter except staffing, commercial and finance.
- 2.2. Membership
 - 2.2.1. All ordinary members of St Andrews Students' Association are able to attend. Non-members (such as Association or University staff) may attend in an observing capacity at the discretion of the respective chairs.
 - 2.2.2. Required attendees:
 - 2.2.2.1. Members of the Union Executive
- 2.3. Meetings
 - 2.3.1. Standard meetings of ASF should typically be advertised at least three weeks in advance, with the agenda and any relevant details available at least one week prior to the meeting.
 - 2.3.2. ASF will be chaired by the Chair of the All-Student Forum. The ASF will be supported by the Head of Student Engagement or other nominated Association Staff Member.
 - 2.3.3. ASF should, at a minimum, take place three times per academic year. This will likely be once in semester one and twice in semester two. Where possible, ASF should be made available through a hybrid format.
- 2.4. Conduct of Meetings
 - 2.4.1. The Union Executive will determine the agenda. Ideas for discussion can come from the following:
 - 2.4.1.1. Forums
 - 2.4.1.2. Executives, or
 - 2.4.1.3. Networks, or
 - 2.4.1.4. the online ideas portal, or
 - 2.4.1.5. by direct submission to an agenda document or submission form
- 2.5. Consensus

- 2.5.1. Where a decision or conclusion is required within a Forum, it shall be determined by consensus.
- 2.5.2. Consensus reflects the collective view of the Student Body present (the Quorum) and shall be classified as follows:
 - 2.5.2.1. Positive Consensus, where the overwhelming opinion is that the proposal or suggestion should proceed.
 - 2.5.2.1.1. In this instance, the proposal or suggestion shall move to the next appropriate step, whether that involves petitioning the University of St Andrews, referring the matter to Students' Association staff, composing a motion, or undertaking any other actions specified within the proposal.
 - 2.5.2.2. No Consensus, where there is no clear opinion, either positive or negative (i.e., a mixed or divided view).
 - 2.5.2.2.1. In this instance, the proposal or suggestion shall return to the relevant body for review and clarification and may be brought back to the Forum for reconsideration if appropriate.
 - 2.5.2.3. Negative Consensus, where the overwhelming opinion is that the proposal or suggestion should not proceed.
 - 2.5.2.3.1. In this instance, the proposal or suggestion shall be archived, and any appropriate follow-up actions shall be taken.

- 2.6. Special meetings of ASF
 - 2.6.1. A special meeting of ASF can be called by the All-Student Forum Chair upon the receipt of:
 - 2.6.1.1. A timely idea or issue submitted via the processes determined in point 6.2.4.1 of these Laws
 - 2.6.1.2. Petition from one of the Executives of a Forum
 - 2.6.1.3. Signed petition of at least 100 ordinary members of the Students Association (either via email or through interactions on the ideas portal)
 - 2.6.2. The special meeting of ASF must take place within 10 working days of the receipt of notice. The agenda and any relevant details must be made available at least three working days prior to the meeting.

- 3. Other Forums**
 - 3.1. Remit
 - 3.1.1. Other Forums are domain-specific deliberative bodies that provide structured spaces for students to discuss issues, shape policy, and scrutinise the work of Officers within a defined area of the Association's activity.
 - 3.1.2. They support the All-Student Forum by developing policy proposals, identifying emerging issues, and ensuring that student perspectives inform the Association's strategic direction.
 - 3.1.3. Other Forums also hold relevant Officers to account, facilitate communication between students and the University, and promote democratic engagement within their domain.
 - 3.1.4. The Other Forums are as follows:
 - 3.1.4.1. Education
 - 3.1.4.2. Opportunities
 - 3.1.4.3. Union Affairs
 - 3.1.4.4. Wellbeing & Community
 - 3.1.5. Any ordinary member of the Students' Association may attend any of the Forums.

3.2. Meetings

- 3.2.1. The Forum will meet at least twice in each semester, each academic year, at times to cause minimal disruption to academic studies. Where possible, Forums should be offered in a hybrid format.
 - 3.2.1.1. As long as there is need for the Forum to take place.
- 3.2.2. Standard meetings of Forums should typically be advertised at least three weeks in advance, with the agenda and any relevant details available at least one week prior to the meeting.
- 3.2.3. The Forum will be chaired by the elected Forum member who is elected at the last Forum of every semester. They can hold the role for two semesters if elected twice. Each Forum will be supported by a nominated Association staff member.
- 3.2.4. Whilst these spaces are student-led, it is expected that members of university staff will be invited to attend as appropriate to ensure partnership working.
- 3.2.5. The agenda for a Forum will be decided by the corresponding Forum Executive.

3.3. Consensus

- 3.3.1.1. Where a decision or conclusion is required within a Forum, it shall be determined by consensus.
- 3.3.2. Consensus reflects the collective view of the Student Body present (the Quorum) and shall be classified as follows:
 - 3.3.2.1. Positive Consensus, where the overwhelming opinion is that the proposal or suggestion should proceed.
 - 3.3.2.1.1. In this instance, the proposal or suggestion shall move to the next appropriate step, whether that involves petitioning the University of St Andrews, referring the matter to Students' Association staff, or undertaking any other actions specified within the proposal.
 - 3.3.2.2. No Consensus, where there is no clear opinion, either positive or negative (i.e., a mixed or divided view).
 - 3.3.2.2.1. In this instance, the proposal or suggestion shall return to the relevant body for review and clarification and may be brought back to the Forum for reconsideration if appropriate.
 - 3.3.2.3. Negative Consensus, where the overwhelming opinion is that the proposal or suggestion should not proceed.
 - 3.3.2.3.1. In this instance, the proposal or suggestion shall be archived, and any appropriate follow-up actions shall be taken.

3.4. Education Forum

- 3.4.1. Remit
 - 3.4.1.1. The Education Forum is a collaborative space to discuss key issues for each area and co-develop policy, develop core offerings within the Association in the Education remit, and work closely with the President of Education to ensure they focus on their area of expertise.
 - 3.4.1.2. In particular it will:
 - 3.4.1.2.1. Shape and direct the Association's work regarding improving the education and academic experience of students at St Andrews
 - 3.4.1.2.2. Work in partnership with key university stakeholders to deliver feedback and collaborate to determine appropriate recommendations for improvement
 - 3.4.1.2.3. Hold the President of Education accountable for their work, engaging in the development of their manifesto aims

3.4.1.2.4. Provide ideas to support the development of the academic representation system at St Andrews

3.4.2. Union Representative Attendees

3.4.2.1. Education Forum Chair (Chair)

3.4.2.2. President of Education

3.4.2.3. Faculty Presidents

3.4.2.4. Postgraduate Presidents

3.4.2.5. School Presidents and Language Convenors

3.4.2.6. Class and Postgraduate Representatives

3.4.2.7. School Roles

3.4.3. Non-Voting Attendees

3.4.3.1. Academic Representation Coordinator (Administrator)

3.4.3.2. Student Engagement Intern(s) (Secretary)

3.5. Student Opportunities Forum

3.5.1. Remit

3.5.1.1. The Student Opportunities Forum is a collaborative space to discuss key issues and co-develop policy, develop core offerings within the Union in the student opportunities remit, and work closely with the President of Student Opportunities to ensure they focus on their area of expertise.

3.5.1.2. In particular it will:

3.5.1.2.1. Shape and direct the Association's work regarding improving the experience of students engaging with societies, volunteering and employability at St Andrews

3.5.1.2.2. Work in partnership with key university stakeholders to deliver feedback and collaborate to determine appropriate recommendations for improvement

3.5.1.2.3. Hold the President of Student Opportunities accountable for their work, engaging in the development of their manifesto aims

3.5.1.2.4. Provide ideas to support the development of student opportunities at St Andrews

3.5.2. Union Representative Attendees

3.5.2.1. Student Opportunities Forum Chair (Chair)

3.5.2.2. President of Student Opportunities

3.5.2.3. Employability Officer

3.5.2.4. Societies Officer

3.5.2.5. Performing Arts Officer

3.5.2.6. Alumni Officer

3.5.2.7. Charities Officer

3.5.2.8. Volunteering Convenor

3.5.3. Society Representative Attendees

3.5.3.1. The President of each society (or deferred member of the committee)

3.5.4. Non-Voting Attendees

3.5.4.1. Student Activities Coordinator (Administrator)

3.5.4.2. Student Engagement Intern(s) (Secretary)

3.6. Union Affairs Forum

3.6.1. Remit

3.6.1.1. The Union Affairs Forum is a collaborative space to discuss key issues across the Union Affairs domain and to co-develop policy, initiatives, and strategic direction relating to student life beyond the academic experience. The Forum works closely

with the President of Union Affairs and the relevant Representative Officers to ensure that activity within this remit is student-led, responsive, and impactful.

- 3.6.1.2. The Union Affairs Forum covers four major areas of student experience:
 - 3.6.1.2.1. Accommodation
 - 3.6.1.2.2. Community Relations
 - 3.6.1.2.3. Environment & Sustainability
 - 3.6.1.2.4. Widening Access & Participation
- 3.6.1.3. Each meeting may focus on one or more of these domains depending on emerging issues, student need, or Officer request
- 3.6.1.4. In particular it will:
 - 3.6.1.4.1. Shape and direct the Association's work relating to accommodation, community relations, sustainability, and widening access, ensuring that student perspectives inform policy and practice.
 - 3.6.1.4.2. Work in partnership with key university stakeholders to deliver feedback and collaborate to determine appropriate recommendations for improvement
 - 3.6.1.4.3. Hold the President of Union Affairs accountable for their work, engaging in the development of their manifesto aims
 - 3.6.1.4.4. Provide ideas and feedback to support the development of initiatives, campaigns, and services within the Union Affairs remit
- 3.6.2. Union Representative Attendees
 - 3.6.2.1. Union Affairs Forum Chair (Chair)
 - 3.6.2.2. President of Union Affairs
 - 3.6.2.3. Accommodation Officer
 - 3.6.2.4. Community Relations Officer
 - 3.6.2.5. Environment Officer
 - 3.6.2.6. Widening Access & Participation Officer
- 3.6.3. Non-Voting Attendees
 - 3.6.3.1. Member of the Student Engagement Team (Administrator)
 - 3.6.3.2. Student Engagement Intern(s) (Secretary)

3.7. **Wellbeing & Community Forum**

- 3.7.1. Remit
 - 3.7.1.1. The Wellbeing & Community Forum is a collaborative space to discuss key issues for each area and co-develop policy, develop core offerings within the Association in the wellbeing and community remit, and work closely with the President of Wellbeing and Community to ensure they focus on their area of expertise.
 - 3.7.1.2. In particular it will:
 - 3.7.1.2.1. Shape and direct the Association's work regarding wellbeing, inclusion, equality and diversity at St Andrews
 - 3.7.1.2.2. Work in partnership with key university stakeholders to deliver feedback and collaborate to determine appropriate recommendations for improvement
 - 3.7.1.2.3. Hold the President of Wellbeing and Community accountable for their work, engaging in the development of their manifesto aims
 - 3.7.1.2.4. Provide ideas to support the development of the wellbeing and community initiatives at St Andrews
- 3.7.2. Union Representative Attendees
 - 3.7.2.1. Wellbeing & Community Forum Chair (Chair)
 - 3.7.2.2. President of Wellbeing & Community
 - 3.7.2.3. BAME Officer

- 3.7.2.4. Carers, Commuters, Mature and Flexible Learners Officer
- 3.7.2.5. Disability Officer
- 3.7.2.6. Estranged & Care-Experienced Officer
- 3.7.2.7. Gender Equality Officer
- 3.7.2.8. International Students' Officer
- 3.7.2.9. LGBT+ Officer
- 3.7.2.10. Student Health Officer
- 3.7.3. Non-Voting Attendees
- 3.7.3.1. Campaign and Impact Coordinator (Administrator)
- 3.7.3.2. Student Engagement Intern(s) (Secretary)

3.8. **Forum Executives**

- 3.8.1. Remit
 - 3.8.1.1. Forum Executives are operational bodies that support the work of their corresponding Portfolio Forum by coordinating activity, developing policy proposals, and ensuring that student concerns within their domain are addressed effectively and consistently
 - 3.8.1.2. Forum Executives provide a structured space for Officers and representatives to collaborate on projects, campaigns, and strategic initiatives within their remit. They ensure that the work of the Association in each domain is coherent, student-led, and aligned with the Association's wider strategic priorities.
- 3.8.2. Executives:
 - 3.8.2.1. Education
 - 3.8.2.2. Union Affairs
 - 3.8.2.3. Student Opportunities
 - 3.8.2.4. Wellbeing & Community
- 3.8.3. The Forum Executives will meet formally at least once a fortnight. The meetings will be chaired by the elected Forum Chair and supported by a nominated Association staff member.
- 3.8.4. There should be standard updates from each member of the Forum Executives at each meeting.

5. Elected Officer Recall

1. Purpose

- 1.1. This Law establishes the democratic process by which Ordinary Members of the Students' Association may initiate a recall of an Elected Officer before the end of their term of office.

2. The recall process:

- 2.1. is democratic and no-fault
- 2.2. does not imply misconduct, breach of duty, or disciplinary wrongdoing
- 2.3. is overseen by the Senior Management Team and appropriate Trustee Board Members to ensure legal, constitutional, and employment-law compliance
- 2.4. exists to uphold accountability to the membership
- 2.5. This Law is separate from the Disciplinary Policy, which governs conduct-related matters.

3. Scope

- 3.1. This recall process applies to all elected positions within the Students' Association:
 - 3.1.1. Full-Time Elected Officers
 - 3.1.2. Part-Time (Paid) Elected Officers
 - 3.1.3. Forum Chairs
 - 3.1.4. Association Representative Officers
- 3.2. It does not apply to School Presidents, Language Convenors, Postgraduate Representatives or Class Representatives.
 - 3.2.1. For the Removal of these roles refer to the Policy of Removal of School Presidents and Language Convenors.
- 3.3. It does not apply to staff.

4. Nature of Recall

- 4.1. Any Elected Officer may be subject to recall by the Ordinary Membership.
- 4.2. Recall is a democratic mechanism, not a disciplinary one. No allegation of misconduct, breach of duty, or cause is required.
- 4.3. Recall does not affect the legal or employment rights of paid Officers.
- 4.4. Conduct-related concerns must be addressed through the Disciplinary Policy, not through recall.

5. Initiating a Recall Petition

- 5.1. Who may initiate
 - 5.1.1. Any Ordinary Member of the Students' Association may initiate a recall petition.

6. Petition requirements

- 6.1. A petition must:
- 6.2. Clearly state the name and position of the Officer to be recalled.
- 6.3. Be signed (including electronic signatures) by at least 5% of Ordinary Members who may vote for the Officer being considered.
- 6.4. Be submitted to the Deputy Returning Officer (DRO), who acts under the oversight of the TB.
- 6.5. Verification
 - 6.5.1. The Returning Officer (RO) shall verify the eligibility of signatories within five working days.
- 6.6. 4.4 Invalid petitions
 - 6.6.1. A petition shall be deemed invalid if:
 - 6.6.2. it does not meet the requirements above
 - 6.6.3. it is frivolous, vexatious, discriminatory, or malicious
 - 6.6.4. it duplicates a petition rejected within the last 60 days
 - 6.6.5. The RO must provide written reasons for invalidation.

7. Confirmatory Membership Vote

- 7.1. Timing
 - 7.1.1. Once a petition is verified, the RO shall schedule a confirmatory membership vote within three weeks.
- 7.2. Officer status during the process
 - 7.2.1. The Officer remains in office until the confirmatory vote is completed.
 - 7.2.2. Paid Officers continue to receive remuneration; no suspension occurs prior to the vote.
 - 7.2.3. The Officer may submit a written statement (max. 300 words) to be published alongside the voting information.
- 7.3. Eligibility to vote
 - 7.3.1. Only Ordinary Members eligible to vote for the Officer in their original election may vote in the confirmatory ballot.
- 7.4. Outcome
 - 7.4.1. A recall is successful if:
 - 7.4.2. a simple majority votes in favour of recall, and
 - 7.4.3. at least 10% of eligible voters participate
 - 7.4.4. If successful, the position becomes vacant immediately.
 - 7.4.5. If unsuccessful, the Officer continues in post and no further recall petition may be initiated for 60 days.

8. By-Election Following Recall

- 8.1. Timing
 - 8.1.1. A by-election shall be held in accordance with the standard election rules.
- 8.2. Interaction with general elections
 - 8.2.1. If the recall timeline overlaps with the annual Students' Association Elections, the RO may request that the by-election be run concurrently.
- 8.3. Outcomes
 - 8.3.1. If another candidate is elected, they assume office immediately.
 - 8.3.2. If the recalled Officer stands and is re-elected, they are reinstated immediately.
 - 8.3.3. If "Re-Open Nominations (RON)" wins, the position remains vacant and a new election is scheduled.
 - 8.3.4. A recalled Officer may stand again unless otherwise restricted by TB-approved eligibility rules.

9. Safeguards

- 9.1. No Officer may be subject to more than one recall petition per term of office.
- 9.2. The TB shall ensure the recall process is not used to harass, intimidate, or target any Officer.
- 9.3. The TB may intervene where procedural irregularities occur, including:
 - 9.3.1. invalid petitions
 - 9.3.2. attempts to circumvent due process
 - 9.3.3. harassment of Officers or staff
 - 9.3.4. Recall shall not be used to bypass disciplinary procedures or employment protections.

10. Timing Requirements

- 10.1. Petitions must be verified within five working days.
 - 10.1.1. Confirmatory votes must be held within three weeks of verification.
 - 10.1.2. By-elections must follow standard election schedules unless TB approves an exception.

11. Dispute Resolution

- 11.1. Any dispute regarding the validity of a petition or the conduct of the recall vote shall be resolved by the Returning Officer.

- 11.2. Appeals may be made to the Trustee Board, whose decision is final unless legal obligations require further escalation.

12. Interpretation

- 12.1. Any action taken under this Law must comply with:
- 12.1.1. The Constitution of the Students' Association
 - 12.1.2. The responsibilities of Officers as directors of the Corporate Trustee
 - 12.1.3. Employment law for paid Officers
 - 12.1.4. Relevant charity and company law obligations
- 12.2. Any dispute over interpretation shall follow the Dispute Resolution process above.

6. Referenda

1. Referenda may be called by the Executive Committee, or a petition signed by 5% of the ordinary membership of the Association.
2. Four weeks' notice must be given from the passage of any motion to call a referendum before the beginning of the voting in that referendum.
3. Only Ordinary Members of the Association in good standing may vote in referenda.
4. A referendum shall only be binding if one fifth of eligible electors cast a vote.
5. A simple majority shall determine the outcome of any referendum.
6. A referendum may overturn a decision passed by a quorate General Meeting and shall then be binding on the Association until such a time as it is revoked by another referendum.
7. Referenda shall be subject to the financial cascade policy of the Association, as determined by the Trustee Board.
8. In extraordinary circumstances, the Trustee Board shall have the authority to disregard the results of a referendum if it determines that implementing the outcome would not be in the best interests of the Association or would not be consistent with the purposes of the Association.

7. Elections

1. Scope

This law shall be read in conjunction with the most up-to-date election rules. Where there is any discrepancy, the current, most up-to-date election rules take precedence. The regulations in this law apply to the following elected positions:

- 1.1. Executive Officers
- 1.2. Union Representative Officers
- 1.3. School Presidents
- 1.4. Language Convenors
- 1.5. Postgraduate Representatives
- 1.6. Class Representatives

2. General

- 2.1. The Students' Association will elect its Executive Officers, Union Representative Officers, School Presidents, Language Convenors, Postgraduate Representatives and Class Representatives by election.
- 2.2. The following positions shall be elected by a cross-campus ballot for all Ordinary Members:
- 2.3. Executive Officers
- 2.4. Union Representative Officers
- 2.5. The following positions shall be elected by restricted ballot:
 - 2.5.1. PGT President – by matriculated PGT students;
 - 2.5.2. PGR President – by matriculated PGR students;
 - 2.5.3. Faculty Presidents – by students enrolled within the relevant Faculty;
 - 2.5.4. School Presidents and Language Convenors – by students enrolled within the relevant School; and
 - 2.5.5. Class Representatives – by students enrolled within the relevant Schools and Modules

3. Notice of Election

- 3.1. The Students' Association will publish details of any elections it intends to hold with at least seven (7) clear days before the opening of nominations.

4. Eligibility

- 4.1. Only Ordinary Members of the Association shall be eligible as candidates. Candidates must be a matriculated student at the time of nominations opening.
- 4.2. **For Executive Officer positions,**
 - 4.2.1. candidates must be eligible to be a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005.
- 4.3. **For Union Representative Officer positions,**
 - 4.3.1. candidates must be fully matriculated for students for the upcoming term of office.
- 4.4. **For Faculty President, School President, and Language Convenor positions,**
 - 4.4.1. candidates must be members of the relevant Faculty, School, or Department.

- 4.4.1.1. Students are considered a member of a School or Department if they take modules in that School or Department in the current academic year.
- 4.4.1.2. Students are considered a member of a Faculty if their degree is within that Faculty under the SA structure.
- 4.4.1.3. Candidates must be Honours students or entering Honours within the relevant Faculty, School, or Department.
- 4.5. **For Postgraduate Representative positions,**
 - 4.5.1. candidates must be postgraduate students.
- 4.6. **For Class Representative positions,**
 - 4.6.1. candidates must be enrolled within the relevant Schools and Modules
- 4.7. No person is eligible to be a candidate if they:
 - 4.7.1. Have been disqualified from any previous Association election.
 - 4.7.2. Are deemed unfit to serve by a Basic Disclosure Scotland background check.
- 4.8. No person shall stand for election for more than one position in the same election.
- 4.9. No person may hold any paid full-time or part-time executive office for more than two years in total.
- 4.10. No person may hold any single elected association representative officer role for more than two consecutive years.

5. Nominations

- 5.1. Candidates shall self-nominate for any election online.
- 5.2. Candidates may withdraw their nomination by writing to SAElect@st-andrews.ac.uk any time before 5pm the day preceding voting opening.
- 5.3. If a candidate withdraws their nomination during the voting period, any votes they have accumulated will be redistributed per the single transferable voting system. If there are no votes to redistribute, the votes will be removed from the election in which the candidate was running.
- 5.4. All nominations for all elections will be submitted via the online voting system hosted by the University. If a student requires assistance in completing a nomination form, this will be offered as long as the deadline for nominations has not passed. Nominations will not be accepted after the deadline has passed.

6. Voting

- 6.1. Voting will be done through the online voting system hosted by the University.
- 6.2. Unless otherwise stated in the notice of elections, all voting will be conducted according to the Single Transferable Voting system.
- 6.3. Each eligible voter shall have a single vote for every election they are eligible to vote in.
- 6.4. The count shall be overseen by the Returning Officer or their nominee.
- 6.5. All results will be published on the Students' Association website.
- 6.6. If a student requires assistance with voting, it will be offered as long as voting is still open.

7. Returning Officer

- 7.1. The Students' Association shall appoint a Returning Officer (RO).
- 7.2. The Returning Officer shall have no affiliation with the University of St Andrews.
- 7.3. The Deputy Returning Officer (DRO) shall be the CEO of the Students' Association.
- 7.4. The Returning Officer shall have overall responsibility for the administration and conduct of the elections and shall have sole responsibility for the interpretation of this law and the rules of the elections.

- 7.5. The Returning Officer and the Deputy Returning Officer shall be supported in the administration of the election by the Elections Team which will consist of the Head of Student Engagement and members of the Student Engagement Team.

8. Complaints and Discipline

- 8.1. All complaints regarding the conduct of elections must be made by following the complaints process outlined in the election rules.
- 8.2. The decisions of the Deputy Returning Officer can be appealed to the Returning Officer.
- 8.3. The Returning Officer has the power to:
- 8.3.1. Issue warnings, disqualify, or suspend candidates;
 - 8.3.2. Halt all or part of the election; and
 - 8.3.3. Take any other reasonable action they see fit, including referring the matter to an appropriate disciplinary body within the Association or the University.

9. Investigations of Election Rule Breaches:

- 9.1. The Deputy Returning Officer or Returning Officer shall investigate breaches of the rules, as set out in the Election Rules.
- 9.2. A candidate subject to an investigation shall be notified in writing of the breach of the Election Rules and given the opportunity to respond.
- 9.3. Where a breach of the election rules results in disqualification, the candidate's response period will be no more than five working days unless exceptional circumstances require otherwise.
- 9.4. The findings and subsequent outcomes of the investigation are subject to appeal in accordance with the Election Rules.
- 9.5. The decision of the Returning Officer is final.
- 9.6. Where a complaint concerns the Returning Officer, the matter shall be referred to the Trustee Board.

10. Campaigning

- 10.1. All campaigning must be in accordance with the rules published by the Deputy Returning Officer and the Elections Team.

11. Neutrality

- 11.1. All permanent and casual Students' Association employees and volunteers must remain neutral throughout the Election period whilst performing their duties.

12. Vacancies of elected association representatives

- 12.1. A vacancy arises if:
- 12.2. A member vacates their office.
- 12.3. Insufficient nominations are received in the previous relevant election.
- 12.4. Re-open nomination (RON) is the successful candidate in the previous relevant election.

13. In the event of Executive Officer vacancy,

- 13.1. the Board of the Students' Association GNS Subcommittee shall determine whether to:
- 13.1.1. Leave the position vacant until the next scheduled election.
 - 13.1.2. Fill the position via an extraordinary by-election.

- 13.1.3. In the event such vacancy arises before the beginning of the second semester, it is expected that the position be filled at the earliest opportunity via by-election, except in exceptional circumstances.

14. In the event of an Association representative vacancy:

- 14.1. The elected role can be co-opted within the specific Forum (Education, Opportunities, or Wellbeing and Community).
- 14.2. A 'mini manifesto' or expression of interest consisting of no more than 200 words detailing the reason for co-option shall be submitted to the Chair of the specific Forum no later than two weeks before the upcoming forum meeting.
- 14.3. Only ordinary members of the Union in attendance at the Forum may be eligible to vote on the co-option.
- 14.4. The Forum Chair shall reserve the right to cast a vote in the case of a tie.
- 14.5. Votes are cast in a combination of hands raised in-person or hands raise electronically on Teams if the meeting is delivered in a hybrid format.
- 14.6. Votes will be counted and reviewed by the Association staff member supporting the Forum and the Chair of the Forum.
- 14.7. Once the individual is co-opted into the role, the individual will assume all responsibilities of the elected role.

15. In the event of a Class Representative vacancy (including Postgraduate Representatives),

- 15.1. the Education Executive shall determine how to proceed. They can:
- 15.1.1. Leave the position vacant until the next scheduled election or;
- 15.1.2. Co-opt the position within the Education Forum or the relevant School in which the vacancy has arisen.

16. In the event of any other vacancy,

- 16.1. the Association Exec shall determine how to proceed. They can:
- 16.1.1. Leave the position vacant until the next scheduled election.
- 16.1.2. Co-opt the position.
- 16.1.3. In the case of School Presidents and Language Convenors, a decision is made between the President of Education and Faculty Presidents.
- 16.1.4. In the case of Class Representatives, a decision is made between is the School President in a given School and the Faculty Presidents.
- 16.1.5. In the case of a Postgraduate Representative, a decision is made between the School President in a given school, alongside the Postgraduate Presidents.
- 16.1.6. In the event of multiple positions being co-opted at one meeting, successful candidates may not vote in subsequent co-options but are voting members thereafter.
- 16.1.7. Fill the position via an extraordinary by-election
- 16.1.8. In the event such vacancy arises before the beginning of second semester, it is expected that the position is filled at the earliest opportunity, except in exceptional circumstances.

17. Student Officers and Trustees

- 17.1. Elected student officers and student trustees shall not be involved in any decision making regarding the Elections in this section of the laws. Final responsibility for elections lies with the Trustee Board.

8. Networks

1. Definitions

- 1.1. Networks are the Representative, Advocating or Organisational Groups, that all Ordinary Members of the Students' Association are automatically a part of, which are part of the Student Representation system that comply with the Networks Standing Orders.
- 1.2. Networks are accountable to the Executive that corresponds to the Exec Officer who oversees them defined in 5.3.

2. Network Governance

- 2.1. All Representation Officers are entitled to establish a Network to support them in delivering their mandate and achieving the goals of their role. The use of a subcommittee is optional and may vary from year to year depending on the Officer's needs. Reintroducing a Network that has been dormant or dissolving an active Network requires the agreement of the Head of Student Engagement, the relevant Executive Officer, and the Forum Executive.
- 2.2. All Network constitutions that govern their meetings and assist in the fulfilment of their aims are contained in the Network Constitutions Collection for further reference.
 - 2.2.1. Any edit or adaptations to Constitutions requires the agreement of the Head of Student Engagement, the relevant Executive Officer, and the Forum Executive.

9. Affiliated Societies

1. Definitions

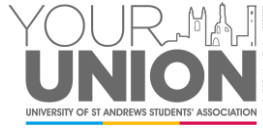
- 1.1. Societies are autonomous student-run groups that facilitate and create opportunities for the University of St Andrews Students' Community.
- 1.2. Affiliated Societies are Societies that have signed and comply with the Students' Association Affiliation Agreement and Societies Standing Orders.
- 1.3. Affiliated Societies fall within one of the following categories:
 - 1.3.1. Arts and Humanities
 - 1.3.2. Business, Innovation and Technology
 - 1.3.3. Charitable Relations
 - 1.3.4. Cultural and Faith
 - 1.3.5. Hobbies and Pop Culture
 - 1.3.6. Medical
 - 1.3.7. Outdoors, Physical Activity and Animals
 - 1.3.8. Performing Arts
 - 1.3.9. Sciences and Mathematics

2. Activities Team

- 2.1. The Activities Team oversees the training and compliance for Societies. The composition and further descriptions of the Team are found on the Activities Team Standing Orders or Terms of Reference.
- 2.2. Organise and facilitate the Freshers' and Refreshers' Fayre, including the allocation and informing of Societies about their attendance.

3. Affiliation Agreement and Process

- 3.1. The Affiliation Agreement can only be edited with the agreement of the Opportunities Executive, Opportunities Forum, Activities Team and any other relevant members of the Students' Association Staff.
- 3.2. Unless stated otherwise, all Affiliated Societies have the same Affiliation Agreement; current exceptions to the Affiliation Agreement, which have alternative affiliation agreements, are the following:
 - 3.2.1. StarRadio
 - 3.2.2. Union Debating Society
- 3.3. Affiliated Societies must reaffiliate every year by a deadline defined by the Activities Team or risk not being able to have a stall at Freshers' Fayre.
- 3.4. The new or continued affiliation to the Association of a society shall be conditional upon:
 - 3.4.1. Adherence to the constitution and policies of the society.
 - 3.4.2. Adherence to the terms of the Affiliation Agreement.
 - 3.4.3. Responsible management of the society and its accounts as recommended in the publications of the Activities Team, particularly with regard to audits.
 - 3.4.4. Any other conditions that the Activities Team may adopt.
- 3.5. The Activities Team in consultation with relevant individuals may disaffiliate a society in accordance with the terms of the Affiliation Agreement.
 - 3.5.1. The decision of the Societies Executive to disaffiliate a society shall be subject to appeal to XXX, provided that an appeal is lodged within 72 hours after notice of the decision, and only on the following grounds:
 - 3.5.2. Information not known at the time of the original decision.
 - 3.5.3. Procedural irregularities that could make a material difference to the original decision, such as inaccurate information.



3.5.4. Bias or prejudice.

4. Honorary Committee Membership

- 4.1. The President of Student Opportunities and Societies Officer shall be an honorary member of all affiliated societies.
- 4.2. The Performing Arts Officer shall be an honorary member of all affiliated Performing Arts societies.