

University of St Andrews Students' Association



Laws of the Students' Association

April 2022

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Preface

1. Associated documents

- 1.1. The Laws of the Students' Association works alongside and in conjunction with the:
 - 1.1.1. Students' Association Constitution, which outlines the purpose of the Association and the remit of its Board of Trustees.
 - 1.1.2. Association Subcommittee Constitutions, which describes the remit and operation of each subcommittee.
 - 1.1.3. Standing Orders of the Association, which describes how meetings should function.

2. Abbreviations

- 2.1. In these Laws and other Association documents, the following abbreviations are used:
 - 2.1.1. Association: University of St Andrews Students' Association
 - 2.1.2. University: University of St Andrews
 - 2.1.3. SAB: Students' Association Board
 - 2.1.4. SAEC: Students' Association Executive Committee
 - 2.1.5. SRC: Students' Representative Council
 - 2.1.6. SSG: Subcommittee Steering Group
 - 2.1.7. DoEd: Director of Education
 - 2.1.8. DoES: Director of Events and Services
 - 2.1.9. DoSDA: Director of Student Development and Activities
 - 2.1.10. DoWell: Director of Wellbeing and Equality
 - 2.1.11. AU: Athletic Union
 - 2.1.12. AGM: Annual General Meeting

3. Definitions

- 3.1. *In camera*: discussion in private by members and invited attendees only.
 - 3.1.1. Any "public gallery" of the meeting shall be closed and the public required to withdraw until the private business has been concluded.
 - 3.1.2. Minutes of such private sessions shall be restricted and not publicly available or circulated amongst members or others.
 - 3.1.3. 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.

- 3.2. Non-voting member: a member of a given committee who only has speaking rights.
- 3.3. Administrator: the member of staff responsible for the administration of the Association.

4. Interpretations

- 4.1. The following interpretations apply:
 - 4.1.1. Semester one: first semester of academic year, from September to December.
 - 4.1.2. Semester two: second semester of academic year, from January to May.

5. Ambiguity

- 5.1. Authority for the clarification of ambiguity within these Laws shall lie with the SRC. In the absence of a meeting of SRC, the Association Chair shall interpret on a temporary basis

Chapter 1: Sabbatical Officers

1. The Association Sabbatical Officers shall be the:

- 1.1. Association President
- 1.2. Director of Events and Services
- 1.3. Director of Student Development and Activities
- 1.4. Director of Wellbeing and Equality
- 1.5. Director of Education

2. Remits

2.1. All Sabbatical Officers shall:

- 2.1.1. Be full voting members of the SAB and SRC
- 2.1.2. Be signatories on Association cheques where necessary.
- 2.1.3. Provide advice and support to individuals and groups regarding relevant services offered by the Association.
- 2.1.4. Work with the relevant officers and staff to ensure that any campaigns and activities are suitably publicised.
- 2.1.5. Have responsibility for setting the budgets of activities and subcommittees.
- 2.1.6. Assist all other Sabbatical Officers, and ensure the completion of duties in the case of absence or services not being covered by other sabbatical remits. Any of their duties may be delegated to another sabbatical with approval of the SRC.

2.2. The Association President shall:

- 2.2.1. Within the Association, be a member of the:
 - 2.2.1.1. SAB Finance and Risk Committee (Chair and Convenor)
 - 2.2.1.2. Accommodation Subcommittee
 - 2.2.1.3. Alumni Subcommittee
 - 2.2.1.4. Community Relations Subcommittee
 - 2.2.1.5. Environment Subcommittee
 - 2.2.1.6. Rector's Committee
 - 2.2.1.7. Other relevant committees of the Association as required.
- 2.2.2. Within the wider University community, be a member of:
 - 2.2.2.1. University Court and its subcommittees as appropriate

- 2.2.2.2. University Senate
- 2.2.2.3. AU Board
- 2.2.2.4. Other ad hoc groups, working parties, and interview panels as required.
- 2.2.3. Oversee the following officers and support them in their work:
 - 2.2.3.1. Accommodation Officer
 - 2.2.3.2. Alumni Officer
 - 2.2.3.3. Association Chair
 - 2.2.3.4. Community Relations Officer
 - 2.2.3.5. Environment Officer
 - 2.2.3.6. Widening Access and Participation Officer
- 2.2.4. Act as the visible representative of the student body at University functions whenever possible.
- 2.2.5. Within the local community, attend and contribute to meetings of the Town-Gown Liaison Group, Community Council, and other groups and working parties as appropriate.
- 2.2.6. Take joint responsibility, along with the other sabbatical officers for reading, researching, and responding to consultation documents relating to higher education.
- 2.2.7. Within the context of the national decision-making bodies, attend and contribute to any national meetings deemed appropriate, such as the 1994 Group, NUS, and Non-NUS Sabbaticals.
- 2.2.8. Take responsibility for the external image of the Association, including all press and media duties. The President or their nominee is the only member of the Association who is authorised to speak to the media on behalf of the Association.
- 2.2.9. Be the Association link to the Rector and the AU.
- 2.2.10. Inherit the title “President of the Students’ Representative Council”.
- 2.2.11. Be responsible for representational strategy regarding accommodation, environment, and external campaigns.
- 2.2.12. Work with the Student Advocate (Education) to ensure that adequate induction and training of all elected officials takes place, both organising the employment of external training providers and participating directly in the training programme through designing and giving sessions and workshops.
- 2.2.13. Oversee the production of the Association Annual Report.
- 2.2.14. Undertake duties as determined by the SRC, in addition to those required during pre-sessional activities, Raisin Weekend, and end-of-term events.

2.2.15. Oversee projects with a substantial long-term strategic interest.

2.2.16. Develop and maintain an Association strategic plan and be primarily responsible for overseeing its implementation.

2.3. The Director of Events and Services shall:

2.3.1. Within the Association, be a member of the:

2.3.1.1. SAB Governance, Nominations, and Staffing Committee

2.3.1.2. Discipline Committee (Chair and Convenor)

2.3.1.3. Health and Safety Committee

2.3.1.4. Arts Festival Subcommittee (On the Rocks)

2.3.1.5. Broadcasting Subcommittee (STAR)

2.3.1.6. Design Subcommittee (Design Team)

2.3.1.7. Entertainments Subcommittee (Ents)

2.3.1.8. Music Subcommittee (Music Fund)

2.3.1.9. Performing Arts Subcommittee (Mermaids)

2.3.1.10. Other relevant committees of the Association as required.

2.3.2. Oversee the following officers and support them in their work:

2.3.2.1. Arts Festival Convenor

2.3.2.2. Broadcasting Officer

2.3.2.3. Design Team Convenor

2.3.2.4. Entertainments Convenor

2.3.2.5. Music Officer

2.3.2.6. Performing Arts Officer

2.3.3. Be in frequent contact with the General Manager on matters of staffing.

2.3.4. Liaise with University staff on matters relating to events and services.

2.3.5. With regard to external bodies, be responsible for all dealings with Northern Services, and be the student representative on the commercial interests of the Association to all relevant groups and meetings, such as the licensing board.

2.3.6. Give input into all Association commercial activities on behalf of the student body.

2.3.7. Be responsible for reading, researching, and responding to communications from entertainment groups and non-student individuals wishing to use

Association services not presently covered by other sabbatical remits.

- 2.3.8. Act as promoter, or provide a nominee to act as promoter, for all Association events run in consultation with the Entertainments Subcommittee.
 - 2.3.9. Be responsible for the reservations and operations of Association venues.
 - 2.3.10. Oversee the operation of the Barron Theatre and the Barron Subcommittee.
 - 2.3.11. Have overall responsibility for the organisation of pre-sessional activities, in consultation with the appropriate officers and staff.
 - 2.3.12. Organise the Graduation Ball.
 - 2.3.13. Work on the commercial strategy of the Association alongside relevant staff.
 - 2.3.14. Oversee operations of the Union building.
 - 2.3.15. Work closely with the Entertainments Convenor on recruitment, event management, health and safety, and training of Ents Crew.
 - 2.3.16. Work with the Design and Marketing Manager and relevant volunteers to ensure that Association events and services are suitably publicised.
 - 2.3.17. Inherit the titles “President of the Union” and “Vice President (Services)”.
 - 2.3.18. Be responsible for Association services not covered by other sabbatical remits.
- 2.4. The Director of Student Development and Activities shall:
- 2.4.1. Within the Association, be a member of the:
 - 2.4.1.1. SAB Finance and Risk Committee
 - 2.4.1.2. Discipline Committee
 - 2.4.1.3. Health and Safety Committee
 - 2.4.1.4. Charities Subcommittee (Charities Campaign)
 - 2.4.1.5. Debates Subcommittee (Union Debating Society)
 - 2.4.1.6. Arts Festival Subcommittee (On the Rocks)
 - 2.4.1.7. Performing Arts Fund (Mermaids)
 - 2.4.1.8. Music Subcommittee (Music Fund)
 - 2.4.1.9. Postgraduate Subcommittee (Postgraduate Society)
 - 2.4.1.10. Volunteering Subcommittee (St Andrews Voluntary Service)
 - 2.4.1.11. Societies Subcommittee
 - 2.4.1.12. Other relevant committees of the Association as required.

- 2.4.2. Within the wider University community, be a member of the:
 - 2.4.2.1. Student Volunteering Committee (Co-Chair)
 - 2.4.2.2. Student Experience Committee
 - 2.4.2.3. Student Orientation Committee
 - 2.4.2.4. Museums Student Advisory Panel (Co-Chair)
 - 2.4.2.5. Museums Academic Advisory Panel
 - 2.4.2.6. Museums Strategic Board and relevant subcommittees
 - 2.4.2.7. Byre Theatre Management Board and relevant subcommittees
 - 2.4.2.8. Other ad hoc groups, working parties, and interview panels as required.
- 2.4.3. Oversee the following officers and support them in their work
 - 2.4.3.1. Arts Festival Convenor
 - 2.4.3.2. BAME Officer
 - 2.4.3.3. Charities Officer
 - 2.4.3.4. Debates Officer
 - 2.4.3.5. Employability Officer
 - 2.4.3.6. LGBT+ Officer
 - 2.4.3.7. Music Officer
 - 2.4.3.8. Performing Arts Officer
 - 2.4.3.9. Postgraduate Activities Officer
 - 2.4.3.10. Societies Officer
 - 2.4.3.11. Volunteering Officer
- 2.4.4. Work with the Postgraduate Activities Officer to ensure that a range of postgraduate events are available throughout the summer.
- 2.4.5. Assist the DoES with the organisation of pre-sessional activities, and have responsibility for the organisation of pre-sessional resources and publications.
- 2.4.6. Organise Freshers' Fayre and Refreshers' Fayre in conjunction with the Societies Subcommittee.
- 2.4.7. Be responsible for the health and safety of societies.
- 2.4.8. Alongside the Societies Subcommittee, be responsible for ensuring good management and support for societies.

- 2.4.9. Be responsible for working with Association staff and the University to ensure spaces are available to affiliated societies.
 - 2.4.10. Be responsible for working with the Development Office to raise funds via sponsorship for affiliated societies.
 - 2.4.11. Act as a point of contact between the student body, the Careers Centre, and CEED.
 - 2.4.12. Be responsible for training affiliated societies.
 - 2.4.13. Be responsible for the annual Association handbook pertaining to student development and activities.
 - 2.4.14. Undertake any such additional duties as may be desirable for the promotion of student development and activities, including, but not limited to representational strategy regarding employability, entrepreneurship and volunteering.
- 2.5. The Director of Wellbeing and Equality shall:
- 2.5.1. Within the Association, be a member of the:
 - 2.5.1.1. SAB Governance, Nominations, and Staffing Committee (Chair and Convenor)
 - 2.5.1.2. Equality Committee (Chair and Convenor)
 - 2.5.1.3. BAME Subcommittee
 - 2.5.1.4. Disability Subcommittee
 - 2.5.1.5. LGBT+ Subcommittee
 - 2.5.1.6. Lifelong and Flexible Learners Subcommittee
 - 2.5.1.7. Wellbeing Subcommittee
 - 2.5.1.8. Other ad hoc groups, working parties, and interview panels as required.
 - 2.5.2. Within the wider University community, be a member of:
 - 2.5.2.1. Mental Health Task Force
 - 2.5.2.2. Central Equality Diversity and Inclusion Committee
 - 2.5.2.3. Equally Safe
 - 2.5.2.4. Student Mental Health Agreement Steering Group (Convenor)
 - 2.5.2.5. People and Diversity Assurance Group (PDAG)
 - 2.5.2.6. Academic Senate
 - 2.5.2.7. Other groups and panels as required.

2.5.3. Oversee the following officers and support them in their work:

2.5.3.1. BAME Officer

2.5.3.2. Disability Officer

2.5.3.3. Gender Equality Officer

2.5.3.4. LGBT+ Officer

2.5.3.5. Lifelong and Flexible Learners Officer

2.5.3.6. Postgraduate Development Officer

2.5.3.7. Widening Access and Participation Officer

2.5.3.8. International Students' Officer

2.5.3.9. Student Health Officer

2.5.4. Organise regular campaigns on topics including physical and mental wellbeing, alcohol consumption, Raising the Bar Weekend and other University traditions, personal safety, and sexual health.

2.5.5. Be responsible for representational strategy regarding equality, diversity, and inclusion, and health and wellbeing.

2.5.6. Implement Association policy on matters relating to equality, diversity, and inclusion.

2.5.7. Be the Association link with Student Services and St Andrews Nightline.

2.5.8. Take joint responsibility, along with the Association President and Director of Education, for reading, researching, and responding to consultation documents relating to higher education.

2.5.9. Inherit the title "Association Equal Opportunities and Welfare Officer".

2.6. The Director of Education shall:

2.6.1. Within the Association, be a member of the:

2.6.1.1. Education Subcommittee

2.6.1.2. Undergraduate Academic Forum

2.6.1.3. Postgraduate Academic Forum

2.6.1.4. Other ad hoc groups, working parties, and interview panels as required.

2.6.2. Within the wider University community, be a member of the:

2.6.2.1. University Court and its subcommittees as appropriate

2.6.2.2. Learning and Teaching Committee and its subcommittees as appropriate

- 2.6.2.3. Postgraduate Research Committee and its subcommittees as appropriate
- 2.6.2.4. Academic Monitoring Group
- 2.6.2.5. Curriculum Approvals Group
- 2.6.2.6. Other ad hoc groups, working parties, and interview panels as required.
- 2.6.3. Oversee the following officers and support them in their work:
 - 2.6.3.1. Arts and Divinity Faculty President
 - 2.6.3.2. Employability Officer
 - 2.6.3.3. Postgraduate Academic Officer
 - 2.6.3.4. Science and Medicine Faculty President
- 2.6.4. Oversee the Education Subcommittee, alongside the Faculty Presidents.
- 2.6.5. Take responsibility for the system of student academic representatives, including School Presidents and Class Representatives.
- 2.6.6. Convene the Undergraduate Academic Forum at least twice per semester.
- 2.6.7. Participate in internal quality assurance and enhancement procedures at the University.
- 2.6.8. Be responsible for representational strategy regarding education and employability.
- 2.6.9. Take responsibility, along with the Association President and Director of Wellbeing and Equality, for reading, researching, and responding to consultation documents relating to higher education.

3. Terms of Office

- 3.1. The term of office for Sabbatical Officers shall be from 1 July to 30 June of each calendar year
 - 3.1.1. Incoming Sabbatical Officers will have a month of formal handover, for which they will receive payment in June, prior to assuming their full office
 - 3.1.2. Formal handover will usually take place in June, but specific dates will be co-ordinated by the outgoing and incoming Sabbatical Officers
- 3.2. If someone is elected to fill a Sabbatical vacancy, they shall hold office for the unexpired term of their predecessor

Chapter 2: Students' Representative Council (SRC)

1. Membership of the SRC

- 1.1. Association Chair
- 1.2. Association President
- 1.3. Director of Events and Services
- 1.4. Director of Student Development and Activities
- 1.5. Director of Education
- 1.6. Director of Wellbeing and Equality
- 1.7. Athletic Union President
- 1.8. Accommodation Officer
- 1.9. Alumni Officer
- 1.10. Arts and Divinity Faculty President
- 1.11. BAME Officer
- 1.12. Community Relations Officer
- 1.13. Disability Officer
- 1.14. Employability Officer
- 1.15. Environment Officer
- 1.16. Gender Equality Officer
- 1.17. International Students' Officer
- 1.18. LGBT+ Officer
- 1.19. Lifelong and Flexible Learners Officer
- 1.20. Postgraduate Academic Officer
- 1.21. Postgraduate Development Officer
- 1.22. Science and Medicine Faculty President
- 1.23. Secretary to the SRC
- 1.24. Student Health Officer
- 1.25. Widening Access and Participation Officer
- 1.26. Sabbaticals-Elect, Faculty Presidents-Elect, and Postgraduate Officers-Elect, and the Association Chair-Elect, after being elected and prior to taking office (non-voting)

1.27. Rector's Assessor, if they are a matriculated student of the University (non-voting)

1.28. Student Advocate (Education) (non-voting)

2. Remit of the SRC

2.1. The SRC is the legally recognised body under the Universities (Scotland) Act 1889 that represents students of the University in all matters affecting their interests.

2.2. The SRC shall:

2.2.1. Represent the interests of all students in physical, mental, social, and academic matters.

2.2.2. Afford a recognised means of communication between students and the University.

2.2.3. Maintain good relations with other universities and colleges, and with the general public.

2.2.4. Nominate student representatives to University bodies when invited to do so.

2.2.5. Advise and make representations to the SAB and SSG on matters relevant to student representation.

3. Meetings of the SRC

3.1. Ordinary meetings of the SRC shall be held at least once per month in the academic year, excluding revision and exam weeks.

3.2. Emergency meetings of the SRC may be called by the Association Chair or any five members of the SRC, in writing to the Association Chair. At least 24 hours' written notice must be given.

3.3. The SRC may form ad hoc committees as the need arises.

3.4. All meetings of the SRC and its subcommittees shall be conducted in accordance with the Standing Orders.

3.5. The quorum shall be three fifths of SRC members.

3.5.1. Outside of the semester, emergency meetings of the SRC may be held with one half of the voting membership. Decisions made at such meetings should be reviewed at the next quorate meeting of SRC.

4. Remits of members of the SRC

4.1. All SRC members shall:

4.1.1. Coordinate their activities with their sabbatical line managers as laid out in Chapter 1, including during the formation of budgets.

4.1.2. Work in cooperation with relevant members of staff within the Association and the University.

4.1.3. Ensure that accurate minutes of their subcommittee meetings are recorded,

filed with the Administrator, and available online.

4.1.4. Represent issues within their remit to the SRC and, if necessary, to the SSG.

4.2. The Association Chair shall:

4.2.1. Convene and chair meetings of the SRC and SSG.

4.2.2. Be a non-voting member of the SRC and SSG, but have casting vote in the event of a tie.

4.2.3. Collate and distribute agendas, papers, and motions in advance of SRC and SSG meetings.

4.2.4. Ensure that accurate minutes and motions of SRC and SSG meetings are recorded, filed with the Administrator, and available online.

4.2.5. Have responsibility for notifying relevant members when the review of a past motion is due.

4.2.6. Have responsibility for maintaining and updating these Laws as approved by the SAB, and ensuring that an up-to-date version is available online.

4.2.7. Oversee the Secretary to the SRC.

4.3. The Alumni Officer shall:

4.3.1. Oversee all aspects of the Alumni Subcommittee and issues concerning the alumni community of the Association.

4.3.2. Liaise with Association subcommittees and affiliated societies, encouraging them to develop connections with their alumni.

4.3.3. Liaise with the Development Office and the AU on alumni relations.

4.3.4. Work with the Association President to ensure that the Association has a meaningful strategy to engage with its alumni.

4.4. The Community Relations Officer shall:

4.4.1. Have responsibility for the Community Relations Subcommittee and issues concerning community relations.

4.4.2. Alongside the Association President, be an Association representative on the following committees:

4.4.2.1. Royal Burgh of St Andrews Community Council

4.4.2.2. St Andrews Bicycle User Group

4.4.2.3. Any other committees or bodies as required.

4.4.3. Promote town-gown relations through various media, including contributing to publications such as the St Andrews Citizen and St Andrews in Focus, in accordance with the Association President.

- 4.4.4. Work with the Community Engagement and Social Responsibility Officer in the Principal's Office on joint projects and campaigns.
- 4.5. The Environment Officer shall:
 - 4.5.1. Have responsibility for the Environment Subcommittee and issues concerning the environment and sustainability.
 - 4.5.2. Liaise with the University on matters relating to environment issues, including advising the Environmental Sustainability Board.
 - 4.5.3. Monitor and assist with the development of Association policy on sustainability.
- 4.6. The LGBT+ Officer shall:
 - 4.6.1. Oversee all aspects of the LGBT+ Subcommittee and issues concerning the LGBT+ community.
 - 4.6.2. Chair meetings of the Saints LGBT+ Executive Committee and any General Meetings.
 - 4.6.3. Assist and support all other Executive and non-Executive committee members in performing their duties.
 - 4.6.4. Responsible for liaising with, support, and developing the Saints LGBT+ alumni network.
- 4.7. The Lifelong and Flexible Learners Officer shall:
 - 4.7.1. Have responsibility for the Lifelong and Flexible Learners Subcommittee and issues concerning lifelong learners.
 - 4.7.1.1. "Lifelong and flexible learners" are defined as anyone who started their undergraduate journey aged at least 21, or who joined the University through a non-traditional route.
 - 4.7.2. Work to improve communications with mature students in order to foster a sense of integration with the larger student community, and ensure that the specific needs of mature students are met.
- 4.8. The BAME Officer shall:
 - 4.8.1. Oversee all aspects of the BAME Subcommittee and issues concerning the BAME community.
 - 4.8.2. Work in cooperation with relevant members of the Association and University staff.
 - 4.8.3. Liaise with the University on matters relating to BAME, race and ethnicity.
 - 4.8.4. Represent BAME issues to the SRC, and if necessary, the SSG.
- 4.9. The Accommodation Officer shall:
 - 4.9.1. Oversee all aspects of the Accommodation Subcommittee and issues

concerning accommodation.

4.9.2. Promote accommodation advocacy services and create relevant resources and publications.

4.9.3. Attend meetings of the Senior Student Forum, Accommodation Services, and Residential and Business Services, along with the Deputy Accommodation Officer (Halls).

4.9.4. Attend meetings with private letting agents set by Student Services along with the Deputy Accommodation Officer (Private Accommodation).

4.10. The Student Health Officer shall:

4.10.1. Have responsibility for the Wellbeing Subcommittee and issues concerning mental, physical, and sexual health.

4.11. The Gender Equality Officer shall:

4.11.1. Have responsibility for issues concerning gender equality, consent, and sexual harassment.

4.11.2. Be invited to sit on and participate in the following committees and groups:

4.11.2.1. Equal Opportunities Subcommittee.

4.11.2.2. Wellbeing Subcommittee.

4.11.2.3. Any sexual and gender-based violence and other ad hoc committees or bodies as required.

4.12. The Disability Officer shall:

4.12.1. Oversee all aspects of the Disabilities Subcommittee and issues concerning disability.

4.12.2. Represent disabled students to the Association and University.

4.12.3. Coordinate with relevant parties, including the Association and University, on issues affecting disabled students.

4.12.4. Maintain the support resources for disabled students, alongside the DSN Deputy Convenor.

4.13. The International Students' Officer shall:

4.13.1. Have responsibility for issues concerning international students.

4.13.2. Coordinate with the University to improve the experiences of international students.

4.14. The Widening Access and Participation Officer shall:

4.14.1. Have responsibility for issues concerning students from widening access backgrounds.

4.14.2. Improve the information available to prospective students regarding scholarships, bursaries, and financial aid offered by the University.

4.14.3. Lobby for additional promotion of the University to prospective students from widening access backgrounds throughout the United Kingdom.

4.14.4. Be an Association representative on the following committees:

4.14.4.1. Equal Opportunities Subcommittee

4.14.4.2. Wellbeing Subcommittee

4.14.4.3. Any other committees or bodies as required.

4.15. The Employability Officer shall:

4.15.1. Have responsibility for issues concerning employability, career skills, Careers and Employability Reps, and the Careers Centre.

4.15.2. 4.15.2. Have responsibility for reviewing the Employability Strategy

4.15.3. 4.15.3. Have responsibility for convening Careers Week with the following

4.15.4. 4.15.3.1. The Careers Week Committee

4.15.5. 4.15.3.2. Schools' Careers and Employability Reps, relevant School Presidents, and relevant Education Committee Executive members

4.15.6. 4.15.3.3. Support from their Sabbatical Line Managers

4.15.7. Sit on the following committees:

4.15.7.1. School Presidents' Advisory Group (Careers) (Convenor and Chair)

4.15.7.2. Careers and Employability Forum (Convenor and Chair)

4.15.7.3. Careers Centre Student Advisory Board

4.16. The Faculty Presidents shall:

4.16.1. Have responsibility for issues concerning School Presidents and other academic representatives within their Faculty.

4.16.2. Inherit the title of "Senate Representative" and be elected accordingly.

4.16.3. Represent the views of the SRC and their Faculty to the Academic Council and *Senatus Academicus*.

4.16.4. Sit on the following committees and groups:

4.16.4.1. Education Committee and Executive Committee (Chair)

4.16.4.2. Undergraduate Academic Forums

4.16.4.3. Student Opinion on Academic Council

4.17. The Postgraduate Academic Officer shall:

- 4.17.1. Have responsibility for issues concerning the academic postgraduate community and postgraduate academic representatives.
- 4.17.2. Inherit the title of “Postgraduate Senate Representative” and be elected accordingly.
- 4.17.3. Represent the views of the SRC and postgraduates to the Academic Council and *Senatus Academicus*.
- 4.17.4. Have line-managing responsibilities for the PGT President and PGR President.
- 4.17.5. Oversee and convene the Postgraduate Academic Forum at least thrice per year.
- 4.17.6. Sit on the following committees and groups:
 - 4.17.6.1. Education Committee and Executive Committee
 - 4.17.6.2. Learning and Teaching Committee
 - 4.17.6.3. Postgraduate Academic Forum (Convenor and Chair)
 - 4.17.6.3.1. PGT Forum
 - 4.17.6.3.2. PGR Forum
 - 4.17.6.4. Postgraduate Research Committee
 - 4.17.6.5. Academic Monitoring Group
 - 4.17.6.6. Postgraduate Group
 - 4.17.6.7. Postgraduate Subcommittee
 - 4.17.6.8. Student Opinion on Academic Council
 - 4.17.6.9. Other ad hoc groups, working parties, and interview panels as required.

4.18. The Postgraduate Development Officer shall:

- 4.18.1. Have responsibility for issues concerning non-academic matters within the postgraduate community, in collaboration with the Postgraduate Activities Officer.
- 4.18.2. Liaise with University departments to promote the interests of postgraduate students, including CEED, Student Services, Libraries, Accommodation, Registry and Careers.
- 4.18.3. Liaise with SRC subcommittees on matters of postgraduate representation.
- 4.18.4. Be a member of the Postgraduate Subcommittee.

4.19. The Secretary to the SRC shall:

- 4.19.1. Aid the Association Chair and other SRC members as required.

4.19.2. Promote and encourage engagement with the SRC to the wider student body.

5. Rector's Committee

5.1. Membership

5.1.1. The Rector's Assessor shall convene and chair the committee

5.1.2. The Association President shall be a member of the committee

5.1.3. The Rector's Assessor shall revise and establish the committee membership structure annually, or at other times as required.

5.2. Remit

5.2.1. Support the Rector's Assessor in fulfilling any tasks delegated to them by the Rector.

5.2.2. Publicise the role and activities of the Rector.

5.2.3. Promote student engagement with the role of the Rector, the committee, and any relevant opportunities available to students.

5.2.4. Advise the Rector on any issues that may be affecting students.

5.3. Meetings

5.3.1. The committee shall meet at the discretion of the Rector, and in their absence, at the discretion of the Rector's Assessor.

Chapter 3: Subcommittees and the Subcommittee Steering Group (SSG)

1. Subcommittees

- 1.1. The Students' Association shall have subcommittees who shall seek to promote and improve student activities, community, and representation.
- 1.2. Subcommittees are managed according to the relevant section of the Association Subcommittee Constitutions and the Association Standing Orders.
- 1.3. All subcommittees will have regular meetings that shall be open to all matriculated students.
- 1.4. All subcommittees shall have an AGM, called by the Convenor, unless stated otherwise in their constitution.
- 1.5. All matriculated students of the University, except those who have exercised their right under the Education Act (1994) not to be members of the Association, shall automatically be a member of every subcommittee.
- 1.6. If a subcommittee constitution is in disagreement with the procedures outlined in this chapter, the constitution shall take precedence.
- 1.7. Subcommittee budgets shall only be used for the furtherance of the aims of that subcommittee, and must not be spent to the benefit of an individual.
- 1.8. Appointments
 - 1.8.1. All committee positions shall be open to all Ordinary Members of the Association.
 - 1.8.2. All committee positions shall be reappointed annually.
 - 1.8.3. No person may hold more than one position on the same subcommittee.
 - 1.8.4. Interviewed positions
 - 1.8.4.1. Applications for interviewed positions shall be suitably publicised at least two weeks in advance.
 - 1.8.4.2. Where appropriate, appointments by interview shall be concluded prior to the AGM
 - 1.8.4.3. Interview panels must consist of at least one Sabbatical Officer or Sabbatical-Elect, and the relevant incoming and outgoing officers.
 - 1.8.4.4. If the relevant outgoing committee position holder would normally be on the panel but is standing for reappointment, they must recuse themselves from the panel.
 - 1.8.5. If a committee position falls vacant, it may be filled by co-option or by election at an EGM, at the discretion of the relevant officer.
 - 1.8.6. Co-options of positions shall be suitable advertised at least ten days in advance.

1.8.6.1. All voting committee members shall be eligible to vote in co-options.

1.8.6.2. In the event of a tie, the relevant officer shall have the casting vote.

1.9. Removal and resignation of committee members

1.9.1. Officers and Convenors shall have the right, following a formal written warning and consultation with their sabbatical line manager, to remove committee members who fail to fulfil their constitutional duties.

1.9.2. Officers may deem absence from three consecutive committee meetings, or five in total, without accepted written apology, as failure of a committee members to fulfil their duties.

1.9.3. In addition to 7.9.1, committee members shall have the right to request the removal of underperforming members of their committee through a vote of no confidence by three quarters of the committee.

1.9.4. Any committee member removed from their position will have the right to appeal to the SSG by making an official appeal in writing to the Association Chair, who will make the final decision over their committee membership. Appeals can only be made on the basis of:

1.9.4.1. Information not known at the time of the original decision.

1.9.4.2. Procedural irregularities that could make a material difference to the original decision, such as inaccurate information.

1.9.4.3. Bias or prejudice.

1.9.5. If a subcommittee constitution defines an alternative mechanism for removing committee members, they may rely either on that mechanism or on the procedure detailed above. The decision on which procedures should apply will be at the discretion of the sabbatical line manager.

1.9.6. A committee member may resign by giving written notice to that effect to the relevant officer and sabbatical line manager.

1.10. Committee meetings

1.10.1. Shall normally require 24 hours' written notice.

1.10.2. Shall be held regularly throughout the academic year, excluding revision and exam periods.

1.10.3. Shall be open to all members, though the committee may hold meetings *in camera* when necessary.

1.10.4. May be called by:

1.10.4.1. Their President, who shall also be their Convenor.

1.10.4.2. The Convenor at the request of one third of the relevant committee.

1.10.5. The quorum shall be three fifths of voting committee members.

1.10.6. Should a consensus be unobtainable at a meeting, a committee vote shall be taken. In the event of a tie, the casting vote shall be held by the Chair of the meeting.

1.10.7. Accurate minutes shall be taken of all committee meetings. The relevant committee member shall ensure all minutes are shared with the committee and the Association, and are online in an accessible format.

1.11. General Meetings

1.11.1. All subcommittee AGMs shall take place in semester two, following the Association elections, and shall be chaired by the relevant incoming officer.

1.11.2. The order of proceedings shall include:

1.11.2.1. Reports of the relevant outgoing officer and committee members

1.11.2.2. Annual statement of the finances of the subcommittee

1.11.2.3. Election of relevant committee members for the following year

1.11.2.4. Any other competent business

1.11.3. AGMs shall be suitably publicised at least two weeks in advance, including details of the business to be discussed.

1.11.4. All Ordinary Members of the Association shall have the right to attend an AGM, stand for election, and vote

1.11.5. A copy of the relevant subcommittee constitution shall be available at the AM.

1.11.6. Voting shall be by secret ballot using the single transferable vote system

1.11.6.1. Voting shall be supervised by a Sabbatical Officer

1.11.6.2. Candidates shall run against Re-Open Nominations (RON).

1.11.6.3. Nominations for all available positions may be made at the meeting.

1.11.6.4. Proxy votes must be declared two hours prior to a General meeting, and shall only be accepted at the discretion of the supervising Sabbatical Officer.

1.11.7. An EGM may be called at any point in the academic year by the relevant officer.

1.11.7.1. An EGM may also be called through written request to that officer, signed by five members of the relevant committee or twenty Ordinary Members of the Association.

1.11.7.2. EGMs must otherwise follow the same guidelines as those for AGMs.

1.12. Finances

1.12.1. All subcommittee finances shall be run in accordance with the guidelines set by the Association Management Accountant.

1.12.2. If a subcommittee has a bank account, the relevant officer and Treasurer shall be signatories, alongside two nominees of the Association Cash Office.

1.13. The Activities Subcommittees are:

- 1.13.1. Arts Festival Subcommittee (On the Rocks)
- 1.13.2. Broadcasting Subcommittee (STAR: St Andrews Radio)
- 1.13.3. Debates Subcommittee (Union Debating Society)
- 1.13.4. Design Subcommittee (Design Team)
- 1.13.5. Entertainments Subcommittee (Ents Crew)
- 1.13.6. Music Subcommittee (Music Fund)
- 1.13.7. Performing Arts Fund (Mermaids)
- 1.13.8. Volunteering Subcommittee (St Andrews Voluntary Service)

1.14. The Community and Representation Subcommittees are:

- 1.14.1. Accommodation Subcommittee
- 1.14.2. Alumni Subcommittee
- 1.14.3. BAME Subcommittee (BAME Students' Network)
- 1.14.4. Charities Subcommittee (Charities Campaign)
- 1.14.5. Community Relations Subcommittee
- 1.14.6. Disabilities Subcommittee (Disabled Students' Network)
- 1.14.7. Education Subcommittee
- 1.14.8. Environment Subcommittee
- 1.14.9. Equality Subcommittee
- 1.14.10. LGBT+ Subcommittee (Saints LGBT+)
- 1.14.11. Lifelong and Flexible Learners Subcommittee (Lifers)
- 1.14.12. Postgraduate Subcommittee (Postgraduate Society)
- 1.14.13. Societies Subcommittee
- 1.14.14. Wellbeing Subcommittee

2. Subcommittee Steering Group (SSG)

2.1. Remit

2.1.1. The SSG shall be responsible for the administration and operations of

subcommittees, including:

- 2.1.1.1. Enforcing the regulations governing officers and subcommittees as outlined in Chapter 4 and 5.
- 2.1.1.2. Ensuring the fair running of appointments and general meetings.
- 2.1.1.3. Managing edits to the Association Subcommittee Constitutions which affect the operations of the committee, but not the remit or focus of a Community and Representation Subcommittee.
- 2.1.2. The SSG shall hold the power to refer motions to the SRC which relate to the remit or focus of a Community and Representation Subcommittee.
- 2.1.3. The SRC shall hold the power to overturn decisions made on Community and Representation Subcommittees by the SSG.

2.2. Membership

- 2.2.1. Association Chair (Convenor and Chair)
- 2.2.2. DoSDA
- 2.2.3. DoES
- 2.2.4. One Community and Representation subcommittee head, chosen by carve-up from those subcommittee heads.
- 2.2.5. One Activities subcommittee head, chosen by carve-up from those subcommittee heads.

2.3. Meetings

- 2.3.1. Ordinary meetings of the SSG shall be held at least twice per semester in the academic year, excluding revision and exam weeks.
- 2.3.2. Emergency meetings of the SSG may be called at the discretion of the Association Chair, or by any two members of the SSG.
- 2.3.3. Seven days' notice shall be required for ordinary meetings. 24 hours' notice shall be required for emergency meetings.
- 2.3.4. The quorum shall be three fifths of SSG members.
- 2.3.5. All meetings of the SSG and Association Subcommittees shall be conducted in accordance with the Standing Orders.

Chapter 4: Regulations Governing Officers and Subcommittees

1. Officers

- 1.1. The term 'officers' shall be defined as all members of the SRC and subcommittee heads.
- 1.2. All officers, where relevant, shall be responsible for coordinating meetings of their subcommittees, including deciding a meeting schedule, and distributing agendas and motions.
- 1.3. All officers shall meet regularly with their sabbatical line manager, and keep them informed of all activities.
- 1.4. All officers shall ensure that the committee they convene is fulfilling its remit.
- 1.5. All members of the SRC shall produce an end-of-year report summarising their term of office before the dissolution of Councils, and shall give regular interim reports to the appropriate bodies.
- 1.6. No person shall hold more than one voting place concurrently on the SRC or as a subcommittee head.
- 1.7. Absence
 - 1.7.1. If a member of the SRC, except a Sabbatical Officer, Faculty President, Postgraduate Academic Officer, or Rector's Assessor, is absent from two meetings of the SRC without adequate apologies or three in total, they shall be removed from office, unless reinstated by the SRC.
 - 1.7.2. If an officer is absent from two meetings in their relevant subcommittee in one semester and does not submit in writing a satisfactory explanation to the subcommittee steering group, they shall be removed from office, unless reinstated by the subcommittee steering group (in the case of heads of activities subcommittees) or the SRC (in the case of members of the SRC).
- 1.8. An officer may resign before the expiration of their term of office by giving written notice to that effect to the Association Chair.
- 1.9. If an officer does not matriculate at the University, they shall be removed from office.
- 1.10. Any officer vacating their office shall also vacate any internal appointments for which being a member of the SRC or a subcommittee head is a prerequisite; their retention of any other internal positions shall be subject to confirmation by the SRC or subcommittee steering group as appropriate.
- 1.11. ~~Members elected or co-opted to fill a casual vacancy shall hold office for the unexpired term of their predecessor.~~ Members elected to the SRC shall assume office four weeks following the Election results, with a handover from the outgoing Officer taking place during this time
 - 1.11.1. Members elected to the position of Societies Officer, Arts & Divinity Faculty President, Science & Medicine Faculty President, School President, or Postgraduate Academic Convenor shall assume office on the first of July of each

calendar year, preceded by a handover of appropriate length.

- 1.12. Members elected or co-opted to fill a casual vacancy shall hold office for the unexpired term of their predecessor.

2. Subcommittees

- 2.1. If a subcommittee constitution is in disagreement with the procedures outlined in this chapter, the constitution shall take precedence.

- 2.2. Subcommittee budgets shall only be used for the furtherance of the aims of that subcommittee, and must not be spent to the benefit of an individual.

2.3. Appointments

- 2.3.1. All committee positions shall be open to all Ordinary Members of the Association.

- 2.3.2. All committee positions shall be reappointed annually.

- 2.3.3. No person may hold more than one position on the same subcommittee.

2.3.4. Interviewed positions

- 2.3.4.1. Applications for interviewed positions shall be suitably publicised at least two weeks in advance.

- 2.3.4.2. Where appropriate, appointments by interview shall be concluded prior to the AGM

- 2.3.4.3. Interview panels must consist of at least one Sabbatical Officer or Sabbatical-Elect, and the relevant incoming and outgoing officers.

- 2.3.4.4. If the relevant outgoing committee position holder would normally be on the panel but is standing for reappointment, they must recuse themselves from the panel.

- 2.3.5. If a committee position falls vacant, it may be filled by co-option or by election at an EGM, at the discretion of the relevant officer.

- 2.3.6. Co-options of positions shall be suitable advertised at least ten days in advance.

- 2.3.6.1. All voting committee members shall be eligible to vote in co-options.

- 2.3.6.2. In the event of a tie, the relevant officer shall have the casting vote.

2.4. Removal and resignation of committee members

- 2.4.1. Officers and Convenors shall have the right, following a formal written warning and consultation with their sabbatical line manager, to remove committee members who fail to fulfil their constitutional duties.

- 2.4.2. Officers may deem absence from three consecutive committee meetings, or five in total, without accepted written apology, as failure of a committee members

to fulfil their duties.

2.4.3. Committee members shall have the right to request the removal of underperforming members of their committee through a vote of no confidence by three quarters of the committee.

2.4.4. Any committee member removed from their position will have the right to appeal to the SAEC by making an official appeal in writing to the Association Chair, who will make the final decision over their committee membership. Appeals can only be made on the basis of:

2.4.4.1. Information not known at the time of the original decision.

2.4.4.2. Procedural irregularities that could make a material difference to the original decision, such as inaccurate information.

2.4.4.3. Bias or prejudice.

2.4.5. If a subcommittee constitution defines an alternative mechanism for removing committee members, they may rely either on that mechanism or on the procedure detailed above. The decision on which procedures should apply will be at the discretion of the sabbatical line manager.

2.4.6. A committee member may resign by giving written notice to that effect to the relevant officer and sabbatical line manager.

2.5. Committee meetings

2.5.1. Shall normally require 24 hours' written notice.

2.5.2. Shall be held regularly throughout the academic year, excluding revision and exam periods.

2.5.3. Shall be open to all members, though the committee may hold meetings *in camera* when necessary.

2.5.4. May be called by:

2.5.4.1. Their President, who shall also be their Convenor.

2.5.4.2. The Convenor at the request of one third of the relevant committee.

2.5.5. The quorum shall be three fifths of voting committee members.

2.5.6. Should a consensus be unobtainable at a meeting, a committee vote shall be taken. In the event of a tie, the casting vote shall be held by the Chair of the meeting.

2.5.7. Accurate minutes shall be taken of all committee meetings. The relevant committee member shall ensure all minutes are shared with the committee and the Association, and are online in an accessible format.

2.6. General Meetings

2.6.1. All subcommittee AGMs shall take place in semester two, following the Association elections, and shall be chaired by the relevant incoming officer.

2.6.2. The order of proceedings shall include:

2.6.2.1. Reports of the relevant outgoing officer and committee members

2.6.2.2. Annual statement of the finances of the subcommittee

2.6.2.3. Election of relevant committee members for the following year

2.6.2.4. Any other competent business

2.6.3. AGMs shall be suitably publicised at least two weeks in advance, including details of the business to be discussed.

2.6.4. All Ordinary Members of the Association shall have the right to attend an AGM, stand for election, and vote

2.6.5. A copy of the relevant subcommittee constitution shall be available at the AM.

2.6.6. Voting shall be by secret ballot using the single transferable vote system

2.6.6.1. Voting shall be supervised by a Sabbatical Officer

2.6.6.2. Candidates shall run against Re-Open Nominations (RON).

2.6.6.3. Nominations for all available positions may be made at the meeting.

2.6.6.4. Proxy votes must be declared two hours prior to a General meeting, and shall only be accepted at the discretion of the supervising Sabbatical Officer.

2.6.7. An EGM may be called at any point in the academic year by the relevant officer.

2.6.7.1. An EGM may also be called through written request to that officer, signed by five members of the relevant committee or twenty Ordinary Members of the Association.

2.6.7.2. EGMs must otherwise follow the same guidelines as those for AGMS.

2.7. Finances

2.7.1. All subcommittee finances shall be run in accordance with the guidelines set by the Association Management Accountant.

2.7.2. If a subcommittee has a bank account, the relevant officer and Treasurer shall be signatories, alongside two nominees of the Association Cash Office.

Chapter 5: Elections

1. Scope

1.1. The regulations in this chapter apply to the following elected positions:

- 1.1.1. Sabbatical Officers
- 1.1.2. Members of the SRC
- 1.1.3. School Presidents
- 1.1.4. Language Convenors
- 1.1.5. Postgraduate Representatives

2. Returning Officer

- 2.1. The SAB GNS Subcommittee shall appoint a Returning Officer and Deputy Returning Officer(s).
- 2.2. The Returning Officer shall not be:
 - 2.2.1. An ordinary, honorary, or life member of the Association
 - 2.2.2. A member of the Association of University staff
- 2.3. The Deputy Returning Officer(s) shall be non-student members of Association or University staff.
- 2.4. 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 chapter.
- 2.5. The Returning Officer and the Deputy Returning Officer(s) shall be supported in the administration of the election by Association staff.

3. General Principles

- 3.1. Elections should be open to all ordinary members of the Association on an equal basis.
- 3.2. Elections should be fair. No candidate should gain a significant advantage unfairly (through their own actions or those of others).
- 3.3. Information available to voters should be full, transparent, and accurate.
- 3.4. Voting should be free from interference,
- 3.5. Elections' activity and campaigning should enable informative debate and deliberation, and without bullying, harassment, attacks on an individual's character, or intimidation.
- 3.6. Elections' activity and campaigning should be conducted with respect towards other students, staff, and the local community.
- 3.7. Elections' activity and campaigning should be conducted in line with the Association's

Constitution, Laws of the Association, any other relevant University of Association Policy, and the law.

4. Eligibility

- 4.1. Only Ordinary Members of the Association shall be eligible as candidates, voters, proposers, or seconders.
- 4.2. For Faculty President, School President, and Language Convenor positions, candidates, electors, proposers, and seconders must be members of the relevant Faculty, School, or Department.
 - 4.2.1. Students are considered a member of a School or Department if they take modules in that School or Department in the current academic year.
 - 4.2.2. Students are considered a member of a Faculty if their degree is within that Faculty.
 - 4.2.3. Candidates must be Honours students or entering Honours within the relevant Faculty, School, or Department.
- 4.3. For Postgraduate positions, candidates, electors, proposers, and seconders must be postgraduate students.
- 4.4. For Sabbatical positions, candidates must be eligible to be a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005.
- 4.5. For non-sabbatical positions, candidates must be fully matriculated students for the upcoming term of office.
- 4.6. No person is eligible to be a candidate if they:
 - 4.6.1. Are not in good standing with the Association and the University.
 - 4.6.2. Have been disqualified from any previous Association election.
 - 4.6.3. Are deemed unfit to serve by a Basis Disclosure Scotland background check.
- 4.7. No person shall stand for election for more than one position in the same election.
- 4.8. No person may hold any sabbatical office for more than two years in total.
- 4.9. No person may hold any single elected position on the SRC for more than two consecutive years.

5. Notice of Election

- 5.1. The dates, nominations, voting process, and any additional guidance of an election must be publicized with at least fourteen days notice.

6. Nominations

- 6.1. Candidates shall self-nominate for any election online.
- 6.2. Candidates must have a proposer and a seconder who meets the eligibility criteria. Nominations should be proposed and seconded no later than two hours after the close

of nominations.

- 6.3. Candidates may withdraw their nomination by writing to SAElect@st-andrews.ac.uk any time before 5pm the day preceding voting opening.
- 6.4. Nominations must be true representations of the candidates character.
- 6.5. The Returnin Officer (or their delegate) will have responsibility for declaring nominations valid. This decision shall be final.

7. Campaigning

- 7.1. Candidates' campaigning must not violate the general principles.
- 7.2. Candidates may not campaign prior to the start of the campaigning period.
- 7.3. Candidates may only campaign using methods and resources with are reasonably accessible to all candidates.
- 7.4. Candidates are responsible for all campaigning activities conducted on their behalf unless they can prove that they attempted to prevent such activities or had no knowledge of such activities.
- 7.5. Candidates may not receive endorsements from University or Association staff, trustees, committees, societies, sports clubs, officers, or departments.
 - 7.5.1. Students in these positions may campaign for candidates when off-duty, so long as they do not do so in their capacity as an officer, member of staff, or a trustee.
- 7.6. Candidates may not exceed the spending limit as set by the Returning Officer (or their delegate).
 - 7.6.1. Candidates should provide evidence of all expenditure. Failure to provide evidence may result in disciplinary action.
 - 7.6.2. Reimbursements will be made for up to two calendar months after the announcement of elections results.
 - 7.6.3. Candidates must expense any item they use in their campaign that cannot reasonably be accessed for free by all candidates.
 - 7.6.4. Candidates may not use their budget to provide bribes or incentives in return for voting.
 - 7.6.5. Candidates may not supply discounted or free alcohol, or any illegal substances to promote their campaign.
 - 7.6.6. All expenses must be approved by the Returning Officer (or their delegate).
- 7.7. Candidates must add the Elections Team to any private online group (e.g., Facebook groups, Messenger chats, Teams sites, etc.) no later than 12 hours after the creation of the group or 12 hours after submitting their nomination (whichever is later).
- 7.8. Candidates may not campaign under a single banner or slate.

8. Complaints and Discipline

8.1. Elections Complaints:

- 8.1.1. Any member of the Association may submit an election complaint if they have reason to believe that any of the General Principles or additional rules have been breached.
- 8.1.2. The deadline for submitting a complaint is 24 hours after the close of voting.
- 8.1.3. Complaints will be considered by the Deputy Returning Officer(s).
- 8.1.4. If the complaint is about the actions of the Deputy Returning Officer(s), then this will be referred to the Returning Officers.
- 8.1.5. Complaints may be submitted to SAElect@st-andrews.ac.uk

8.2. Deputy Returning Officer(s) Investigation:

- 8.2.1. Upon receiving a complaint, the Deputy Returning Officer(s) will conduct an investigation, making contact with the relevant individuals, groups, and organisations to determine whether a principle has been breached.
- 8.2.2. Anyone who does not engage with the Deputy Returning Officer(s) within the timeframe requested will be deemed to have nothing further to add.
- 8.2.3. Following an investigation, the Deputy Returning Officer(s) may:
 - 8.2.3.1. Reject the complaint.
 - 8.2.3.2. Uphold the complaint and issue a sanction.
 - 8.2.3.3. Refer to a relevant Association or University process.
- 8.2.4. The candidate, complainant(s), and any other affected candidates will be notified of a decision.

8.3. Appeal:

- 8.3.1. A candidate may appeal the decision of the Deputy Returning Officer(s).
- 8.3.2. An appeal must be submitted within 24 hours of the decision being received.
- 8.3.3. Appeals are to remedy any failings in the process rather than repeat the investigation. The grounds for appeal are:
 - 8.3.3.1. Procedural irregularities
 - 8.3.3.2. An outcome that is wholly unreasonable
 - 8.3.3.3. New evidence that for valid reasons wasn't provided before
 - 8.3.3.4. Extenuating circumstances
- 8.3.4. Appeals will be considered by the Returning Officer.
- 8.3.5. Following an appeal, the Returning Officer may:

8.3.5.1. Reject the appeal

8.3.5.2. Uphold the appeal and amend or remove the sanction

8.3.5.3. Ask the Deputy Returning Officer(s) to re-open the investigation.

8.3.6. The candidate making the appeal will be notified of the decision.

8.4. Sanctions

8.4.1. A sanction aims to:

8.4.1.1. Redress where an advantage, inadvertently or deliberate, has been gained.

8.4.1.2. Hold to account where a general principle has been breached.

8.4.2. All sanctions will be published but anonymised.

8.5. The Returning Officer and Deputy Returning Officer(s) will be supported by nominated Association staff to process the administration of complaints, investigations, appeals, and sanctions.

9. Voting and Count

9.1. Voting shall be conducted online via instant-runoff voting.

9.2. Each eligible voter shall have a single vote for every election they are eligible to vote in.

9.3. The count shall be overseen by the Returning Officer of their nominee.

9.4. Results will be announced no later than 48 hours after the conclusion of the count.

10. Vacancies

10.1. This section applies to elected and voting members only. The appointments process for non-elected and non-voting members is outlined elsewhere in the Laws of the Association.

10.2. A vacancy arises if:

10.2.1. A member vacates their office.

10.2.2. Insufficient nominations are received in the previous relevant election.

10.2.3. Re-open nominations is the successful candidate in the previous relevant election.

10.3. In the event of a sabbatical vacancy, the SAB GNS Subcommittee shall determine whether to:

10.3.1. Leave the position vacant until the next scheduled election.

10.3.2. Fill the position via an extraordinary by-election.

10.3.3. 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.

10.4. In the event of a Class Representative vacancy (including postgraduate representatives), the Education Committee shall determine how to proceed. In the event of any other vacancy, the SAEC shall determine how to proceed. They can:

10.4.1. Leave the position vacant until the next scheduled election.

10.4.2. Co-opt the position in the relevant Council or Committee.

10.4.2.1. In the case of SRC positions, this is the SRC respectively.

10.4.2.2. In the case of the Association Chair, this is Joint Council.

10.4.2.3. In the case of School Presidents and Language Convenors, this is the Education Committee.

10.4.2.4. In the case of class representatives, this is the representative forum in a given school.

10.4.2.5. 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.

10.4.3. Fill the position via an extraordinary by-election

10.4.4. 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.

11. Student Officers and Trustees

11.1. 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 Students' Association Board.

Chapter 6: General Meetings and Referenda

1. General Meetings

- 1.1. Motions at all meetings will be carried if passed by a simple majority of those present and voting.
- 1.2. Only those persons who are matriculated students may vote at meetings.
- 1.3. To attend a meeting, a person must produce a valid and current matriculation card. Others may attend at the discretion of the Chair, but they shall not be entitled to vote on any issue.
- 1.4. The Association President shall call a General Meeting of the Association if instructed to do so by the SRC, , or upon receiving a petition signed by at least 25 members of the Association expressing a desire for such a meeting and giving notice of the business to be discussed. A meeting must be held within ten days after receipt of the petition.
- 1.5. The Association President shall give at least seven days' notice of a General Meeting, and such notice shall contain the agenda of the meeting.
- 1.6. The quorum for a duly constituted meeting shall be not less than 400 matriculated students. If a quorum is not achieved within 45 minutes of the advertised time for the start of the meeting, the meeting shall be held not to have duly constituted.
- 1.7. The Chair of a General Meeting shall be the Association President.
- 1.8. Decisions of a General Meeting shall be binding on the Association until such time as they may be revoked by another General Meeting, or unless a referendum is demanded to discuss the motion under the provision of Section 5 below.
- 1.9. Decisions of General Meetings shall be subject to the financial cascade policy of the Association, as determined by the SAB.
- 1.10. In extraordinary circumstances, the SAB shall have the authority to disregard the decisions of General Meetings 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.

2. Annual General Meeting

- 2.1. There shall be an AGM of the Association in semester two. All reports shall be full and in writing, and the order of business shall be:
 - 2.1.1. Report of the Chair of the SAB
 - 2.1.2. Reports of the Sabbatical Officers
 - 2.1.3. Reports of members of the SRC
 - 2.1.4. Questions; all members of the SRC should be available for questions
 - 2.1.5. Any other competent business
- 2.2. The Association President shall chair the AGM.

3. Referenda

- 3.1. Referenda may be called by the SRC, or a petition signed by 5% of the ordinary membership of the Association.
- 3.2. 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.
- 3.3. Only Ordinary Members of the Association in good standing may vote in referenda.
- 3.4. A referendum shall only be binding if one fifth of eligible electors cast a vote.
- 3.5. A simple majority shall determine the outcome of any referendum.
- 3.6. 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.
- 3.7. Referenda shall be subject to the financial cascade policy of the Association, as determined by the SAB.
- 3.8. In extraordinary circumstances, the SAB 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.

Chapter 7: Affiliated Societies

4. Societies Subcommittee

- 4.1. There shall be a Societies Subcommittee, which shall have powers, duties, and responsibilities over affiliated societies as laid out in the Association Subcommittee Constitutions.

5. Affiliation to the Association

- 5.1. There shall be an Affiliation Agreement, proposed by the Societies Subcommittee and ratified by the SAB, defining the terms of affiliation between societies and the Association.
- 5.2. The new or continued affiliation to the Association of a society shall be conditional upon:
 - 5.2.1. Adherence to the constitution and policies of the society.
 - 5.2.2. Adherence to the terms of the Affiliation Agreement.
 - 5.2.3. Responsible management of the society and its accounts as recommended in the publications of the Societies Subcommittee, particularly with regard to audits.
 - 5.2.4. Any other conditions that the Societies Subcommittee may adopt.

6. Membership of affiliated societies

- 6.1. Any society wishing to affiliate must make ordinary membership open to all matriculated students of the University. Only matriculated students shall be eligible for ordinary membership. Other persons may be eligible for other classes of membership, as defined in the constitution of the society.
- 6.2. The DoSDA shall be an honorary member of all affiliated societies.
- 6.3. The Performing Arts Officer shall be an honorary member of all affiliated performing arts-related societies.
 - 6.3.1. Definitions of such societies shall be determined by the Societies Subcommittee.
- 6.4. The Music Officer shall be an honorary member of all affiliated music-related societies.
 - 6.4.1. Definitions of such societies shall be determined by the Societies Subcommittee.

7. Constitutions of affiliated societies

- 7.1. The aims of a society, as declared in its constitution, must not be incompatible with those of the Association.
- 7.2. A society must declare all external affiliations in its constitution; the aims of any affiliates will be subject to the same scrutiny as the society itself.

- 7.3. The Elections Officer of the Societies Subcommittee shall be notified of any amendment to the constitution of a society.

8. Grants and loans

- 8.1. Grants may be made to affiliated societies by the Societies Subcommittee in accordance with any limitations and conditions adopted by the Societies Subcommittee.
- 8.2. Student-run projects shall not be eligible for grants from the Societies Subcommittee, unless the Subcommittee explicitly agrees to exempt the project from this restriction.
- 8.3. Notwithstanding the two previous points, grants shall be made at the discretion of the Societies Subcommittee.
- 8.4. Loans may be made to affiliated societies at the discretion of the Societies Subcommittee.
 - 8.4.1. All loans will be under the terms of the Societies Loan Contract.

9. Arbitration

- 9.1. The Societies Subcommittee shall be competent to arbitrate disputes amongst a society and its members, officers, and/or other societies with the consent of all parties involved.
- 9.2. The decision of the Societies Subcommittee in arbitration shall be subject to appeal to SAEC, provided that an appeal is lodged within 72 hours after notice of the decision, and only on the following grounds:
 - 9.2.1. Information not known at the time of the original decision.
 - 9.2.2. Procedural irregularities that could make a material difference to the original decision, such as inaccurate information.
 - 9.2.3. Bias or prejudice.

10. Disaffiliation

- 10.1. The Societies Subcommittee may disaffiliate a society in accordance with the terms of the Affiliation Agreement.
- 10.2. The decision of the Societies Subcommittee to disaffiliate a society shall be subject to appeal to SAEC, provided that an appeal is lodged within 72 hours after notice of the decision, and only on the following grounds:
 - 10.2.1. Information not known at the time of the original decision.
 - 10.2.2. Procedural irregularities that could make a material difference to the original decision, such as inaccurate information.
 - 10.2.3. Bias or prejudice.

11. Re-affiliation

- 11.1. Any affiliated society meeting the requirements for re-affiliation set out by the

Societies Subcommittee on the date that its Affiliation Agreement expires shall be offered a new Affiliation Agreement.

11.1.1. The terms of new Affiliation Agreements may differ from the terms of any previous ones.

11.2. Any society not offered a new Affiliation Agreement may appeal the decision by petition.

12. Special arrangements

12.1. The formation of networks of similar societies may be arranged at the discretion of the Societies Subcommittee.

12.2. Consultation between the relevant parties involved must be executed before a special arrangement is undertaken.

12.3. A formal proposition must be approved by the Societies Subcommittee and each body wishing to be involved.

Chapter 8: Membership of the Students' Association

1. Categories of membership

- 1.1. There shall be seven categories of members of the Association, namely:
 - 1.1.1. Ordinary Members
 - 1.1.2. Life Members
 - 1.1.3. Honorary Members
 - 1.1.4. Honorary Life Members
 - 1.1.5. Associate Members
 - 1.1.6. Temporary Members
 - 1.1.7. Reciprocal Members
- 1.2. Only Ordinary Members shall have voting rights.
- 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 access to advice and advocacy services by appointment.
- 2.2. Life Members
 - 2.2.1. The following shall be eligible to be life members of the Association:
 - 2.2.1.1. Existing Life Members of the present or any previous Union or Association of the University of St Andrews.
 - 2.2.2. Life Membership shall lapse for any period when the member is a matriculated student of the University.
 - 2.2.3. The SAEC shall be empowered to decide whether or not a student coming to St Andrews from another university where the student has been an Ordinary

Member, shall be eligible for Life Membership.

2.3. Honorary Members

2.3.1. The following shall automatically be Honorary Members:

2.3.2. The Presidents of the SRCs, students' unions, and students' associations of the Scottish Universities.

2.3.3. The Chancellors, Rectors, and Principals of the Scottish Universities.

2.3.4. The non-matriculated members of the SAB.

2.4. Honorary Life Members

2.4.1. Honorary Life Membership may also be bestowed on persons worthy on account of their services to the Association, on the recommendation of the SAEC.

2.5. Associate Members

2.5.1. Associate Membership is available to any eligible person over 18 years of age on annual payment of the appropriate fee as determined by the SAEC. The following shall be eligible for Associate Membership:

2.5.1.1. Non-student spouses of Ordinary Members.

2.5.1.2. Open University students residing in Fife.

2.5.1.3. Non-matriculated students of the University.

2.5.1.4. Persons with a relevant connection to the Association.

2.5.2. All staff of the University and the Association shall automatically receive Associate membership.

2.6. Temporary Members

2.6.1. Temporary membership is available, for a period not exceeding 30 days, to any eligible person over 18 years of age on payment of the appropriate fees as determined by the DoES.

2.6.2. The following shall be eligible for temporary membership:

2.6.2.1. Any person over 18 years of age and temporarily resident in University accommodation, or any other accommodation at the discretion of the DoES.

2.6.2.2. Any person over 18 years of age who is visiting the University for the purpose of study or research.

2.6.2.3. Any person over 18 years of age who is attending a particular entertainment held within the Union building, at the discretion of the DoES.

2.6.3. Temporary membership in the case of clause III shall be given upon issue of an

appropriate ticket for the entertainment.

2.6.3.1. The ticket will be regarded as the Temporary Member's membership card, and should be retained by the Temporary Member.

2.6.3.2. The SAEC may make other suitable arrangements as necessary.

2.6.3.3. Temporary membership in the case of 2.6.3. shall begin from doors opening for the relevant entertainment or other suitable time decided by the DoES, and shall finish at the end of licensing hours that night, or another suitable time decided by the SAEC.

2.7. Reciprocal Members

2.7.1. A list of reciprocal arrangements with other universities and students' associations shall be managed by the DoES. Ordinary Members of these institutions shall be Reciprocal Members of our Association.

2.7.2. Proof of Reciprocal Membership shall be on production of the official membership card.

2.7.3. Reciprocal membership shall be open to Ordinary and Life Members.

2.7.4. In the event of any infringement of the rules of the Association, full details of the infringement, with the identity of the person or persons involved if possible, shall be sent to the parent Association in order that the appropriate disciplinary measures may be taken under the system of the parent Association.

2.7.4.1. Details of measures taken shall be sent to the injured Association.

2.7.4.2. All matters of discipline shall be dealt with as an internal matter between the injured and parent Associations.

2.7.5. No liability for claim, loss, damage or personal injury incurred by the reciprocal member while on the premises of the Association being visited can be accepted, and the parent Association shall accept no liability for the acts of a member visiting another Association.

2.7.6. A reciprocal agreement shall stand until such time as one or both of the students' associations deem termination or change necessary.

2.7.7. Reciprocal Members will not need to purchase temporary membership for access to the Union building.

Chapter 9: Association Discipline Procedure

This chapter of the laws can only be amended with the agreement of the SAF and the General Manager, as a representative of the staff of the Association. If both parties agree to amendments, they will be passed to the SAB for final ratification.

3. Introduction

- 3.1. Where members violate the Constitution and/or Laws of the Association, break civil or criminal law on the premises, cause damage to the premises, act in such a way as to damage relations between the Association and the community, damage the financial or other interests of the Association, or otherwise act in a way that causes other members distress or nuisance, the Discipline Procedure may be enacted against them.
- 3.2. For this purpose, the Association shall delegate power to the General Manager and to the Discipline Committee, whose membership shall be:
 - 3.2.1. Director of Events and Services (Convenor and Chair)
 - 3.2.2. Director of Student Development and Activities
 - 3.2.3. SAF Entertainments Convenor
 - 3.2.4. Two further SAF nominees.
- 3.3. The Discipline Committee shall meet to consider individual cases of alleged misconduct as set out below. The Committee shall have the power to consider and recommend amendments to this procedure to the SAF and the General Manager. This shall include the creation of new statutory offences. A member other than the Convenor must be nominated to keep confidential minutes of proceedings of the Committee, including all cases heard.
- 3.4. The Convenor of the Discipline Committee and the General Manager may jointly appoint one or more Authorised Discipline Officers and delegate powers to these Officers that shall, in their opinion, promote the efficient management of disciplinary issues.

4. Discipline Procedure

- 4.1. Scope
 - 4.1.1. All full, Life, and Honorary Life Members of the Association shall be subject to this jurisdiction in respect of their conduct insofar as it affects Association property and the working of the Association. Members may also be held responsible for the actions of their guests, or for their behaviour at institutions where the Association has a reciprocal agreement.
 - 4.1.2. Reciprocal Members, i.e. members of any organisation with which the Association has a reciprocal agreement, shall be subject to the jurisdiction of the Association only insofar as their right of entry to the premises may be withdrawn.
 - 4.1.3. All others, including guests, shall be deemed to have no intrinsic right of entry to the Union building and may be refused entry temporarily or permanently at the discretion of relevant staff. Queries about these decisions shall not be dealt

with under this policy, but are a matter for line managers.

4.1.3.1. “Relevant staff” shall normally consist of SIA licensed door supervisors and/or senior management.

4.1.4. The Association reserves the right to report misconduct or alleged misconduct to other bodies where appropriate, including but not limited to the University, other Associations, the police, and specified local licensed premises.

4.2. Principles

4.2.1. The Association will at all times aim to process disciplinary matters with sensitivity, fairness, and consistency of treatment; in confidence; and without prejudice or undue delay.

4.2.2. Where a criminal offence is involved, the Association will not normally take any disciplinary action, other than suspending the right of entry where appropriate, until the outcome of any formal legal process is known.

4.2.3. In deciding whether a member is guilty of misconduct, the Association shall use the “balance of probabilities” as the standard to be met.

4.2.4. A member shall always be informed where disciplinary action is being considered against them, and shall always be informed of the nature of the complaint that has instigated such action.

4.2.5. A member shall always have the right to appeal against disciplinary sanctions.

4.2.6. A member shall have the right to be accompanied by another member to any meeting held under this procedure.

4.2.7. It is not Association policy to allow audio or visual recording of meetings held under this procedure, except where this would qualify as a “reasonable adjustment” under the Disability Discrimination Act 2005.

4.2.8. No officer or member of staff should participate in a disciplinary decision where they have a significant personal interest or any other conflict of interest.

4.3. Temporary bans

4.3.1. Where a member has been accused of misconduct, they may be asked to leave the premises by relevant staff and may be suspended from further entry pending an investigation and appropriate action to resolve the matter. Such suspension shall not be regarded as a disciplinary sanction and is without prejudice to the outcome of any investigation and/or subsequent disciplinary action.

4.3.2. For accusations of statutory offences 3.2.1 to 3.2.8, this temporary suspension shall be an evening ban (see 6.6).

4.3.3. In the event that the member is not found guilty of misconduct, any record of such a suspension shall be expunged.

4.4. Investigation of offences

4.4.1. Upon receipt of a complaint, an investigation will be conducted, normally by an

Authorised Discipline Officer, to establish the facts of the case. The time limit for this investigation will necessarily vary according to the nature and complexity of the case, but if it is likely to exceed one month then this should be communicated to all those involved. The investigation may include taking evidence from relevant parties, including witnesses and the member accused of an offence, by means including written statements, telephone, email or personal conversations. It should be made clear to all parties that any such contact is an investigation and not a disciplinary meeting.

4.5. Classification of offences

4.5.1. Following an investigation, the case will be classified into one of four categories based on the results of that investigation:

4.5.1.1. No further action. This is appropriate where there is no case to answer, i.e. there is no evidence of an offence or the alleged offence is minor, and the member has no previous offences or warnings.

4.5.1.2. Statutory action. This is appropriate where there is clear evidence of a statutory offence, as defined under Section 3.

4.5.1.3. Licensee ban. This is appropriate where there is clear evidence of an offence in serious breach of the licensing principles or of criminal law. The term “licensee” shall refer to the person named on the premises license.

4.5.1.4. Referral to the Discipline Committee. This is appropriate in all other cases.

4.5.2. Where no further action is the outcome, the member should be informed, any restrictions on entry removed, and the record expunged within five working days. For all other cases, see the relevant sections below.

5. Statutory offences

5.1. Where, in the opinion of an Authorised Discipline Officer, there is clear evidence that a member is guilty of one of the offences described in 3.2, the member concerned shall be informed of the penalty in writing within ten working days of the conclusion of the investigation, along with the grounds and procedures for appeal. The Authorised Discipline Officer shall ensure that a record of all penalties issued is promptly shared with the Discipline Committee.

5.1.1. Where a member is guilty of a statutory offence 3.2.1 to 3.2.7, they shall be issued with a fine of £25 for the first offence, £50 for the second similar offence, and referred to the Discipline Committee for the third similar offence.

5.1.2. On-the-spot fines

5.1.2.1. An Authorised Discipline Officer may issue an on-the-spot fine for statutory offences 3.2.1 to 3.2.8 if there is clear evidence that a member is guilty. If the incident does not fall within a clear single statutory offence, is the third similar offence of that member, or is in any way serious, e.g. presenting any risk to other members or staff, the case should instead be referred to the Discipline Committee.

5.1.2.2. On-the-spot fines should never be paid on the night of the incident.

- 5.1.2.3. If a member is issued with an on-the-spot fine, they should subsequently be removed from the premises until the building reopens the following morning.
- 5.1.2.4. On-the-spot fines may be appealed following the procedure outlined in 6.
- 5.1.3. Where a member is issued with a fine for statutory offences 3.2.1 to 3.2.7, they will be able to appeal the penalty to the Authorised Discipline Officer on the basis of low income or financial hardship. The Authorised Discipline Officer may change the penalty to a one-month evening ban for the first offence or a two-month evening ban for the second similar offence, beginning on the date of the incident, at their discretion. If this length of time has already passed before the conclusion of a low-income appeal, no further ban will be issued, and the outstanding fine will be expunged.
- 5.2. Defined statutory offences
 - 5.2.1. Drinking alcohol not purchased on the premises.
 - 5.2.2. Smoking or vaping on Association premises. If a fire alarm is triggered, refer to the Discipline Committee.
 - 5.2.3. Causing minor damage or creating undue mess on Association property through malice or negligence, including vandalism, and vomiting or befouling anywhere other than a toilet.
 - 5.2.4. Behaving in a manner likely to cause nuisance to other members or staff, excluding incidents covered by the Zero Tolerance Policy.
 - 5.2.5. Buying, consuming, or attempting to buy alcohol while under the age of 18.
 - 5.2.6. Buying alcohol on behalf of a member under the age of 18, or supplying them with alcohol on the premises.
 - 5.2.7. Unauthorised access, such as use of fire doors outwith an emergency, or forging tickets to gain entry to the premises, excluding being on Association premises while banned. If a fire alarm is triggered, refer to the Discipline Committee.
 - 5.2.8. Signing in a guest who commits an offence: £20 fine.
 - 5.2.9. Possession or abuse of drugs or controlled substances on the premises. This shall include any item a reasonable person would assume to be drugs, unless evidence to the contrary is provided. First offence: three-month full ban. Second offence: six-month full ban. Third offence: full ban until date of graduation.
 - 5.2.10. Being present on Association premises while banned without permission: £25 fine, and reset length of original ban. This includes breaking the terms of an evening ban (see 6.6), in which case the ban should change to a full ban.
 - 5.2.11. Harassment, bullying, and other offences covered by the Zero Tolerance Policy: minimum two-month full ban. Up to life ban, dependent on severity.
- 5.3. The penalties for statutory offences shall normally apply to a single instance: serious, aggravated, or multiple offences should be referred to the Discipline Committee or to licensee discipline for a more serious penalty.

5.4. Appeals against statutory penalties

5.4.1. Members may appeal against statutory penalties only on the following grounds:

5.4.1.1. Information not known at the time of the original decision.

5.4.1.2. Procedural irregularities that could make a material difference to the original decision, such as inaccurate information.

5.4.1.3. Bias or prejudice.

5.4.2. Appeals against statutory penalties will be heard by the Discipline Committee, and should be addressed to the DoES. Appeals must be submitted in writing within ten working days after notice of the statutory penalty being received.

6. Licensee ban

6.1. Where, after an investigation, there is clear evidence that a member is guilty of an offence in serious breach of criminal law or the licensing objectives, the licensee may ban that member from the premises for life. Examples of circumstances that would justify such action would include, but not be limited to:

6.1.1. Serious assaults.

6.1.2. Theft from the Association, members, or staff.

6.1.3. Serious or repeated cases of supplying alcohol to persons under 18.

6.1.4. Supply of drugs or controlled substances on the premises. This shall include any item a reasonable person would assume to be drugs, unless evidence to the contrary is provided.

6.1.5. Serious infringements of health and safety.

6.2. In such cases the licensee should write to the member concerned within ten working days after the conclusion of the investigation, informing them of the ban and of the grounds and procedures for appeal.

6.3. Members may appeal against licensee bans according to the procedure outlined in 6.7.

7. Meetings of the Discipline Committee

7.1. Notification

7.1.1. Where, following an investigation, it is believed that grounds exist to refer a member to the Discipline Committee, they should be invited in writing to attend the next meeting of the Committee. This notification should be sent within ten working days of the conclusion of the investigation, and should include:

7.1.1.1. The date, time, and location of the next meeting (if known).

7.1.1.2. A summary of the allegation against the member, and the facts as understood at the time of writing.

7.1.1.3. Procedures for the member to submit evidence, call witnesses, request

further information, etc.

- 7.1.1.4. Notification of the right to be accompanied.
- 7.1.1.5. Details of any interim measures in force, such as temporary restrictions on entry.
- 7.1.2. Meetings will be scheduled at the discretion of the Convenor, bearing in mind the number and nature of any pending cases, and the necessity to avoid undue delay.
- 7.1.3. Members invited to appear should normally be given at least five working days' notice of the meeting, and meetings should normally be held at least once per calendar month between September and May.
- 7.1.4. The Convenor will consider requests to rearrange meetings where a member accused of misconduct is unable to attend at the scheduled time. However, the Association reserves the right to proceed in a member's absence where the reasons for the request are inadequate in the opinion of the Convenor, or where this would cause an unreasonable delay.
- 7.1.5. The quorum shall be three members of the Discipline Committee, or their nominated substitutes.

7.2. Evidence

- 7.2.1. An Authorised Discipline Officer will circulate all written evidence and the names of any witnesses they intend to call in each case at least five working days before the hearing. Members accused of misconduct may submit a written statement for circulation: this must be submitted at least three working days before the hearing. Names of any witnesses, and their matriculation number (students) or address (non-students), must also be submitted at this time.
 - 7.2.1.1. It is the responsibility of the member to ensure that witnesses they wish to call are approached and informed of the meeting time and location. Where witnesses are Association staff or officers, the Association will take all reasonable steps to facilitate their attendance.
- 7.2.2. Where the member chooses to exercise their right to be accompanied to the meeting, the name and (if appropriate) matriculation number of the member who will accompany them should be submitted at the same time as that of any witnesses.

7.3. Meeting conduct

- 7.3.1. Cases will be heard in private: members accused of misconduct will be entitled to be present normally only while their own case is being discussed. The exception shall be where two or more members are invited to attend in relation to a single incident.
- 7.3.2. The normal procedure will be for the facts as presently known to be presented, normally by an Authorised Discipline Officer, followed by an opportunity for the member to make any submission they choose. Witnesses may be called, and all parties may ask questions or raise points. The Convenor will moderate this process.

- 7.3.3. When the Committee is satisfied that an adequate opportunity for the presentation of evidence has taken place, the member will be asked to withdraw, and the Committee shall consider its decision.
- 7.3.4. At their discretion, the Convenor may suspend the hearing of any case and reconvene that case at a later date, if further evidence is needed or other circumstances justify this. Where new evidence is considered, all parties must be given a reasonable opportunity to consider and respond to it.
- 7.3.5. Members of the Committee who believe they have a significant personal interest in a case should excuse themselves from any consideration or discussion of that case. If this renders the Committee inquorate, the Convenor may nominate another member of the SRC or SAF as a substitute. If no officers can be found without significant personal interest, the Convenor may nominate a School President as a substitute.
 - 7.3.5.1. “Significant personal interest” should be interpreted as any link which, to a reasonable and unbiased external perspective, would bring the validity of a disciplinary hearing into question.

8. Outcomes

- 8.1. After due consideration of the evidence presented, the Discipline Committee shall decide whether the member is, in their opinion, guilty of misconduct.
- 8.2. If the Committee believes that the member has no case to answer, the case will be dismissed, all temporary disciplinary measures shall be removed immediately, and records of the case shall not be admissible in any future disciplinary case. The member shall be informed of this outcome in writing within five working days.
- 8.3. If the member is found guilty of misconduct, the Committee may:
 - 8.3.1. Issue the member with a written warning.
 - 8.3.2. Impose a disciplinary fine.
 - 8.3.3. Impose a temporary, evening, or life ban.
 - 8.3.4. Impose two or more of the above measures in combination.
 - 8.3.5. This list is not exhaustive: the Committee may impose alternative measures or restrictions, or attach conditions or exceptions to the measures above, in appropriate circumstances. In all cases, the member shall be informed of the outcome in writing within five working days. Such written notification must include details of the right to appeal.
- 8.4. Warnings
 - 8.4.1. The Committee may choose to issue a formal written warning. This warning should set out clear conditions on the member’s future conduct and may remain on file for a period of up to four years. The warning should detail the likely consequences of any future breach, which may include automatic referral to the Discipline Committee, a fine, or a ban.

8.5. Fines

- 8.5.1. The Committee may issue a fine of up to £200. The exact level of the fine should be decided with regard to the gravity of the offence, any costs for damage, the past disciplinary record of the member, and other relevant factors. In cases where the cost of damage exceeds £200, the Committee may impose a fine up to the maximum cost of the damage.
- 8.5.2. Fines must be paid to the Association Cash Office, but the Committee may recommend redistribution where appropriate; for example, in cases of damage other than to Association property.
- 8.5.3. While fines are outstanding, members will be subject to a temporary evening ban. When a fine is issued, the member should be informed in writing of the level of the fine, payment arrangements, and the consequences of non-payment.

8.6. Bans

- 8.6.1. For less serious offences, the Committee may issue the member with an evening ban for any period of time they consider appropriate, up to the graduation date of the member. This should only be used in cases where no other members or staff are at risk. Members issued with an evening ban will not be allowed on the main Association premises from 7pm to 7am for the duration of the ban. They will still be able to access the main premises outside of that time. They will still be able to access satellite Association premises as normal, though the Committee may in exceptional cases vary this.
 - 8.6.1.1. The member must sign in to the main premises, upon entry, at reception. The member must not purchase or consume alcohol. If they are found with alcohol or remain on the main premises beyond 7pm after being asked to leave, they should be penalised according to 3.2.10. The member should be reminded of these terms when signing in.
- 8.6.2. For more serious offences, the Committee may issue the member with a full ban from Association premises for any period of time they consider appropriate. Normally this will apply to all Association premises, but the Committee may in exceptional circumstances vary this to apply only to specific premises. In deciding the length of the ban, the Committee should have regard to the gravity of the offence, the past disciplinary record of the member, and other relevant factors. Members issued with a full ban will only be able to access Association premises for representation, advice, and welfare services by appointment in advance.
 - 8.6.2.1. “Lifetime” full bans will normally expire 10 years after the date of graduation, except in truly exceptional cases. The decision to extend a ban beyond this date shall be made by the General Manager.
- 8.6.3. Where a ban is issued, the member should be informed in writing of the type and length of the ban, the date on which it will end (if applicable), and the consequences of breaching the ban. The length of a ban will begin on the date of the offence. All bans that would otherwise include winter and summer breaks will be extended by one or three months, respectively, at the discretion of the Discipline Committee.

9. Appeals

- 9.1. Members may only appeal against Discipline Committee decisions and licensee bans

on the following grounds:

- 9.1.1. Information not known at the time of the original decision.
 - 9.1.2. Procedural irregularities that could make a material difference to the original decision, such as inaccurate information.
 - 9.1.3. Bias or prejudice.
- 9.2. Appeals will be reviewed by the Appeals Committee of the SAB. This Committee shall consist of:
- 9.2.1. Chair of the SAB, or their nominee (Convenor)
 - 9.2.2. Association President, or their nominee
 - 9.2.3. One other member of the SAB with no previous involvement in the case
- 9.3. Appeals should be addressed to the Chair of the SAB. Appeals must be submitted in writing within ten working days after the decision is issued.
- 9.4. Meetings of the Appeals Committee
- 9.4.1. The Appeals Committee shall be constituted as noted above. It shall meet only when a valid appeal is received: the Chair of the SAB shall decide whether an appeal is valid. Parties to the appeal shall be the member who has made the appeal, and either the licensee (in the case of licensee bans) or the Convenor of the Discipline Committee (in all other cases).
 - 9.4.2. Any disciplinary sanctions shall remain in force until appeal proceedings are concluded.
- 9.5. Notification
- 9.5.1. Where the Chair of the SAB believes that grounds exist for an appeal, all parties should be notified within ten working days after receipt of that appeal. This notification should include:
 - 9.5.1.1. The date, time, and place of the appeal hearing, which must be at least five working days after notification.
 - 9.5.1.2. A summary of the grounds for appeal.
 - 9.5.1.3. Procedures for the member to submit evidence, call witnesses, and request further information.
 - 9.5.1.4. Notification of the right to be accompanied.
 - 9.5.2. The Chair of the SAB will consider requests to rearrange meetings if any party is unable to attend at the scheduled time. However, the Association reserves the right to proceed with appeals in the absence of either party where the reasons for the request are in the opinion of the Chair inadequate or would cause an unreasonable delay.
- 9.6. Evidence for appeals

- 9.6.1. The Appeals Committee shall have made available to it all written evidence submitted for the original decision, and all other relevant written documents; for example, Discipline Committee minutes. The Chair of the SAB will also request written submissions from all parties. All written evidence will be circulated at least three working days before a hearing. It is the responsibility of parties making submissions to ensure that they meet this deadline.
- 9.6.2. All parties may call witnesses, as may the Appeals Committee. Names of any witnesses, and their matriculation number (students) or address (non-students), must also be submitted three working days in advance. It is the responsibility of the member to ensure that witnesses they wish to call are approached and informed of the meeting time and location. Where witnesses are Association staff or officers, the Association will take all reasonable steps to facilitate their attendance.
- 9.6.3. Where the member chooses to exercise their right to be accompanied to the meeting, the name and (if appropriate) matriculation number of the member who will accompany them should be submitted at the same time as that of any witnesses.

9.7. Conduct of appeals meeting

- 9.7.1. The normal procedure will be for the case for the appeal to be presented, and then the party responsible for the original decision may respond. Witnesses may be called, and all parties may ask questions or raise points; the Chair will moderate this process. When the Appeals Committee is satisfied that an adequate opportunity for presenting evidence has taken place, both sides will be asked to withdraw and the Committee shall consider its decision.
- 9.7.2. At their discretion, the Chair may suspend the meeting and reconvene at a later date if further evidence must be sought, or other circumstances justify this.

9.8. Outcomes of appeals

9.8.1. The Appeals Committee may:

- 9.8.1.1. Reject the appeal, in which case the original disciplinary decision and any sanctions remain.
- 9.8.1.2. Uphold the appeal, in which case the original decision is rescinded, any sanctions removed, and the record expunged.
- 9.8.1.3. Uphold the appeal in part, in which case the Appeals Committee may substitute another disciplinary sanction if they feel this is appropriate. All sanctions available to the Discipline Committee shall be available to the Appeals Committee for this purpose, except that they may not impose a greater penalty than was originally imposed.
- 9.8.1.4. The Appeals Committee may also make written recommendations to the General Manager or Discipline Committee. All parties must be informed of the outcome in writing within ten working days of the decision. The decision of the Appeals Committee will be final and will mark the end of these procedures.

Chapter 10: Rules of the Union

1. General

- 1.1. Admittance to the Union building shall be by production of a valid matriculation card which must be shown, on request, to any member of Association staff. Admission shall also be allowed in accordance with Section 3 of this Chapter.
- 1.2. The Union shall not be responsible for the property of members left by them on the premises of the Union.
- 1.3. Unlicensed betting and gambling are forbidden on the premises of the Union.
- 1.4. No foodstuffs may be brought into the Union building, save by leave of the DoES or Catering Manager.
- 1.5. No live animals or pets shall be brought into the Union building, save in the case of guide dogs.

2. Alcoholic liquors

- 2.1. The provision of alcoholic liquors by the Association shall, at all times, be governed by the Licensing Act (Scotland) 1976 and other relevant legislation.
- 2.2. Alcoholic liquor shall be sold in the premises of the Union only to members of the Association.
- 2.3. Alcoholic liquor shall be sold in the premises of the Union only by the Association or its authorised agents, and none shall be brought in otherwise save by leave of the DoES or Bar Manager.
- 2.4. No member of the SAF or of the SAB and no employee of the Association shall have any personal interest in the sale of alcoholic liquors therein, or in the profits deriving from such sale.
- 2.5. No alcoholic liquor shall be supplied in the Union to any person under 18 years of age.
- 2.6. No alcoholic liquor sold from Off-Sales shall be consumed within the Union Building.

3. Guests

- 3.1. Any member, whether Ordinary, Life, Honorary, Honorary Life, Associate, or Reciprocal, may introduce guests to the Union building in accordance with this subsection.
- 3.2. A guest list shall be kept in which the member shall register their own name and membership number along with the name and address of their guest. The member shall then be issued with a guest card.
- 3.3. A member may introduce up to four guests in any 24-hour period and shall be responsible for their conduct within the Union premises. Such guests shall have the use of the Union premises on the day of introduction only, except in the case of a weekend card, which is valid only for the Friday, Saturday, and Sunday of the weekend of issue.
- 3.4. On Fridays all guests must be signed in by fifteen minutes before closing time, except

at the discretion of a member of the SAEC. The SAF reserves the right to refuse to allow guests to be signed in outside office hours for any other day, provided this decision has been publicised for at least three days beforehand.

- 3.5. No person who has been suspended in terms of Chapter 10 (Discipline Procedure) shall be introduced as a guest during the period of suspension. The SAF may suspend any member's right to sign in guests after going through the procedures laid down in Chapter 10.
- 3.6. All guests must be over the age of 18 years; guests must not buy alcoholic liquor or play on the gaming machines.
- 3.7. Any member of the SAF reserves the right to refuse admittance to or to expel from the building any guest signed in as above.

4. Staff of the Association

- 4.1. In the event of a breach, or alleged breach, of the rules of this chapter by a member of staff, a report will be made to the General Manager who will, within five working days, consider all evidence submitted and decide, after consultation with the Staffing Committee, whether and to what extent disciplinary action should be taken.
- 4.2. In the event of there being any appeal, from whatever source, regarding the decision taken by the General Manager, it will be considered at the earliest possible date by an Appeals Committee comprising the Chair of the SAB (Convenor), the Association President, DoEd, Student Advocate (Education), and one student nominee from SAB.

5. Members of the Association

- 5.1. Breaches or alleged breaches of the rules of this chapter by members of the Association shall only be actionable if they occurred while using Association services or facilities.
- 5.2. In the event of a breach, or alleged breach, of the rules of this chapter by a member of the Association, an attempt will be made by such officers of the Association as may be available to reconcile the parties informally.
- 5.3. In the event of those directly involved in a breach or alleged breach wishing to pursue a complaint, they will be informed of the Association procedures, their rights and responsibilities within those procedures, and the options available to them. The DoES will then institute proceedings under the Association Discipline Procedure, which will also govern any appeal.

6. Societies and groups

- 6.1. Societies and groups, whether affiliated or not to the Association, may make use of Association facilities on such terms as are currently in force provided that such societies and groups comply with the principles and practices of equality of opportunity outlined in this chapter. Societies or groups (whether affiliated, non-affiliated or disaffiliated) that are judged not to comply with these conditions may not make use of facilities and services controlled by the Association.
- 6.2. Where it is alleged that a society or group is in breach of the principles and practices of equality of opportunity outlined in this chapter, a committee (comprising the SRC Student Support Committee and four members of the SAF, which last shall be in an advisory capacity only) shall convene to investigate and rule upon the alleged breach.

- 6.3. If an affiliated society or group is found to be not in compliance with the principles and practices of equality of opportunity outlined in this chapter, all the relevant information should be passed to the Societies Subcommittee with a recommendation that they are disaffiliated. The decision of the Societies Subcommittee on the fulfilment of this condition shall be subject to the appeals process in subsections 6.5 and 6.6 of this chapter.
- 6.4. No society or group shall be denied access to services of facilities due to a contravention of the requirements of this chapter unless the procedure under subsection 6.2 of this chapter above has been carried out.
- 6.5. There shall be open to any society or group disadvantaged under paragraph 6.2. a right of immediate appeal to a committee convened by the Association President (or their nominee who shall be a member of the SAB) and four further members of the SAB.
 - 6.5.1. No one who sits on this Appeals Committee shall have formed part of the committee set up under subsection 6.2 of this chapter.
 - 6.5.2. The Appeals Committee shall meet within 5 working days of the ruling by the committee set up under subsection 6.2 of this chapter and, save in circumstances of exceptional gravity, all sanctions will be suspended until the Appeals Committee reaches a decision.
- 6.6. Unappealed decisions under subsections 6.2 and 6.5 of this chapter shall be reported to the SAB and all officers and staff of the Association. Disputed decisions decided under subsection 6.5 of this chapter are subject to ratification by the SAB at its next regular meeting or, at the discretion of the Chair of the SAB, at an extraordinary meeting of SAB.
- 6.7. Suspension of the provision of services and facilities for contravening the rules and requirements of this chapter, unless lifted under the appeals procedures laid down in subsection 6.5 of this chapter shall remain in force until such time as a society or group can demonstrate that it is no longer in contravention. Section's subsections 6.2, 6.5, and 6.6 of this chapter set down the decision making and appeals structure that shall govern the procedure of returning the society or group's right of access to Association services and facilities.
- 6.8. Any society or group disadvantaged by decisions made under paragraphs subsections 6.2, 6.5, and 6.6 of this chapter may apply to make use of Association facilities or services in pursuit of ends that are deemed to be non-discriminatory according to the principles outlined in this chapter. This should be done by such a society or group presenting its case to a meeting of the SAF, with four members of the Student Support Committee present in an advisory capacity only. Subsections 6.5, and 6.6 of this chapter down the appeals procedure which may be invoked should a society seek to overturn a decision reached by this committee.