



## 1. Preface

- 1.1. These Standing Orders shall formulate the policy of the University of St Andrews Students' Association on affiliated societies under the responsibility of the Societies Subcommittee. They shall work in conjunction with Chapter 8 of the Association Laws (Affiliated Societies) and Chapter 21 of the Association Subcommittee Constitutions (Societies Subcommittee).

## 2. Affiliation

- 2.1. The society shall become affiliated upon:
  - 2.1.1. Completion of President's Training.
  - 2.1.2. Completion of Treasurer's Training.
  - 2.1.3. Completion of Health and Safety Training.
  - 2.1.4. Attaining a pass on the Treasurer's Competency Assessment.
  - 2.1.5. Attaining a pass on the President's Competency Assessment.
  - 2.1.6. Attaining a pass on the Health and Safety Competency Assessment.
  - 2.1.7. Submitting the society's Constitution.
  - 2.1.8. Filing a General Risk Assessment and the Aims and Activities Form.
  - 2.1.9. Having a number of paid members above a threshold set by the Societies Committee.
  - 2.1.10. Completing the Affiliation Agreement.
- 2.2. Affiliation shall have effect for no more than one year, ending on 31st May annually. The Association may extend the effective period of affiliation for up to 60 days on a case by case basis.
- 2.3. The society shall not be affiliated to any organisation that is not a registered charity.

## 3. Finance

- 3.1. Financial Responsibilities
  - 3.1.1. The society shall:
    - 3.1.1.1. Keep its committee informed of the society's finances throughout the course of a year and present a report on society finances at the Annual General Meeting.
    - 3.1.1.2. Ensure good financial management of the society and avoid debts.
    - 3.1.1.3. Only expend society funds to the benefit of the society as a whole or for the fulfilment of its aims.
    - 3.1.1.4. Maintain adequate records of all expenditures and submit accounts for annual audit.
    - 3.1.1.5. Maintain, as far as is practicable, all society bank statements from the last seven years and not discard or destroy any society bank statements.
  - 3.1.2. The society shall charge an annual membership subscription of at least £3 annually, unless authorized otherwise by the Association.
  - 3.1.3. The society shall maintain an appropriate number of members to guarantee the longevity of the society, defined by the Societies Committee, and provide the Association with a full membership roll on request.
- 3.2. Bank Accounts
  - 3.2.1. The society shall not own more than one bank account, unless for a sub-committee registered with the Societies Committee.
- 3.3. Audits
  - 3.3.1. Societies shall submit all its affiliated accounts to the Cash Office for audit annually no later than a deadline determined by the Societies Committee. The Students' Association may additionally order and audit of the society's accounts at any time.
  - 3.3.2. When submitting accounts for audit, the society shall submit the following:
    - 3.3.2.1. All bank statements issued since the previous audit.
    - 3.3.2.2. Catalogued receipts for society expenditure since the previous audit.
    - 3.3.2.3. A complete record of income and expenditure (i.e. a cash book).
    - 3.3.2.4. Cheque and paying-in books, unless otherwise authorised by the Societies Committee.
- 3.4. Charitable Contributions
  - 3.4.1. No society may make charitable donations towards an organisation that is not a registered charity.
  - 3.4.2. Any monies raised by the society for the benefit of a registered charity shall be disbursed through the Charities Campaign by contacting the Cash Office unless otherwise arranged with the Charities Campaign.

## 4. Constitution

- 4.1. The society's constitution shall contain the following provisions:
  - 4.1.1. The society's title.



- 4.1.2. The society's aim.
- 4.1.3. A statement that the society shall be affiliated to the Association.
- 4.1.4. A list of subgroups or subcommittees affiliated to the society and whether each of them holds an individual bank account.
- 4.1.5. A statement that Ordinary Membership shall be open to all matriculated students of the University.
- 4.1.6. A definition of Ordinary Membership in relation to any other classes of membership if any exist.
- 4.1.7. A list of the officers of the society.
- 4.1.8. A statement that the committee is to be elected at a General Meeting, or co-opted by the committee if no candidate is elected at a General Meeting or in the case of casual vacancy.
- 4.1.9. A statement of the quorum for a committee meeting and requiring at least 24-hour's notice for all committee meetings.
- 4.1.10. A statement of who may call meetings.
- 4.1.11. A statement that no officer shall derive any financial profit or gain by reason of their officership, including favourable rates on goods or services, unless the same benefit is available to any and all members of the society.
- 4.1.12. A statement that debt shall be satisfied by an equal subscription from all members.
- 4.1.13. A statement that the annual subscription shall be approved at a General Meeting.
- 4.1.14. A statement that two signatories of the Students' Association shall appear on the bank mandate.
- 4.1.15. A statement of any outside affiliations.
- 4.1.16. A statement that the constitution may be amended by a General Meeting on the advice and consent of the committee or by a duly proposed and seconded motion.
- 4.2. The society must treat each member of each class of membership equally to every other member of the same class of membership.
- 4.3. A current copy of the constitution shall be made publicly available.
- 4.4. The society shall notify the Societies Committee of any amendments to the Constitution. The Societies Committee reserves the right to reject any amendments that breach these Standing Orders or other policies of the Association.

## 5. General Meetings

- 5.1. Requirements of a General Meeting
  - 5.1.1. General Meetings shall be free and open to all members of the society. Membership is determined by the membership list held by the treasurer.
  - 5.1.2. Notice of General Meetings shall be given to all members and to the Societies Committee Elections Officer no less than 14 days prior and shall contain, at a minimum:
    - 5.1.2.1. Time and date of the meeting.
    - 5.1.2.2. Location of the meeting.
    - 5.1.2.3. A list of all positions to be available for election at the meeting.
    - 5.1.2.4. Notice of any constitutional amendments to be proposed at the meeting, when such notice is practical.
  - 5.1.3. No person shall be entitled to vote in the General Meeting or to stand for election unless they were a member of the society on the day of notice of the meeting.
  - 5.1.4. Any disputes regarding membership or business of the meeting shall be settled with the Societies Committee.
  - 5.1.5. The minutes of all General Meetings shall be promptly circulated to all members and to the Societies Committee Elections Officer.
- 5.2. Business of the Annual General Meeting
  - 5.2.1. No Annual General Meeting ('AGM') shall be held to be duly constituted unless the following items of business are completed:
    - 5.2.1.1. A report of the president on the society's activities since the previous AGM.
    - 5.2.1.2. A financial report by the treasurer of their nominee detailing:
      - 5.2.1.3. The society's total assets at the time of the previous AGM.
      - 5.2.1.4. The society's total income since the previous AGM, highlighting income from Association grants.
      - 5.2.1.5. The society's total expenditure since the previous AGM.
      - 5.2.1.6. The society's current total assets.
      - 5.2.1.7. Any liabilities and unpaid debts of the society.
      - 5.2.1.8. Re-approval of the society's constitution.



5.2.1.9. Approval of the society's annual membership subscription.

5.2.1.10. Election of the office bearers.

5.3. Regulations Governing Elections of Office Bearers

5.3.1. All officers shall be elected by means of the Single Transferable Vote system, unless the society's constitution or General Meeting provides for another democratic method of election, and all candidates shall stand against 're-open nominations' unless the position is uncontested.

5.3.2. Votes in absentia must list a specific candidate for a specific office and must be received by the society before the meeting convenes.

**6. Health and Safety**

6.1. Risk Assessments

6.1.1. All events shall be risk assessed, detailing:

6.1.1.1. A list of hazards.

6.1.1.2. Persons at risk for each hazard.

6.1.1.3. Measures done to minimise each hazard.

6.1.1.4. Further actions necessary for each hazard.

6.1.1.5. Likelihood and severity of the consequences for each hazard.

6.1.1.6. Method in which the society will put risk assessment into action.

6.1.2. Any risk assessment shall be approved by the Association 14 days prior to the event being held.

6.2. Excursions Abroad

6.2.1. Any society that plans an excursion beyond the United Kingdom shall notify Student Services and the Association before booking the excursion and liaise with both as required.

**7. Association Website**

7.1. The Association shall provide societies with pages on the Association website. The society shall keep their designated society page up to date with:

7.1.1. The society's constitution.

7.1.2. The society's contact details, including email and any social media.

7.1.3. A brief description of the society.

7.1.4. Other information as requested by the Societies Committee.

**8. Use of Data**

8.1. GDPR

8.1.1. Societies shall adhere to the Data Protection Act 2018 (UK GDPR).

8.2. Member Information

8.2.1. The society shall hold and process only the data absolutely necessary for the completion of its aims.

8.2.2. The society shall disclose to its members how the society intends to use and store members' personal data.

8.2.3. The society shall present all data the society has on a member free of charge should the member request it.

8.2.4. The society shall erase a member's data in its entirety should the member request it.

8.2.5. The society shall put measures in place as far as practicable to ensure that member information is kept safe and inaccessible to persons outwith the society's committee.

8.3. Mailing Lists

8.3.1. Emails sent to a mailing list, as opposed to individual correspondence, shall:

8.3.1.1. Be sent as Blind Carbon Copies (BCC).

8.3.1.2. Include a statement informing the recipient that they are receiving the email based on their subscription of the society's mailing list.

8.3.1.3. Include a link where members may opt-out of mailing lists.

8.3.2. The society shall allow members to opt-out of mailing lists anonymously and at any time.

8.3.3. Information of the society's mailing list shall not be disclosed to anyone outside of the society's committee unless such activity has already been agreed on by the society's members in accordance with the provisions of subsection 2 clause 1 of this section.

**9. Removing Committee Members**

9.1. If a committee wishes to remove an officer, for example if they are not fulfilling their role, the following procedure shall be followed:



- 9.1.1. Both the SAF Societies Officer and Societies Committee's Elections Officer must be notified by email and must grant leave to proceed.
- 9.1.2. A preliminary meeting shall be held between the offending officer and either the society's Executive Committee or President to brief the officer on the reasons for removal and to determine any alternate ways to rectify the situation.
  - 9.1.2.1. If an alternative solution is found, the removal process does not need to continue unless there are further offenses.
- 9.1.3. An in-camera meeting shall be called with all Committee Members and the Societies Committee Elections Officer or nominee present. This meeting must be called with proper notice as set forth by the society's Constitution.
- 9.1.4. The President or an Executive Committee Member shall briefly state the allegations against the offending officer, who shall have the opportunity to also briefly state their case.
- 9.1.5. The committee must vote on the removal of the officer ( YES / NO / ABSTAIN ).
- 9.2. If a committee member is removed from office, an EGM with proper notice must be held to replace them.
- 9.3. If removed from office, the society member may appeal the vote by contacting the SAF Societies Officer and Director of Student Development and Activities within 48 working hours of removal.
  - 9.3.1. Following this, an in-camera meeting will be held between the society member, Director of Student Development and Activities, SAF Societies Officer and any other appropriate representatives of the Association, consisting of:
    - 9.3.1.1. A brief statement from the removed member.
    - 9.3.1.2. Questions directed towards the removed member.
  - 9.3.2. A final decision shall be made within 72 working hours of the appeal meeting.
  - 9.3.3. If the appeal is granted, the Member will be reinstated and the case will be closed.

## **10. Relationship Between the Society and Association**

- 10.1. The Society and Association acknowledge that the Society is an independent unincorporated membership association. The Association is only a grant making body to the Society that may provide additional support or advice to the Society, including:
  - 10.1.1. A free stall at the annual Freshers' Fayre, if applied for before the deadline.
  - 10.1.2. Access to room bookings in the Association's premises, and in University buildings where appropriate.
  - 10.1.3. Public liability insurance cover, provided that the events have been risk assessed and approved by the Association.
    - 10.1.3.1. The Association may, at its discretion, decline to extend to the Society public liability insurance cover for any event for which it believes risks are not adequately mitigated
  - 10.1.4. Access to grants through the Societies Committee.
  - 10.1.5. Asset insurance for high-value items, at the discretion of the Management Accountant.
- 10.2. The Association may make changes to these Standing Orders, providing that societies are granted 7-days' notice, and the changes become effective no sooner than 21 days after their adoption.

## **11. Termination of Affiliation**

- 11.1. The Association reserves the right to terminate the affiliated status of a society if the society breaches these Standing Orders.
- 11.2. The society may terminate this affiliation by approving a resolution to disaffiliate at a General Meeting and informing the Societies Officer. Termination shall not become effective until the Society has removed all Association signatories from the society's bank account.
- 11.3. Upon termination, or if a society fails to reaffiliate the Association reserves the right to seize all capital assets purchased with Association grants or a sum equivalent to the depreciated value of such assets or their salvage value.
- 11.4. The Society agrees that if it winds up, disbands, dissolves, or in any other way ceases to operate (collectively 'Dissolution'), the Association may hold its assets in trust for a period of up to three years and assign those assets to any other affiliated society with substantially the same aims.
  - 11.4.1. After this period, the Association may liquidate the assets and dispose of them in any way that benefits any other affiliated society.
  - 11.4.2. If a society has a constitutional aim to support a charity or charities registered in the United Kingdom, it may donate its assets to such charity or charities upon Dissolution.