

AFFILIATION AGREEMENT

- i. _____ ('Society') wishes to affiliate to the University of St Andrews Students' Association ('Association') and the Association wishes to affiliate the Society in accordance with the terms of this Agreement. This Agreement sets out the terms and conditions, which in addition to the Standing Orders for Affiliated Societies, apply to societies affiliated to the Association.
- ii. The Society and Association acknowledge that the Association is only a grant making body to the Society and that the Society is an independent unincorporated membership association. The Society and Association also acknowledge that the Association may provide additional support or advice to the Society.
- iii. The Association agrees to provide the Society with:
 - i. A free stall at the annual Freshers' Fayre upon application received by the Association's fixed deadline.
 - ii. Access to room bookings in University buildings.
 - iii. Access to room bookings in the Association's premises for a minimum number of hours each week per semester determined by the Association.
 - iv. Two audits of financial records in each academic year.
 - v. Public liability insurance cover, provided that the cover shall vitiate if the requirements of Paragraphs 4(H) and 4(I) are not fully met or the provisions of Paragraph 5 are invoked.
 - vi. Asset insurance for high-value items, at the discretion of the Management Accountant.
 - vii. The right to apply for funding from the Association.
 - viii. Any other benefits or discounts that the Association may, from time to time, offer.
- iv. The Society agrees to:
 - i. Permit any student matriculated at the University of St Andrews to become an ordinary member of the society and to exercise the full rights of membership.
 - ii. To hold annual elections for its officers in a free, fair, and transparent manner.
 - iii. Maintain accounts of all income and expenditure and submit such accounts, along with appropriate evidences, to the Association for audit twice each academic year
 - iv. Only expend Society funds to the benefit of the Society as a whole or for the fulfilment of its aims.
 - v. Send a Society officer to attend a training session provided by the Association for treasurers.
 - vi. Send a Society officer to attend an awareness session provided by the Association for health and safety practices.
 - vii. Send a Society officer to attend additional training as required by the SSC Societies Committee.
 - viii. Submit to the Association an adequate General Risk Assessment for all events within the Society's general course of business and an adequate Supplementary Risk Assessment for any and all events outwith the scope of the General Risk Assessment.
 - ix. Fully implement the mitigation measures set out in its General Risk Assessment and any Supplementary Risk Assessment.
 - x. Maintain at least 25 paid ordinary members at all times and provide the Association with a full membership roll upon request.
 - xi. Charge an annual membership subscription of at least £3.00.
 - xii. Adhere to the Standing Orders for Affiliated Societies (attached as Exhibit A), as adopted by the Association and as the Association may amend from time to time.
- v. 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 by providing the Society with notice of the same.
- vi. The Association agrees to provide the Society with 7-days' notice of any proposed change to the Standing Orders for Affiliated Societies. The Association further agrees that no change to the Standing Orders for Affiliated Societies shall become effective sooner than 21 days after its adoption. With the consent of the Society, the Association reserves the right to grant waivers or variances from the Standing Orders to the Society.
- vii. By executing this Agreement the Society additionally agrees to adhere to the following provisions, unless it agrees at a General Meeting to opt-out from any of the following provisions:

- i. To designate the SSC Societies Committee as the exclusive arbitrator to which disciplinary charges against any officer or member of the Society will be referred and to agree to be bound by the SSC Societies Committee's decision.
- ii. To agree to submit to the SSC Societies Committee for arbitration any disputes of the following nature and that any decision rendered by the SSC Societies Committee shall be final and binding:
 - i. Disputes between members and the Society, officers, and/or other members
 - ii. Disputes between the Society and any other society affiliated to the Association that has not opted-out from this provision
- viii. This Agreement shall have effect until 30 September 2017 ('Termination Date'). The Association may extend the effective period of this Agreement by up to 60 days, provided that the Association provides the Society with seven-days' notice of the extension and the Society does not notify the Association within said seven-day period that it declines the extension.
- ix. Notwithstanding the foregoing provision, the Association reserves the right to terminate this Agreement without notice if the Society materially breaches any provision of this Agreement or of the Standing Orders for Affiliated Societies.
- x. The Society may terminate this Agreement by approving a resolution to disaffiliate at a general meeting, provided that the Society provides 14-days' notice to its members of the meeting and informs the Societies Officer. Termination shall not become effective until the Society has removed the Association General Manager and Association Management Accountant as signatories on the Society's bank account and provided documentation of the same to the Association.
- xi. The Society agrees that if it or the Association terminates this Agreement pursuant to the foregoing paragraphs or if it fails to execute another Affiliation Agreement before the Termination Date, the Association may seize all capital assets purchased with Association grants or a sum equivalent to the depreciated value of such assets, which shall be no less than its salvage value.
- xii. 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 society party to an affiliation Agreement with substantially the same aims as the Society. The Society agrees that at the conclusion of the three-year period, the Association may liquidate its assets and dispose of them in any way that benefits any other society or societies party to an affiliation Agreement. Notwithstanding the foregoing provisions, if the Society has a constitutional aim to support a charity or charities registered in the United Kingdom, the Society may donate its assets to such charity or charities upon Dissolution.

The Society and Association have executed this Agreement by signing it below, effective as of the date of the final signature to this Agreement:

SOCIETY

Signature: _____
 Society Name: _____
 By _____, its President
 Dated: _____

ASSOCIATION

 University of St Andrews Students' Association
 By Caroline Christie, its Director of Student Development & Activities
 Dated: _____

 University of St Andrews Students' Association
 By Pia Szabo, its SSC Societies Officer
 Dated: _____