

STANDING ORDERS OF AFFILIATED SOCIETIES

1. General Provisions

1.1. Authority

1.1.1. These standing orders, in addition to the relevant Laws of the Association, shall formulate the policy of the Committee on societies as defined under 21 Laws of the Association (June 2013) § 1.2.2.

1.2. Words denoting number, gender, and so forth

1.2.1. In determining the meaning of any of these Standing Orders, unless the context indicates otherwise: words importing the singular include and apply to several persons, parties, or things; words importing the plural include the singular; words importing the one gender include other gender as well; words used in the present tense include the future as well as the present; and, 'officer' includes any person authorized to perform the duties of the office.

1.3. Re-designation of Sections

1.3.1. The SSC Societies Officer may re-designate sections of these Standing Orders as he deems necessary and expedient to maintain the logical order and structure of these Standing Orders, subject to the review of the Committee.

2. Re-affiliation

2.1. Requirements

2.1.1. A society shall be offered a new Affiliation Agreement upon: completion of treasurer's training, attaining a pass on the treasurer's competency assessment, completion of health and safety awareness session, filing a General Risk Assessment and completing the Aims & Activities form.

3. Finance

3.1. Financial Responsibilities

3.1.1. A society shall: keep its committee informed of the society's finances throughout the course of a year, maintain adequate records of all expenditures, compile and submit accounts for biannual audit, prepare an Association Grants Report.

3.1.2. A society shall maintain, as far as is practicable, all society bank statements issued over a period of seven years and shall not be permitted to discard or destroy any society bank statements.

3.2. Audits

3.2.1. Societies shall submit accounts for audit to the Cash Office in December and May of each year no later than the Monday following the conclusion of the semester's examination diet.

3.2.2. When submitting accounts for audit, the society shall submit the following: all bank statements issued since the previous audit, catalogued receipts for society expenditure since the previous audit, and a complete record of income and expenditure (i.e. a cash book).

3.2.3. When submitting accounts for audit, the society shall submit its chequebook and paying-in book unless the SSC Member for Societies Grants authorises a waiver of this provision to permit the society to prepare for specific events and notifies the Cash Office and Societies Committee of the same.

3.2.4. Notwithstanding the provisions of clause 1 of this section, the Societies Committee shall be competent to order an audit of a society's accounts at any time.

3.3. Association Grants Report

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3.3.1. When submitting accounts for audit at the conclusion of the second Semester, the treasurer shall submit an Association Grants Report detailing, at minimum: all income received from grants from the Association and its expenditure.

3.3.2. Unless otherwise provided by a society's constitution, the Treasurer shall have the authority to approve the Association Grants Report for submission.

3.4. Report to the Annual General Meeting

3.4.1. Prior to the commencement of elections at a society's annual general meeting, the society's treasurer or his nominee shall present a report to the meeting detailing: the society's total assets following the previous annual general meeting, the society's total income since the previous annual general meeting, the society's total income from Association grants since the previous annual general meeting, the society's total expenditure since the previous annual general meeting, the society's current total assets, and any liabilities of the society including loans from the Committee which shall be subject to the requirements pertaining thereto.

3.4.2. The SSC Member for Societies Elections or his nominee shall not be competent to certify the results of any annual general meeting at which the report detailed in clause 1 of this subsection is not delivered.

4. Constitutions

4.1. Requirements for Constitutions

4.1.1. A society's constitution shall contain the provisions listed in subclauses 1-15 inclusive of this clause.

4.1.1.1. The society's title.

4.1.1.2. The society's aims.

4.1.1.3. A statement that the society shall be affiliated to the Association.

4.1.1.4. A statement that Ordinary Membership shall be open to all matriculated students of the University.

4.1.1.5. A definition of Ordinary Membership in relation to any other classes of membership if any other class or classes exist.

4.1.1.6. A list of the officers of the society.

4.1.1.7. 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.

4.1.1.8. A statement of the quorum for a committee meeting and requiring at least 24-hour's notice for all committee meetings.

4.1.1.9. A statement of who may call meetings.

4.1.1.10. A statement that no officer shall derive any financial profit or gain by reason of his officership, including favourable rates on goods or services, unless the same benefit is available to any and all members of the Society.

4.1.1.11. A statement that debt shall be satisfied by an equal subscription from all members.

4.1.1.12. A statement that the annual subscription shall be approved at a General Meeting.

4.1.1.13. A statement that two signatories of the Students' Association shall appear on the bank mandate.

4.1.1.14. A statement of any outside affiliations.

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4.1.1.15. 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.

4.1.2. A society must treat each member of each class of membership equally to every other member of the same class of membership.

4.1.3. A current copy of the constitution shall be made publicly available.

4.1.4. The Society shall notify the Societies Committee of any amendments to the Constitution.

4.2. Constitutional Changes in General

4.2.1. When a society's committee agrees to submit an amendment to a general meeting of the society, it shall serve a copy of the same upon the Societies Committee prior to the general meeting.

4.3. Constitutional Changes at a General Meeting

4.3.1. The SSC Member for Societies Elections or his designee shall issue a preliminary ruling on whether a proposed amendment would put the Society in material breach of its Affiliation Agreement; such decision shall be subject to modification or further action by the Societies Committee.

5. Charitable Contributions

5.1. Definitions

5.1.1. A 'charitable society' shall mean a society which as a principal aim exists to benefit a registered charity or registered charities.

5.1.2. For the purposes of this section, a 'registered charity' shall mean 'any group registered with the Office of the Scottish Charity Regulator (OSCR), the Charity Commission for England and Wales, or the Charity Commission for Northern Ireland'.

5.2. Funding

5.2.1. No society shall donate Association funds to another registered charity.

5.3. Disbursement of Fundraised Monies

5.3.1. Any monies raised by a society for the benefit of a Registered Charity shall be disbursed through the Charities Campaign unless otherwise arranged with the Charities Campaign.

6. Excursions

6.1. Excursions Abroad

6.1.1. Any society that plans an excursion outwith the United Kingdom shall notify Student Services of the excursion before booking the excursion and liaise with Student Services as required.

6.2. Transportation in Private Vehicles

6.2.1. The President or his nominee of any society that operates an excursion transporting members in private vehicles shall submit an event proposal for the excursion, detailing the names of all drivers and vehicle registration numbers of all private vehicles for the excursion.

6.2.2. The President or his nominee of any society that operates an excursion transporting members in private vehicles shall require the driver of every private vehicle to produce: a valid drivers licence without endorsements in the last three years, proof of insurance for the vehicle, and a valid MOT for the vehicle.

6.2.3. The President or his nominee of any society that operates an excursion transporting members in private vehicles shall maintain a duplicate copy of all

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documents required by clause 2 of this subsection for the duration of the excursion.

6.2.4. The President or his nominee of any society that operates an excursion transporting members in private vehicles shall file a duplicate copy of all documents required by clause 2 of this subsection with the Risk Assessment Administrator no later than three working-days prior to the commencement of the trip.

6.2.5. Notwithstanding the provisions of clauses 2 and 3 of this subsection, any driver who has previously submitted the documents required by clause 2 of this subsection shall not be required to resubmit the documents required by clause 2 of this subsection if: the subsequent excursion occurs during the same academic year as the excursion for which the documents required by clause 1 of this subsection were submitted, the driver has not accrued endorsements on his licence since the excursion for which the documents required by clause 2 of this subsection were submitted, and all documents remain valid.

7. General Meetings

7.1. Requirements of a General Meetings

7.1.1. Notice of General Meeting shall be given to all members and to the Committee no less than 10 days before it convenes and shall contain, at minimum: the time, date, and location of the meeting; a list of all position to be available for election at the meeting; notice of any constitutional amendments to be proposed at the meeting, when such notice is practical.

7.1.2. No Annual General Meeting shall be held to be duly constituted unless the following items of business are completed: a report of the president on the society's activities since the previous annual general meeting, a financial report as required by these standing orders, re-approval of the society's constitution, and election of the office bearers.

7.1.3. No General Meeting shall convene before the time and date stated in the notice therefor, nor an unreasonable time after said time and date, nor shall any fee for admission be imposed.

7.2. Regulations Governing Elections of Office Bearers

7.2.1. 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.

7.2.2. No person shall be entitled vote in the election or to stand for election unless he was a member of the society on the day of notice of the meeting.

7.2.3. Votes *in absentia* must list a specific candidate for a specific office and must be received by the society before the meeting convenes and verified by the SSC Member for Societies Elections or his nominee.

7.2.4. The SSC Member for Societies Elections, or his nominee, shall scrutinise elections.

7.2.5. The SSC Member for Societies Elections, or his nominee shall arbitrate any disputes arising therefrom, subject to an appeal raised to the Committee. This provision shall not apply to any society which has opted out of Paragraph 7B(i) of the Affiliation Agreement.

7.3. Disputed Membership

7.3.1. This section shall not apply to any society which has opted out of Paragraph 6B(i) of the Affiliation Agreement.

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7.3.2. Should any person dispute his membership in a society prior to a general meeting of the society, the Societies Committee shall have exclusive jurisdiction to adjudicate membership status.

7.3.3. If a society has membership cards, any person in possession of a membership card bearing his name shall be presumed to be a member of the society, unless otherwise disproved. If a society has membership cards, failing to appear on the membership roll shall be evidence that a person is not a member of the society, unless otherwise disproved.

7.3.4. If a society does not have membership cards, failing to appear on the membership roll shall be evidence that a person is not a member of the society, unless otherwise disproved.

7.3.5. If a society does not have membership cards, the Committee shall order a person enrolled as a member of a society if, by clear and convincing evidence, the purported member can demonstrate he has both acted as a member and paid rates exclusive to members.

7.4. Minutes of General Meetings.

7.4.1. The minutes of a General Meeting shall be circulated to all members and the SSC Member for Societies Election following a General Meeting.

8. Health & Safety

8.1. Risk Assessment Administrator

8.1.1. The Risk Assessment Administrator shall process all health and safety and risk assessment paperwork and provide copies of the same to the Building Supervisor.

8.2. Events in Private Residence

8.2.1. No society shall hold an event or activity in a private residence without leave of the Committee.

8.2.2. Notwithstanding clause 1 of this subsection, a society may hold a meeting of its committee in a private residence, provided that the attendance of said meeting is limited to ten or fewer persons and does not include activities beyond the scope of a deliberative meeting.