



University of St Andrews

Students' Association

Students' Representative Council

Student Services Council

AGENDA

Tuesday, 10th April 2018 – Large Rehearsal Room - 6pm

1. Adoption of the Agenda

2. Apologies for Absence

- 2.1. Nick Farrer
- 2.2. Tom Abbott
- 2.3. Fiona Murray
- 2.4. Jen Bre
- 2.5. Gianluca Giammei
- 2.6. Alice Foulis

3. Open Forum

4. Reports of the Sabbatical Officers

- 4.1. Report of the Athletic Union President
- 4.2. Report of the Association President
- 4.3. Report of the Association Director of Events & Services
- 4.4. Report of the Association Director of Student Development & Activities
- 4.5. Report of the Association Director of Education
- 4.6. Report of the Association Director of Wellbeing

5. Questions for Association Committees

- 5.1. Questions for Association Alumni Committee
- 5.2. Questions for Association Community Relations Committee
- 5.3. Questions for Association LGBT+ Committee
- 5.4. Questions for Association Lifelong and Flexible Learners Committee

6. Questions for SRC Committees and Officers

- 6.1. Questions for SRC Accommodation Officer
- 6.2. Questions for SRC Member for First Years
- 6.3. Questions for SRC Member for Gender Equality
- 6.4. Questions for SRC Member for Racial Equality
- 6.5. Questions for SRC Member for Students with Disabilities
- 6.6. Questions for SRC Member for Widening Access and Participation
- 6.7. Questions for SRC Arts/Divinity Faculty President
- 6.8. Questions for SRC Science/Medicine Faculty President
- 6.9. Questions for SRC Postgraduate Academic Convener
- 6.10. Questions for SRC Postgraduate Development Convener

- 6.11. Questions for Principal Ambassador
- 6.12. Questions for Rector's Assessor
- 6.13. Questions for SRC Member Without Portfolio

7. Questions for SSC Subcommittees

- 7.1. Questions for SSC Broadcasting Committee
- 7.2. Questions for SSC Charities Committee
- 7.3. Questions for SSC Debates Committee
- 7.4. Questions for SSC Performing Arts Committee
- 7.5. Questions for SSC Postgraduate Committee
- 7.6. Questions for SSC Societies Committee
- 7.7. Questions for SSC Music Committee
- 7.8. Questions for SSC Volunteering Committee
- 7.9. Questions for SSC Design Committee
- 7.10. Questions for SSC ENTS Committee
- 7.11. Questions for SSC On The Rocks Committee
- 7.12. Questions for SSC Member without Portfolio

8. New General Joint Business

9. New General SRC Business

- 9.1. SRC Senior Officer Elections
- 9.2. SRC Secondary Nominee to SAEC Elections
- 9.3. SRC Tertiary Nominee to SAEC Elections

10. New General SSC Business

- 10.1. SSC Senior Officer Elections
- 10.2. SSC Secondary Nominee to SAEC Elections
- 10.3. SSC Tertiary Nominee to SAEC Elections
- 10.4. Nominee to Association Discipline Committee Elections
- 10.5. SSC Charities Motion

11. Any Other Competent Business

12. Collaborative Solutions

ASSOCIATION OFFICER REPORTS

Association Officers

Association Alumni Officer – Olivia Sutton

With the Alumni Festival Weekend imminent we have been very busy finalising details for the weekend. I have been working closely with the previous Alumni officer, Sam Ross, and assisting her as much as I can.

Specifically we are finalising details for the Alumni Festival Careers Panel, which should be a great event with extremely interesting and diverse speakers (also free wine and canapés after!)

The weekend will be extremely busy for us, and I have been liaising with the sabbs who are involved and also the Alumni Relations team. We have had a few meetings, and have a couple more scheduled. Very excited for the weekend ahead!

I am also meeting with Giles Dove, alumni, who actually set up the alumni relations office back in 1988. Looking forward to chatting with him and discussing ideas that he might have for us too.

Association Community Relations Officer – Morgan Morris

At the moment I am in the process of forming my committee, with applications closing on Monday 9th at 5pm. All the positions are going to be interviewed for on Tuesday evening between 5-6pm. Once this has all taken place, we will have our first committee meeting and begin to organise the campaign for the upcoming May dip. After this I will be planning with committee what needs to be done over the summer before next semester.

Association Environment Officer – Lauren Davis

Plans for creating the Environment Subcommittee are in full swing now! Applications have gone live and will remain open until the evening of 9th April. I am so excited to hold interviews and start planning for next year. I have had loads of applications submitted so far, so I am feeling like the new subcommittee is going to be very driven and passionate about their respective roles and outreach next year. I plan on holding interviews and having my first meeting before the end of week 10. As for goals for next year, one of my main focuses remains that of eliminating paper-copy submissions across as many school departments as possible. Many students have reached out to me about this and their concerns, so I feel this would be a great big accomplishment to start working on once I get my committee together. Besides that, I am excited to figure out dates for Green Week and to start collaborating with other societies and departments to make next year a big stand out year for outreach purposes. It's going to be great!

Association LGBT+ Officer – Zelda Kotyk

This last Friday, as part of wellbeing week, we ran LGBTed Talks. There is a fantastic line up and everything is expected to run smoothly. Saturday was Pride, which included a procession, reception and a dance party in the evening. Everything is sorted as of right now and it will hopefully run smoothly as well. Monday and Tuesday we are having interviews for committee positions and Wednesday is our AGM. There are lots of roles up for grabs and lots of wine- so come along! We also will be launching a new project and talking about changing our logo. That's at 7:30 in Beacon Bar. After that we will be organizing committee training and finishing up the last couple events of the year.

Association Lifelong and Flexible Learners Officer – Sarah Ramage

As I am new to the position and committee I do not have much to report at this time. The handover from previous Lifelong and Flexible Learners Officer, Lorraine Callaghan has been completed. Our AGM is on Friday 6 April when we hope to fill all available positions. The committee has run many successful social and fundraising events in the past academic year (£1800 raised). Our next social event is attending the May Dip. A priority for the new committee will be to produce a calendar of events for the next academic year to enable students to better plan for attending events.

SRC REPORTS

SRC Accommodation Officer – Lucy Allat

I have been looking at the new hall training committee training day which will take place on the 30th April. I have had a meeting with CAPOD about what I think this should include and how we can move further with training throughout next year. This includes the candidates for the roles knowing what their roles and responsibilities would be if they were elected. I am currently in talks with Chris Lusk, the director of student wellbeing projects, to put ideas forward to help reorganize the Warden system. I will be advertising for my subcommittee in the next week and having interviews for this after applications are in.

SRC Member for First Years – Avery Kitchens

So far, I have been active on Facebook and in numerous Freshers group chats just to answer any questions they may have. I plan on making a bigger announcement about my role in early August. Also, I have gotten friends of mine who are Student Ambassadors to tell incoming First Years my contact information. I have gotten loads of questions and so far, have not had any problems answering them. I am planning on making a motion about giving optional tours to First Years during Freshers Week soon. I believe this will be a good idea, because some students do not have the means to come on an Open Day and being knowledgeable about their surroundings would be nice. Other than that, I am just brainstorming some ideas about possible Freshers Week activities within the Union.

SRC Member for Gender Equality – Isabella Smith

Not much to report from this week! I am waiting for Wellbeing Week to be over before I reach out to my line manager (Claire) and let up a meeting, as I'm sure this week is particularly busy for her! I've written out a description of the main goals I'd like to achieve over the following year, and can't wait to discuss them further with her. Can't wait to get started.

SRC Member for Racial Equality – Tomisin Animashaun

Hey guys! I emailed all the committees for the cultural societies, and we've began our work to create a cultural societies forum asap. I should have the Facebook page up and running by the end of this week, and I'm planning a meeting with everyone for the end of next week in order to garner ideas for cross-cultural projects over the course of the semester. Also we have a X cultural event between Groove and Bindhi coming up which is going to be so much fun - more info on that soon.

Also, i'm beginning work on a motion to encourage schools to increase diversity in their respective academic literature so if anyone wants to help with that, that'd be great!!

SRC Member for Students with Disabilities – Emily Muller

I attended the first general council meeting and contacted Anna Lloyd about receiving my handover. I hope to contact DoWell to inquire if it's possible to send out a survey to disabled students about what support is lacking.

SRC Member for Widening Access and Participation – Ciara McCumiskey

Nothing to report!

Arts/Divinity Faculty President – Nicola Simonetti & Gianluca Giammei

This is to let you know that I have nothing to report for the past week, other than that the Library Review which I took a lead on has finally been submitted to the library staff.

Science/Medicine Faculty President - John Weaver & Alisa Danilenko

There is not much to report on besides a productive meeting of the Education Committee, and a long-anticipated meeting with the Proctor and Deans in the coming days. We are keen to know more about the strike action, and in particular, the anticipated plans if action continues during examinations. I have also been helping out in the School of Physics for a visiting day last week.

SRC Postgraduate Academic Convener – Fanny Empacher & Ashley Clayton

We received funding from the PGR Development Fund for the inaugural “St Leonard’s PGR Getaway”. This will be a three-day workshop for PhD students at the Burn. The topic is how to become a researcher, covering topics that are relevant for all PhD students (like how to write an abstract) while at the same time building interdepartmental connections between students. Planning for this is ongoing but will kick into full gear now that we have funding with advertising etc.

Next Thursday, I’ll chair the second PGT Executive Forum, where we’ll talk about the strike and how it affects PGT students, the PGT Satisfaction Survey, and student representation for PG students.

SRC Postgraduate Development Convener – Mizuki Morisaki & Courtney Aitken

Postgraduate visiting day on 14th March

I and several postgraduate students helped out morning registration welcome. PG society also had a stall to introduce the activity and PG students’ life in St Andrews

Monthly PG development meeting on 27th March

I had a meeting with CAPOD, Registry and PGT-prodean.

Student Experience committee on 27th March

I attended the student experience committee and will be attending another meeting on 26th April

Principal Ambassador – Charlie Maguire

Wednesday 4 April marked the busiest ever Visiting Day. The rain made life fairly tricky, but we managed, and welcomed over 660 students, and their guests, many of whom are holding offers to start studying in September of this year. We have another Visiting Day on Wednesday 11 and Wednesday 18 April and both are set to be very busy again.

The Widening Access and Participation Team are hard at work as ever- we have been helping with lots of offer holder information days in town which have been going really well. We have lots of work going on local schools and have a Psychology Brain Day next Wednesday! Shadowing, tutoring and mentoring projects continue as ever.

With colleagues in Admissions, I will be interviewing for new members of the Principal Ambassador Team next week who will take office on 1 June.

If any new Councillors would like more information on The Student Ambassadors, please drop me an email at princamb@st-andrews.ac.uk

Rector's Assessor – Camilla Duke

Since spring break, the Rector's Committee has been liaising with Srdja, as well as various student groups and societies, to make the upcoming Rector's Drag (Wednesday the 11th of April) and Installation (Friday the 13th of April) the best ever. Both events are free for students, and we would encourage all of you to attend. The Rector is back in town this week and we have quite the busy schedule. We obviously can't give away details about Srdja's drag vehicle, but it promises to be a great celebration of a unique St Andrews tradition. We've also been helping Srdja to compile his Rector's Report, which will be presented to the University Court this week, and includes topics such as accommodation and the HMO ban, student participation, and the ongoing UCU strike action.

SRC Member Without Portfolio – Robyn Wells

Tweets from Tuesdays meeting were sent out covering the details of the Sabbatical officers' reports, and the motions discussed and passed during the meeting. Myself, Shaina and Sneha have discussed possibilities for a social next week after the joint councils meeting, and will continue to organise this over the weekend.

SSC REPORTS

SSC Broadcasting Officer- Laura Mueller

Last night, we hosted Ricky Thunder and the Thought Police - it was a lot of fun and had a huge turnout! We are planning a film-music night with Film Society, and the event should go up soon. For Alumni Weekend, we are playing BBC4's Just a Minute and have set the time and date for that on Saturday 14, from 4-7pm. We have ordered a new pre-amp for the studio as one of them is currently broken, which should be coming in soon, and have new cables on the way as well. Also, we have heard back from IT (finally) about upgrading the computer so that we can get a new system for the radio - this will probably happen over summer as our Head of Tech is available to change it then!

We have begun interviews for next year's committee and will continue them throughout the weekend. Our first new committee meeting will be on Monday at 6pm!

SSC Charities Officer -Niamh McGurk

Our treasurer has been working to establish a final total for CATWALK 2018. The total is currently £12,913.98. This is the first time CATWALK has hit five figures and is a really great achievement and a testament to the hard work of the committee.

On Thursday and Friday I conducted interviews for the interviewed positions on the executive committee of the campaign. I have been pleased with the amount of interest we have had in the positions with as many as 4 candidates for some positions. Our AGM will be held on Monday evening so I will be able to update on that afterwards but I would love to see some of my fellow councillors there.

Ticket sales have been happening outside the library for our blind date event and we will see the success of the event in the next few weeks. Events team have been working on a Gin and Jazz event for Alumni Weekend as well as planning a coin mural during OTR.

SSC Debates Officer- Matthew Singer

This week we had interviews for our new treasurer, and we selected Sam Maybee. We also held a public debate in School III entitled: 'This house supports the strikes'. We featured speakers including Dr Chis Hooley from the School of Physics, Max Waller, the Viewpoint Editor for the Saint, Anna Ruth Cockerham, a first year debater, and Ru Ferguson, the previous SSC Debates Officer. We are also sending several speakers to Glasgow for Glasgow Ancients, one of the premier Debating competitions in Scotland.

SSC Performing Arts Officer- Rowan Wishart

I've been receiving my handover from the previous position holder over the past week. We have several shows going up in the next two weeks as part of On The Rocks from both mermaids and our affiliates, which are going well so far. We're also in the process of organising our AGM, and will have held our second open forum of the year by the time this report is read, and this year's Golden Seashells.

SSC Postgraduate Officer – Jen Bre and Cameron Mark Rice

Although I have not yet taken up my post as Postgraduate President, I do currently sit on the Postgraduate Society committee as Secretary and hence have helped with the recent running and organisation of the Society. Society events taking place in the immediate future include a 'Casino Royale' cocktail party (Thursday 5th April) and our AGM (Wednesday 11th April), which I will chair. The main focus in the coming weeks will be the organisation and planning of our Summer Ball (Saturday 14th July), as well as handover activities. It is anticipated that I will play a large part in the running of this year's ball as our Ball Convenor is likely to be out of town. I will attend a first handover meeting with the outgoing president on Friday 6th April and sit in on a meeting with Brett Dogson (St Leonard's Graduate School Manager), our outgoing President and our current St Andrews Liason Officer, to discuss a Fresher's Week 2018 collaboration, on Monday 9th April.

SSC Societies Officer-Kevin Phelan

We have been busy pulling together the soc awards! Applications shut at the end of last week, in the end we had 39 unique society applicants and totaled around 60 total award applications! We are shortlisting and interviewing this week and then the Awards are next Monday (the 16th) in the Stage. All councilors are invited, but make sure you RSVP! I will post a poll in the group this week. We have cheese, cake, and half a bottle of wine per person! Would love to see you all there! Aside from that, our AGM is Monday the 23rd, so please come along and encourage people to apply!

SSC Student Music Officer - Casper Sanderson

No report submitted

SSC Volunteering Officer - Adam Lord

It is quite a busy time for SVS at the moment! Applications are currently open for our seven Project Officer positions, and will close at midnight today (Friday 6th April), with interviews being held in the first three days of Week 9. Following this, our AGM will be held on Monday 16th April at 7pm in the Meeting Room, when we will have another five positions for contest. We also have an event as part of the On The Rocks festival which is being held on Friday 13th April from 2 till 4pm, where we will be creating a Mural in the Large Rehearsal room. As well, we have the Giveback Awards which will be held on Thursday 19th April at 6pm in Lower College Hall, this should be a great occasion and opportunity to say thank you to all those who have given their time for others this year. Finally, we are taking part in the Rectorial Drag, and intend to buy the new Rector a non-alcoholic beverage and give him a short respite before he goes along his way!

SSC Design Team Convener – Paloma Paige

The Design Team AGM is on 21 April at 16:00 in the Design Suite. The FB event launched this past Friday. Please do pass it on to anyone you think might be interested. With our new constitution, we are excited to introduce a streamlined committee structure and a number of new positions including a skilled training officer and ordinary members (design/photography) as well as entry level positions such as social coordinator and secretary.

SSC ENTS Convener - Sam Bunce

SSC Entertainments Convenor report

Applications are in for my replacement, and we're interviewing them next week. I expect we'll be having the AGM in a little over 2 weeks to confirm the succession.

SSC Arts Festival Convener- Sneha Nair

On The Rocks is here! We are in the middle of our ten-day Festival and artistic extravaganza. We have over 50 events running over the course of the Festival with a range of societies, subcommittees, and individuals. We are able to host the Pride Parade with LGBT+, two productions with Mermaids, a Charities Logo Construction, a mural with SVS, Music is Love has been showcasing their talent at OTR Music Cafes, and Design Team is putting on an excellent end-of-year showcase too! We have lots more exciting events coming up so we hope to see you there!

We are also hosting a stall during OTR for the Rector's drag, so pop along to Market Street at 2:15pm on Wednesday to see some exciting performances. We are also hosting a panel with Alumni Festival Weekend as part of the Festival as well.

Also a massive shout-out to ENTS for all their help in making OTR happen. They have been immensely helpful and patient and OTR cannot sufficiently express our gratitude for all they have done.

SSC Member without Portfolio- Shaina Sullivan

Nothing to report

S. 18-2 Motion to amend the SSC Charities Campaign Constitution

Owner: Niamh McGurk SSC Charities Officer

In Effect From: Immediately

Review Date: 10 April 2018

Notes:

1. The CATWALK fundraising total has increased year on year. CATWALK 2018 raised over £12,000, the first time they have made five figures, which makes it the second biggest fundraising event of the Charities Campaign.
2. CATWALK Director had previously been line managed by the RAG Coordinator, but over the last couple of years, has been increasingly line managed by the SSC Charities Officer.
3. CATWALK has previously fallen under the purview of RAG Week but this year was held successfully outside of RAG Week.
4. CATWALK has been nationally recognised, Runner Up for the "Big Impact Small Budget" Award at the National Student Fundraising of the Year Awards 2017.
5. CATWALK 2018 sold out for the third year running.
6. The CATWALK Director manages their own subcommittee with over 20 members.
7. There was no Special Events coordinator in the 2017/18 year.
8. The responsibilities previously held by the Special Events coordinator are now held by the Events coordinator and associated subcommittee.

Believes:

1. CATWALK's growth means it can perform successfully outside of RAG Week and no longer requires to be under the supervision of the RAG Coordinator.
2. The SSC Charities Officer has taken increasing responsibility for line managing the CATWALK Director in the past several years and this has been beneficial for both parties.
3. As a manager of a successful subcommittee CATWALK Director should be on executive committee with the other subcommittee managers.
4. Moving CATWALK Director to executive committee will allow for more cohesiveness in the campaign as a whole.
5. The role of special events coordinator has become defunct and has been subsumed by the role of Events Coordinator. It is therefore not necessary to keep the Special Events Coordinator position.

Resolves:

1. To amend the constitution to include the position of CATWALK Director as a member of the Executive Committee.
2. To remove CATWALK from the purview of the RAG Coordinator.
3. To continue to appoint a CATWALK Director on an annual basis through the established interview process.
4. To amend the constitution to remove the role of Special Events Coordinator.

Proposed

Association Charities Campaign Subcommittee.

Seconded

Jamie Minns , Incoming Director of Student Development and Activities.

Charlotte Flatley, Director of Student Development and Activities

Adam Powrie, Incoming Director of Events and Services

Matthew Singer, SSC Debates Officer

Zelda Kotyk LGBT+ Officer

Kevin Phelan, SSC Societies Officer

Appendix A

University of St Andrews Charities Campaign Constitution

The Charities Campaign shall be called the “University of St Andrews Charities Campaign”, hereinafter referred to as “the Campaign”

1.Aims

1.1.To provide a focus for students to engage in charity, fundraising activities within the University. It shall, therefore, consist in its membership of all matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students’ Association.

2.Committees 2.1.Charities Executive

2.1.1.Membership

2.1.1.1.SSC Charities Officer (*Convenor and Chair*)

2.1.1.2.*Vice-Convenor (interviewed)*

2.1.1.3.*Secretary*

2.1.1.4.*Treasurer (interviewed)*

2.1.1.5.*RAG Week Coordinator (interviewed)*

2.1.1.6.*Race2 Coordinator (interviewed)*

2.1.1.7.*Events Coordinator (interviewed)*

2.1.1.8.*Marketing Coordinator*

2.1.1.9.*Charitable Societies Coordinator (interviewed)*

2.1.1.10.*Halls Coordinator*

2.1.1.11.*Cloakroom Coordinator*

2.1.1.12.*Sponsorship and Development Coordinator*

2.1.1.13.*Special Events Coordinator (Interviewed)*

2.1.1.14.*Director of Student Development and Activities/Director of Events and Services*

2.1.1.15.*Postgraduate Coordinator*

2.1.2. The Vice-Convenor, Treasurer, RAG Week Coordinator, Race2 Coordinator, Charitable Societies Coordinator, Events Coordinator, and Special Events Coordinator shall be co-opted by a panel consisting of the current SSC Charities Officer, the incoming SSC Charities Officer, the previous office bearer of the position and at least one sabbatical officer. The Charitable Societies Coordinator interview panel shall also include the SSC

Societies Officer. A sabbatical or sabbatical-elect officer must be present for the co-option to be binding. All interviewed positions must be chosen before the AGM.

2.1.3. Remit of Charities Executive

2.1.3.1. *To act as a steering group for the Committee meetings, and to*

supervise the day-to-day running and administration of the Campaign.

2.1.4. Meetings

2.1.4.1. *Meetings shall take place at a given time, normally on a weekly*

basis, and the quorum shall be 3/5.

2.2. Charities Campaign Committee 2.2.1. Membership

2.2.1.1. *The Charities Executive*

2.2.1.2. *Other non-voting positions as required* **2.2.2. Meetings**

2.2.2.1. *Meetings shall take place at least every two weeks during term time and shall be chaired by the Convenor or his or her nominee.*

2.2.2.2. *Meetings shall be conducted in accordance with the Association Standing Orders and Policies.*

3. The Campaign

3.1. SAB shall be responsible for and act as final authority on all business and financial affairs of the Campaign.

3.2. The Campaign will be undertaken in accordance with the relevant statutory laws as set out in the Charity Trustee and Investment (Scotland) Act 2005 and other relevant legislation.

3.3. The Charities Campaign shall receive an annual grant from the Students' Association of an amount proposed by the Director of Student Development and Activities, Director of Events and Services and SSC Charities Officer, as laid down in the Association budget, to cover administrative expenses and incentives of the Campaign.

3.4. The financial records shall be kept by the Association Finance Department and shall not be removed from the Association Building except for audit.

3.5. An annual presentation shall be organised to pay the beneficiaries of the year's campaigns.

3.6. RAG Week, Race2 and other relevant Campaign subcommittees shall be primarily managed by their relevant subcommittees, which shall be constituted by and in accordance with a working document approved by the Executive provided that such a working document includes committee selection procedures.

4. Annual General Meeting 4.1. General

4.1.1. The Annual General Meeting shall take place during Semester Two and the order of business shall be as follows:

4.1.1.1. *Reports of the Executive*

4.1.1.2. *Election of committee members for the following year.* **4.1.1.3.** *AOCB.*

4.2. Voting

4.2.1.All matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association, shall have the right to vote.

4.2.2.Election of Officers **4.2.2.1.***Executive Posts*

4.2.2.1.1.Nominations for Executive positions must be received by the Convenor at least 24 hours before the start of the meeting or by a deadline as the Convenor and Director of Student Development and Activities mutually determine.

4.2.2.2.*Non-Executive Posts*

4.2.2.2.1.Nominations for non-executive posts may be made at the meeting.

4.2.2.3.*Voting Procedures*

4.2.2.3.1.Unless an election is uncontested, voting shall be by secret ballot, and shall be supervised by a sabbatical officer, who shall act as Senior Elections Officer. All unopposed candidates must run against Re-Open Nominations. Proxy votes will be accepted for Executive posts only. Proxy votes must be authorised by an Election Officer.

5.Charities Supported by the Campaign

5.1.The election of these charities shall not take place at the AGM, but instead at a specially arranged time. There shall be one UK charity, one Fife charity, and one international charity elected according to Nominations Policy. From time to time the Campaign may, with the agreement of the Executive, raise funds for groups other than these nominated charities.

5.2.The executive committee reserves the right to disallow nominations for charities that they do not deem appropriate to raise funds for. E.g. Charities which distribute grants to other causes for whom we could be raising funds for directly, charities that do not provide sufficient public information and charities that do not adhere to the policies held by the Students' Association.

5.3.Any charity holding the title of 'Official Supported Charity' of the Charities Campaign will be ineligible to seek nomination for two years following successful election as a supported charity.

6.Relation between the Campaign and Societies

6.1.No affiliated society shall donate any funds to a UK registered charity unless such funds are processed through the Charities Campaign.

7.Contracts with External Bodies

7.1.No single person shall represent the Campaign on a legal document. All binding agreements shall be signed by two or more elected members of the Executive.

8.Committee Vacancies

8.1.Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by co-option, in which all members of the Executive Committee detailed above shall be eligible to vote, and in the event of a tie, the casting vote will be held by the Chair of the meeting.

9.Committee Decisions

9.1.Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the Executive Committee shall be eligible to vote and in the event of a tie, the casting vote will be held by the Chair of the meeting.

Appendix B

Proposed amended version of the University of St Andrews Charity Campaign Constitution

The Charities Campaign shall be called the “University of St Andrews Charities Campaign”, hereinafter referred to as “the Campaign”

1.Aims

1.1.To provide a focus for students to engage in charity, fundraising activities within the University. It shall, therefore, consist in its membership of all matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students’ Association.

2.Committees 2.1.Charities Executive

2.1.1.Membership

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2.1.1.2.*Vice-Convenor (interviewed)*

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2.1.1.11.*Cloakroom Coordinator*

2.1.1.12.*Sponsorship and Development Coordinator*

2.1.1.13. **CATWALK Director (Interviewed)**

2.1.1.14.*Director of Student Development and Activities/Director of Events and Services*

2.1.1.15.*Postgraduate Coordinator*

2.1.2. **The Vice-Convenor, Treasurer, RAG Week Coordinator, Race2 Coordinator, Charitable Societies Coordinator, Events Coordinator, and CATWALK Director shall be co-opted by a vote of a panel consisting of the current SSC Charities Officer, the incoming SSC Charities Officer, the previous office bearer of the position and at least one sabbatical officer. The Charitable Societies Coordinator interview panel shall also include the SSC**

Societies Officer. A sabbatical or sabbatical-elect officer must be present for the co-option to be binding. All interviewed positions must be chosen before the AGM.

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2.1.3.1. *To act as a steering group for the Committee meetings, and to*

supervise the day-to-day running and administration of the Campaign.

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basis, and the quorum shall be 3/5.

2.2. Charities Campaign Committee 2.2.1. Membership

2.2.1.1. *The Charities Executive*

2.2.1.2. *Other non-voting positions as required* **2.2.2. Meetings**

2.2.2.1. *Meetings shall take place at least every two weeks during term time and shall be chaired by the Convenor or his or her nominee.*

2.2.2.2. *Meetings shall be conducted in accordance with the Association Standing Orders and Policies.*

3. The Campaign

3.1. SAB shall be responsible for and act as final authority on all business and financial affairs of the Campaign.

3.2. The Campaign will be undertaken in accordance with the relevant statutory laws as set out in the Charity Trustee and Investment (Scotland) Act 2005 and other relevant legislation.

3.3. The Charities Campaign shall receive an annual grant from the Students' Association of an amount proposed by the Director of Student Development and Activities, Director of Events and Services and SSC Charities Officer, as laid down in the Association budget, to cover administrative expenses and incentives of the Campaign.

3.4. The financial records shall be kept by the Association Finance Department and shall not be removed from the Association Building except for audit.

3.5. An annual presentation shall be organised to pay the beneficiaries of the year's campaigns.

3.6. RAG Week, Race2 and other relevant Campaign subcommittees shall be primarily managed by their relevant subcommittees, which shall be constituted by and in accordance with a working document approved by the Executive provided that such a working document includes committee selection procedures.

4. Annual General Meeting 4.1. General

4.1.1. The Annual General Meeting shall take place during Semester Two and the order of business shall be as follows:

4.1.1.1. *Reports of the Executive*

4.1.1.2. *Election of committee members for the following year.* **4.1.1.3.** *AOCB.*

4.2. Voting

4.2.1.All matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association, shall have the right to vote.

4.2.2.Election of Officers **4.2.2.1.***Executive Posts*

4.2.2.1.1.Nominations for Executive positions must be received by the Convenor at least 24 hours before the start of the meeting or by a deadline as the Convenor and Director of Student Development and Activities mutually determine.

4.2.2.2.*Non-Executive Posts*

4.2.2.2.1.Nominations for non-executive posts may be made at the meeting.

4.2.2.3.*Voting Procedures*

4.2.2.3.1.Unless an election is uncontested, voting shall be by secret ballot, and shall be supervised by a sabbatical officer, who shall act as Senior Elections Officer. All unopposed candidates must run against Re-Open Nominations. Proxy votes will be accepted for Executive posts only. Proxy votes must be authorised by an Election Officer.

5.Charities Supported by the Campaign

5.1.The election of these charities shall not take place at the AGM, but instead at a specially arranged time. There shall be one UK charity, one Fife charity, and one international charity elected according to Nominations Policy. From time to time the Campaign may, with the agreement of the Executive, raise funds for groups other than these nominated charities.

5.2.The executive committee reserves the right to disallow nominations for charities that they do not deem appropriate to raise funds for. E.g. Charities which distribute grants to other causes for whom we could be raising funds for directly, charities that do not provide sufficient public information and charities that do not adhere to the policies held by the Students' Association.

5.3.Any charity holding the title of 'Official Supported Charity' of the Charities Campaign will be ineligible to seek nomination for two years following successful election as a supported charity.

6.Relation between the Campaign and Societies

6.1.No affiliated society shall donate any funds to a UK registered charity unless such funds are processed through the Charities Campaign.

7.Contracts with External Bodies

7.1.No single person shall represent the Campaign on a legal document. All binding agreements shall be signed by two or more elected members of the Executive.

8.Committee Vacancies

8.1.Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by co-option, in which all members of the Executive Committee detailed above shall be eligible to vote, and in the event of a tie, the casting vote will be held by the Chair of the meeting.

9.Committee Decisions

9.1.Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the Executive Committee shall be eligible to vote and in the event of a tie, the casting vote will be held by the Chair of the meeting.