

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

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