

E21-01 Motion to update the Charities Campaign committee structure and constitution.

In affect from: Immediately

Review date: November

Owner: Amy Feakes

It is noted that:

1. The current Executive committee is made up of 14 members excluding the Convenor and DoSDA.
2. Every member of the executive committee is line managed by the Convenor who also works closely in supporting the current subcommittees: CATWALK, Events Team, Race2, RAG Week
3. The executive committee often has a high number of fourth-year students, and many departing committee members as they graduate.
4. There are several projects which require members of the campaign to help out, due to the workload, including our fundraising platform, the voting system, cloakrooms etc.
5. The Campaign currently cannot provide dedicated support to students taking part in individual or group fundraisers. Other Universities have been successful at this (Appendix C).

It is believed that:

1. Creating an executive committee and general committee would split the load of line managing committee members, relieving some pressure on the Convenor.
2. Splitting the Marketing Coordinator position into a Publicity coordinator and Design Coordinator would allow the Campaign to have greater outreach, raising awareness for our nominated charities and supporting the work of our charitable societies.
3. The Secretary role should be interviewed as they will now be required to line manage general committee members and they have a large amount of responsibility in the charity nomination system.
4. The Publicity Coordinator should be an interviewed role to ensure the candidate has relevant experience and will be a suitable fit in the Campaign.
5. The creation of General Member positions specifically for first years will make the campaign more accessible, bring in new students to the Campaign, and help with high-workload projects.
6. A new Challenges Subcommittee would work to improve the accessibility for students to large individual and group fundraisers. It will be of benefit to students, allowing them to work on their teamwork skills, challenge themselves and have a rewarding experience raising money for charity in the process.

It is resolved to:

1. Make the Executive Committee comprised of the Convenor and the following interviewed positions: Vice-Convenor, Secretary and Treasurer. This group would take on greater responsibilities in line managing members of the general committee.
2. Make a General Committee which will consist of all members of the current Executive Committee, along with new roles: Challenges Coordinator, two General Members, as well the Publicity and Design Coordinators (split from Marketing Coordinator).
3. To update Chapter 13 of the Association Subcommittee Constitutions to remove the current St Andrews Charities Campaign Constitution (Appendix A) and replace it with Appendix B.

Proposer

Amy Feakes – SSC Charities Officer

Secunder

Gavin Sandford – DoSDA

Tom Groves – DoES

Joe Horsnell – Art/Divinity Faculty President

Appendices

Appendix A

Chapter Thirteen: University Charities Campaign

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. Societies Liaison (interviewed)
 - 2.1.1.9.1. The Societies Liaison position must be occupied by the same person who occupies the Charities Liaison position in the SSC Societies Committee.
- 2.1.1.10. Fundraising Coordinator (Interviewed)
- 2.1.1.11. Halls Coordinator
- 2.1.1.12. Cloakroom Coordinator
- 2.1.1.13. Sponsorship and Development Coordinator
- 2.1.1.14. CATWALK Director (Interviewed)
- 2.1.1.15. Director of Student Development and Activities/Director of Events and Services
- 2.1.1.16. Postgraduate Coordinator

2.1.2. The Vice-Convenor, Treasurer, Fundraising Coordinator, RAG Week Coordinator, Race2 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. 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. The Societies Liaison shall be co-opted by a vote of a panel consisting of the incoming SSC Charities Officer, the incoming SSC Societies Officer, the previous office bearer of the position and the outgoing Director of Student Development and Activities. The position must be chosen before the AGM.

2.1.4. Remit of Charities Executive

- 2.1.4.1. To act as a steering group for the Committee meetings, and to supervise the day-to-day running and administration of the Campaign.

2.1.5. Meetings

- 2.1.5.1. 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 posts may be made at the meeting.

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 Fife charity, one UK charity, and one international charity elected according to selection process laid out below.

5.2. Nomination process

5.2.1. Any matriculate student is allowed to nominate charities which they deem to be beneficial for the student body to support, over a week-long period in Semester 2. As part of nominating the charity an amicus brief must be submitted.

5.2.1.1. The amicus brief should argue why supporting the nominated charity is in the best interest of the student body.

5.3. Application process

5.3.1. As Charities are nominated the Campaign will check that they meet the following criteria.

5.3.1.1. Any nominated charity holding the title of 'Official Supported Charity' of the Charities Campaign in the previous two year will be ineligible.

5.3.1.2. Charities must have a UK registered charity number

5.3.1.3. A UK office address

5.3.1.4. Have no explicit religious or political affiliations.

5.3.1.5. They must not be third party charities.

5.3.2. If they have met the criteria, an application form will be sent to the charities to collect further information.

5.3.2.1. The charities must reply in a timely manner, within a two-week period to allow shortlisting to go ahead without delay.

5.4. Shortlisting

5.4.1. Charities will then be shortlisted to a maximum of five charities in each category (local, national and international) by the Shortlisting Panel, to create an accessible voting process.

5.4.1.1. Shortlisting will be conducted by a panel of both mediatory and functionary members.

5.4.1.1.1. The members who serve in a mediatory capacity will be the Campaign convenor and secretary.

- 5.4.1.1.2. The members who serve a functionary role will include: the DoSDA, the DoWell, three co-opting members of the Campaign Executive committee and two ordinary co-opted members (one honours and one sub-honours).
- 5.4.2. The functionary members have to choose charities without bias in the best interests of the student body and the campaign.

5.4.3. Members of the shortlisting panel cannot nominate charities.

5.4.4. The shortlisting panel should make their decision based on the following criteria

- 5.4.4.1. Charities should be in the interest of the student body
- 5.4.4.2. Select the final shortlisted charities that cover a variety of causes
- 5.4.4.3. Past actions and beliefs of the charities should be considered to safeguard from backlash to the Campaign and the Student's Association.

5.5. Elections

5.5.1. Voting of the shortlisted charities will be open to the student body during the Student Association Elections.

5.6. Other Charities

5.6.1. 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.

6.

7. Relation between the Campaign and Societies

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

8. Contracts with External Bodies

8.1. 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.

9. Committee Vacancies

9.1. 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.

10. Committee Decisions

10.1. 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

Chapter Thirteen: University Charities Campaign

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.

2. Membership

- 2.1. 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.

3. Committees

3.1. Charities Executive Committee

3.1.1. Membership

- 3.1.1.1. Charities Officer (Convenor and Chair)
- 3.1.1.2. Vice-Convenor (interviewed)
- 3.1.1.3. Secretary
- 3.1.1.4. Treasurer (interviewed)
- 3.1.1.5. Director of Student Development and Activities

3.1.2. Remit

- 3.1.2.1. The Executive Committee shall oversee the General Committee and Subcommittees and act to support the members in their roles.

3.1.3. Meetings

- 3.1.3.1. Non-executive Officers can be invited to the regular meetings of the Executive at the discretion of the Executive.
- 3.1.3.2. The Executive Committee will convene twice per semester
- 3.1.3.3. In addition the Executive Committee will be convened when is necessary to discuss matter of importance to only the Executive Committee.

3.2. Charities General Committee

3.2.1. Membership

- 3.2.1.1. All members of the Executive Committee
- 3.2.1.2. CATWALK Director (Interviewed)
- 3.2.1.3. Challenges Coordinator (interviewed)
- 3.2.1.4. Events Coordinator (interviewed)
- 3.2.1.5. RAG Week Coordinator (interviewed)
- 3.2.1.6. Race2 Coordinator (interviewed)
- 3.2.1.7. Publicity Coordinator (interviewed)
- 3.2.1.8. Societies Liaison (interviewed)
- 3.2.1.9. Fundraising Coordinator (Interviewed)
- 3.2.1.10. Halls Coordinator
- 3.2.1.11. Design Coordinator
- 3.2.1.12. Cloakroom Coordinator

- 3.2.1.13. Sponsorship and Development Coordinator
- 3.2.1.14. Postgraduate Coordinator
- 3.2.1.15. 2x General Member (first years)

3.2.2. Remit

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

3.2.3. Meetings

- 3.2.3.1. Meetings shall take place at a given time, normally on a weekly basis, and the quorum shall be 3/5.

4. Subcommittees

- 4.1. The Campaign shall have the following subcommittees

- 4.1.1. CATWALK
- 4.1.2. Challenges
- 4.1.3. Events Team
- 4.1.4. Race2
- 4.1.5. RAG Week

- 4.2. These subcommittees shall be managed by their relevant coordinator, and their aims, remit, membership, and selection procedure shall be approved annually by the Executive Committee.

5. Responsibilities of the Officers

- 5.1. The SAF Charities Officer (Convenor and Chair) shall be responsible for line managing all of the subcommittees and oversee running of the Campaign.
- 5.2. The Vice-Convenor shall be responsible for line managing the Societies Liaison, Cloakrooms Coordinator and Postgraduate Coordinator. Their role will also involve supporting the Convenor and standing in when they are unavailable.
- 5.3. The Secretary shall be responsible for line managing the Publicity Coordinator, Graphics Coordinator and the two General Members.
- 5.4. The Treasurer shall be responsible for the budgets and line managing the Fundraising Coordinator, Halls Coordinator and Sponsorship and Development Coordinator.
- 5.5. The CATWALK Director shall be responsible for the CATWALK subcommittee.
- 5.6. The Challenges Coordinator shall be responsible for the Challenges subcommittee.
- 5.7. The Events Coordinator shall be responsible for the Events Team subcommittee.
- 5.8. The RAG Week Coordinator shall be responsible for the RAG Week subcommittee and planning RAG Week in Semester 2.
- 5.9. The Race2 Coordinator shall be responsible for the Race2 subcommittee.
- 5.10. The Publicity Coordinator shall be responsible for marketing and publicity for the Campaign, its events, and its nominated charities.
- 5.11. The Societies Liaison shall be a link between the Campaign and the SAF Societies Committee and must occupy the Charities Liaison position on the Societies Committee. They shall be responsible for interaction with charitable societies.

- 5.12. The Fundraising Coordinator shall be responsible for managing the online fundraising platform and supporting fundraising campaigns across the university.
- 5.13. The Design Coordinator shall be responsible for producing the graphics required for the Campaign's marketing and the social media platforms.
- 5.14. The Halls Coordinator shall be responsible for liaising with the hall reps and providing them support.
- 5.15. The Cloakroom Coordinator shall be responsible for organizing cloakrooms at St Andrews events.
- 5.16. The Sponsorship and Development Coordinator shall be responsible for gaining external supporters for the Campaign.
- 5.17. The Postgraduate Coordinator shall be responsible for working on the inclusion of postgraduates into the Campaign.
- 5.18. The two General Member shall be first year students who will work to offer a helping hand across the campaign whenever things are most in demand.
- 5.19. The DoSDA (Director of Student Development and Activities) shall represent the Students' Association Management to the Campaign.

6. Elections and Co-options:

6.1. Interviewed Positions:

- 6.1.1. The Vice-Convenor, Treasurer, Secretary, Fundraising Coordinator, Publicity Coordinator, RAG Week Coordinator, Race2 Coordinator, Events Coordinator, Challenges Coordinator and CATWALK Director shall be co-opted by a selection panel.
- 6.1.2. The selection panel shall consist of the incoming and outgoing Charities Convenor, the previous office bearer of the position, and at least one sabbatical officer or sabbatical elect. A member of the executive committee may sit on the panel to bring the number of participants to four or more.
- 6.1.3. The Societies Liaison shall be co-opted by a vote of a panel consisting of the incoming SSC Charities Officer, the incoming SSC Societies Officer, the previous office bearer of the position and the outgoing Director of Student Development and Activities. The position must be chosen before the AGM.
- 6.1.4. All interviewed positions should be advertised and chosen before the AGM.

7. Annual General Meeting

7.1. General

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

- 7.1.1.1. Reports of the Executive Committee including information on their relevant line-managed members.

- 7.1.1.2. Election of committee members for the following year.

- 7.1.1.3. AOCB.

7.2. Voting

- 7.2.1. 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.

7.2.2. Election of Officers

- 7.2.2.1. Open positions shall be advertised prior to the AGM.
- 7.2.2.2. Nominations may be made at the AGM.
- 7.2.2.3. 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.

8. Charities Supported by the Campaign

8.1. The election of these charities shall not take place at the AGM, but instead at a specially arranged time. There shall be one Fife charity, one UK charity, and one international charity elected according to selection process laid out below.

8.2. Nomination process

8.2.1. Any matriculate student is allowed to nominate charities which they deem to be beneficial for the student body to support, over a week-long period in Semester 2. As part of nominating the charity an amicus brief must be submitted.

- 8.2.1.1. The amicus brief should argue why supporting the nominated charity is in the best interest of the student body.

8.3. Application process

8.3.1. As Charities are nominated the Campaign will check that they meet the following criteria.

- 8.3.1.1. Any nominated charity holding the title of 'Official Supported Charity' of the Charities Campaign in the previous two year will be ineligible.
- 8.3.1.2. Charities must have a UK registered charity number
- 8.3.1.3. A UK office address
- 8.3.1.4. Have no explicit religious or political affiliations.
- 8.3.1.5. They must not be third party charities.

8.3.2. If they have met the criteria, an application form will be sent to the charities to collect further information.

- 8.3.2.1. The charities must reply in a timely manner, within a two-week period to allow shortlisting to go ahead without delay.

8.4. Shortlisting

8.4.1. Charities will then be shortlisted to a maximum of five charities in each category (local, national and international) by the Shortlisting Panel, to create an accessible voting process.

- 8.4.1.1. Shortlisting will be conducted by a panel of both mediatory and functionary members.

8.4.1.2. The Shortlisting Panel shall consist of:

- 8.4.1.2.1. SAF Charities Officer (Chair, non-voting)
- 8.4.1.2.2. Secretary (non-voting)
- 8.4.1.2.3. DoSDA
- 8.4.1.2.4. DoWell
- 8.4.1.2.5. Three members of the General Committee
- 8.4.1.2.6. One ordinary member (sub-honours)
- 8.4.1.2.7. One ordinary member (honours)

8.4.2. The functionary members have to choose charities without bias in the best interests of the student body and the campaign.

8.4.3. Members of the shortlisting panel cannot nominate charities.

8.4.4. Members of the panel must act without bias, and as such cannot nominate charities.

8.4.5. Members should make their decision based on the following criteria

- 8.4.5.1. Charities should be in the interest of the student body
- 8.4.5.2. Select the final shortlisted charities that cover a variety of causes
- 8.4.5.3. Past actions and beliefs of the charities should be considered to safeguard from backlash to the Campaign and the Student's Association.

8.5. Elections

8.5.1. Voting of the shortlisted charities will be open to the student body during the Student Association Elections.

8.6. Other Charities

8.6.1. The Executive committee and General 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.

9. Relation between the Campaign and Societies

9.1. Affiliated society should donate funds to a UK registered charity through the Charities Campaign.

10. Contracts with External Bodies

10.1. 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 Committee

11. Committee Vacancies

11.1. 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.

12. The Campaign

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

12.2. 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.

12.3. 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.

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

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

Appendix C

This year Exeter RAG ran 5 different challenge types and had 154 individuals sign ups. <https://www.exeterguild.org/rag/challenges/>

Here are our numbers for the challenges this year:

Three Peaks – Hope for Children – 16 participants – Fundraising target = £680

Budapest Marathon – Marie Curie – 12 participants – Fundraising target = £990

Kilimanjaro Trek – Meningitis Research Foundation – 36 participants – Fundraising target = £3500

Dash to Dubrovnik – Amnesty International – 84 participants – Fundraising target = £600

Adventure Triathlon - Play Action International – 4 participants – Fundraising target = £2200