

## **9.2. J. 2 – MOTION TO UPDATE THE CHARITIES CAMPAIGN CONSTITUTION**

### **THIS SRC AND SSC NOTE:**

1. That St Andrews Adventure Group (STAAG) voted to remain a society and not incorporate itself into the Charities Campaign.
2. As such, the revised constitution has removed all mention of the incorporation of STAAG.

### **THIS SRC AND SSC BELIEVE:**

1. It is necessary to modify the constitution of the Charities Campaign to reflect STAAG's decision.

### **THIS SRC AND SSC RESOLVE:**

1. To adopt the revised constitution of the Charities Campaign.
2. To mandate the Director of Student Development and Activities to bring the updated constitution to be ratified by SAB.

**PROPOSED: George Parker SECONDED: Kelsey Gold**

## Chapter Eleven: University Charities Campaign

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

### 1. Aims

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

2.1.1.3. Secretary

2.1.1.4. Treasurer

2.1.1.5. RAG Week Coordinator

2.1.1.6. Race2 Coordinator

2.1.1.7. Events Coordinator

2.1.1.8. Marketing Coordinator

2.1.1.9. Societies Coordinator

2.1.1.10. Halls Coordinator

2.1.1.11. Cloakroom Coordinator

2.1.1.12. Sponsorship and Development Coordinator

2.1.1.13. Director of Student Development & Activities/Director of Events and Services

2.1.2. The Vice-Convenor, Race2 Coordinator, RAG Week Coordinator and Treasurer shall be co-opted by a vote of the current SSC Charities Officer, succeeding SSC Charities Officer and at least one sabbatical officer. The Vice-Convenor, Race2 Coordinator, RAG Week Coordinator and Campaign Treasurer will be chosen before the AGM.

##### 2.1.3. Remit of Charities Executive

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

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 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 & Activities, Director of Events & 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

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.

### 4.2.1. Election of Officers

#### 4.2.1.1. Executive Posts

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 & Activities mutually determine.

#### 4.2.1.2. Non-Executive Posts

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

#### 4.2.1.3. Voting Procedures

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.

## 6. Relation between the Campaign and Societies

6.1. Grants may be made to affiliated societies by the Campaign for the purpose of funding events and activities for the benefit of a UK registered charity.

6.2. 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

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

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.