



University of St Andrews  
Students' Association

**Laws of the Association**

Current as of March 2018

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## **Chapter One: The Students' Association**

### **1.Composition of the Association**

**1.1.**The Students' Association is composed as described in the Constitution.

### **2.Sabbatical Officers, Officers and Subcommittees of the Association**

**2.1.**Association Sabbatical Officers shall include:

**2.1.1.**Association President

**2.1.2.**Association Director of Events and Services

**2.1.3.**Association Director of Student Development and Activities

**2.1.4.**Association Director of Wellbeing

**2.1.5.**Association Director of Education

**2.1.6.**All Association Sabbatical Officers shall sit on both the SRC and SSC.

**2.2.**Association Officers shall include:

**2.2.1.**Association Chair

**2.2.2.**Association Alumni Officer

**2.2.3.**Association Community Relations Officer

**2.2.4.**Association Environment Officer

**2.2.5.**Association LGBT+ Officer

**2.2.6.**All Association Officers shall sit on both the SRC and SSC.

**2.3.**Association Subcommittees shall include:

**2.3.1.**Students' Association Executive Committee

**2.3.2.**Association Elections Committee

**2.3.3.**Association Community Relations Committee

**2.3.4.**Association Environment Committee

**2.3.5.**Association LGBT+ Committee

### **3.Remits of Association Sabbatical Officers, Officers and Subcommittees**

**3.1.**Association President

**3.1.1.**The Association President shall:

**3.1.2.**Within the Students' Association, be a member of the:

- 3.1.2.1.***Students' Association Board (SAB);*
- 3.1.2.2.***Students' Representative Council (SRC);*
- 3.1.2.3.***Student Services Council (SSC);*
- 3.1.2.4.***SAB Finance Committee (Chair and Convener);*
- 3.1.2.5.***SAB Governance and Nominations Committee;*
- 3.1.2.6.***Students' Association Executive Committee (SAEC), and;*
- 3.1.2.7.***Other relevant committees of the Students' Association as required wherever possible.*
- 3.1.3.** Within the wider university community, be a member of:
  - 3.1.3.1.***University Court and its subcommittees as appropriate;*
  - 3.1.3.2.***Student Complaints and Appeals Committee;*
  - 3.1.3.3.***Senior Students' Forum;*
  - 3.1.3.4.***Other ad hoc groups, working parties and interview panels as required.*
- 3.1.4.** The President shall act as the visible representative of the student body at University functions whenever possible.
- 3.1.5.** Within the local community, attend and contribute to meetings of the Town-Gown Liaison Group, Community Council and other groups and working parties as appropriate.
- 3.1.6.** Take joint responsibility, along with the Director of Education, for reading, researching, and responding to consultation documents related to higher education.
- 3.1.7.** Within the context of the national decision making bodies, attend and contribute to any national meetings deemed appropriate (e.g. 1994 Group, NUS, and Non-NUS sabbaticals).
- 3.1.8.** Take responsibility for the external image of the Association including all Press/Media duties. The President (or Nominee) is the only member of the Association who is authorised to speak to the media on behalf of the Association.
- 3.1.9.** Be the Association link to the Rector and Athletic Union.
- 3.1.10.** Inherit the title "President of the Students' Representative Council"
- 3.1.11.** Be responsible for representational strategy regarding accommodation, environment, and external campaigns.
- 3.1.12.** Work with the Student Advocate (Education) to ensure that adequate induction and training of all elected officials takes place, both organising the employment of external training providers and participating directly in the training programme through designing and giving sessions and workshops.

**3.1.13.** Be responsible for overseeing the production of the Students' Association Annual Report.

**3.1.14.** Work with the Design and Marketing Officer to ensure that any campaigns are suitably publicised.

**3.1.15.** Be the signatory on any Association cheques in the absence of the Director of Education, the Director of Wellbeing, the Director of Student Development and Activities, or the Director of Events and Services.

**3.1.16.** Undertake duties as determined by SAEC, in addition to those required during pre-sessional activities, Raisin Weekend, and end of term events.

**3.1.17.** Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals

**3.1.18.** Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:

**3.1.18.1.** *Association Chair*

**3.1.18.2.** *Association Alumni Officer*

**3.1.18.3.** *Association Community Relations Officer*

**3.1.18.4.** *Association Environment Officer*

**3.1.18.5.** *SRC Accommodation Officer*

**3.1.18.6.** *SRC Member for First Years*

**3.1.18.7.** *SRC Member for Widening Access and Participation*

**3.1.19.** Be primarily responsible for overseeing projects with a substantial long-term strategic interest.

**3.1.20.** Develop and maintain an Association strategic plan and be primarily responsible for overseeing its implementation.

**3.1.21.** Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

### **3.2.** Association Director of Events and Services

**3.2.1.** The Association Director of Events and Services shall:

**3.2.2.** Within the Students' Association, be a member of the:

**3.2.2.1.** *Students' Association Board (SAB);*

**3.2.2.2.** *Students' Representative Council (SRC);*

**3.2.2.3.** *Student Services Council (SSC);*

**3.2.2.4.** *SSC Design and PR Team;*

**3.2.2.5.***SSC Broadcasting Committee;*

**3.2.2.6.***Students' Association Executive Committee (SAEC);*

**3.2.2.7.***SSC Entertainments Committee;*

**3.2.2.8.***SSC Discipline Committee;*

**3.2.2.9.***Conveners Selection Committee, and;*

**3.2.2.10.***SAB Staffing Committee.*

**3.2.3.**Be in frequent contact with the General Manager on matters of staffing.

**3.2.4.**Within the University, liaise with University staff and nominees on matters relating to the Director of Events and Services' remit.

**3.2.5.**With regard to external bodies, be responsible for all dealings with Northern Services and be student representative to all groups relating to the commercial interests of the Association and other meetings relevant to their remit, e.g. of the licensing board.

**3.2.6.**Be responsible for reading, researching and responding to communications from entertainment groups or non-student individuals wishing to use Association services not presently covered by other sabbaticals' remits.

**3.2.7.**Act as promoter, or provide a nominee to act as promoter for all Association events run in consultation with the SSC Entertainments Committee.

**3.2.8.**Be responsible for the booking and operations of Association venues.

**3.2.9.**Oversee the operation of the Barron Theatre, and the Barron sub-committee.

**3.2.10.**Have overall responsibility for the organisation of pre-sessional activities in consultation with the appropriate officers and staff.

**3.2.11.**Organise the Graduation Ball.

**3.2.12.**Be the signatory on any Association cheque.

**3.2.13.**Give input into all Association commercial activities on behalf of the student body.

**3.2.14.**Work on a strategic overview of Association commercial activities, alongside the Commercial Manager.

**3.2.15.**Overview the building operations of the Union building.

**3.2.16.**Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:

**3.2.16.1.***SSC Design and PR Team Convener*

**3.2.16.2.***SSC Broadcasting Officer*



**3.2.16.3.***SSC Entertainments Convener*

**3.2.16.4.***SSC Music Officer*

**3.2.16.5.***SSC Performing Arts Officer*

**3.2.17.**Work closely with the SSC Entertainments Convenor on recruitment, event management, Health and Safety and training.

**3.2.18.**Work with the Design and Marketing Officer, relevant volunteers and the Design and PR Team to ensure that Association services and entertainments are suitably publicised.

**3.2.19.**Inherit the titles “President of the Union”, “Vice President (Services)” and “Association Director of Services”.

**3.2.20.**Be responsible for Association services presently not covered by other Sabbaticals’ remits.

**3.2.21.**Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.

**3.2.22.**Be entitled to distribute openly-published factual information to external parties, including the media, on request.

**3.2.23.**Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

**3.3.**Association Director of Student Development and Activities

**3.3.1.**The Association Director of Student Development and Activities shall:

**3.3.2.**Within the Students’ Association, be a member of the:

**3.3.2.1.***Students’ Association Board (SAB);*

**3.3.2.2.***Students’ Representative Council (SRC);*

**3.3.2.3.***Student Services Council (SSC);*

**3.3.2.4.***SAB Finance Committee;*

**3.3.2.5.***SSC Discipline Committee;*

**3.3.2.6.***All SSC subcommittees;*

**3.3.2.7.***Conveners Selection Committee; and,*

**3.3.2.8.***Students’ Association Executive Committee.*

**3.3.3.**Provide one-to-one advice and support to individuals, groups and student bodies wishing to use the services offered by the Association.

**3.3.4.**Work with the SSC Postgraduate Officer to ensure that the full range of postgraduate events during the summer term is carried out.

**3.3.5.** Work with the Director of Events and Services to have overall responsibility for the organisation of pre-sessional activities in consultation with the appropriate officers and staff when relating to student activities.

**3.3.6.** Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:

**3.3.6.1.** *SSC Charities Officer*

**3.3.6.2.** *SSC Debates Officer*

**3.3.6.3.** *SSC Music Officer*

**3.3.6.4.** *SSC Performing Arts Officer*

**3.3.6.5.** *SSC Postgraduate Officer*

**3.3.6.6.** *SSC Volunteering Officer*

**3.3.6.7.** *SSC Societies Officer*

**3.3.6.8.** *SSC Arts Festival Convener*

**3.3.7.** Be responsible for the health and safety of societies.

**3.3.8.** Ensure that the societies, groups and sub-committees are aware of their responsibilities and fulfil them.

**3.3.9.** Be responsible for promoting societies, subcommittees and association projects.

**3.3.10.** Organise the Societies Fayre in conjunction with the SSC Societies Committee.

**3.3.11.** Be responsible for working with the University to ensure rooms are made available to affiliated societies.

**3.3.12.** Be responsible for working with the Development Office to raise funds via sponsorship for student societies.

**3.3.13.** Act as a point of contact between the student body and the Careers Centre.

**3.3.14.** Be responsible for student society training.

**3.3.15.** Calculate the required budget for student activities.

**3.3.16.** Be responsible for the supervision of Association Projects.

**3.3.17.** Be responsible for all sections of the annual Association handbook pertaining to student development and activities.

**3.3.18.** Be a signatory on any Association cheque

**3.3.19.** Undertake any such additional duties as may be desirable for the promotion of student development and activities.

**3.3.20.** Be responsible for Association services presently not covered by other sabbaticals' remits.

**3.3.21.** Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.

**3.3.22.** Be entitled to distribute openly published factual information to external parties, including the media, on request.

**3.3.23.** Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

### **3.4.** Association Director of Wellbeing

**3.4.1.** The Association Director of Wellbeing shall:

**3.4.2.** Within the Students' Association, be a member of the:

**3.4.2.1.** *Students' Association Board (SAB);*

**3.4.2.2.** *Students' Representative Council (SRC);*

**3.4.2.3.** *Students' Services Council (SSC);*

**3.4.2.4.** *Students' Association Executive Committee (SAEC);*

**3.4.2.5.** *SAB Staffing Subcommittee*

**3.4.3.** Line-manage the Equal Opportunities Committee, LGBT+ Committee and Wellbeing Committee.

**3.4.4.** Convene and chair the Equal Opportunities Committee and Wellbeing Committee.

**3.4.5.** Run regular campaigns on topics including physical and mental wellbeing, alcohol consumption, Raising the Voice Week and other University traditions, personal safety, and sexual health.

**3.4.6.** Be responsible for representational strategy regarding equal opportunities and wellbeing

**3.4.7.** Liaise with Student Services

**3.4.8.** Implement SRC policy on matters relating to equal opportunities and student diversity

**3.4.9.** Be the primary Students' Association link with St Andrews Nightline

**3.4.10.** Inherit the title of Association Equal Opportunities and Welfare Officer.

**3.4.11.** Within the wider university community, be a member of:

**3.4.11.1.** *Any ad hoc bodies as appropriate*

**3.4.12.** Convene and coordinate the activities of their sabbatical team wherever necessary. The membership will be as follows:

**3.4.12.1.** *Association LGBT+ Officer*

**3.4.12.2.** *Age Equality Officer*

**3.4.12.3.** *Gender Equality Officer*

**3.4.12.4.** *Widening Access and Participation Officer*

**3.4.12.5.** *Students with Disabilities Officer*

**3.4.13.** Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.

**3.4.14.** Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

### **3.5.** Association Director of Education

**3.5.1.** The Association Director of Education shall:

**3.5.2.** Whithin the Students' Association, be a member of the:

**3.5.2.1.** *Students' Association Board (SAB);*

**3.5.2.2.** *Students' Representative Council (SRC);*

**3.5.2.3.** *Student Services Council (SSC);*

**3.5.2.4.** *Students' Association Executive Committee (SAEC).*

**3.5.2.5.** *SAB Governance and Nominations Subcommittee*

**3.5.3.** Line-manage the Education Committee, Employability Committee, and the Postgraduate Society Committee

**3.5.4.** Take responsibility for the system of student academic representatives (including School Presidents and Class Representatives).

**3.5.5.** Convene the School Presidents' Forum at least twice a semester.

**3.5.6.** Participate in the University's internal Quality Assurance and enhancement procedures.

**3.5.7.** Within the wider university community, be a member of:

**3.5.7.1.** *University Court and its sub-committees as appropriate;*

**3.5.7.2.** *Learning and Teaching Committee and its subcommittees as appropriate;*

**3.5.7.3.** *Postgraduate Research Committee and its subcommittees as appropriate;*

**3.5.7.4.***Academic Monitoring Group;*

**3.5.7.5.***Curriculum Approvals Group; and,*

**3.5.7.6.***Any ad hoc bodies as appropriate.*

**3.5.8.**Be responsible for representational strategy regarding education and employability

**3.5.9.**Provide one-to-one advice and advocacy support to individual students, groups of students or bodies of students regarding complaints at the operation or judgement of the University or Students' Association, while respecting the direct responsibility of the Student Advocate (Education) for academic appeals.

**3.5.10.**Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:

**3.5.10.1.***Faculty Presidents*

**3.5.10.2.***Postgraduate Convenor*

**3.5.10.3.***SSC Employability Officer*

**3.5.11.**Take joint responsibility, along with the Association President, for reading, researching and responding to consultation documents relating to higher education.

**3.5.12.**Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.

**3.5.13.**Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

### **3.6.**Association Chair

**3.6.1.**The Association Chair shall:

**3.6.2.**Convene and chair meetings of the SRC, SSC and SAEC.

**3.6.3.**Collate and distribute agendas and motions for meetings of the SRC, SSC and SAEC.

**3.6.4.**Be a non-voting member of SRC, SSC and SAEC, but have casting vote in the event of a tie.

**3.6.5.**Ensure that accurate minutes, including any motions, of SRC, SSC and SAEC meetings are kept, put online and handed into the General Office for binding.

**3.6.6.**Take responsibility for maintaining and updating an accurate master copy of the Laws, as passed by SAB, and uploading them online on the Students' Association website.

### **3.7.**Association Alumni Officer

**3.7.1.**The Association Alumni Officer shall:

**3.7.2.** Convene and chair meetings of the Association Alumni Committee at least twice a month.

**3.7.3.** Liaise with the Association's subcommittees and affiliated societies to encourage them build connections with their alumni.

**3.7.4.** Liaise with the Development Office and the Athletic Union on alumni relations.

**3.7.5.** Be responsible for having minutes kept of Association Alumni Committee meetings, passing them to the Association Chair, and filing them in the General Office, and online.

**3.7.6.** Chair and Convene the Alumni Officers Forum twice per semester. The Alumni Officer Forum is a forum where societies as well as subcommittee alumni officers can meet with the Association Alumni Officer. The forum is a time where the alumni officers can update the Association Alumni Officer about how their societies and subcommittees are reaching out to, interacting with their alumni and coordinate the planning of the Alumni Festival.

### **3.8. Association Community Relations Officer**

**3.8.1.** The Association Community Relations Officer shall:

**3.8.2.** Have responsibility for areas concerning community relations in collaboration with the Association President.

**3.8.3.** Convene and chair meetings of the Association Community Relations Committee at least twice a month.

**3.8.4.** Alongside the Association President, be an Association representative on the following committees:

**3.8.4.1.** *St Andrews Community Council;*

**3.8.4.2.** *St Andrews Bicycle User Group; and,*

**3.8.4.3.** *Any other committees or bodies as required.*

**3.8.5.** Promote town-gown relations through various media, including contributing to publications such as the St Andrews Citizen and St Andrews in Focus.

**3.8.6.** Implement Association policy regarding community relations.

### **3.9. Association Environment Officer**

**3.9.1.** The Association Environment Officer shall:

**3.9.2.** Have special responsibility for those areas concerning Environment, and environmental issues.

**3.9.3.** Convene and chair meetings of the Association Environment Committee.

**3.9.4.** Coordinate their activities with the Association President.

**3.9.5.**Work in cooperation with relevant members of staff.

**3.9.6.**Liaise with the University on matters relating to Environment issues.

**3.9.7.**Implement Association policy on Environment issues.

**3.10.**Association LGBT+ Officer

**3.10.1.**The Association LGBT+ Officer shall:

**3.10.2.**Be the convenor of the Association LGBT+ Committee

**3.10.3.**Co-ordinate their activities with the Director of Wellbeing

**3.10.4.**Work in co-operation with relevant members of staff

**3.10.5.**Liaise with the University on matters relating to LGBT+/Sexualities issues

**3.10.6.**Represent LGBT+ issues to the SRC, and if necessary to the SSC

**3.11.**Students' Association Executive Committee

**3.11.1.**Membership

**3.11.1.1.***Association President*

**3.11.1.2.***Association Director of Events and Services*

**3.11.1.3.***Association Director of Student Development and Activities*

**3.11.1.4.***Association Director of Education*

**3.11.1.5.***Association Director of Wellbeing*

**3.11.1.6.***Athletic Union President*

**3.11.1.7.***Association Chair (Convenor and Chair)*

**3.11.1.8.***SRC Senior Officer and Nominee to SAB*

**3.11.1.9.***SSC Senior Officer and Nominee to SAB*

**3.11.1.10.***SRC Secondary Nominee to SAEC*

**3.11.1.11.***SSC Secondary Nominee to SAEC*

**3.11.2.**Remit

**3.11.2.1.***The SAEC shall:*

**3.11.2.2.***Coordinate areas of joint activity of SRC and SSC.*

**3.11.2.3.***Ensure that decisions of General Meetings and referenda are implemented.*

**3.11.2.4.***Instruct the Association Chair in matters relating to steering meetings of the SRC or SSC.*

**3.11.2.5.***Act as an arbitrating body between the SRC and SSC when called upon to do so by one of these bodies and finally determine disputes between the SRC and SSC in areas of joint competency.*

**3.11.2.6.***Set up ad hoc advisory committees as required.*

**3.11.2.7.***Approve the membership structure of the Association Community Relations Committee, Association Environment Committee, SRC Accommodation Committee, and SRC Wellbeing Committee, after a submission from the Chair of the respective committee.*

**3.11.2.8.***Review the remit of all Association, SRC, and SSC subcommittees on an annual basis.*

**3.11.2.9.***Carry out such functions as may be referred to it by the SRC and SSC.*

**3.11.2.10.***Have power to confer with other bodies and to transact any necessary business in urgent matters which are the concern of the SRC and the SSC, including ratification of minutes and expenditure, provided that in every such case a full report shall be submitted to the next meeting of the SRC or the SSC and that any such action shall not be in contravention of any previously determined policy of the SRC or the SSC.*

**3.11.2.11.***Ensure implementation of SRC/SSC policy and have the authority to direct officers and committees to take action to ensure implementation.*

**3.11.2.12.***Meet once a year to discuss the award of honorary life memberships and other such awards it shall deem appropriate.*

**3.11.2.13.***Be competent to call emergency meetings of the SRC and SSC as it deems necessary, following the guidelines laid down by the Standing Orders of the Association.*

**3.11.2.14.***Determine fees for Associate Membership of the Association.*

**3.11.2.14.1.***All executive action shall be consistent with standing policy, and shall be reported at the earliest possible date to the relevant body.*

### **3.11.3.***Meetings*

**3.11.3.1.***The SAEC shall meet as required.*

**3.11.3.2.***It shall be chaired by the Association Chair; failing them, the Association President.*

**3.11.3.3.***Meetings may be called by three members of the committee or the Association Chair.*

### **3.11.4.***Quoracy*

**3.11.4.1.***Quoracy shall be three-fifths of the membership.*



**3.11.4.2.***There must be a non-sabbatical student majority*

**3.12.**Association Alumni Committee

**3.12.1.**Membership

**3.12.1.1.***In consultation with the Association President, the Association Alumni Officer will submit a proposed membership structure of the Committee to SAEC for approval.*

**3.12.2.**Remit

**3.12.2.1.***Support the Association Alumni Officer in meeting their objectives.*

**3.12.2.2.***Enhance the Association's engagement with alumni.*

**3.12.2.3.***Oversee the execution of an annual Alumni Festival Weekend.*

**3.12.3.**Meetings

**3.12.3.1.***The Association Alumni Committee shall meet every fortnight during term-time and at other times when necessary.*

**3.13.**Association Community Relations Committee

**3.13.1.**Membership

**3.13.1.1.***In consultation with the Association President, the Association Community Relations Officer will submit a proposed membership structure of the Committee to SAEC for approval.*

**3.13.2.**Remit

**3.13.2.1.***Formulate Association policy on community relations issues.*

**3.13.2.2.***Liaise with the SRC, SSC and their subcommittees on activities that may work to improve town-gown relations.*

**3.13.2.3.***Organise events that further enhance town-gown relations.*

**3.13.3.**Meetings

**3.13.3.1.***The Association Community Relations Committee shall meet every fortnight during term-time and at other times when necessary.*

**3.14.**Association Environment Committee

**3.14.1.**Membership

**3.14.1.1.***In consultation with the Association President, the Association Environment Officer will submit a proposed membership structure of the Committee to SAEC for approval.*

**3.14.2.**Remit

**3.14.2.1.***Formulate and ensure the execution of Association policy on Environment.*

**3.14.2.2.***Keep SRC and SSC informed of University Environment policy.*

**3.14.3.**Meetings

**3.14.3.1.***The Association Environment Committee shall meet every fortnight during term-time and at other times when necessary.*

**3.15.**Association LGBT+ Committee

**3.15.1.**The membership and remit of the Association LGBT+ Committee are set out in Chapter 18 of the Laws.

**3.16.**Association Elections Committee

**3.16.1.**Membership

**3.16.1.1.***Senior Elections Officer (Convenor and Chair)*

**3.16.1.2.***Association Director of Education*

**3.16.1.3.***Association Director of Wellbeing*

**3.16.1.4.***Association Director of Events and Services*

**3.16.1.5.***Association Director of Student Development and Activities*

**3.16.1.6.***Association President (Deputy Convener)*

**3.16.1.7.***Three SRC Nominees*

**3.16.1.8.***Three SSC Nominees*

**3.16.1.9.***Other members as may be approved by SAB*

**3.16.1.10.***There shall be a Senior Elections Officer chosen by the Elections Committee from among their own number, who shall also serve as secretary to the committee. Two Deputy Senior Elections Officers shall also be chosen.*

**3.16.1.11.***If, in the opinion of the Senior Elections Officer, there are insufficient elected Elections Officers, the committee may co-opt as many temporary elections officers as required, for the period of the elections concerned.*

**3.16.2.**Remit

**3.16.2.1.***To make arrangements and regulations for the nomination, the heckling, the polling and the election of candidates to positions in the Students' Association.*

**3.16.2.2.***To give public notice of such arrangements and regulations, in such places as shall be determined from time to time.*

**3.16.2.3.***To supervise the conduct of all elections.*



## **Chapter Two: The Students' Association Executive Committee**

### **Students' Association Executive Committee**

#### **1.Membership**

- 1.1.Association President**
- 1.2.Association Director of Events and Services**
- 1.3.Association Director of Student Development and Activities**
- 1.4.Association Director of Education**
- 1.5.Association Director of Wellbeing**
- 1.6.Association Chair (Convenor and Chair)**
- 1.7.Athletic Union (AU) President**
- 1.8.SRC Senior Officer and Nominee to SAB**
- 1.9.SSC Senior Officer and Nominee to SAB**
- 1.10.SRC Secondary Nominee to SAEC**
- 1.11.SSC Secondary Nominee to SAEC**
- 1.12.SRC Tertiary Nominee to SAEC**
- 1.13.SSC Tertiary Nominee to SAEC**

#### **2.Remit**

The SAEC shall:

- 2.1.Coordinate areas of joint activity of SRC and SSC.**
- 2.2.Ensure that decisions of General Meetings and referenda are implemented.**
- 2.3.Instruct the Association Chair in matters relating to steering meetings of the SRC or SSC.**
- 2.4.Pass changes to the Students' Association Laws in consultation with the SRC and SSC.**
  - 2.4.1.Changes to the Students' Association Laws that concern subcommittees of SSC must be referred to SAEC after being passed by SSC.**
  - 2.4.2.Changes to the Students' Association Laws that concern subcommittees of SRC may be considered by SAEC for approval by board.**
- 2.5.Motions concerning SRC may be 'reclaimed' by SRC for discussion at the next meeting of SRC, provided it has not already been discussed by SAEC, if 1/5 of SRC Councillors make a written request that it is reclaimed.**
- 2.6.The SAEC will provide councillors with regular reports, at least bi-monthly, detailing their activity and the motions passed.**

**2.7.** Act as an arbitrating body between the SRC and SSC when called upon to do so by one of these bodies and finally determine disputes between the SRC and SSC in areas of joint competency.

**2.8.** Set up ad hoc advisory committees as required.

**2.9.** Approve the membership structure of the Association Community Relations Committee, Association Alumni Committee, Association Environment Committee, SRC Accommodation Committee, and SRC Wellbeing Committee, after a submission from the Chair of the respective committee.

**2.10.** Review the remit of all Association, SRC, and SSC subcommittees on an annual basis.

**2.11.** Carry out such functions as may be referred to it by the SRC and SSC.

**2.12.** Have power to confer with other bodies and to transact any necessary business in urgent matters which are the concern of the SRC and the SSC, including ratification of minutes and expenditure, provided that in every such case a full report shall be submitted to the next meeting of the SRC or the SSC and that any such action shall not be in contravention of any previously determined policy of the SRC or the SSC.

**2.13.** Ensure implementation of SRC/SSC policy and have the authority to direct officers and committees to take action to ensure implementation.

**2.14.** Discuss and help implement strategy concerning SRC/SSC.

**2.15.** Meet at least once per semester to discuss amendments to the Constitution and Laws.

**2.16.** Meet once a year to discuss the award of honorary life memberships and other such awards it shall deem appropriate.

**2.17.** Be competent to call emergency meetings of the SRC and SSC as it deems necessary, following the guidelines laid down by the Standing Orders of the Association.

**2.18.** Determine fees for Associate Membership of the Association.

**2.19.** All executive action shall be consistent with standing policy, and shall be reported at the earliest possible date to the relevant body.

### **3. Meetings**

**3.1.** The SAEC shall meet at least 3 times a month.

**3.2.** It shall be chaired by the Association Chair; failing them, the Association President.

**3.3.** Meetings may be called by three members of the committee or the Association Chair.

### **4. Quoracy**

**4.1.** Quoracy shall be three-fifths of the membership.

**4.2.** There must be a non-sabbatical student majority.

## **Chapter Three: The Students' Representative Council**

### **1.Composition of the Students' Representative Council (SRC)**

#### **2.The membership of the SRC shall be:**

##### **2.1.Elected Officers:**

**2.1.1.Association President**

**2.1.2.Association Director of Events and Services**

**2.1.3.Association Director of Student Development and Activities**

**2.1.4.Association Director of Education**

**2.1.5.Association Director of Wellbeing**

**2.1.6.Association Chair**

**2.1.7.Association Alumni Officer**

**2.1.8.Association Community Relations Officer**

**2.1.9.Association Environment Officer**

**2.1.10.Association LGBT+ Officer**

**2.1.11.President of the Athletic Union**

**2.1.12.SRC Accommodation Officer**

**2.1.13.SRC Wellbeing Officer**

**2.1.14.SRC Member for First Years**

**2.1.15.SRC Member for Gender Equality**

**2.1.16.SRC Member for Age Equality**

**2.1.17.SRC Member for Racial Equality**

**2.1.18.SRC Member for Students with Disabilities**

**2.1.19.SRC Member for Widening Access and Participation**

**2.1.20.SRC Member without Portfolio**

**2.1.21.Postgraduate Convenor**

**2.1.22.Arts/Divinity Faculty President**

**2.1.23.Science/Medicine Faculty President**

**2.2.**The immediate past President and past Directors of the Association, as long as they are ordinary members of the Association (non-voting).

**2.3.**The President-Elect and Directors-Elect of the Association, after being elected and prior to taking office (non-voting).

**2.4.**The Faculty Presidents-Elect and Postgraduate Convenor-Elect, after being elected and prior to taking office (non-voting).

**2.5.**The Rector's Assessor, as long as they are a matriculated student of the University. If elected, they will be a full voting member of the SRC; if unelected, they will be a non-voting member.

**2.6.**The Principal Ambassador or their nominee (non-voting).

**2.7.**Student Advocate (Education) (non-voting).

### **3.**Aims of the SRC

**3.1.**The functions of the SRC shall be to represent the students of the University in all matters affecting their interests, and in particular the following:

**3.1.1.**To represent the interests of all the students in physical, social and academic matters.

**3.1.2.**To afford a recognised means of communication between the students and University authorities.

**3.1.3.**To maintain good relations with other universities and colleges, and with the general public.

**3.1.4.**To nominate student representatives to University bodies when invited to do so.

**3.1.5.**To advise and make representations to the SSC and SAB on matters relevant to student activity.

### **4.**Meetings of the SRC

**4.1.**Ordinary meetings of the SRC shall be held at least five times an academic year during term time, excluding the revision and exam weeks. An emergency meeting of the SRC may be called on direction of the SAEC or any five members of the SRC, in writing to the Association Chair. At least 24 hours written notice must be given.

**4.2.**All meetings, and those of SRC subcommittees, shall be conducted in accordance with the Standing Orders of the Association.

**4.3.**Any quorate meeting of the SRC may pass up to £1,000 of expenditure within their budget per written motion. Any quorate meeting of an SRC subcommittee may pass up to £500 of expenditure within their budget per written motion.

### **5.**Remits of SRC Officers

#### **5.1.**SRC Accommodation Officer

The SRC Accommodation Officer shall have special responsibilities for those areas concerning accommodation and shall:

**5.1.1.** Convene and chair meetings of the SRC Accommodation Committee at least every two weeks during term.

**5.1.2.** Coordinate their activities with the Association President.

**5.1.3.** Implement Association policy regarding student accommodation issues.

**5.1.4.** Edit the How to Rent, How to Lease, and similar leaflets, and promote accommodation advocacy services in consultation with the Association President, Design and Marketing Officer and the Student Advocate (Accommodation).

**5.1.5.** Ensure that the accommodation situation is assessed with an annual Accommodation Survey.

**5.1.6.** Supervise and coordinate the activities of those students holding convenorships in the field of accommodation.

**5.1.7.** Be responsible for having minutes kept of Accommodation Committee meetings, passing them to the Association Chair and filing them in the General Office and online.

## **5.2. SRC Member without Portfolio**

**5.2.1.** Attend all meetings of the SRC, and those of its subcommittee if they wish.

**5.2.2.** Liaise with all SRC Officers and Members to offer assistance if required.

**5.2.3.** Use social media to post live updates of the SRC meetings.

**5.2.4.** Be a Voting member on SRC.

**5.2.5.** Work with the SSC Member without portfolio to organise Council Socials.

## **6. Ordinary Members of the SRC**

### **6.1. Faculty Presidents**

*The Faculty Presidents shall:*

**6.1.1.** Inherit the title of 'Senate Representatives' and be elected accordingly;

**6.1.2.** Represent the views of the SRC, in conjunction with the other student members, to the Academic Council and Senatus Academicus;

**6.1.3.** Represent the views of their constituency to the SRC, the Academic Council and the Senatus Academicus;

**6.1.4.** Be a member of the Education Committee, Education Executive Committee, and Student Opinion on Academic Council (SOAC);

**6.1.5.** Attend the School Presidents' Forums; and

**6.1.6.** Liaise with the Director of Education on supporting School Presidents and other academic representatives.

### **6.2. Postgraduate Convenor**



*The Postgraduate Convenor shall:*

- 6.2.1.**Inherit the title of 'Postgraduate Senate Representative' and be elected accordingly;
- 6.2.2.**Represent the views of the SRC and of their constituency, in conjunction with the other student members, to the Academic Council and Senatus Academicus;
- 6.2.3.**Sit *ex officio* as a member of the SSC Postgraduate Committee;
- 6.2.4.**Be a member of the Education Committee, Education Executive Committee, and Student Opinion on Academic Council (SOAC);
- 6.2.5.**Sit on the Learning and Teaching Committee;
- 6.2.6.**Sit on the Postgraduate Research Committee;
- 6.2.7.**Convene and chair the Postgraduate Forum;
- 6.2.8.**Liaise with the Director of Education in supporting academic representatives at the postgraduate level; and,
- 6.2.9.**Liaise with the Director of Education on campaigns relating to education and academic issues relevant to the postgraduate community.

## **7.Subcommittees of the SRC**

### **7.1.Accommodation Committee**

#### **7.1.1.Membership**

**7.1.1.1.***In consultation with the Association President, the SRC Accommodation Officer will submit a proposed membership structure of the Committee to SAEC for approval.*

#### **7.1.2.Remit**

**7.1.2.1.***The Accommodation Committee shall:*

**7.1.2.2.***Formulate and recommend SRC policy on accommodation issues;*

**7.1.2.3.***Ensure the execution of SRC policy on student accommodation in the relevant sectors; and*

**7.1.2.4.***Advertise the SRC on accommodation issues.*

#### **7.1.3.Meetings**

**7.1.3.1.***The Accommodation Committee shall meet fortnightly during term and at other times when necessary.*

### **7.2.Education Committee**

#### **7.2.1.Membership**

**7.2.1.1.***Director of Education (Convenor and Chair);*

- 7.2.1.2.***Postgraduate Convenor;*
- 7.2.1.3.***Arts/Divinity Faculty President;*
- 7.2.1.4.***Science/Medicine Faculty President; and*
- 7.2.1.5.***All School Presidents.*

## **7.2.2.***Remit*

- 7.2.2.1.***The Education Committee shall:*
- 7.2.2.2.***Coordinate and support the academic representation system, including School Presidents and Class Representatives;*
- 7.2.2.3.***Work to improve the educational experience of students within the university.*
- 7.2.2.4.***The focus of the committee shall be constrained primarily to academic matters, but will include areas of remit crossover; e.g. extenuating circumstances where the educational experience of the students converges with a non-academic remit.*
- 7.2.2.5.***Ensure the regular sharing of common good practice and themes across academic representatives from different Schools;*
- 7.2.2.6.***Promote student engagement on matters relating to learning, teaching, and research.*

## **7.2.3.***Meetings*

- 7.2.3.1.***The Education Committee shall meet at least twice a month, with accommodations made to avoid clashes with the School Presidents' Forums.*

## **7.2.4.***Education Executive Committee*

## **7.2.5.***Membership*

- 7.2.5.1.***Director of Education (Convenor and Chair);*
- 7.2.5.2.***Postgraduate Convenor;*
- 7.2.5.3.***Arts/Divinity Faculty President; and,*
- 7.2.5.4.***Science/Medicine Faculty President.*

## **7.2.6.***Remit:*

- 7.2.6.1.***The Education Executive Committee shall:*
- 7.2.6.2.***Formulate and ensure the execution of SRC policy on education;*
- 7.2.6.3.***Keep the SRC informed of University education policy;*

**7.2.6.4.***Coordinate and ensure representation and advocacy within the University education structure; and*

**7.2.6.5.***Set the agenda for the Education Committee and School President's Forum.*

**7.2.7.**Meetings

**7.2.7.1.***The Education Executive Committee shall meet as appropriate but no fewer than once a month.*

**7.3.**Student Opinion on Academic Council (SOAC) Advisory Group

**7.3.1.**Membership

**7.3.1.1.***Director of Education (Convenor and Chair);*

**7.3.1.2.***Association President;*

**7.3.1.3.***Postgraduate Convenor;*

**7.3.1.4.***Arts/Divinity Faculty President; and*

**7.3.1.5.***Science/Medicine Faculty President.*

**7.3.2.**Remit

**7.3.2.1.***Ensure consistency in the Students' Association delivery of academic representation across all levels;*

**7.3.2.2.***Instil confidence within the student representatives on the Academic Council to fully advocate the student perspective;*

**7.3.2.3.***Inform student representatives on the Academic Council with sufficient information to fully advocate the student perspective; and*

**7.3.2.4.***Inform student representatives out with the Academic Council on the proceedings of the body in a timely and regular manner.*

**7.3.3.**Meetings

**7.3.3.1.***The Advisory Group shall meet no less than three days in advance of every meeting of the Academic Council.*

**7.4.**Association Equal Opportunities Committee

**7.4.1.**Membership

**7.4.1.1.***Association Director of Wellbeing (Convenor and Chair)*

**7.4.1.2.***SRC Member for Gender Equality*

**7.4.1.3.***SRC Member for Age Equality*

**7.4.1.4.***SRC Member for Racial Equality*

**7.4.1.5.***SRC Member for Students with Disabilities*

**7.4.1.6.***SRC Member for Widening Access and Participation*

**7.4.1.7.***Association LGBT+ Officer*

**7.4.2.**Remit

**7.4.2.1.***The Association Equal Opportunities Committee shall:*

**7.4.2.2.***Formulate and ensure the execution of SRC policy on student diversity and equal opportunities;*

**7.4.2.3.***Provide a medium for minority and interfaith groups to be properly represented; and,*

**7.4.2.4.***Ensure that matters relating to equal opportunities are brought to the attention of the SRC.*

**7.4.3.**Meetings

**7.4.3.1.***The Association Equal Opportunities Committee shall meet every fortnight and other times when necessary*

**7.4.4.**Widening Access and Participation Group

**7.4.4.1.***Membership*

**7.4.4.1.1.**SRC Member for Widening Access and Participation (Convenor and Chair)

**7.4.4.1.2.**Association President

**7.4.4.1.3.**Principal Ambassador (or their nominee)

**7.4.4.1.4.**Other members by invitation of the Group

**7.4.4.2.***Remit*

**7.4.4.2.1.**Ensure that matters relating to widening access and participation are brought to the attention of the Equal Opportunities Committee and the SRC.

**7.4.4.2.2.**Ensure that students coming from a widening access and participation background are well represented.

**7.4.4.2.3.**Liaise regularly with the Widening Participation Steering Group, University Admissions, the Principal Ambassador, the Association President, and other elected officers.

**7.4.4.2.4.**Promote the Students' Association and higher education in general, in areas in Fife and beyond.

**7.4.4.2.5.**Promote widening access and participation volunteer opportunities to our student population.

#### **7.4.4.3. Meetings**

**7.4.4.3.1.** *The Widening Access and Participation Group shall meet every two weeks during term-time and at other times as required.”*

### **7.5. Wellbeing Committee**

#### **7.5.1. Membership**

**7.5.1.1.** *The Director of Wellbeing shall revise and establish a membership structure for the committee annually, or whenever it proves necessary*

#### **7.5.2. Remit**

**7.5.2.1.** *The SRC Wellbeing Committee shall:*

**7.5.2.2.** *Formulate and ensure the execution of SRC policy on student wellbeing;*

**7.5.2.3.** *Promote positive physical and mental health among students, encourage positive behaviour relating to sexual health and personal safety;*

**7.5.2.4.** *Ensure that matters relating to student wellbeing are brought to the attention of the SRC.*

#### **7.5.3. Meetings**

**7.5.3.1.** *The SRC Wellbeing Committee shall meet every fortnight during term time and other times when necessary.*

### **7.6. Rector’s Committee**

#### **7.6.1. Membership**

**7.6.1.1.** *The Rector’s Assessor shall revise and establish a membership structure for the committee annually, or whenever it proves necessary*

**7.6.1.2.** *The Association President shall be a member of the Student’s Association Rector’s Committee*

**7.6.1.3.** *The Committee shall be chaired and convened by the Rector’s Assessor*

#### **7.6.2. Remit**

**7.6.2.1.** *The Rector’s Committee shall:*

**7.6.2.2.** *Assist the Rector’s Assessor in fulfilling any tasks delegated to them by the Rector*

**7.6.2.3.** *Work to publicise the role of the Rector, and increase student engagement with the role, the committee, and the opportunities made available to students*

**7.6.2.4.** *Advise the Rector on any issues that may be affecting students.*

### **7.6.3.Meetings**

**7.6.3.1.1.***The Rector's Committee meets at the discretion of the Rector, and in their absence, at the discretion of the Rector's Assessor*

## **Chapter Four: The Student Services Council**

### **1.Composition of the Student Services Council (SSC)**

The membership of the SSC shall be as follows:

#### **1.1.Elected and Selected Members:**

**1.1.1.Association President**

**1.1.2.Association Director of Events and Services**

**1.1.3.Association Director of Student Development and Activities**

**1.1.4.Association Director of Education**

**1.1.5.Association Director of Wellbeing**

**1.1.6.Association Chair**

**1.1.7.Association Alumni Officer**

**1.1.8.Association Community Relations Officer**

**1.1.9.Association Environment Officer**

**1.1.10.Association LGBT+ Officer**

**1.1.11.President of the Athletic Union**

**1.1.12.SSC Employability Officer**

**1.1.13.SSC Postgraduate Officer**

**1.1.14.SSC Societies Officer**

**1.1.15.SSC Performing Arts Officer**

**1.1.16.SSC Debates Officer**

**1.1.17.SSC Charities Officer**

**1.1.18.SSC Music Officer**

**1.1.19.SSC Volunteering Officer**

**1.1.20.SSC Broadcasting Officer**

**1.1.21.SSC Member without Portfolio**

**1.1.22.SSC On The Rocks Convenor(non-voting)**

**1.1.23.SSC Design and PR Team Convenor(non-voting)**

**1.1.24.SSC Entertainments Convenor(non-voting)**

**1.1.25.The Principal Ambassador or their nominee (non-voting)**

**1.2.**The immediate past President and Directors of the Association, as long as they are ordinary members of the Association (non-voting).

**1.3.**The President-Elect and Directors-Elect of the Association, during the second semester of the academic year, after being elected and prior to taking office (non-voting).

**1.4.**The SSC Postgraduate Officer-Elect, after being elected and prior to taking office (non-voting).

**1.5.**The General Manager and Heads of Department if invited (non-voting).

## **2.Responsibilities of the SSC**

**2.1.**The SSC shall be responsible for be responsible for overseeing and managing the provision of services and social activities for students and shall:

**2.2.**Be the Union Management Committee

**2.3.**Have the power to make such rules consistent with the Constitution and Laws for regulating the use of Association premises. Such rules shall be made known to the members of the Association and staff to whom they apply.

**2.4.**Be responsible for formulation of policy concerning the Association's buildings, facilities, and services and ensuring its application.

**2.5.**Liaise with the SRC on matters relating to student interest.

**2.6.**Oversee and manage the affairs of its subcommittees.

**2.7.**Promote social activity and unity amongst the students.

**2.8.**To provide such services for students as the SSC may deem desirable.

## **3.Meetings of the SSC**

**3.1.**Ordinary meetings shall be held at least every 14 days during term, excluding the revision and reading weeks.

**3.2.**An emergency meeting of the SSC may be called on the discretion of the SAEC or by any three members of the SSC.

**3.3.**Notice shall be seven days for ordinary meetings. Twenty-four hour notice is required for emergency meetings.

**3.4.**The quorum shall be three-fifths of elected members.

**3.5.**At any quorate meeting of the SSC, a maximum of £1000 may be passed by a written motion detailing this expenditure.

## **4.Officers, Conveners and Subcommittees of the SSC**

**4.1.**The SSC shall have the following officers and conveners:

**4.1.1.**Societies Officer



**4.1.2.**Performing Arts Officer

**4.1.3.**Debates Officer

**4.1.4.**Employability Officer

**4.1.5.**Charities Officer

**4.1.6.**Music Officer

**4.1.7.**Volunteering Officer

**4.1.8.**Broadcasting Officer

**4.1.9.**Postgraduate Officer

**4.1.10.**Design Team Convener

**4.1.11.**Entertainments Convener

**4.1.12.**Member without Portfolio

**4.1.13.**SSC Arts Festival Convenor

**4.2.**The SSC shall have the following subcommittees:

**4.2.1.**Societies Committee

**4.2.2.**Performing Arts Committee (Mermaids)

**4.2.3.**Debates Committee (Union Debating Society)

**4.2.4.**Employability Committee

**4.2.5.**Charities Committee (The Charities Campaign)

**4.2.6.**Music Committee (Music is Love)

**4.2.7.**Volunteering Committee (SVS)

**4.2.8.**Broadcasting Committee (STAR)

**4.2.9.**Postgraduate Committee

**4.2.10.**Design Team

**4.2.11.**Entertainments Committee

**4.2.12.**Discipline Committee

**4.2.13.**Conveners Selection Committee

**4.2.14.**Arts Festival Committee (On The Rocks)

**4.3.** Committee rules and regulations shall be described in Chapter 6 (Officers and Committees) of the Laws, with further detail for each committee contained in their specific chapter. The SSC may form ad hoc committees as the need arises.

**5. Remits of SSC Officers, Conveners and Subcommittees**

**5.1. SSC Societies Officer**

**5.1.1.** The SSC Societies Officer shall have special responsibility for the dealings of the Association with student societies and shall:

**5.1.2.** Convene and chair meetings of the SSC Societies Committee.

**5.1.3.** Work in consultation with the Director of Student Development and Activities.

**5.1.4.** Ensure that affiliated societies meet the requirements of their Affiliation Agreements.

**5.1.5.** Be responsible for compiling the Societies Directory and Societies Handbook, in conjunction with the Director of Student Development and Activities.

**5.1.6.** Be responsible for encouraging the affiliation of new societies.

**5.2. SSC Performing Arts Officer (President of Mermaids)**

**5.2.1.** The SSC Performing Arts Officer shall have special responsibility for theatre events in the Union and Barron Theatre and shall:

**5.2.2.** Convene and chair the SSC Performing Arts Subcommittee (Mermaids).

**5.2.3.** Liaise with the Director of Student Development and Activities

**5.2.4.** Be a signatory to the Mermaids bank account.

**5.2.5.** Be an honorary member of all drama societies affiliated to the Association, whose presidents sit on the SSC Performing Arts Committee.

**5.3. SSC Debates Officer (President of the Union Debating Society)**

**5.3.1.** The SSC Debates Officer shall have special responsibility for the Union Debating Society and shall:

**5.3.2.** Convene and chair the SSC Debates Committee (Board of Ten).

**5.3.3.** Liaise with the Director of Student Development and Activity, including during formulation of the Society's annual budget.

**5.3.4.** Call the Union Debating Society AGM.

**5.4. SSC Employability Officer**

**5.4.1.** Shall primarily work to represent student opinion on services and support relating to employability and career skills and shall:

**5.4.2.** Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;

**5.4.3.** Serve as a primary student liaison with the Careers Centre;

**5.4.4.** Work with the Director of Education to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;

**5.4.5.** Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and

**5.4.6.** Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online

**5.4.7.** Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives.

**5.4.8.** Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.

**5.4.9.** Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.

**5.4.10.** Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship.

#### **5.5. SSC Charities Officer**

**5.5.1.** The SSC Charities Officer shall have special responsibility for the SSC Charities Committee (the Charities Campaign) and shall:

**5.5.2.** Convene and chair the SSC Charities Committee.

**5.5.3.** Work in consultation with the Director of Student Development and Activities, including during formulation of the Campaign's annual budget.

**5.5.4.** Call the SSC Charities Committee AGM.

#### **5.6. SSC Music Officer**

**5.6.1.** The SSC Music Officer shall have special responsibility for the SSC Music Committee (Music is Love) and shall:

**5.6.2.** Convene and chair the SSC Music Committee (Music is Love).

**5.6.3.** Work in consultation with the Director of Student Development and Activities, including during formulation of Music is Love's annual budget.

**5.6.4.** Call the SSC Music Committee AGM.

**5.6.5.** Be an honorary member of all music societies affiliated to the Association whose presidents sit on the SSC Music Committee.

#### **5.7. SSC Volunteering Officer**

**5.7.1.**The SSC Volunteering Officer shall have special responsibility for the SSC Volunteering Committee (St Andrews Voluntary Service) and shall:

**5.7.2.**Convene and chair the SSC Volunteering Committee.

**5.7.3.**Work in consultation with the Director of Student Development and Activities, including during formulation of the Service's annual budget.

**5.7.4.**Be a signatory to the SVS bank account.

**5.7.5.**Call the SSC Volunteering Committee AGM.

#### **5.8.SSC Broadcasting Officer**

**5.8.1.**The SSC Broadcasting Officer shall have special responsibility for the SSC Broadcasting Committee (STAR) and shall:

**5.8.2.**Convene and chair the SSC Broadcasting Committee.

**5.8.3.**Work in consultation with the Director of Events and Services and Director of Student Development and Activities, including during formulation of STAR's annual budget.

**5.8.4.**Call the SSC Broadcasting Committee AGM.

**5.8.5.**For a description of the SSC Broadcasting Committee, see chapter 24 of the Laws

#### **5.9.Postgraduate Officer (Postgraduate Society President)**

**5.9.1.**The SSC Postgraduate Officer shall have special responsibility for the SSC Postgraduate Committee (the Postgraduate Society) and shall:

**5.9.2.**Convene and chair the SSC Postgraduate Committee.

**5.9.3.**Work in consultation with the Director of Education and Director of Student Development and Activities, including during formulation of the Society's annual budget.

**5.9.4.**Call the SSC Postgraduate Committee AGM; and,

**5.9.5.**Carry out other duties numbered in the Postgraduate Society Constitution.

#### **5.10.SSC Design Team Convener**

**5.10.1.**The SSC Design Team Convenor shall have special responsibility for the SSC Design Team and shall:

**5.10.2.**Recruit, coordinate, convene and chair the SSC Design Team.

**5.10.3.**Work in consultation with the Design and Marketing Officer, Director of Events and Services and SRC/SSC officers as required.

**5.10.4.** Be responsible for the advertising of events, services and representational functions of the Association along with the Design and Marketing Officer and other relevant officers.

**5.11. SSC Entertainments Convener**

**5.11.1.** The SSC Entertainments Convenor shall:

**5.11.2.** Be selected by the SSC Conveners Selection Committee

**5.11.3.** Work in consultation with the Director of Events and Services and coordinate the Entertainments Crew on all matters relating to events.

**5.11.4.** Hold regular User Group and Ents Crew meetings, take minutes and distribute them appropriately.

**5.12. SSC Member Without Portfolio**

**5.12.1.** The SSC Member Without Portfolio shall:

**5.12.2.** Attend all meetings of SSC, and those of its subcommittee if the SSC Member Without Portfolio wishes.

**5.12.3.** Liaise with all SSC Officers and Conveners to offer assistance if required.

**5.12.4.** Use social media to post live updates of the SSC meetings

**5.12.5.** Be a Voting member on SSC

**5.12.6.** Work with the SRC Member without portfolio to organise Council Socials

**5.13. SSC Conveners Selection Committee**

**5.13.1.** The SSC Conveners Selection Committee shall have the following members:

**5.13.1.1.** *Director of Events and Services (Convenor and Chair)*

**5.13.1.2.** *Director of Events and Services-Elect (non-voting)*

**5.13.1.3.** *Director of Student Development and Activities*

**5.13.1.4.** *Director of Student Development and Activities-Elect (non-voting)*

**5.13.1.5.** *The relevant outgoing convener*

**5.13.2.** The remit of the SSC Conveners Selection Committee is to appoint the incoming conveners of the SSC Design and PR Team, Entertainments Committee, and to be responsible for advertising the selection process to the student body.

**5.13.3.** The committee shall meet as necessary, following relevant Association elections.

**5.14. SSC Discipline Committee**

**5.14.1.**The SSC Discipline Committee shall operate as described in Chapter 26 of the Laws.

**5.15.**SSC Arts Festival Committee

**5.15.1.**The SSC Arts Festival Convenor will have the responsibility for the SSC Arts Festival Committee (On The Rocks) and shall:

**5.15.2.**Convene and Chair the SSC Arts Festival Committee

**5.15.3.**Work in Consultation with the Director of Student Development and Activities, including during formulation of the Festival's Annual Budget

**5.15.4.**Call the SSC Arts Festival AGM

**6.**The Barron Theatre

**6.1.**The Barron Theatre is an Association premises and therefore is within the jurisdiction of the SSC. Association policy includes the Barron Theatre.

**6.2.**The Barron Theatre is managed by the Barron Management Team, which is a Venue Management Team. Their operations are laid out in their management document held in the General Office.

**6.3.**The Barron Manager (Convenor and Chair) will be a student, as chosen by the SSC Convenor Selection Committee as per Chapter 4, 5.13.

**6.3.1.**The SSC may remove the Barron Manager with vote of two-thirds of members present and voting.

**6.3.2.**The Barron Manager will automatically sit on the SSC Performing Arts Committee as a full and voting member.

**6.4.**The Barron Management Committee will be composed of:

**6.4.1.**Members:

**6.4.1.1.***Barron Manager (Convenor and Chair)*

**6.4.1.2.***Director of Events and Services*

**6.4.1.3.***Director of Student Development and Activities*

**6.4.1.4.***SSC Performing Arts Technical Operations Officer (Deputy)*

**6.4.1.5.***SSC Performing Arts Sets and Props Officer*

**6.4.1.6.***SSC Performing Arts Costumes Officer*

**6.4.1.7.***Box Office Manager*

**6.4.1.8.***Publicity Officer*

**6.4.1.9.***Barron Technician*

**6.4.1.10.***Building Supervisor (non-voting)*

**6.4.1.11.***Management Accountant (non-voting)*

**6.4.1.12.***Other (non-voting) positions created as deemed appropriate by the committee.*

**6.4.2.**The SSC Performing Arts positions are appointed as laid out in Chapter 19 of the Laws.

**6.4.3.**The remaining positions, which do not sit on the SSC Performing Arts Committee, are appointed by: the outgoing Barron Manager, the incoming Barron Manager, Director of Events and Services, the outgoing position holder.

**6.5.**The Director of Events and Services shall line-manage the Barron Management Team, and shall report on the Barron Theatre to the SSC.

## **Chapter Five: Membership of the SRC, SSC, and their Subcommittees**

### **1.Voting Rights**

**1.1.**No member shall hold more than one voting place on either or both of the SRC and SSC, or on the Students' Association Executive Committee.

### **2.Resignation**

**2.1.**A member may resign before the expiration of their term of office by giving written notice to that effect to their line manager (relevant sabbatical officer).

### **3.Absence**

**3.1.**If a member except a Sabbatical Officer, Faculty President, the Postgraduate Convenor and the Rector's Assessor, is absent from one meeting of SRC without adequate apologies or two in total, they shall be removed from office, unless the SAEC reinstates the member, conditionally or unconditionally, within 7 days of the approval of minutes of the meeting triggering this section.

**3.2.**If a member except a Sabbatical Officer, is absent from two meetings of SSC without adequate apologies or three in total, they shall be removed from office, unless the SAEC reinstates the member, conditionally or unconditionally, within 7 days of the approval of minutes of the meeting triggering this section.

**3.3.**If an elected member of a specific subcommittee (except for nominees) is absent from two of these subcommittee meetings in one semester and does not submit in writing an explanation satisfactory to the SRC/SSC bodies to which they were elected, they shall cease to be a member.

**3.4.**If a nominee to a subcommittee of the SRC/SSC is absent from two meetings in one semester and does not submit in writing an explanation satisfactory to the body concerned, they shall cease to be a member of the subcommittee concerned.

### **4.Non-Matriculation**

**4.1.**If a member does not matriculate in the University, they shall cease to be a member of SRC/SSC.

### **5.Internal Appointments**

**5.1.**Any member vacating their seat shall vacate any internal appointments for which being a member of SRC/SSC is a prerequisite; their retention of any other internal posts shall be subject to confirmation by SRC/SSC as appropriate.

### **6.Casual Vacancy**

**6.1.**A member elected or co-opted to fill a casual vacancy shall hold office for the unexpired period of their predecessor's term.



## **Chapter Six: Regulations Governing Officers and Committees**

### **1. Officers**

**1.1.** All Association, SRC and SSC Officers and Conveners shall present full written reports on their term of office at the Annual General Meeting and shall give regular interim reports to the appropriate bodies.

**1.1.1.** Any officer who fails to submit a report to the Annual General Meeting without a reason acceptable to the committee members shall immediately cease to be a member.

**1.2.** All Officers shall be responsible for coordinating meetings of their subcommittees, including deciding a meeting schedule, and preparing and distributing agendas and motions.

**1.3.** All Officers shall attend meetings with their sabbatical teams and keep their sabbatical line managers informed of all activities.

**1.4.** All Officers shall ensure that minutes are taken at their subcommittee meetings, and these minutes are given to the General Office in time to be included in the minutes of the next SRC/SSC meeting.

**1.4.1.** A copy of the minutes must also be given to the relevant chair within three working days of the meeting taking place.

**1.4.2.** Minutes must also be filed in the General Office and placed online.

**1.5.** A copy of the agenda must be given to the Association Chair as soon as it is available.

**1.6.** All Officers shall ensure that the committee they convene is fulfilling its remit.

### **2. Committees**

**2.1.** All committees shall keep and store adequate minutes and shall normally require seven days written notice of meetings.

**2.2.** The quorum shall be three-fifths of the directly elected membership.

**2.3.** Committees shall meet on a cycle coordinated by the SAEC.

**2.4.** Committees shall be called by:

**2.4.1.** Their Officer (who shall also be their convener)

**2.4.2.** By the convenor at the request of one-third of the members of the committee.

**2.5.** All committees shall follow the Association Standing Orders and Policies.

## **Chapter Seven: Elections**

### **1.General Elections**

#### **1.1.Elected SRC, SSC, Senate and Association positions:**

**1.1.1.**The following positions shall be put up for election in March of each year:

**1.1.2.**Association President

**1.1.3.**Association Director of Student Development and Activities Association

**1.1.4.**Association Director of Events and Services

**1.1.5.**Association Director of Wellbeing

**1.1.6.**Association Director of Education

**1.1.7.**Association Chair

**1.1.8.**Association Alumni Officer

**1.1.9.**Association Community Relations Officer

**1.1.10.**Association Environment Officer

**1.1.11.**Association LGBT+ Officer

**1.1.12.**Arts/Divinity Faculty President

**1.1.13.**Science/Medicine Faculty President

**1.1.14.**Postgraduate Convenor

**1.1.15.**SRC Accommodation Officer

**1.1.16.**SRC Wellbeing Officer

**1.1.17.**SRC Member for First Years

**1.1.18.**SRC Member for Gender Equality

**1.1.19.**SRC Member for Age Equality

**1.1.20.**SRC Member for Racial Equality

**1.1.21.**SRC Member for Students with Disabilities

**1.1.22.**SRC Member for Widening Access and Participation

**1.1.23.**SRC Member without Portfolio

**1.1.24.**SSC Charities Officer

**1.1.25.**SSC Debates Officer

**1.1.26.**SSC Employability Officer

**1.1.27.**SSC Music Officer

**1.1.28.**SSC Performing Arts Officer

**1.1.29.**SSC Postgraduate Officer

**1.1.30.**SSC Societies Officer

**1.1.31.**SSC Volunteering Officer

**1.1.32.**SSC Broadcasting Officer

**1.1.33.**SSC Member without Portfolio

## **1.2.**Conduct

**1.2.1.**All Association elections shall be conducted in accordance with the Constitution and Laws of the Association.

**1.2.2.**Elections to the *Senatus Academicus* shall be conducted in accordance with Senate regulations (presently Ordinance 111, page 124, section IV).

## **1.3.**Eligibility

**1.3.1.**Only ordinary members of the Association shall be eligible as electors, proposers, seconders or candidates for election.

**1.3.2.**For Faculty President elections, electors, candidates, proposers and seconders must be members of the relevant faculties.

**1.3.3.**For Postgraduate elections, electors, candidates, proposers and seconders must be matriculated as postgraduate students.

**1.3.4.**No person shall stand for election to more than one Association position during the same election period.

**1.3.5.**No student may hold sabbatical office for more than two years in total.

**1.3.6.**No student may hold the same elected position on the SRC or SSC for more than two consecutive years.

## **1.4.**Dates of Elections

**1.4.1.**Voting shall not take place on a Saturday or Sunday.

**1.4.2.**Elections for SRC and SSC positions shall be held annually, during Semester Two.

**1.4.2.1.***Except as otherwise provided, the elected members shall take office at the start of Week Eight of Semester Two. The term of office shall include a period of training with the previous elected members during Semester Two.*

**1.4.2.2.***The Association President and Directors shall take office on July 1st following their election. The term of office shall follow at least 2 weeks of training with their predecessors.*

**1.4.2.3.***The Postgraduate Convenor, SSC Postgraduate Officer, Faculty Presidents, and School Presidents shall take office on July 1st following their election.*

**1.4.3.**Notice of Elections

**1.4.3.1.***Seven days' notice of nomination and election arrangements and regulations shall be posted in places as the Elections Committee shall from time to time determine.*

**2.**SRC and SSC Co-options

**2.1.**The SRC shall have the power to co-opt any SRC position, and the SSC any SSC position, until the next relevant election if:

**2.1.1.**Insufficient nominations are received in the relevant elections.

**2.1.2.**A member should resign their post.

**2.2.**In the case of more than one candidate being co-opted at one meeting, successful candidates may not vote in following co-options.

**3.**Association Co-options

**3.1.**The positions of Association Chair, Association Alumni Officer, Association Community Relations Officer, Association Environment Officer, and Association LGBT+ Officer shall be co-opted by both the SRC and SSC in successive meetings.

**3.2.**If in the case of a candidate for an Association position being co-opted by either the SRC or SSC, their co-option shall not be complete until the other of the SRC and SSC has agreed. If one rejects the candidate, they must re-apply for the approval of the other again if they wish to re-attempt co-option.

**4.**Method of Election for SRC, SSC and Association posts

**4.1.**Duties of the Senior Elections Officer

**4.1.1.**The Senior Elections Officer shall:

**4.1.2.**Be the Returning Officer for all Association elections.

**4.1.3.**Supervise the conduct of the elections with the assistance of a scrutineer appointed by the University Court.

**4.1.4.**Submit a written report on the elections to the SRC and SSC.

**4.1.5.**Cast their vote before voting opens and place their vote in a secure and sealed location. This vote will not be counted except in the case of a draw, in which case it shall be the casting vote.

**4.1.6.**Be carved up from the Elections Committee.

**4.2.**Restrictions on Elections Committee Members

**4.2.1.** The Elections Committee members shall not be eligible to propose or second candidates.

**4.2.2.** If an Elections Committee member nominates themselves for any position in the Students' Association Elections, proposes or seconds a candidate, or publicly endorses a candidate, they shall immediately cease to be a member of the Elections Committee.

**4.2.3.** The Senior Elections Officer shall not be eligible to vote in elections (save in the event of a tie).

**4.2.4.** An Elections Officer standing for election in any constituency shall from the time of their nomination, be relieved of all duties connected with the election in that constituency.

#### **4.3. Nominations of Candidates**

**4.3.1.** Nominations of all candidates for election shall be made online according to the requirements set out in these Laws and in the election rules.

#### **4.4. Election Campaign Expenses**

**4.4.1.** The Elections Committee shall determine financial limits and rules for the election expenses of candidates for each campaign, subject to ratification by the SRC and SSC.

**4.4.2.** All expenses shall be dealt with internally by the Elections Committee.

**4.4.3.** The Elections Rulebook, dealing with financial matters, shall be available from the Elections Office during Nominations Week.

#### **4.5. Heckling of Candidates**

**4.5.1.** All candidates shall be given written notice of, and be required to attend, hecklings.

**4.5.2.** Each candidate for election shall be present for heckling at the appropriate meeting.

**4.5.3.** Any candidate who fails to attend the appropriate heckling meeting shall be declared not eligible for election, provided always that the Elections Committee may waive this requirement in the case of illness certified to their satisfaction or on other grounds approved by them.

**4.5.4.** Hecklings shall take place during the week before (but not the night before) the polling date.

**4.5.5.** The Chair shall rule out of order any question which does not bear directly upon the bona fide working of the SRC, SSC or Association, and shall have the power to require any person who persists in asking such questions to withdraw from the meeting.

#### **4.6. Re-Open Nominations**

**4.6.1.** All candidates shall be required to stand again R.O.N. (Re-Open Nominations) except in the case of co-options.

**4.6.2.** If R.O.N. wins, then another election will be organised as soon as may be conveniently arranged, in which the defeated candidate(s) may stand again.

#### **4.7. Voting**

**4.7.1.** In all elections, voting shall be by secret ballot.

#### **4.8. Validity of Elections**

**4.8.1.** Any question relating to the validity of elections on any grounds, other than in terms of paragraph 4.8.4. of this chapter, shall not be considered unless it has been submitted in writing to the Senior Elections Officer not later than 48 hours after the declaration of the result of the election.

**4.8.2.** No question relating to the validity of elections in terms of paragraph 4.8.5. of this chapter shall be considered unless it has been submitted to the Senior Elections Officer within nine days of the date of election.

**4.8.3.** On receipt of a question relating to the validity of the elections, the Senior Elections Officer shall organise a meeting of the Elections Committee within two working days.

**4.8.4.** If the Committee is satisfied that there has been a breach of the regulations concerning an election for a position, it shall have the power to declare that election null and void. A fresh election shall then be held as required. If the Committee is satisfied that an objection is invalid or trivial, it shall have the power to dismiss that objection and uphold the result of the election.

#### **4.9. Code of Conduct**

**4.9.1.** The Code of Conduct for elections (the Election Rulebook), as ratified by the SRC and SSC, shall detail the rules and regulations of all Association elections and shall be binding on all parties, and shall be permanently in effect.

**4.9.2.** This Code of Conduct shall override the relevant parts of the Laws until such a time as the Laws can be amended.

**4.9.3.** The Elections Committee reserves the right to make changes to the rules but will ensure that all candidates are informed of any alterations.

#### **4.10. Appeal**

**4.10.1.** The decision of the Elections Committee shall be binding upon all parties and shall be final unless an appeal is submitted to the Chair of SAB within seven days of the committee's decision. The decision of the Appeal Committee shall be final.

**4.10.2.** No election shall be considered completed while any objection is outstanding.

## **Chapter Eight: Meetings and Referenda**

### **1. General**

**1.1.** Motions at all meetings will be carried if passed by a simple majority of those present and voting.

**1.2.** Only those persons who are eligible as electors may vote at meetings. It will be necessary for a person to produce a valid current matriculation card of the University to gain entrance to a meeting.

**1.3.** Notwithstanding subsection 1.2 of this chapter, it shall, at the discretion of the Chair, be possible for persons who do not hold such a card to attend and address the meeting, but they shall not be entitled to vote on any issue.

**1.4.** The Standing Orders for all such meetings shall be those of the SRC.

### **2. General Meetings**

**2.1.** The Association President shall call a General Meeting of the Association if instructed to do so by the SRC, the SSC, or if Association President receives a petition signed by at least 25 members of the Association expressing a desire for such a meeting and giving notice of the business to be discussed thereat; a meeting must be held within ten days after the receipt of the petition.

**2.2.** The President shall give no less than seven days' notice of a General Meeting and such notice shall contain the agenda of the meeting. Copies of the notice shall be posted in such places as the SAEC shall from time to time determine.

**2.3.** The quorum for a duly constituted meeting shall be not less than 400 matriculated students. If a quorum is not achieved within 45 minutes of the advertised time for the start of the meeting, the meeting shall be held not to have duly constituted.

**2.4.** The Chair of a General Meeting shall be the Association President, or in their absence, a chair elected by the SAEC.

**2.5.** Decisions of a General Meeting shall be binding on the Students' Association until such time as they may be revoked by another General Meeting, or unless a referendum is demanded to discuss the motion under the provision of Section 5 below.

**2.6.** Notwithstanding the foregoing provision, decisions of General Meetings shall be subject to the Association's financial cascade policy as determined from time to time by SAB.

**2.7.** Notwithstanding the two foregoing provisions, in extraordinary circumstances SAB shall have the authority to disregard the decisions of General Meetings if it determines that implementing the outcome of the referendum would not be in the best interests of the Association or would not be consistent with the purposes of the Association.

### **3. Annual General Meeting of the Association**

**3.1.** There shall be an Annual General Meeting (AGM) of the Association in Semester Two. All reports shall be full and in writing and the order of business shall be:

**3.1.1.** Chair of SAB's report.

**3.1.2.** Association President's report.

**3.1.3.** Association Directors' reports.

**3.1.4.** Association Officers' and Members of the SRC and SSC's reports.

**3.1.5.** Questions. (All students holding posts in the Association, SRC or SSC should be available for questions).

**3.1.6.** AOCB.

**3.2.** The Association President shall chair the AGM.

**4.** Referenda

**4.1.** Referenda may be called by both the SRC and SSC or a signed petition of 5% of the Ordinary Membership of the Association.

**4.2.** Four weeks' notice must be given from the passage of any motion to call a referendum before the beginning of the voting in that referendum.

**4.3.** Only Ordinary Members of the Association in good standing may vote in referenda.

**4.4.** A referendum shall only be binding if 1/5 of eligible voters cast a vote.

**4.5.** A simple majority shall determine the outcome of any referendum.

**4.6.** A referendum may overturn a decision passed by a quorate General Meeting, and shall then be binding on the Students' Association until such a time as it is revoked by another referendum.

**4.7.** Notwithstanding the foregoing provision, referenda shall be subject to the Association's financial cascade policy as determined from time to time by SAB.

**4.8.** Notwithstanding the two foregoing provisions, in extraordinary circumstances SAB shall have the authority to disregard the results of a referendum if it determines that implementing the outcome of the referendum would not be in the best interests of the Association or would not be consistent with the purposes of the Association.



## **Chapter Nine: Rectoral Heckling Meeting**

### **1. Rectorial Heckling**

**1.1.** A meeting open to all matriculated students and all officially nominated candidates for the Rectorship of the University shall be held during the week preceding polling day for the election of the Rector for the purposes and in accordance with the regulations set out below.

**1.2.** The purpose of the meeting shall be to heckle each candidate for the Rectorship or, if a candidate shall so desire, their proposers or seconders or persons nominated by them in their stead.

**1.3.** Not less than seven days before the meeting, the Elections Officers shall cause notices intimating the date, time, place and purpose of the meeting to be posted in such places as the Elections Officers shall from time to time determine.

**1.4.** The Chair for the meeting shall be appointed by the Elections Committee. The Chair shall:

**1.4.1.** Chair the meeting.

**1.4.2.** Explain the procedures to those present.

**1.4.3.** Introduce the candidates and their proposers and seconders or their nominated deputies

**1.4.4.** Emphasise the gravity of the task which the students have before them; provided, however, the Chair shall not, in any circumstances, allude to any particular qualities which, in their opinion, a Rector should have, or, in any other way, seek to influence the students' presence in their choice of Rector.

**1.4.5.** Call on questioners from the floor at appropriate times.

**1.5.** The procedure at the meeting shall be as follows:

**1.5.1.** Lots shall be drawn for the order in which the cases for each candidate shall be presented.

**1.5.2.** The proposer of each candidate or their nominee (who may be the candidate) shall speak for a time not exceeding eight minutes.

**1.5.3.** Following each speech, questions may then be addressed to the candidate, or if a candidate so desires or is absent, to their proposer or seconder or their nominees for a time not exceeding fifteen minutes.

## **Chapter Ten: Affiliated Societies**

### **1. Association Committees**

**1.1.1.** There shall be a SSC Societies Committee, which shall have powers, duties and responsibilities as laid out in Chapter 25 of the Laws.

### **2. Affiliation to the Association**

**2.1.** There shall be an Affiliation Agreement, proposed by the SSC Societies Committee and ratified by the Students' Association Board, defining the terms of Affiliation between Societies and the Association.

**2.2.** The new or continued affiliation to the Association of a society shall be conditional upon:

**2.2.1.** The adherence to the society's constitution and policies;

**2.2.2.** The responsible management of the society and its accounts as recommended in the publications of the Societies Committee, in particular audits; and

**2.2.3.** The adherence to the terms of the Affiliation Agreement.

**2.2.4.** Any other conditions that the SSC Societies Committee may adopt.

### **3. Membership**

**3.1.** Any society wishing to affiliate must make ordinary membership open to all matriculated students of the University of St Andrews. Only matriculated students shall be eligible for ordinary membership. Other persons may be eligible for other classes of membership, as defined in the society's constitution.

**3.2.** The SSC Performing Arts Officer shall be an honorary member of all affiliated performing arts-related societies.

**3.2.1.** Definitions of such societies shall be determined by the Societies Committee.

### **4. Constitutions**

**4.1.** The aims of a society, as declared in its constitution, must not be incompatible with those of the Students' Association.

**4.2.** A society, in its constitution, must declare all outside affiliations and their aims will be subject to the same scrutiny as the society itself.

**4.3.** The Societies Elections Officer shall be notified of any amendment to the constitution of a society.

### **5. Grants and Loans**

**5.1.** Grants may be made to affiliated societies by the Societies Committee in accordance with such limitations and conditions as the Societies Committee may from time to time adopt.

**5.2.** Student-run projects shall not be eligible for Grants from the Societies Committee, unless the Committee explicitly agrees to exempt the project from this restriction.

**5.3.** Notwithstanding subsections 1 and 2 of this section, grants shall be made at the discretion of the Societies Committee.

**5.4.** Loans may be made to affiliated societies at the discretion of the Societies Committee.

**5.4.1.** All loans will be under the terms of the Societies Loan Contract.

**6.** Arbitration.

**6.1.** The Societies Committee shall be competent to arbitrate disputes amongst a society and its members, officers, and/or another society with the consent of the parties to arbitration.

**6.2.** The decision of the Societies Committee in arbitration shall be subject to appeal to SAEC, provided that an appeal is lodged within 72 hours of the transmission of notice of the decision and right to appeal, and only on the following grounds:

**6.2.1.** Information not known at the time of the original decision.

**6.2.2.** Procedural irregularity that could make a material difference to the original decision (including inaccurate information, etc.)

**6.2.3.** Bias or prejudice.

**7.** Disaffiliation.

**7.1.** The Societies Committee may disaffiliate a society in accordance with the terms of the Affiliation Agreement.

**7.2.** The decision of the Societies Committee to disaffiliate a society shall be subject to appeal to SAEC, provided that an appeal is lodged within 72 hours of the transmission of notice of the decision and right to appeal, and only on the following grounds:

**7.2.1.** Information not known at the time of the original decision

**7.2.2.**  
Procedural irregularity that could make a material difference to the original decision (including inaccurate information, etc.)

**7.2.3.** Bias or prejudice.

**8.** Re-affiliation

**8.1.** Any Affiliated Society meeting the requirements for re-affiliation set out by the SSC Societies Committee on the date that its Affiliation Agreement expires shall be offered a new Affiliation Agreement.

**8.1.1.** The terms of new Affiliation Agreements may differ from the terms of any previous ones.

**8.2.** Any Society not offered a new Affiliation Agreement may appeal the decision to SSC by petition.

## **Chapter Eleven: Association Projects**

### **1. Association Projects**

**1.1.** An Association Project is a framework for projects considered to be essential components of the Students' Association.

**1.2.** The projects should be recurring in nature and considered beneficial to the student experience.

**1.3.** Association Projects must be approved or renewed in the academic year preceding the commencement of the project.

### **2. Participation**

**2.1.** Participation in Association Projects shall be open to 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. Association Project Management**

**3.1.** All Association Projects will have a student chair, as chosen by the SSC Convenor Selection Committee as per Chapter 5, § 5.13.

**3.1.1.** The SSC may remove the Association Project Chair with vote of two-thirds of members present and voting.

**3.2.** Association Project committees will be formulated as per their relevant constitution.

**3.3.** Association Projects will be line-managed by the Director of Student Development and Activities and an additional Sabbatical Officer where relevant.

**3.4.** The Director of Student Development and Activities will be responsible for reporting on the activities of Association Projects to the SSC.

### **4. A project shall become an Association Project on:**

**4.1.** The submission to the Director of Student Development and Activities of a project proposal and constitution.

**4.2.** The approval of the Association Project constitution by the SSC.

**4.3.** The approval of the designation of Association Project status by the SAB.

### **5. Constitutions of Association Projects**

**5.1.** The aims of the Association Project, as declared in its constitution, must not be incompatible with those of the Students' Association.

**5.2.** Any amendment to an Affiliated Project's constitution shall not take effect until approved by the SSC.

### **6. Annual Grant**

**6.1.** Association Projects may receive an annual grant from the Students' Association of an amount proposed by the Director of Student Development and Activities and the Association Project Chair, as laid down in the Association budget and authorised by the SAB.

### **7. Removal of an Association Project**

**7.1.** The SSC reserves the right to remove Association Project status through a vote.

**7.2.** All assets of the Association Project are property of the Students' Association and will be retained by the Association upon the removal of an Association Project.

## **Chapter Twelve: Membership of the Students' Association**

### **1.Membership**

**1.1.**All matriculated students of the University of St Andrews shall be members of the Association unless they have exercised their right to opt out under the provisions of the Education Act 1994 and shall have full voting rights in all matters.

**1.2.**All such members shall be regarded as having Ordinary Membership of the Association.

### **2.Categories**

**2.1.**There shall be seven categories of members of the Association, namely:

**2.1.1.**Ordinary Members

**2.1.2.**Life Members

**2.1.3.**Honorary Members

**2.1.4.**Honorary Life Members

**2.1.5.**Associate Members

**2.1.6.**Temporary Members

**2.1.7.**Reciprocal Members

**2.2.**Only Ordinary members shall have voting rights.

**2.3.**All members shall be bound by the Constitution and Laws of the Association.

### **3.Category Definitions**

#### **3.1.**Ordinary Members

**3.1.1.**Students of the University of St Andrews who have matriculated shall be eligible as Ordinary Members unless they have exercised their right to opt out under the provisions of the 1994 Education Act.

**3.1.2.**Students have the right to opt out of membership at any time and shall be made aware of this right, and how to exercise it, by such means as may be agreed between the University and Association from time to time.

**3.1.3.**Students who have exercise their right to opt out may choose to opt back in to membership at any time by notifying the Association and University, provided they are still eligible to be Ordinary Members.

**3.1.4.**Having opted out of the Association the student will have the same rights to the facilities of the Association as a member of the public, except for access to advice and advocacy services by appointment.

#### **3.2.**Life Members

**3.2.1.**The following shall be eligible to be life members of the Association:

**3.2.1.1.***Existing Life Members of the present or any previous Union or Association of the University of St Andrews.*

**3.2.2.**Life Membership shall lapse for any period when the member is a matriculated student of the University of St Andrews.

**3.2.3.**SAEC shall be empowered to decide whether or not a student coming to St Andrews from another University where the student has been an Ordinary Member, shall be eligible for Life Membership.

### **3.3.**Honorary Members

**3.3.1.**The following shall automatically be Honorary Members:

**3.3.2.**The Presidents of the SRCs, Students' Unions and Students' Associations of the Scottish Universities;

**3.3.3.**The Chancellors, Rectors and Principals of the Scottish Universities; and,

**3.3.4.**The non-matriculated members of the Students' Association Board.

### **3.4.**Honorary Life Members

**3.4.1.**Honorary Life Membership may also be bestowed on persons worthy on account of their services to the Association, on the recommendation of the SAEC, whether or not this meeting is quorate.

### **3.5.**Associate Members

**3.5.1.**Associate Membership is available to any eligible person over 18 on annual payment of the appropriate fee as determined by the SAEC. The following shall be eligible for Associate Membership:

**3.5.1.1.***Non-student spouses of Ordinary members.*

**3.5.1.2.***Open University students residing in Fife.*

**3.5.1.3.***Non-matriculated students of the University of St Andrews.*

**3.5.1.4.***Persons with a relevant connection to the Students' Association.*

**3.5.2.**All staff of the University of St Andrews and the Students' Association shall automatically receive Associate membership.

### **3.6.**Temporary Members

**3.6.1.**Temporary membership is available, for a period not exceeding 30 days, to any eligible person over 18 on payment of the appropriate fees as determined by the SAEC.

**3.6.2.**The following shall be eligible for associate membership:

**3.6.2.1.***Any person over the age of 18 years and temporarily resident in University accommodation, or any other accommodation at the discretion of the SAEC.*

**3.6.2.2.***Any person over the age of 18 years who is visiting the University for the purposes of study or research.*

**3.6.2.3.***Any person over the age of 18 years who is attending a particular entertainment held within the Association building, at the discretion of the SAEC.*

**3.6.3.**Temporary membership in the case of clause III shall be given upon issue of an appropriate ticket for the entertainment.

**3.6.3.1.***The ticket will be regarded as the temporary member's membership card and should be retained by the temporary member.*

**3.6.3.2.***The SAEC may make other suitable arrangements as necessary.*

**3.6.3.3.***Temporary membership in the case of paragraph 3.6.3. shall begin from doors opening for the relevant entertainment or other suitable time decided by the SAEC, and shall finish at the end of licensing hours that night, or other suitable time decided by the SAEC.*

### **3.7. Reciprocal Members**

**3.7.1.**Proof of reciprocal membership shall be on production of the official membership card.

**3.7.2.**Reciprocal membership shall be open to Ordinary and Life Members.

**3.7.3.**In the event of any infringement of the rules of the Association, full details of the infringement, with the identity of the person or persons involved if possible, shall be sent to the parent Association in order that the appropriate disciplinary measures may be taken under the system of the parent Association.

**3.7.3.1.***Details of measures taken shall be sent to the injured Association.*

**3.7.3.2.***All matters of discipline shall be dealt with as an internal matter between the injured and parent Associations.*

**3.7.4.**No liability for claim, loss, damage or personal injury incurred by the reciprocal member while on the premises of the Association being visited can be accepted, and the parent Association shall accept no liability for the acts of a member visiting another Association.

**3.7.5.**A reciprocal agreement shall stand until such time as one or both of the Students' Associations deem termination or change necessary.



## 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.***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.***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.

### **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.

## **Chapter Fourteen: Union Debating Society**

The Society shall be known as "The University of St Andrews Union Debating Society", hereinafter "the Society", and shall take for its motto: "pro amicitia et literis."

### **1.Membership**

**1.1.**The membership of the Society shall consist of all the matriculated students of the University except those who have exercised their right to opt out under the terms of the Education Act 1994. Only ordinary members shall have voting rights in elections to the Board and shall be the only members eligible for election to the Board of Ten.

**1.2.**All members shall also be members of the House and shall have speaking and voting rights in the House, save where the vote is of a constitutional or binding nature.

**1.3.**Membership shall be entirely free of charge. At the first debate that the Convenor chairs in that capacity, the Convenor shall swear upon the sword of the Society the following oath:

**1.3.1.**"I, (Convenor's name), Convenor, swear to uphold and protect the ancient traditions and rights of this House of the University of St Andrews Union Debating Society; and especially, I swear to guard the right of every matriculated student of this seat of learning to attend debates and speak his or her mind in any capacity at no charge or fee whatsoever. This being one of the chief glories of this House."

### **2.The Debates Board**

**2.1.**Membership: The Officers of the Society shall be:

**2.1.1.**The SSC Debates Officer (Convenor and Chair)

**2.1.2.**The Treasurer of the Society

**2.1.3.**The Clerk to the House (Secretary)

**2.1.4.**Inter-Varsity Secretary

**2.1.5.**Schools Secretary

**2.1.6.**Communications Secretary

**2.1.7.**Steward to the House (Social Secretary)

**2.1.8.**Internal Secretary

**2.1.9.**The Two Chief Whips

**2.1.10.**The Sergeant-at-Arms

**2.1.11.**The Freshers' Representative

**2.1.12.**Director of Student Development and Activities

**2.2.**Remit

**2.2.1.** The responsibility of the Board is the organisation of all matters concerning the Society.

### **2.3. Quorum**

**2.3.1.** The quorum shall be three-fifths of the members of the Board.

### **2.4. Meetings**

**2.4.1.** Meetings of the House and of the Board must occur at least once a fortnight, during term-time, excepting exams.

**2.4.2.** All members of the Board must attend all meetings of the House and Board, or send apologies in writing (electronically or hand written) to the Clerk of the House at least 24 hours in advance.

**2.4.3.** All meetings of the House and Board must be clearly advertised at least five days before the meeting.

**2.4.4.** All members of the Board must report to meetings of the Board on their actions and planned activities.

## **3. Responsibilities of the Officers**

N.B. All officers must read and sign a copy of the Constitution on being elected to their position.

N.B. Officers elected at the AGM may be elected as a job-share, provided it is clear that only one person, to be declared at the meeting, is able to vote in Board meetings and is ultimately responsible for fulfilling the role. Any other member of the job-share shall be invited to attend board meetings, and shall be expected to assist in the role to which they have been elected.

### **3.1. The Convenor shall:**

**3.1.1.** Chair meetings of the Board, or appoint a nominee to do so. The Convenor shall have a deliberative and casting vote on the Board.

**3.1.2.** Be responsible for the smooth running of the Society and the setting of the calendar of events.

**3.1.3.** Represent the Society on such external bodies as shall from time to time be determined.

**3.1.4.** Have the power to make such decisions as the Convenor deems necessary in the absence of the Board; or where it is inappropriate to call its members together. All decisions taken by the Convenor will be reported to the Board at the earliest possible occasion.

**3.1.5.** Arrange the carving up of a Deputy Convener, who shall fulfil the duties of the Convenor in the event that the Convenor is unable to fulfil their position, by the end of the session in which they were elected.

**3.1.6.** The Convenor shall appoint a Father or Mother of the House.

### **3.2. Other Officers**

**3.2.1.** The Treasurer shall be responsible for the Society's finances and the sound maintenance thereof (which shall be in line with all Association regulations, and include a monthly update of the Society's finances), and be responsible for co-ordinating the raising of all sponsorship for the Society. They will also co-head a Freshers' subcommittee with the Freshers' representative, responsible for fundraising and organising other activities.

**3.2.2.** The Clerk to the House shall have secretarial duties, including the recording of all events and decisions in the House and of the Board. The Clerk shall advise the Convenor in constitutional matters. Furthermore, the Clerk shall be charged with the protection and preservation of the Society's minutes in conjunction with the University Library. Finally, the Clerk is charged, at the beginning of every meeting of the House, to read the minutes of the previous debate in a humorous and topical fashion until motioned to cease. The clerk must also take attendance at every meeting of the Board and House.

**3.2.3.** The Inter-Varsity Secretary shall have duties including the co-ordination of the selection of debaters for Inter-Varsity and other competitions and convening Inter-Varsity debating competitions in St Andrews.

**3.2.4.** The Schools' Secretary shall have duties including the Society's participation in the organisation of all schools debating competitions and events, and all matters pertaining to schools debating in the area.

**3.2.5.** The Communications Secretary shall have duties including all aspects of publicity for the Society, including the production of the Freshers' Guide, the Society's internet presence, the website, weekly emails and maintaining a consistent and positive external image of the Society.

**3.2.6.** The Sergeant-at-Arms shall have duties including the enforcement of order within the House, the production of Order Papers, organising clothing orders and all aspects of the Society's alumni relations.

**3.2.7.** There shall be two Chief Whips. They will be elected at the AGM as a team and shall both have a vote on the Board of Ten. They shall be jointly responsible for all aspects of debating and public speaking training within the Society.

**3.2.8.** The Internal Secretary will be responsible for the organisation of all internal competitions, and shall also assist the Convenor in finding and confirming guest speakers for formal public debates.

**3.2.9.** The Steward to the House shall be responsible for all aspects of the Society's hospitality and shall be responsible for the planning of all social events, including the annual Gaudeamus Party to follow the Magstrand Debate at the end of the second semester.

**3.2.10.** The Freshers' Representative (non-voting member) shall be responsible for the representation of all first year debaters which includes any person who has not actively competed or participated within the society for more than a year. They will also co-head a Freshers' subcommittee alongside the Treasurer, responsible for fund raising and organising other activities. Moreover, they shall assist the Convenor and Deputy Convenor in the smooth-running of the society. The election will take place during the first semester of each academic year and not during the Annual General

Meeting (AGM). The election will take place within the Board of Ten, the Convenor shall retain their deliberate and casting vote privileges, and should be advertised at least 5 days in advance to all members of the society.

**3.2.11.** The Deputy Convenor will be charged with the duty of assisting the Convenor in the smooth running of the society.

**3.2.12.** The Father/Mother of the House (non-voting member). This role is honorary and should be appointed to a non-Board member who has shown continued dedication to the society. While honorary, the Father or Mother of the House shall do their best to assist the society in any way that is fitting. The holder of this position is not subject to the rules regarding attendance.

**3.2.13.** The Access Representative will have responsibility for widening access strategy and ad-hoc projects and shall be co-opted from the elected board.

#### **4. Minutes**

**4.1.** Minutes shall be taken by the Clerk to the House, or the Clerk's nominee, who shall be responsible for their lodgement in the University Library.

**4.2.** Upon arrival at the Board they shall be signed by the Clerk and the Convenor and shall form the only authoritative record of the proceeding of the Society.

#### **5. Annual General Meeting (AGM)**

**5.1.** The AGM of the Society shall be held following the Students' Association annual diet of elections and before the end of teaching in the second semester. The AGM shall be called for the purposes of:

**5.1.1.** Presentation of reports of the outgoing Officers.

**5.1.2.** Annual statement of the Society's accounts and finances.

**5.1.3.** Valediction of the outgoing Convener.

**5.1.4.** Election of all positions other than SSC Debates Officer, Association Director of Student Development and Activities, Fresher's Representative, Deputy Convenor, Father/Mother of the House and the SSC Nominee.

**5.1.5.** Any other competent business to be discussed.

**5.2.** There shall be no less than 14 days' notice of the AGM and this shall be posted in places which shall be determined from time to time by the Board.

**5.3.** The AGM shall be chaired by the new convenor or their nominee.

**5.4.** The quorum for the AGM shall be as laid down in the Standing Orders of the House.

**5.5.** The method of election to the board shall be that determined by the Convener, subject to the approval and monitoring of the Associations Elections Officer's Committee.

**5.6.** The positions to be elected at the Annual General Meeting include: The Clerk to the House, Inter-Varsity Secretary, Schools Secretary, Steward to the House, Internal Secretary, Chief Whip and Sergeant-at-Arms



**5.7.** The Treasurer will be appointed one week prior to the AGM based on an application and interview, with the panel consisting of the outgoing president, the incoming president, the outgoing treasurer and the outgoing DoSDA

**5.8.** The Communications Secretary will be appointed one week following the AGM based on an application including portfolio and interview, with the panel consisting of the outgoing president, the incoming president, the incoming DoSDA and the outgoing DoSDA.

## **6. *Extra-Ordinary Meetings***

**6.1.** Extra-Ordinary Meetings may be called by the Convenor or by means of request, in writing, to the Convener, signed by five members of the Board or twenty ordinary members of the Society.

**6.2.** A written request for an Extra-Ordinary Meeting must state the purpose and proposed agenda of such a meeting, allowing that other business may be discussed.

**6.3.** The form of an Extra-Ordinary Meeting must be acceptable to both the Convenor and the petitioners.

**6.4.** An Extra-Ordinary Meeting must occur not more than two weeks from the receipt of such a request and must be advertised for not less than five days.

**6.5.** Only ordinary members of the Society shall have voting rights at an Extra- Ordinary Meeting.

**6.6.** The quorum for an Extra-ordinary Meeting shall be as laid down in the Standing Orders.

**6.7.** The resolutions of an Extra-Ordinary Meeting shall be binding upon the Convenor and the Board, subject to the oversight of the Students' Association.

## **7. *Elections***

**7.1.** Elections of members of the Board shall be governed by Chapter Seven of the Laws of the Association.

**7.2.** The Board shall have the power to co-opt, or elect in the house, members in order to fill casual vacancies. Such a co-option shall require five days' notice and the same circulation as for the AGM in subsection 5.2 of this chapter.

## **8. *Standing Orders of the House***

**8.1.** The House shall be governed by the Standing Orders laid down by the Board, as ratified by the SSC.

## **9. *Resignations and Dismissal***

**9.1.** A member of the Board who wishes to resign must send a letter of resignation to the Convenor and to the Clerk of the House.

**9.2.** Any matter regarding resignation must be dealt with within seven days of the receipt of the letter, during term-time.

**9.3.** A member of the Board shall be deemed to have vacated his or her position if three consecutive meetings have been missed, or five in a term of office, without accepted written apologies.

**9.4.** If a member of the Board has failed to uphold the responsibilities of their position, but yet has not met the automatic dismissal requirements above, the board may call a motion of no confidence in that member. If the motion is adopted by three quarters of the total membership of board, the Convenor is mandated to submit a motion to the next meeting of the SSC, asking for removal of this officer.

**10.** *Gender in Public Debates*

**10.1.** In every formal public debate there must be an extensive attempt to have a diversity of genders as official speakers. This applies unless the Convenor and Internal Secretary have both exhaustively invited a varied range of speakers without success, and if there has been no success in exhaustively seeking out a variety of willing university students or debaters.

## **Chapter Fifteen: SSC Arts Festival Committee (On The Rocks)**

### **1.Aims**

**1.1.**The SSC Arts Festival Committee (On The Rocks) aims to make the arts accessible to the student and local community – through facilitating and coordinating one student-run arts festival in semester two, herein further referred to as ‘the festival’, and, to a lesser extent, coordinating and facilitating other student run arts events throughout the academic year.

### **2.Membership**

#### **2.1.Executive Committee**

On The Rocks Executive Committee shall be:

**2.1.1.**SSC Arts Festival Convenor (Director and Chair)

**2.1.2.**Director of Operations

**2.1.3.**Head of Events

**2.1.4.**Head of Finance

**2.1.5.**Head of Logistics

**2.1.6.**Head of Publicity

**2.1.7.**Head of Press

**2.1.8.**Head of Venues and Tech

**2.1.9.**Head of Administration

**2.1.10.**Festival Designer

**2.1.11.**Website Designer

**2.1.12.**Social Media Officer

#### **2.2.Subcommittees**

On The Rocks Executive Committee shall oversee the work of the following subcommittees:

##### **2.2.1.Publicity and Design**

**2.2.1.1.***The Publicity and Design subcommittee are responsible, at minimum, for ensuring constant and aesthetic branding adhere to the vision of the festival. They choose, design and order all merchandise and promotional material. Manage all of the marketing operations during the weeks leading up to the festival and the week of the Festival itself.*

##### **2.2.2.Programming**

**2.2.2.1.***The Programming subcommittee are responsible, at minimum, to coordinate applications from external groups to be part of the Festival and along with the SSC Arts Festival Convener, Director of Operations, Head of Venues and Technical programme and timetable the festival.*

### **2.2.3.**Community Events

**2.2.3.1.***The Community Events subcommittee are responsible, at minimum, to coordinate events aimed primarily at increasing Town and Gown relations.*

### **2.2.4.**Venues and Technical

**2.2.4.1.***The Venues and Technical subcommittee are responsible, at minimum, to coordinate venues and technical aspects of the festival – liaising with the SSC Entertainments Committee and Director of Events and Services where appropriate.*

### **2.2.5.**Press

**2.2.5.1.***The Press subcommittee are responsible, at minimum, to liaise with local press and media outlets, and coordinate social media outlets.*

### **2.2.6.**Events

**2.2.6.1.***The Events subcommittee are responsible, at minimum, to coordinate and facilitate Festival events throughout the year.*

### **2.2.7.**Admin

**2.2.7.1.***The Admin subcommittee is comprised of the Head of Admin and the SSC Arts Festival Convener. They are responsible, at minimum, for maintaining all On the Rocks resources and for alumni engagement*

## **2.3.**Meetings

**2.3.1.**The executive committee shall meet weekly throughout the year prior to the Festival as a minimum. Other meetings can and shall be called by the SSC Arts Festival Convenor when necessary.

**2.3.2.**On The Rocks subcommittees will meet weekly, or bi-weekly, throughout the year prior to the festival as a minimum, from the point at which the full committees are in post.

## **2.4.**Quorum

**2.4.1.**The quorum shall be three-fifths of the voting membership of the committee.

## **2.5.**Notice

**2.5.1.**All members of the Committee must be given at least 24 hours' notice of any committee meeting.

## **3.**Annual General Meeting

**3.1.**The AGM shall be held during Semester Two after The Festival and shall:

**3.1.1.**Require 10 days' notice.

**3.1.2.**Be publicised widely in such places and by such methods as the committee shall determine.

**3.1.3.**Include reports from the SSC Arts Festival Convener, Director of Operations and all other Executive Officers and allow for questions.

**3.1.4.**Decide on the formation of subcommittee positions available the following year.

#### **4.4. Interviewed positions**

**4.1.**The SSC Arts Festival Convenor will be appointed by the SSC Convenor Selection Committee as described in Chapter Three of the Laws.

**4.2.**All other members of the Executive Committee shall be selected by the SSC Arts Festival Selection Committee, which will be composed of the SSC Arts Festival Convener, the outgoing SSC Arts Festival Convener, a Sabbatical Officer and the outgoing office holder.

#### **5. Subcommittee Application Process**

**5.1.**Any members of the Association may apply to take office in a subcommittee.

**5.2.**The subcommittee application process is decided upon and distributed by the Executive Committee under the guidance of the SSC Arts Festival Convenor and, where appropriate, the Director of Student Development and Activities.

**5.3.**Interviews will be coordinated where appropriate.

**5.4.**Applications for Subcommittee positions are taken primarily in semester one but right is given to the SSC Arts Festival Convenor to advertise subcommittee openings as appropriate.

#### **6. Committee Decisions**

**6.1.**Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the SSC Arts Festival 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.

## Chapter Sixteen: SSC Design Team

### 1. Aims

**1.1.** The SSC Design Team aims to encourage and promote the interest in publication and graphic design through the provision of services, resources, expertise, and support, both among the student body and the community of St Andrews.

**1.2.** To provide the opportunity for students to collaborate with like-minded peers, and to participate in design-related projects.

**1.3.** To offer design and promotional services to the Association and its affiliated societies.

**1.4.** To provide training in digital design

### 2. Committee

**2.1.** Design Team Membership: The Design Team Committee shall have the following members:

**2.1.1.** SSC Design Convenor (Convenor and Chair)

**2.1.2.** Vice-President

**2.1.2.1.** Ordinary member (designers) (x3)

**2.1.3.** Secretary

**2.1.4.** Treasurer

**2.1.5.** Marketing Officer

**2.1.6.** Training Officer

**2.1.7.** Social Coordinator

**2.1.8.** Photography Officer

**2.1.8.1.** *Ordinary Member (photographer) (x3)*

**2.1.9.** Director of Events and Services

**2.2.** All committee Members shall write, and submit to the Convenor, handover documents for their successors no later than one week before the AGM.

### 3. Roles.

**3.1.** Convener shall:

**3.1.1.** Oversee all aspects of the Design Team, ensuring that the Design Team fulfils its responsibilities as set out in Chapter of the University of St Andrews Students' Association constitution

**3.1.2.** Chair committee meetings

**3.1.3.** Liaise between heads of societies and subcommittees, university staff, and volunteers.

**3.1.4.** Maintain all notice boards in the Design Suite

**3.1.5.** Organize an annual End-of-year Showcase, possibly as part of the On The Rocks Festival, in collaboration with the Convener-elect

**3.2.** Vice President shall:

**3.2.1.** Assist the Convener wherever possible and represent the Design Team when the Convener is unable to

**3.2.2.** Directly manage the ordinary members (designers)

**3.2.3.** Oversee Trello activity

**3.2.4.** Be the main point of contact for volunteers

**3.3.** Ordinary Members (designers) (x3) shall:

**3.3.1.** Take on a minimum number of design projects

**3.3.2.** Help recruit and mentor new design volunteers

**3.4.** Secretary shall:

**3.4.1.** Take minutes of every committee meeting, update a document that is to be shared regularly with the DoES and reception staff.

**3.4.2.** Maintain a mailing list for current members and send out weekly email updates.

**3.4.3.** Maintain a mailing list for alumni and send out newsletters at least once a semester

**3.4.4.** Assist with other administrative duties as they arise

**3.5.** Treasurer shall:

**3.5.1.** Maintain a log of all financial transactions

**3.5.2.** Take responsibility for obtaining cash floats from the Cash Office as needed.

**3.5.3.** Keep the cash box and keys

**3.5.4.** Actively try and secure sponsorship deals/grants and suggest ways by which the Design Team can raise money for the purpose of providing improved or continued services and resources to students and societies.

**3.6.** Marketing Team shall:

**3.6.1.** Design, create, and distribute publicity for all Design Team events and services.

**3.6.2.** Work together to redesign the YourUnionDesign website when needed.

**3.6.3.** Branding Officer shall:

**3.6.3.1.** Develop and manage the Design Team brand in collaboration with the Convener.

**3.6.3.2.** Design, create, and distribute publicity for all Design Team events and services.

**3.6.4.** Social Media Officer shall:

**3.6.4.1.** Manage all social media accounts.

**3.6.4.2.** Update events calendar on the YourUnionDesign website.

**3.6.4.3.** Maintain the Design Team website, updating the calendar, committee profiles, Union links, and other content necessary.

**3.7.** Training Officer Shall:

**3.7.1.** Be responsible for the upkeep of all computers and subscriptions

**3.7.2.** Run weekly Adobe Skills Workshops with assistance from committee members who have specific expertise

**3.8.** Social Coordinator shall:

**3.8.1.** Organize committee socials, volunteer socials, and creative workshops

**3.9.** Photography Officer shall:

**3.9.1.** organize and run photography skills workshops

**3.9.2.** Directly manage the ordinary members (photographers)

**3.10.** Ordinary Members (photographers) (x3) shall:

**3.10.1.** Take on a minimum number of photography jobs

**3.10.2.** Help recruit and mentor new photography volunteers

**4.** Meetings

**4.1.** The committee shall meet fortnightly throughout the year, and at other times as the convenor sees fit

**4.2.** The SSC Design Convenor will take the chair.

**4.3.** In the absence of the SSC Design Convener, the Vice-President will chair.

**4.4.** Quorum

**4.4.1.** The quorum shall be three-fifths of the voting membership of the committee.

**4.5.** Notice



**4.5.1.** All members of the Committee must be given at least 24 hours' notice of any committee meeting.

## **5. Annual General Meeting**

### **5.1. Procedure**

**5.2.** The AGM shall be held during Semester Two and shall:

**5.2.1.1.** *Require 14 days' notice.*

**5.2.1.2.** *Be publicised widely in such places and by such methods as the committee shall determine from time to time.*

**5.2.1.3.** *Shall elect all Design Team Committee positions except for the SSC Design Convener*

**5.2.1.4.** *Be open to all matriculated students of the University of St Andrews, except those who have exercised their right to opt out of the Students' Association under the provisions of the Education Act 1994.*

### **5.3. Business**

**5.3.1.** The order of business shall be:

**5.3.1.1.** *Report of the SSC Design Convener*

**5.3.1.2.** *Report of the Vice-President*

**5.3.1.3.** *Report of the Marketing Officer*

**5.3.1.4.** *Elections*

**5.3.1.5.** *AOCB.*

### **5.4. Elections**

**5.4.1.** Elections shall be conducted by a secret ballot using the STV system

**5.4.2.** No person shall hold more than one position on the Committee at any one time

## **6. Interviewed positions**

**6.1.** The SSC Design Convenor will be appointed by the SSC Convenor Selection Committee as described in Chapter 5.13 of the Laws.

## **7. Committee Vacancies**

**7.1.** Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by an EGM, following the same guidelines as described in section 5.

## **8. Committee Decisions**

**8.1.** Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the Design Team 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.

## **Chapter Seventeen: SSC Entertainments Committee**

### **1. Committee**

#### **1.1. The Committee shall be formed of:**

- 1.1.1. The Director of Events and Services**
- 1.1.2. The Building Supervisor (non-voting)**
- 1.1.3. The Deputy Building Supervisor (non-voting)**
- 1.1.4. SSC Entertainments Convenor**
- 1.1.5. Secretary**
- 1.1.6. Events Officer**
- 1.1.7. Two Technical Co-ordinators**
- 1.1.8. Social Officer**
- 1.1.9. Entertainments Spaces Manager**
- 1.1.10. Performance Space Manager**

#### **1.2. The Committee shall be structured as follows:**

- 1.2.1. The Building Supervisor is recognised as having overall responsibility for the building, and the safety of those within it, and has final say over issues pertaining to these matters.**
- 1.2.2. The Director of Events and Services is the primary client, funding body, and line manager of the Entertainments Committee, including on issues of Health and Safety.**
- 1.2.3. The SSC Entertainments Convenor acts as committee chair, sits on the committee to appoint other positions, and is responsible for the performance and commitments of the Crew as a whole.**

### **2. Committee Remit**

#### **2.1. The Committee shall:**

- 2.1.1. Be responsible, alongside the Director of Events and Services, for the organisation and staging of events in the Union.**
- 2.1.2. Liaise with, and provide a weekly forum for, user groups (excluding revision and examination period).**
- 2.1.3. Be the final point of approval for any event within the Union's venues, and where necessary, can adapt or deny events based on timing, logistics, or technical requirements.**

**2.1.4.** Ensure that necessary levels of Health and Safety are maintained within the venues in collaboration with the Health and Safety Convener.

**2.1.5.** Meet at least once per week during term (excluding revision and examination period).

**2.1.6.** Have the ability to suspend membership of the Entertainments Crew for serious breach of Health and Safety regulations.

**2.1.7.** Inform the Director of Events and Services if insufficient numbers of crew are unavailable for an event.

### **3. Officer Remits**

#### **3.1. The SSC Entertainments Convenor shall:**

**3.1.1.** Be the Entertainments Crew Representative on the SSC

**3.1.2.** Chair Ents Meetings

**3.1.3.** Be responsible for the functioning of the SSC Entertainments Committee, and the wellbeing of all Entertainments Crew members.

**3.1.4.** Coordinate all activities relating to recruitment and awareness of the Crew.

**3.1.5.** Sit on the SSC Entertainments Selection Committee

**3.1.6.** Represent and act on behalf of the Entertainments Committee out with meetings, relating to both events and the functioning of the Crew.

#### **3.2. The Secretary shall:**

**3.2.1.** Minute the committee, user groups and crew meetings and distribute minutes accordingly.

**3.2.2.** Maintain an Ents Calendar of events, including their technical requirements and event details.

**3.2.3.** Manage the Ents email account, and the crew's online presence (website, wiki, twitter, Facebook etc.).

**3.2.4.** Produce Crew Passes.

#### **3.3. The Performance Space Manager Shall:**

**3.3.1.** Be responsible for the smooth running of events in the Performance Space, including the arrangement of appropriate technicians and equipment.

**3.3.2.** Assist the Events Officer with the management of events in the Entertainment venue and bar spaces. Be the primary point of contact for all enquiries regarding Society run events.

**3.3.3.** Attend User Groups and assume responsibility for events in the Performance Space thereafter. Act as the single point of contact for RAG-Week conducted by the Charities Campaign

**3.3.4.** Be the primary point of contact for all enquiries regarding events taking place in the Performance Space.

**3.3.5.** Facilitate relations and projects between Ents and other subcommittees, both as users and for potential collaborations.

**3.4.** The Entertainment Spaces Manager shall:

**3.4.1.** Be responsible for the smooth running of events in the Entertainment venue and bar spaces, including the arrangement of appropriate technicians and equipment.

**3.4.2.** Assist the Operations Officer with the management of events in the Performance Space. Maintain an up-to-date list of DJs available for events within and out with the Association Building.

**3.4.3.** Attend User Groups and assume responsibility for events in the Entertainment venue and bar spaces thereafter. The Technical Coordinators shall:

**3.4.4.** Be the primary point of contact for all enquiries regarding events taking place in the Entertainment venue and bar spaces. Identify, arrange and record necessary maintenance on equipment under control of the SSC Entertainments Committee, both in and out of house

**3.4.5.** The Entertainments Officer shall act as Deputy to the SSC Entertainments Convenor.

**3.5.** Events Officer

**3.5.1.** Organise events originating from the Entertainments Subcommittee, including recurring events in the Entertainment venue and bar spaces and any further events which the Entertainments Subcommittee wishes to hold on a regular or individual basis in said venues. Maintain interest from new/existing members through social activities and communications

**3.5.2.** Liaise with the Director of Events and Services, Entertainments Subcommittee, Design and Marketing Officer and other relevant parties for any required advertising, hires and purchases relating to events. Temporary Members.

**3.5.3.** Maintain an up-to-date list of DJs available for events both within and out with the Association building.

**3.5.4.** Provide DJs for events as required.

**3.5.5.** Be responsible for the training of new DJs.

**3.6.** The Technical Co-ordinator (two positions) shall:

**3.6.1.** Maintain an inventory of assets and consumables under the control of the SSC Entertainments Committee.

**3.6.2.** Identify, arrange and record necessary maintenance on equipment under control of the SSC Entertainments Committee, both in and out of house.

**3.6.3.** Work with the Director of Events and Services to ensure all kit required for hires is in working order and to search for potential sources of new/second-hand kit as appropriate.

**3.6.4.** Be able to conduct introductory training across the whole range of Ent's activities.

**3.6.5.** Coordinate with the senior members of the Crew further training in areas out with their areas of expertise.

**3.6.6.** Maintain Crew Training Records, and an up to date list of training requirements and interests.

**3.6.7.** Maintain Crew Hands Documentation.

**3.7.** Social Officer shall:

**3.7.1.** Arrange crew socials.

**3.7.2.** Maintain interest from new/existing members through social activities and communications.

**3.7.3.** Be a point of contact for any issues which new crew members may have.

**4.** Temporary Members

**4.1.** The standing Committee may appoint up to two additional, temporary, non-voting members by majority decision to sit on the committee for the particular matter they were included for only. A simple majority decision is enough to constitute a decision.

**4.2.** The Technical Officer of the Performing Arts Subcommittee (Mermaids) may sit on the committee as a temporary, non-voting member for the particular matter they were included for only.

**5.** Quorum

**5.1.** Quorum, consisting of 2/3 of the (voting) committee will be required only for decision-making processes.

**5.2.** A simple majority decision is enough to constitute a decision.

**6.** Selection of the Committee Members

**6.1.** The Entertainments Committee will be selected after the Association elections.

**6.2.** The SSC Entertainments Convenor will be selected by the SSC Conveners Selection Committee as described Chapter Three of the Laws.

**6.3.** The other appointed positions of the Entertainments Committee will be selected by the outgoing Director of Events and Services, the Director of Events and Service Elect, the outgoing SSC Entertainments Convener, the SSC Entertainments Convenor Elect, the outgoing position holder.

**6.3.1.** If the outgoing position holder is standing for reappointment then the outgoing position holder must recuse themselves from this selection committee.

**6.3.2.** A simple majority is required.

**6.4.**Should the need arise to reappoint a position before the next student elections, the selection committee shall consist of the SSC Entertainments Convener, the Director of Events and Services, and the outgoing position holder.

**6.4.1.**If the outgoing position holder is standing for reappointment then the outgoing position holder must recuse themselves from this selection committee.

**6.4.2.**A simple majority is required.

## **7.**The SSC Entertainments Crew

The SSC Entertainments Crew shall:

**7.1.** Be responsible for the rigging and operation of events requiring their services within the Association Building

**7.2.**Adhere to all Health and Safety regulations put in place.

**7.3.**Be open to all matriculated students whilst requiring appropriate training in order to participate beyond basic levels.

**7.4.**Remain a voluntary group.

**7.5.**Meet at least once per week during term (excluding revision and examination periods).

## Chapter Eighteen: Association LGBT+ Committee

**1.Motto:** The official motto of the society shall be: ‘Libertas, Aequalitas, Sodalitas’, translated from the Latin as ‘Liberty, Equality, Fellowship’.

**2.Mission Statement:** The University of St Andrews Students’ Association Lesbian, Gay, Bisexual and Transperson Association Group (‘Association LGBT+ Group’ or the ‘Saints LGBT+’) will exist with the purpose of providing all possible support and resources for the student body and will endeavour to foster a sense of social inclusion. Such support and resources will be accessible to the entire student body, regardless of their sexuality, gender, age, ethnicity, religious beliefs, political stance, educational background or social class. The Group is opposed to any form of discrimination on the basis of sexual orientation or gender identity; be that homosexual, bisexual, heterosexual, transsexual, transgender or other. It further commits itself to alleviating, and where possible eliminating, the effects of the existence of such prejudice.

**3.Name**

**3.1.**The official name of the subcommittee shall be: ‘The University of St Andrews Students’ Association Lesbian, Gay, Bisexual and Transperson Association Group (hereafter known as the ‘LGBT+ Association Group or the ‘Saints LGBT+’).

**4.LGBT+ Executive Committee (henceforth known as ‘the Executive’)**

**4.1. Role and Remit**

**4.1.1.** Remit of LGBT+ Executive Committee is to act as a steering group for the Group, and to supervise the day-to- day running and administration of the Group.

**4.1.2.**The Executive should meet at least once a fortnight.

**4.1.3.**Every member of the Executive shall prepare a written report prior the Annual General Meeting.

**4.2.Membership of the Saints LGBT+ Executive Committee**

**4.2.1.**Association LGBT+ Officer

**4.2.1.1.***Will be elected in the Students’ Association Elections.*

**4.2.1.2.***Will have final responsibility for all matters pertaining to the running of the Group*

**4.2.1.3.***Will chair General Meeting and meetings of the Executive*

**4.2.1.4.***Will liaise with the Association officers as appropriate*

**4.2.1.5.***Will assist and support all other Executive and non-executive Officers in performing their duties*

**4.2.1.6.***Will have access to the Group email account and have the responsibility for its operation, upkeep and for granting access to LGBT+ Executive members*

**4.2.1.7.***Will be a signatory for the Group’s bank account*

**4.2.1.8.** *Will be responsible for liaising with, supporting, and developing our existing Alumni networks*

#### **4.2.2. Vice President (Social)**

**4.2.2.1.** *Will be selected by the LGBT+ Selection Committee.*

**4.2.2.2.** *Will chair meetings of the Executive in the absence of the Association LGBT+ Officer*

**4.2.2.3.** *Will assist and support all other Executive and non-executive Officers in performing their duties*

**4.2.2.4.** *Will chair the Social Subcommittee and be overall responsible for organizing social events*

**4.2.2.5.** *Will have access to the Group email account and have the responsibility for its operation*

#### **4.2.3. Wellbeing Officer**

**4.2.3.1.** *Will be selected by the LGBT+ Selection Committee*

**4.2.3.2.** *Will take responsibility for all wellbeing events and initiatives*

**4.2.3.3.** *Will manage a Wellbeing Subcommittee of non-Executive Officers as deemed appropriate*

**4.2.3.4.** *Will ensure that all Executive and Non-Executive committee members receive the appropriate training to carry out their roles safely and effectively*

**4.2.3.5.** *Will liaise with other wellbeing groups as appropriate, and focus on outreach and engagement*

**4.2.3.6.** *Will chair meetings of the Executive in the absence of the Association LGBT+ Officer*

#### **4.2.4. Social Officer**

**4.2.4.1.** *Will be selected by the LGBT+ Selection Committee.*

**4.2.4.2.** *Will take overall charge of all social events and projects*

**4.2.4.3.** *Will liaise with Wellbeing Officer to ensure that all events and projects are carried out safely and create an inclusive atmosphere*

**4.2.4.4.** *Will manage a Social Subcommittee of non-Executive Officers as deemed appropriate*

#### **4.2.5. Communications Officer**

**4.2.5.1.** *Will be elected at the Annual General Meeting of the Group.*



**4.2.5.2.** *Will oversee all subcommittee correspondence, and manage a Communications Subcommittee of non-Executive Officers as deemed appropriate*

**4.2.5.3.** *Will keep and update the minutes and will be responsible for appropriate distribution of the minutes to the rest of the Executive and non-executive Officers.*

**4.2.5.4.** *Will have access to the Group email account and have the responsibility for its operation.*

**4.2.5.5.** *Will hold a copy of the constitution.*

#### **4.2.6. Treasurer**

**4.2.6.1.** *Will elected at the Annual General Meeting of the Group.*

**4.2.6.2.** *Will keep the accounts of the Group.*

**4.2.6.3.** *Will ensure that Group budget is submitted correctly and punctually*

**4.2.6.4.** *Will deal with such affiliations and subscriptions as the Executive may deem appropriate*

**4.2.6.5.** *Will coordinate fund raising and sponsorship for the society*

**4.2.6.6.** *Will be a signatory for the Group's bank account*

**4.2.6.7.** *Will have access to the Group email account and have the responsibility for its operation*

#### **4.2.7. Campaigns and Publicity Officer**

**4.2.7.1.** *Will elected at the Annual General Meeting of the Group.*

**4.2.7.2.** *Will be responsible for preparing publicity for other Executive and non-executive members.*

**4.2.7.3.** *Will liaise with other LGBT+ societies regarding such social events as they may be planning and keep the Executive informed, in an effort to build links with other LGBT+ groups.*

**4.2.7.4.** *Will hold a copy of the constitution*

**4.2.7.5.** *Will be responsible for liaising with, supporting, and developing our existing Alumni networks*

#### **4.2.8. Director of Wellbeing**

**4.2.8.1.** *Remit of LGBT+ Executive is to act as a steering group for the Group, and to supervise the day-to-day running and administration of the Group.*

**4.2.8.2.** *The Executive should meet at least once a fortnight.*

**4.2.8.3.***Every member of the Executive shall prepare a written report prior the Annual General Meeting.*

**4.2.9. Director of Student Development and Activity**

**5. Non-Executive Officers**

**5.1.***Non-Executive Officers may include:*

**5.1.1.** Marketing Officer

**5.1.2.** Campaigns Officer

**5.1.3.** Glitterball Convener

**5.1.4.** Festivals Coordinator

**5.1.5.** Community Projects Coordinator

**5.1.6.** First Year Officer

**5.1.7.** Postgraduate Officer

**5.2.***The Executive can approve a creation of other non-executive officers and/or the discontinuation of non-executive officer roles at their discretion, given sufficient notice.*

**5.3.** All non-executive positions shall be advertised to the student body and elected at a General Meeting.

**6. Membership**

**6.1.** The membership of the Group shall consist of all the matriculated students of the University except those who have exercised their right to opt out under the terms of the Education Act 1994.

**7. External Affiliations**

**7.1.** The Group shall be affiliated to IGLYO (International Lesbian, Gay, Bisexual, Transgender and Queer Youth and Student Organisation).

**8. Elections and General Meetings**

**8.1.** The Annual General Meeting of the Group shall be held between weeks eight and ten of the Candlemas semester.

**8.2.** An Extraordinary General Meeting shall be held between weeks two and four of the Martina's Semester.

**8.3.** Additional Extraordinary General Meetings can be called by the Association LGBT+ Officer, or three or more members of the LGBT+ Executive.

**8.4.** Two weeks' notice must be given to all members of a General Meeting, with details of the business to be discussed agreed to date. Any proposed business must be submitted at least three working days in advance.

**9. LGBT+ Selection Committee**

**9.1.** The LGBT+ Selection Committee shall have the following members:

**9.1.1.** Current Association LGBT+ Officer (Convenor and Chair)

**9.1.2.**Outgoing Association LGBT+ Officer

**9.1.3.**Director of Wellbeing

**9.1.4.**Director-elect of Wellbeing

**9.1.5.**Outgoing Executive member

**9.2.**The LGBT+ Selection Committee shall select the following positions to the LGBT+ Executive after an open advertisement of vacancies and an interview with all candidates:

**9.2.1.**Social Officer

**9.2.2.**Welfare Officer

**9.2.3.** Non-Executive positions as deemed appropriate for interview selection by the Association LGBT+ Officer together with their Sabbatical line-managers.

**9.3.**The LGBT+ Selection Committee will select positions listed in §7.2. after the Students' Association Elections and before the Annual General Meeting of the Group.

**10.**Finance

**10.1.**The finances of the Group shall be run in accordance with the guidelines set down by Management Accountant

**10.2.**The Group shall have one bank account

**10.3.**In accordance with current charities regulations, the authorised signatories for this account shall be the Association LGBT+ Officer, Treasurer and up to two nominees of the Students' Association Cash Office.

**10.4.**Subsequent signatories may be added or removed with joint approval of the Director of Wellbeing, Association LGBT+ Officer and Treasurer.

**11.**Constitution

**11.1.**A copy of this constitution shall be available at every General Meeting of the Group.

## **Chapter Nineteen: SSC Performing Arts Fund (Mermaids)**

The SSC Performing Arts Fund shall be called ‘Mermaids: The University of St Andrews Performing Arts Fund’, hereafter ‘Mermaids’.

### **1.Aims**

**1.1.**To promote performing arts, both within and out with St Andrews.

**1.2.**Mermaids shall have a membership that includes all matriculated students of the University of St Andrews, excluding those who have exercised their right under the 1994 Education Act to opt out of Association membership.

### **2.Committee Membership**

#### **2.1.Membership:**

**2.1.1.**SSC Performing Arts Officer (Mermaids President) (Convenor and Chair)

**2.1.2.**Vice-President

**2.1.3.**Secretary

**2.1.4.**Productions Treasurer

**2.1.5.**Productions Coordinator

**2.1.6.**Ball and Fundraising Convenor

**2.1.7.**Fringe Representative

**2.1.8.**Barron Manager

**2.1.9.**Box Office Manager

**2.1.10.**Costumes Officer

**2.1.11.**Set and Props Officer

**2.1.12.**Technical Operations Officer

**2.1.13.**Marketing Officer

**2.1.14.**Engagement Officer

**2.1.15.**Director of Student Development and Activities

**2.1.16.**Director of Events and Services

**2.1.17.**Management Accountant (Non-voting)

**2.1.18.**Building Supervisor (Non-voting)

**2.2.**The roles of all Mermaids Committee Members shall be laid out in the Roles document, to be reviewed annually.

**2.3.** Changes to the Committee's membership shall be considered changes to this chapter of the Laws and as such must be approved by the Association Councils.

### **3. Meetings**

#### **3.1. Public Meeting**

**3.1.1.** Mermaids shall convene a public meeting at least once per fortnight, during term time.

**3.1.2.** Attendance is compulsory for at least one member of every production team currently benefitting from Mermaids funding.

**3.1.3.** Attendance is open to all other matriculated students of the University of St Andrews, excluding those who have exercised their right under the 1994 Education Act to opt out of Association membership.

#### **3.2. Committee Meeting**

**3.2.1.** The committee shall meet formally at least once per fortnight during term time.

**3.2.2.** This meeting shall be *in camera*.

**3.2.3.** The quorum shall be 3/5 of all eligible voting members.

**3.2.4.** Any committee member that declares a conflict of interest through being involved in a production shall not count as an eligible voting member for the purposes of establishing quorum.

#### **3.3. Presidents' Forum**

**3.3.1.** The Presidents' Forum shall convene at least two times per semester.

**3.3.2.** Membership shall consist of the presidents, or producers, of those societies affiliated to Mermaids.

**3.3.3.** Any society that identifies as a performing arts society- or a society with a performing arts element- is eligible to join, at the discretion of the convenor.

**3.3.4.** The forum shall act primarily as a point of contact between the Performing Arts Officer- representing Mermaids- and Mermaids' affiliated societies.

**3.3.5.** The forum aims to promote communication and cooperation between performing arts groups and societies in St Andrews.

### **4. Remit of Mermaids**

**4.1.** Mermaids shall be responsible for the promotion of performing arts in St Andrews and the organisation of events in conjunction with this promotion.

**4.1.1.** Mermaids shall allow student groups with a performing arts remit to affiliate with it, and will provide support for their activities.

**4.1.1.1.** *Blind Mirth*

**4.1.1.2.** *Just So (Musical Theatre)*

**4.1.1.3.***Gilbert and Sullivan*

**4.1.1.4.***Inkligh*

**4.1.1.5.***A Cappella Society*

**4.1.1.6.***Comedy Soc*

**4.1.1.7.***Opera Society*

**4.1.1.8.***Dance Club*

**4.1.2.**Mermaids shall support the creation and sustention of Student Projects, groups that fill a specific niche of performance art in St. Andrews.

**4.1.2.1.***The relationship between Mermaids and the Student Projects is outlined in the Student Project Contract, which shall be reviewed and signed annually by Mermaids and representatives of each project.*

**4.1.2.2.***Active Projects*

**4.1.2.2.1.***Black Box Devising Troupe*

**4.1.2.2.2.***St Andrews New Drama (SAND)*

**4.2.**Mermaids shall provide funding for events involving, or related to, performing arts in St Andrews. This shall be determined by financial, logistical and skills-based merit.

**4.2.1.**Financial Merit shall be defined as a proposal for which all spending is adequately accounted for, breaking even at an attendance of 66%, unless the committee should vote otherwise.

**4.2.2.**Logistical Merit shall be defined as Mermaids having the appropriate space, dates, potential actors and resources for the show.

**4.2.3.**Skills-based merit shall be defined as the potential for the event to provide opportunities for students to enhance their knowledge and skills base, regarding performing arts.

**4.3.**Mermaids shall coordinate the timings of student productions in St Andrews with the aim of avoiding unnecessary clashes.

**4.4.**Mermaids shall provide advice to societies or individuals wishing to produce performing arts events.

**4.5.**Mermaids shall control the fixed assets of drama, including the Barron Theatre, in St Andrews in conjunction with the Association.

**4.6.**Mermaids shall, wherever possible, encourage the transfer of St Andrews productions to other venues out with St Andrews.

**4.7.**Mermaids shall coordinate workshops for the enhancement of skills in acting, directing, movement, voice, makeup, technical capability, future careers in the performing arts and other relevant areas.

**4.8.**The Performing Art Officer shall receive one free ticket to all events funded or assisted by Mermaids. They should make all due effort to attend every show.

**4.9.**The committee shall receive two tickets, to be distributed to any other committee members at the discretion of the Box Office Manager. They shall not be allowed to write a review if they use these tickets.

## **5.Loans And Investments**

**5.1.**All loans and investments will be entirely at the discretion of the Committee, within guidelines laid out by the Association and will be covered by the terms in the investment contract.

## **6.Annual General Meeting**

**6.1.**The Annual General Meeting shall take place during Semester Two, after the Association elections.

**6.1.1.**There shall be 14 days' notice of the AGM, and this shall be posted in a public forum.

**6.2.**The quorum for an AGM shall be twenty-five ordinary members.

**6.3.**The positions of Engagement Officer, Secretary, Set and Props Officer, Costumes Officer and Marketing Officer shall be elected at the Annual General Meeting.

**6.4.**A Sabbatical of the Association, who shall be Returning Officer, will supervise the election. They shall accept proxy votes at their discretion.

**6.5.**Voting shall be by secret ballot, and the STV method.

**6.6.**All candidates must run against RON (Re-Open Nominations).

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

**6.8.**Nominations for posts elected at the EGM may be made at the meeting, provided the candidate and their proposer and seconder are present.

**6.9.**Any nominations in absentia may be made prior to the meeting, up to 24 hours in advance. They may send in a statement to be read by a nominated person, or the Performing Arts Officer.

## **7.Interviewed Positions**

**7.1.**The positions of Vice-President, Treasurer, Productions Coordinator, Fringe Representative, Technical Operations Manager, Box Office Manager and Ball Convenor shall be filled by appointment after interview, which will take place before the Annual General Meeting.

**7.2.**The interview panel will comprise at least four of the incoming and outgoing Performing Arts Officers, the incoming and outgoing Directors of Student Development and Activities, the incoming and outgoing Director of Events and Services and the incumbent of the position being interviewed.

**7.3.**If a member of the panel is reapplying for the same position under interview then they must resign from the panel.

**7.3.1.** If this situation arises, the remaining members may decide to invite one other person to join the panel.

## **8. Committee Vacancies**

**8.1.** Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by co-option.

**8.2.** The chair shall act as returning officer.

**8.3.** Voting shall be by secret ballot, and the STV method.

**8.4.** In the event of a tie, the Chair of the meeting will hold the casting vote.

**8.5.** The Mermaids Committee may also call an Extraordinary General Meeting to fill vacancies at their discretion.

## **9. Co-option**

**9.1.** Should a position remain unfilled following the AGM, and no person is forthcoming from those eligible to run from the student body from a subsequent reopening and every effort has been made to fill the position from a member out with the committee, a current member of committee may run for the position, to be held in conjunction with their current position.

**9.2.** A member on the committee who holds more than one position is still only allowed one vote on committee.

## **10. Committee Decisions**

**10.1.** Should a consensus be unobtainable at a Committee meeting, a roll-call vote should be taken. In the event of a tie, the Chair of the meeting will hold the casting vote.

## **11. Mermaids Bank Accounts**

**11.1.** The Performing Arts Officer, Vice-President, Productions Treasurer, Management Accountant and General Manager of the Union should all be signatories on each account held by Mermaids.

**11.2.** The Barron Manager shall be a signatory on the Barron account.

**11.3.** The Ball Convenor shall be a signatory on the Events account.

**11.4.** The Fringe Representative should be a signatory on all accounts to be used by productions at the Edinburgh Festival Fringe.



## **Chapter Twenty: Music Committee (Music is Love)**

The Committee shall be known as “the University of St Andrews Students’ Association Music Fund” (Music is Love), hereinafter referred to as “the Fund”.

### **1.Aims**

**1.1.**To provide a focus for students to engage in music and music-related activity within the University, and to promote student music from St Andrews. 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.The Committee**

**2.1.**The Music Fund (Music is Love) Committee shall have the following members:

**2.1.1.**SSC Music Officer (Convenor and Chair)

**2.1.2.**Director of Student Development and Activities

**2.1.3.**Director of Events and Services

**2.1.4.**Treasurer

**2.1.5.**Secretary

**2.1.6.**Publicity Director

**2.1.7.**Two Publicity Officers

**2.1.8.**Venue Manager

**2.1.9.**Resources Officer

**2.1.10.**Two Events Officers

**2.1.11.**Student Music Coordinator

**2.1.12.**Ordinary Member

**2.1.13.**Artistic Liaison Officer

**2.1.14.**Social Media Manager

**2.1.15.**Mascot

**2.1.16.**SSC Nominee

**2.2.**The Presidents of the music-related affiliated societies shall remain on the committee without voting rights as long as their respective society remains affiliated to the Association. If new societies that are closely related to ‘St Andrews Music’ become affiliated to the Association, then their President will be added to the Committee.

### **2.3.Remit**

**2.3.1.**To control the fixed resources of music wherever possible within St Andrews.

**2.3.2.** To co-ordinate the timings of musical events within the town, with the aim of avoiding unnecessary clashes. To this end, the Committee shall compile a calendar of term time events.

**2.3.3.** To be competent to provide loans or grants for the staging of music in St Andrews, both for affiliated societies and non-affiliated music groups.

**2.3.4.** To provide helpful advice to societies or individuals wishing to put on music events.

**2.3.5.** To be responsible for the promotion of student music within the Association, and the organisation of events in conjunction with this promotion.

## **2.4. Quorum**

**2.4.1.** The quorum shall be three-fifths of committee members.

## **2.5. Meetings**

**2.5.1.** The Committee shall meet formally in open session at least once every two weeks during term time.

**2.5.2.** The Chair, Treasurer and Secretary shall make themselves available for consultation at least once per week in term time.

**2.5.3.** All meetings shall be held in accordance with the Standing Orders of the Association.

## **3. Loans**

**3.1.** All loans will be entirely at the discretion of the Committee.

**3.2.** All loans will be under the terms of the Music Fund (Music is Love) loan contract.

## **4. Annual General Meeting**

**4.1.** The Annual General Meeting shall take place during Semester Two, after the mid-semester vacation.

**4.2.** The positions of Treasurer, Secretary, Publicity Officers, Events Officer, Venue Manager, Resources Officer, Ordinary Member, and Mascot shall be available for election at this meeting.

**4.3.** The positions of Publicity Officer, Student Music Coordinator and Events Officer will be appointed by interview before the Annual General Meeting by the outgoing SSC Music Officer, the newly elected Music Officer, Secretary and the DoSDA or DoES.

**4.4.** There shall be 14 days' notice of the AGM and this shall be posted in places which shall be determined from time to time.

**4.5.** 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 be ordinary members of the Music Fund and therefore shall be eligible for nomination and each member shall have a vote.

**4.6.** No person may hold more than one voting position on the Committee at any one time.

**4.7.** Elections shall be conducted by a secret ballot using the STV system, and all candidates shall run against R.O.N.

## Chapter Twenty-One: Postgraduate Society

### 1.Aims

**1.1.**We, the postgraduate students of the University of St Andrews, in order to create the 'home society' for postgraduates in St Andrews to host events, advocate for academic concerns, and foster a postgraduate community, establish this constitution of the Postgraduate Society Committee of the University of St Andrews.

### 2.Remit

**2.1.**The Postgraduate Society shall hold several events during the year for the recreational benefit of the postgraduates of St Andrews. One of these will be an annual ball, usually held during the Summer Vacation.

**2.2.**The Postgraduate Society shall be competent to make loans or grants to individuals or bodies endeavouring to provide entertainment to the postgraduate community.

**2.3.**The Committee shall take special responsibility, via the Postgraduate Society President and the Postgraduate Academic Convenor and Postgraduate Development Officer, for ensuring that SSC and SRC take sufficient account of the needs and wishes of postgraduate students during vacation periods.

### 3.Name

**3.1.**The organisation shall be known as the Postgraduate Society of the University of St Andrews.

### 4.Members

**4.1.**The membership of the Postgraduate Society Committee shall consist of postgraduate students elected at the Annual General Meeting (AGM) to be held no later than two weeks after formal teaching has ended in Semester 2.

#### **4.2.***Remit:*

**4.2.1.**The duties and responsibilities of the Committee are:

**4.2.2.**To act as the official voice and to promote the interests of postgraduate students;

**4.2.3.**To consider any proposal or request that a postgraduate student or group may present in the best interest of the postgraduate community;

**4.2.4.**To uphold and defend the Constitution of the Postgraduate Society Committee.

#### **4.3.***Resignation*

**4.3.1.**A Committee member may resign if they find that they are no longer able to fulfil the requirements of membership. Resignation will take effect immediately upon announcement. Discussion and questions regarding resignation may be dealt with in confidence via communication with the Postgraduate Society President.

#### **4.4.***Quorum*

**4.4.1.**The quorum shall be three-fifths of the voting membership of the committee.

#### **4.5. Membership**

**4.5.1.** All matriculated postgraduate students of the University of St Andrews, save those who have exercised their right under the Education Act of 1994 to cease to be members of the Students' Association, shall be deemed to be ordinary members of the society. All Sabbatical Officers shall also be deemed to be ordinary members of the society.

#### **4.6. Extraordinary Membership**

**4.6.1.** The committee may award extraordinary membership of the Society to such individuals as it deems fit.

#### **4.7. Annual General Meeting**

**4.7.1.** Procedure- The AGM shall:

**4.7.1.1.** *Require 14 days' notice;*

**4.7.1.2.** *Be publicised widely in such places and by such methods as the committee shall determine from time to time;*

**4.7.1.3.** *Be open to all members of the Society, although only ordinary members shall be eligible to vote, propose, second, or stand for elections.*

**4.7.2.** Business- The order of business shall be:

**4.7.2.1.** *Report of the Postgraduate Society President;*

**4.7.2.2.** *Report of the Postgraduate Academic Convenor;*

**4.7.2.3.** *Report of the Postgraduate Development Officer;*

**4.7.2.4.** *Report of the Postgraduate Treasurer;*

**4.7.2.5.** *Election of the Postgraduate Society Treasurer;*

**4.7.2.6.** *Election of the Postgraduate Society Publicity/Marketing Officer;*

**4.7.2.7.** *AOCB.*

**4.7.3.** Elections- No one shall hold more than one position on the Committee at any one time. Elections shall be conducted by a secret ballot using the STV system. Candidates who are unable to attend the meeting in person may submit a statement to the Postgraduate Society President prior to the AGM that is accepted as proxy-nomination.

#### **4.8. Extraordinary General Meeting**

**4.8.1.** Procedure- The EGM shall be held during Semester One no later than Week 4, and shall:

**4.8.1.1.** *Require 14 days' notice;*

**4.8.1.2.** *Be publicised widely in such places and by such methods as the committee shall determine from time to time;*

**4.8.1.3.** *Be open to all members of the Society, although only ordinary members shall be eligible to vote, propose, second, or stand for elections.*

**4.8.2.**Business- The order of business shall be:

**4.8.2.1.***Report of the Postgraduate Society President;*

**4.8.2.2.***Report of the Postgraduate Academic Convenor;*

**4.8.2.3.***Report of the Postgraduate Development Officer*

**4.8.2.4.***Report of the Postgraduate Society Treasurer;*

**4.8.2.5.***Elections of all non-Association voting posts except for the Postgraduate Society Treasurer and Publicity/Marketing Officer;*

**4.8.2.6.***AOCB.*

**4.8.3.**Elections- No one shall hold more than one position on the Committee at any one time. Elections shall be conducted by a secret ballot using the STV system. Candidates who are unable to attend the meeting in person may submit a statement to the Postgraduate Society President prior to the AGM that is accepted as proxy-nomination.

## **5.**The Postgraduate Society Committee

**5.1.**The Postgraduate Society Committee shall adopt a structure to lead the Postgraduate Society.

**5.1.1.**SSC Postgraduate Society President

**5.1.2.**SRC Postgraduate Academic Convenor

**5.1.3.**SRC Postgraduate Development Officer

**5.1.4.**Treasurer

**5.1.5.**Ball Convener

**5.1.6.**Event Convener

**5.1.7.**Event Convener

**5.1.8.**Publicity/Marketing Officer

**5.1.9.**Secretary

**5.1.10.**Member Without Portfolio

**5.1.11.**Member Without Portfolio

**5.1.12.**Association Director of Student Development and Activities

**5.1.13.**Association Director of Education.

**5.2.**The Postgraduate Society President shall, in addition to those responsibilities set out in Chapter Three Section 5.8. of the Students' Association Laws:

- 5.2.1.** Represent postgraduate students' interests to the SSC,
  - 5.2.2.** Provide leadership to the Postgraduate Society,
  - 5.2.3.** Convene and chair the Committee meetings,
  - 5.2.4.** Be responsible for all external Committee correspondence,
  - 5.2.5.** Sit on the Student Services Council,
  - 5.2.6.** Serve as the liaison with postgraduate officers in other societies and subcommittees of the Students' Association,
  - 5.2.7.** Write "The Sunday Postgraduate" in consultation with the SRC Postgraduate Academic Convenor and SRC Postgraduate Development Officer, and
  - 5.2.8.** Perform any additional duties as needed.
- 5.3.** The SRC Postgraduate Academic Convenor shall:
- 5.3.1.** Represent postgraduate students' interests to the SRC and the University,
  - 5.3.2.** Convene and chair the Postgraduate Executive Forum consisting of all Postgraduate Executive Reps at least three times per year,
  - 5.3.3.** Serve as the Postgraduate Senate Representative on Academic Council, and
  - 5.3.4.** Sit on the Students' Representative Council.
  - 5.3.5.** Perform any additional duties as laid out in Chapter 2 Section 6.2 of the Students' Association Laws.
- 5.4.** The Postgraduate Development Officer shall:
- 5.4.1.** Liaise with the University on non-academic postgraduate matters (Capod, Student Services, Library, Accommodation, Registry, Careers, and others as needed),
  - 5.4.2.** Coordinate with Students' Association SRC subcommittees regarding postgraduate representation, and
  - 5.4.3.** Perform any additional duties as needed.
- 5.5.** The Treasurer shall:
- 5.5.1.** Serve as the liaison with accounting in the Students' Association;
  - 5.5.2.** Oversee the reimbursement process; and
  - 5.5.3.** Perform any additional duties as needed.
  - 5.5.4.** In the absence of a postgraduate president assume the responsibilities of the president
    - 5.5.4.1.** *Chair meetings*
    - 5.5.4.2.** *Send out the weekly postgraduate email*

**5.5.4.3. Attend SSC meetings**

**5.6. The Ball Convenor shall:**

- 5.6.1.** Serve as the liaison with partners for Postgraduate Society balls.
- 5.6.2.** Propose ball themes, decorations, and entertainment options.
- 5.6.3.** Explore different venue options and present ideas via 'ball proposal(s)' to the Committee, in consultation with the Postgraduate Society President, and
- 5.6.4.** Perform any additional duties as needed.

**5.7. The St Leonard's Liaison Officer shall:**

- 5.7.1.** Liaise with St Leonard's College regarding the postgraduate student experience,
- 5.7.2.** Convene meetings between Postgraduate Committee members, the Provost, the St Leonard's College Administrative Officer, and other St Leonard's College management, at least 3 times a year,
- 5.7.3.** Provide an annual report to the Postgraduate Committee of the proceedings and ongoing relationship with the College, and
- 5.7.4.** Perform any additional duties as needed.

**5.8. The Event Convenors shall:**

- 5.8.1.** Organise small- and medium-scale events.
- 5.8.2.** Liaise with other societies and subcommittees of the Students' Association as necessary to organise joint events in consultation with the Postgraduate Society President,
- 5.8.3.** Coordinate the Postgraduate Society's alumni engagement, and
- 5.8.4.** Perform any additional duties as needed

**5.9. The Publicity/Marketing Officer shall:**

- 5.9.1.** Design publicity for the events of the Postgraduate Society.
- 5.9.2.** Develop marketing strategies for advertising the events of the Postgraduate Society.

**5.10. The Secretary shall:**

- 5.10.1.** Keep detailed minutes of the meetings of the Postgraduate Society Committee;
- 5.10.2.** Perform other duties as needed.

**5.11. Section 11: Members without portfolio shall:**



**5.11.1.**Provide support to other elected officers as needed

**5.11.2.**Perform any additional duties as needed

**6.Meetings**

**6.1.**The Committee shall meet at least once a week during teaching weeks. In the event of extenuating circumstances, meetings may be cancelled by a consensus of the Committee.

**7.Parliamentary Authority**

**7.1.**The Postgraduate Society Committee shall be governed by this Constitution and the Standing Orders of the Students' Association.

## Chapter Twenty-Two: The St Andrews Voluntary Service

The St Andrews University Voluntary Service is a voluntary organisation, which forms the SSC Volunteering Committee, hereinafter referred to as SVS.

### 1.Aims

**1.1.**The aims of SVS shall be to provide a voluntary service (as detailed in the SVS Project List), run by students, for those in need in the community of St Andrews and surrounding area.

**1.2.**SVS shall operate for the benefit of all persons and organisations requiring voluntary assistance.

### 2.Powers

**2.1.**In furtherance of the aims, SVS may:

**2.1.1.**Facilitate access to a range of services for people within the community, and encourage their involvement in planning and developing services.

**2.1.2.**Develop services relevant to the needs of its members.

**2.1.3.**Work with appropriate agencies to highlight needs, and ensure that these needs are brought to the attention of relevant agencies.

**2.1.4.**Engage the services of volunteers to assist in the work of SVS, and reimburse approved out-of-pocket expenses.

**2.1.5.**Collaborate with statutory and voluntary agencies in pursuit of SVS's aims, and promote SVS to the general public.

**2.1.6.**Affiliate with any organisation to further the aims of SVS, but not to any political or religious body.

**2.1.7.**Promote and carry out, or assist in promoting and carrying out research, surveys and investigations and publish the results, where appropriate.

**2.1.8.**Arrange and hold (or assist in arranging and holding) exhibitions, meetings, seminars and training courses.

**2.1.9.**With due regard to confidentiality, collect and disseminate information on all matters affecting the objects and exchange such information with other bodies having similar objects whether in this country or overseas.

**2.1.10.**Write, print or otherwise reproduce and circulate, free of charge or for payment such papers, books, pamphlets, periodicals or other documents that will raise awareness and further the aims of SVS.

**2.1.11.**Authorise any expenditure up to a maximum of £500 on any one day (expenditure above £500 requires authorisation by a majority vote from the SVS committee).

**2.1.12.**Purchase, take on lease or exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects.

**2.1.13.**Make regulations for the management of any property.

**2.1.14.**Receive contributions by way of subscription or donation, and raise funds, to further the aims of SVS.

**2.1.15.**Subject to such consents as may be required by law and Association approval, sell, let, mortgage, dispose of or turn to account all or any of the property or assets held by SVS.

**2.1.16.**Hold a bank account in the name of SVS and to invest the monies not immediately required in investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.

**2.1.17.**Do all such other things as are necessary for the attainment of the objects.

**2.1.18.**Consider and promote itself as the legitimate centre of the student volunteering movement in St Andrews.

### **3.**Equal Opportunities

**3.1.**SVS will work to ensure that its services are accessible to people who are disadvantaged or discriminated against in society by virtue of their sex, race, ethnic origin, disability, marital status, age, sexual orientation, religious belief or by reason of their geography.

**3.2.**In doing this, SVS acknowledges that services may need to be changed in order to ensure the above.

### **4.**Membership

**4.1.**Membership of the SVS shall consist 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, in addition to those listed under subsection 4.5 of this section.

**4.2.**Active membership shall be defined as membership of the SVS volunteering register.

**4.3.**All active members of the SVS shall be subject to a code of discipline, in line with the relevant SVS policy document.

**4.4.**All active members of the SVS shall have the right of access to a grievance procedure, in line with the relevant SVS policy document and those of the Students' Association.

**4.5.**There shall be three categories of membership within SVS:

**4.5.1.**Ordinary Membership, as stated under subsection 4.1 of this chapter.

**4.5.2.**Honorary Life Membership, as elected by the SVS Committee and ratified at an AGM or EGM, plus all former members of the SVS Committee with the exception of SSC Nominees.

**4.5.3.**Associate Membership, open to all members of the wider community.

**4.5.4.**The SVS Committee will have the right for good and sufficient reason to suspend or terminate the active membership of any individual. Any such individual shall be given reasons and the opportunity to appeal against the Committee's decision as outlined in the SVS complaints procedure.

## 5. Management Committee

**5.1.** The remit of the SSC Volunteering Committee (SVS Committee) shall be to organise the effective day-to-day running of the SVS, as well as to consider the long-term aims and plans of the SVS. It shall have responsibility for all aspects of project and fundraising work.

**5.2.** It shall be the responsibility of the SVS Committee to write, maintain and update the SVS Project List.

**5.3.** The SVS Committee shall consist of the following office bearers; each of whom shall be a current matriculated student of The University of St Andrews:

**5.3.1.** SSC Volunteering Officer (Convenor and Chair)

**5.3.2.** Secretary

**5.3.3.** Treasurer

**5.3.4.** Publicity Officer

**5.3.5.** Events Officer

**5.3.6.** Development Officer

**5.3.7.** The Project Officers

**5.3.7.1.** *Youth Officer*

**5.3.7.2.** *Youth with Additional Needs Officer*

**5.3.7.3.** *Adults with Additional Needs Officer*

**5.3.7.4.** *Elderly Officer*

**5.3.7.5.** *Environment Officer*

**5.3.7.6.** *Animal Welfare Officer*

**5.3.7.7.** *Website Officer*

**5.3.8.** Director of Student Development and Activities

**5.4.** The SVS Committee shall ensure that SVS is effectively managed and works within its policies, guidelines, Association policies and the law.

**5.5.** The SVS Committee shall be accountable for all acts and omissions of the SVS. The rest of the members of the SVS shall be absolved of any such responsibilities, other than those that are the responsibility of individual members.

**5.6.** The SVS Committee shall be accountable to donors, members, beneficiaries and service users, volunteers and the general public; notably these include the University of St Andrews Students Association, the University of St Andrews and local community groups.

**5.7.** The office bearers of the SVS Committee, with the exception of the SSC Volunteering Officer, the SSC Nominee and the Association Director of Student Development and Activities, shall be elected by voting members of SVS at an AGM and shall hold office from Annual General Meeting to Annual General Meeting.

**5.8.** It shall be the responsibility of the SVS Committee to write, maintain and update the SVS Project List.

**5.9.** It will be the responsibility of the Development Officer to actively encourage and maintain alumni engagement.

**5.10.** The SVS Committee shall be required to meet once per week, during the term time of the University of St Andrews.

**5.11.** A member of the SVS Committee may resign before the expiry of their term of office by giving written notice to that effect to the Convener. The SVS Committee shall have the power to co-opt a replacement office bearer from amongst the SVS Ordinary Membership.

**5.12.** The SVS Committee may appoint sub-committees or working groups as necessary, and shall determine their terms of reference, powers, duration and composition. The Committee will appoint the Chairperson of such sub-committees or working groups. The Convenor shall be an ex officio member of all sub-committees.

**5.13.** No individual may take part in the decision-making process at Committee meetings, or vote, on matters in which they have a financial or other personal interest. Individuals will be expected to declare any such financial or other personal interests prior to the discussions taking place. Failure to declare an interest may result in the individual's membership of the Committee being suspended or terminated, and the decision being declared invalid.

## **6. Meetings**

### **6.1. SVS Committee Meetings**

**6.1.1.** The meetings of the SVS Committee shall be open to all members of SVS, although the Committee shall reserve the right to hold meetings in camera on the occasion that matters held to be confidential or restricted are to be discussed.

**6.1.2.** A quorum shall be required for a meeting of the SVS Committee to be valid, a quorum being two thirds of elected office bearers. The Convenor or Secretary must be present to make the SVS Committee meeting quorate.

**6.1.3.** The Convener, in addition to their deliberative vote, may have a casting vote where necessary.

**6.1.4.** Decisions made by quorate meetings must be ratified by the next meeting of the SVS Committee.

### **6.2. General Meetings**

**6.2.1.** An Annual General Meeting of SVS shall be convened by the SVS Committee each year for the purpose of:

**6.2.1.1.** *Receiving and approving the Annual Report and examined accounts of the Committee.*

**6.2.1.2.***Electing the Management Committee and Office Bearers. The Office Bearers shall consist of those detailed in clauses 5.3.1 – 5.3.5 inclusive of this chapter, and other such Office Bearers as SVS may from time to time require. The Office Bearers shall hold office until the conclusion of the next AGM following their appointment, and shall be eligible for re-election.*

**6.2.1.3.***Considering any notices of motion.*

**6.2.2.**The Association Director of Student Development and Activities shall act as Chair of an Annual General or Special/Extraordinary meeting, failing whom, they may appoint a substitute.

**6.2.3.**The SVS Election Committee will consist of any three members of the SVS Committee. It is their responsibility to ensure that Elections are conducted according to the rules laid out in the handbook.

**6.2.4.**Formal notice of General Meetings will be given in writing to members at least two weeks prior to the meeting

**6.2.5.**Voting rights at General Meetings shall be restricted to all Ordinary Members of the SVS.

### **6.3.**Minutes

**6.3.1.**Minutes of all meetings shall be submitted to the following meeting of the SSC.

## **7.**Finance

**7.1.**SVS shall be responsible for raising all of its own funds.

**7.2.**All funds raised by the SVS shall be applied to further the aims of the SVS and for no other purpose; the preceding provisions shall not, however, prevent the payment in good faith of reasonable out of pocket expenses to members of the SVS Committee, members of the SVS Advisory Board, or any other members of the SVS (in line with the relevant SVS policy document).

**7.3.**The accounts shall be examined at least once a year through relevant Students' Association offices.

**7.4.**A bank or building society account shall be held in the name of SVS. The SVS Committee shall authorise in writing the Convener, Treasurer, Secretary, to sign cheques on behalf of SVS.

**7.5.**The Treasurer shall submit written financial reports at each Committee Meeting outlining the income, expenditure and balances for the period and year to date.

## **8.**Constitutional Amendments

**8.1.**The Constitution may be altered at the AGM or at a Special General Meeting called for that purpose, and will require to be passed by not less than two thirds of the members of SVS present at that meeting and eligible to vote.

**8.2.**A resolution for the alteration of the Constitution shall be lodged in writing with the Secretary of SVS at least seven clear days before the meeting at which the resolution is to be considered.

**8.3.**At least twenty-one clear days' notice in writing of such meeting shall be given by the Secretary to the members and shall include notice of the alteration proposed.

**8.4.**All such amendments shall be subject to the approval of the Students' Association Board.

**8.5.**No alternation shall be made which would have the effect of causing the SVS to cease to be recognised by the Inland Revenue as a charity.

**9.**Disaffiliation

**9.1.**The SVS Committee, in consultation with the Association Director of Student Development and Activities, may decide by a supermajority vote at any time that it is necessary or advisable to disaffiliate SVS from the Students' Association.

**9.1.1.**At least 21 days' notice (stating the terms of the resolution to be proposed at the meeting) shall be given.

**9.2.**If such a decision is confirmed by a two-thirds majority of the votes cast in such a meeting the SVS shall be disaffiliated.

**9.3.**Any assets held by SVS as defined by the Students' Association Board shall be retained by the newly-independent SVS, subject to its reinstatement as a registered charity.

## **Chapter Twenty-Three-SSC Employability Committee**

**1.Aims:** The SSC Employability Committee shall be responsible for supporting the SSC Employability Officer in meeting their objectives

### **2.SSC Employability Sub-Committee**

#### **2.1.Membership:**

**2.1.1.**SSC Employability Officer (Convenor and Chair);

**2.1.2.**Director of Student Development and Activities;

**2.1.3.**Academic Outreach Officer

**2.1.4.**Treasurer

**2.1.5.**Secretary

**2.1.6.**Publicity Officer

**2.1.7.**Invited representatives (non-voting).

#### **2.2.Meetings:**

**2.2.1.**Employability Sub-Committee Meetings:

**2.2.2.**The SSC Employability Committee shall meet whenever mandated by the SSC or called by the SSC Employability Officer. There shall be at least one meeting per semester.

**3.**Employability Representative Forum is a forum to discuss employability issues within and between Schools and to share good practice.

**3.1.**Should meet three times per academic year

**3.2.**The Employability Officer is the chair and convenor

**3.3.**The Employability Officer shall invite Representatives from the Careers Centre to the Employability Representative Forum

**3.4.**Absence: If the Employability Class Representative is unable to attend an Employability Representative Forum, it is recommended that a representative from the School attends instead.

### **4.Role Descriptions:**

#### **4.1.SSC Employability Officer**

**4.1.1.**shall primarily work to represent student opinion on services and support relating to employability and career skills and shall

**4.1.2.**Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;

**4.1.3.**Serve as a primary student liaison with the Careers Centre;



**4.1.4.** Work with the Director of Wellbeing to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;

**4.1.5.** Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and

**4.1.6.** Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online

**4.1.7.** Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives

**4.1.8.** Will hold fortnightly surgeries for School Presidents

**4.1.9.** Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.

**4.1.10.** Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.

**4.1.11.** Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship

**4.2.** Employability Class Representatives:

**4.2.1.** Attend Employability and Careers training

**4.2.2.**

**4.2.3.** Help facilitate careers events in schools

**4.2.4.** Liaise with School, Student Association and Careers Centre for funding of events

**4.2.5.** Shall engage the student body with employability on campus.

**4.2.6.** Act as a link between the School President, Career Links and the Careers Centre to organise career-specific events for their School's student body.

**4.2.7.** Liaise with other Employability Representatives between Schools

**4.2.8.** Give tri-weekly lecture shouts in sub-honours modules about upcoming events and School specific internship opportunities etc.

**4.2.9.** Make student body aware of Careers Centre surveys on employability and career support during lecture shouts

**4.3.** Academic Outreach Officer:

**4.3.1.** Will liaise with Schools, Career links and School Presidents with regards to setting up career events

**4.3.2.** Will be the main point of contact for Employability Class Representatives, outside of the fortnightly committee meetings.

**4.3.3.** Will submit a report to the Employability Officer twenty-four hours prior to SSC meetings

**4.3.4.** Will be selected by a panel consisting of the incoming Employability Officer, the outgoing Employability Officer, the Incoming Dosda and the outgoing Dosda

#### **4.4. Secretary**

**4.4.1.** Will keep a copy of all correspondence

**4.4.2.** Will write correspondence not directly relating to the remit of other officers in the committee

**4.4.3.** Will keep and update the minutes of the committee and the Employability Representatives Forum.

**4.4.4.** Will produce a committee newsletter at least once per semester

**4.4.5.** Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee

#### **4.5. Treasurer**

**4.5.1.** Will keep the accounts of the committee

**4.5.2.** Will ensure that committee budget is submitted correctly and punctually

**4.5.3.** Will work with the Publicity Officer to ensure that information about funding available for Employability and Careers events, such as the Employability Speaker's Fund, is publicised effectively

#### **4.6. Publicity Officer**

**4.6.1.** Will liaise with the Employability Class Representatives, Employability Officer and Careers Centre regarding career events.

**4.6.2.** Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee.

#### **5. Funding:**

**5.1.** Employability Speaker Fund will be managed by the Employability Committee in collaboration with the careers centre

#### **6. Committee:**

**6.1.** The Academic Outreach Officer, Treasurer, Secretary and Publicity Officer shall be selected through interviews.

**6.2.** The committee may co-opt additional members as it deems necessary for set periods of time. Co-opted members shall have speaking but no voting rights.

## **Chapter Twenty-Four: SSC Broadcasting Society**

### **1.Aims**

**1.1.**To provide a live radio broadcast service in St Andrews, subject to licensing restrictions. This will be a source of communication, information and entertainment in the local area.

**1.2.**To grant all matriculated students of the University the chance to learn about and gain practical experience of broadcast radio.

**1.3.**To provide such additional broadcasting services as should become desirable in future.

**1.4.**To provide a medium for music journalism (Hearing Aid)

**1.4.1.**Hearing Aid is a music publication that focuses on local and international music trends while simultaneously providing an outlet for the students of St Andrews to express their love for all types of music.

**1.5.**To provide broadcasting society alumni with relevant news and updates concerning the studio and various projects. I would also like to add section

**1.5.1.**The Head of Internal Communications will be responsible for ensuring the society maintains a strong relationship with recent graduates of St. Andrews.

### **2.Membership**

**2.1.**Ordinary membership shall comprise all matriculated students of the University of St Andrews, except those who have exercised their right to opt out of the Students' Association under the provisions of the Education Act 1994.

**2.2.**Other persons shall be eligible for Associate membership with the agreement of the Committee.

**2.3.**Honorary officers and members may be elected by the Committee (provided they are of some status in relation to the Aims), either for life or for a specified length of time, in which case they shall be eligible for re-election.

### **3.The Committee**

**3.1.**The administration of the Society shall be conducted by the SSC Broadcasting Committee, which shall comprise the following members:

**3.1.1.**SSC Broadcasting Officer (Convenor and Chair)

**3.1.2.**Director of Events and Services

**3.1.3.**Deputy Broadcasting Officer

**3.1.4.**Head of Graphic Design

**3.1.5.**Head of News

**3.1.6.**Head of Finance

**3.1.7.**Head of Internal Communications

- 3.1.8.**Hearing Aid Print Editor
- 3.1.9.**Hearing Aid Online Editor
- 3.1.10.**Head of Music
- 3.1.11.**Head of Events
- 3.1.12.**Freshers Head of Events
- 3.1.13.**Head of Marketing and Outreach
- 3.1.14.**Head of Technology
- 3.1.15.**Head of Web Development
- 3.1.16.**Head of Programming
- 3.1.17.**Head of Social Media

## **Chapter Twenty-Five: SSC Societies Committee**

### **1.SSC Societies Committee**

#### **1.1.Membership**

- 1.1.1.SSC Societies Officer (Convenor and Chair)**
- 1.1.2.Director of Student Development and Activities**
- 1.1.3.Grants Officer**
- 1.1.4.Grants Adviser**
- 1.1.5.Elections Officer**
- 1.1.6.Secretary**
- 1.1.7.Two Elections Advisers**
- 1.1.8.Affiliations Adviser**
- 1.1.9.Webmaster**
- 1.1.10.Events Officer**
- 1.1.11.University Charities Campaign Societies Coordinator**
- 1.1.12.Two SRC Nominees**
- 1.1.13.Two SSC Nominees**
- 1.1.14.Management Accountant (non-voting)**

#### **1.2.Remit**

- 1.2.1.The Societies Committee shall:**
- 1.2.2.Approve affiliation of individual societies.**
- 1.2.3.Formulate policy on societies.**
- 1.2.4.Ensure that affiliated societies fulfil their role as defined in their constitution.**
- 1.2.5.Organise Societies Fairs in consultation with the Director of Student Development and Activities.**
- 1.2.6.Liaise with societies about Association facilities and make recommendations to the SSC and SAB as to their provision, ensure that societies abide by their constitutions and Association policy, and approve Association publications concerned with societies.**
- 1.2.7.Be the committee responsible for the passing of budgeted and discretionary grants for societies, subject to limitations set by the budget.**

**1.2.8.**Encourage Societies to boost alumni engagement by starting semesterly newsletters and maintaining email lists of society alumni

### **1.3.**Meetings

**1.3.1.**The Societies Committee shall meet weekly in term time, excluding pre-sessional and revision weeks, at other times when necessary.

### **1.4.**Annual General Meeting

**1.4.1.**The Annual General Meeting shall take place during Semester Two, after the mid-semester vacation.

**1.4.2.**All committee positions excluding those who are members of the SSC or SRC shall be elected at this meeting.

**1.4.3.**There shall be 14 days' notice of the AGM and this shall be posted in places which shall be determined from time to time.

**1.4.4.**All matriculated students of the University, except those that have exercised their right under the 1994 Education Act not to be members of the Students' Association, shall be eligible for nomination and each member shall have a vote.

**1.4.5.**No person may hold more than one voting position on the Committee at any one time.

**1.4.6.**Elections shall be conducted by a secret ballot using the STV system, and all candidates shall run against RON.

## **Chapter Twenty-Six: Association Discipline Procedure**

This chapter of the laws can only be amended with the agreement of the SSC and the General Manager (as a representative of the staff of the Students Association). If both parties agree to amendments, they will be passed to the Students' Association Board for final ratification.

### **1.Introduction**

**1.1.**Where members violate the Constitution and/or Laws of the Association, break civil or criminal law on the premises, cause damage to the premises, act in such a way as to damage relations between the Association and the community, damage the financial or other interests of the Association, or otherwise act in a way that causes other members distress or nuisance, Member Discipline may be enacted against them..

**1.2.**For this purpose the Association shall delegate power to the General Manager and to the Association Disciplinary Committee, whose membership shall be:

**1.2.1.**The Director of Events and Services (convener)

**1.2.2.**The Director of Student Development and Activities

**1.2.3.**The SSC Entertainments convenor

**1.2.4.**Two SSC nominees.

**1.3.**The Disciplinary Committee shall meet to consider individual cases of alleged misconduct as set out below. The Committee shall also have the power to consider and recommend amendments to this procedure to the SSC and the General Manager. This shall include the creation of new statutory offences (see below). A member other than the convener must be nominated to keep a confidential minute of proceedings of the committee, including all cases heard.

**1.4.**The convener of the Disciplinary Committee and General Manager may also jointly appoint one or more Authorised Discipline Officers and delegate such powers to these Officers as shall, in their opinion, promote the efficient management of disciplinary issues.

### **2.Disciplinary Procedure**

#### **2.1.Scope**

**2.1.1.**All full, Life and Honorary Life members of the Association shall be subject to the jurisdiction of the Association in respect of their conduct insofar as it affects the Association property and the working of the Association. Members may also be held responsible for the actions of their guests, or for their behaviour at institutions where the Association has a reciprocal agreement.

**2.1.2.**Associate members and reciprocal members (i.e. members of any organisation with whom the Association has a reciprocal agreement) shall be subject to the jurisdiction of the Association only insofar as their right of entry to the premises may be withdrawn.

**2.1.3.**All others, including guests, shall be deemed to have no intrinsic right of entry to the Union and may be refused entry temporarily or permanently at the discretion

of relevant staff<sup>1</sup>. Queries about these decisions shall not be dealt with under this policy but are a matter for line managers.

**2.1.4.** The Association reserves the right to report misconduct or alleged misconduct to other bodies where appropriate, including but not limited to the University, other Associations, the police, and specified local licensed premises.

## **2.2. Principles**

**2.2.1.** The Association will at all times aim to process disciplinary matters with sensitivity, fairness, and consistency of treatment; in confidence; and without prejudice or undue delay.

**2.2.2.** Where a criminal offence is involved, the Association will not normally take any disciplinary action, other than suspending the right of entry where appropriate, until the outcome of any formal legal process is known.

**2.2.3.** In deciding whether a member is guilty of misconduct, the Association shall use the 'balance of probabilities' as the standard to be met.

**2.2.4.** A member shall always be informed where disciplinary action is being considered against them, and shall always be informed of the nature of the complaint that has instigated such action.

**2.2.5.** A member shall always have the right to appeal against disciplinary sanctions.

**2.2.6.** A member shall have the right to be accompanied by another member to any meeting held under this procedure.

**2.2.7.** It is not the Association's policy to allow audio or visual recording of meetings held under this procedure<sup>2</sup>

**2.2.8.** No officer or member of staff should participate in a disciplinary decision where they have a personal interest or any other conflict of interest.

**2.2.9.** Where a member is restricted from accessing the building, temporarily or permanently, for disciplinary purposes the Association shall continue to provide access for representation, advice and welfare services by appointment in advance.

## **2.3. Temporary bans**

**2.3.1.** Where a member has been accused of misconduct, they may be asked to leave the premises by relevant staff (see I, above) and may be suspended from further entry pending an investigation and appropriate action to resolve the matter. Such suspension shall not be regarded as a disciplinary sanction and is without prejudice to the outcome of any investigation and/or subsequent disciplinary action. In the event that the member is not found guilty of misconduct, any record of such a suspension shall be expunged.

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<sup>1</sup> These shall normally consist of registered security staff and/or senior management.

<sup>2</sup> Except where this would qualify as a 'reasonable adjustment' under the Disability Discrimination Act 2005.



## **2.4. Investigation of offences**

**2.4.1.** Upon receipt of a complaint, an investigation will be conducted<sup>3</sup> to establish the facts of the case. The time limit for this investigation will necessarily vary according to the nature and complexity of the case, but if it is likely to exceed one month then this should be communicated to all those involved. The investigation may include taking evidence from relevant parties, including witnesses and the member accused of an offence, by means including written statements, telephone, email or personal conversations. It should be made clear to all parties that any such contact is an investigation and not a disciplinary meeting.

## **2.5. Classification of offences**

**2.5.1.** Following an investigation, the case will be classified into one of the four categories based on the results of that investigation:

**2.5.2.** No further action. This is appropriate where there is no case to answer, i.e. there is no evidence of an offence or the alleged offence is minor and the member has no previous offences or warnings.

**2.5.3.** Statutory action. This is appropriate where there is clear evidence of a statutory offence, as defined under Section 3

**2.5.4.** License holder ban. This is appropriate where there is clear evidence of an offence in serious breach of the licensing principles or of criminal law.

**2.5.5.** Referral to Disciplinary Committee. This is appropriate in all other cases.

**2.5.6.** Where no further action is the outcome, the member should be informed, any restrictions on entry removed and the record expunged within five working days. For all other cases, see the relevant sections below.

## **3. Statutory Offences**

**3.1.** Where, in the opinion of an Authorised Discipline Officer, there is clear evidence that a member is guilty of one of the following offences, the member concerned shall be informed of the penalty in writing within ten working days of the conclusion of the investigation, along with the grounds and procedures for appeal.

### **3.2. Statutory Offences**

**3.2.1.** Drinking alcohol not purchased on the premises: £25 fine

**3.2.2.** Smoking on Association premises: £50 fine

**3.2.3.** Minor damage to Association property (including vandalism or befouling): £30 fine

**3.2.4.** Behaving in a manner likely to cause nuisance to other members: £20 fine

**3.2.5.** Being present on Association premises while banned (without permission): £50 fine

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<sup>3</sup> Normally by an Authorised Discipline Officer.

**3.2.6.** Buying, consuming, or attempting to buy alcohol while under the age of 18: 6 month ban or ban until 18<sup>th</sup> birthday (whichever is longer)

**3.2.7.** Buying alcohol on behalf of a member under 18, or supplying them with alcohol on the premises: 6 month ban

**3.3.** These penalties shall normally apply to a single instance: serious, aggravated, multiple or repeat offences may be referred to the Disciplinary Committee or to License Holder discipline for a more serious penalty. Members will not normally be allowed access to Association premises while a disciplinary fine is outstanding (with the exceptions outlined in Section II).

**3.4.** Appeals against statutory penalties

**3.4.1.** Members may appeal against statutory penalties only on the following grounds:

**3.4.1.1.** *Information not known at the time of the original decision.*

**3.4.1.2.** *Procedural irregularity that could make a material difference to the original decision (including inaccurate information, etc.)*

**3.4.1.3.** *Bias or prejudice.*

**3.4.2.** Appeals against statutory penalties will be heard by the Disciplinary Committee, and should be addressed to the Director of Events and Services. Appeals must be submitted in writing within ten working days of notice of the statutory penalty being received.

#### **4. Licensee Ban**

**4.1.** Where, after an investigation, there is clear evidence that a member is guilty of an offence in serious breach of criminal law or the licensing objectives, the licensee may ban that member from the premises for life. Examples of circumstances that would justify such action would include, but not be limited to:

**4.1.1.** Serious assaults.

**4.1.2.** Theft from the Association, members or staff.

**4.1.3.** Serious or repeated cases of supplying alcohol to persons under 18.

**4.1.4.** Drugs-related offences, including possession and/or supply of controlled substances on the premises.

**4.1.5.** Serious infringements of health and safety.

**4.2.** In such cases the licensee should write to the member concerned within ten working days of the conclusion of the investigation, informing them of the ban and of the grounds and procedures for appeal.

**4.3.** Appeals against license holder discipline

**4.3.1.** Members may appeal against license holder discipline only on the following grounds:

**4.3.1.1.** *Information not known at the time of the original decision.*

**4.3.1.2.***Procedural irregularity that could make a material difference to the original decision (including inaccurate information, etc.)*

**4.3.1.3.***Bias or prejudice.*

**4.4.** Appeals against license holder discipline will be heard by the Appeals Committee of the Students' Association Board. This committee shall consist of:

**4.4.1.** The Chair of Board (or their nominee), who shall act as convener.

**4.4.2.** The President of the Students' Association (or their nominee).

**4.4.3.** One other member of the Board who has no previous involvement in the case.

**4.4.4.** They should be addressed to the Chair of Board. Appeals must be submitted in writing within ten working days of the penalty being issued.

## **5. Disciplinary Committee Meetings**

### **5.1. Notification**

**5.1.1.** Where, following an investigation, it is believed that grounds exist to refer a member to the Disciplinary Committee, they should within ten working days of the conclusion of the investigation be invited in writing to attend the next meeting of the Committee. This notification should include:

**5.1.1.1.***The date, time and place of the next meeting (if known).*

**5.1.1.2.***A summary of the allegation against the member and the facts as understood at the time of writing.*

**5.1.1.3.***Procedures for the member to submit evidence, call witnesses, request further information, etc.*

**5.1.1.4.***Notification of the right to be accompanied.*

**5.1.1.5.***Details of any interim measures in force, e.g. temporary restrictions on entry.*

**5.1.2.** Meeting will be scheduled at the discretion of the convener, bearing in mind the number and nature of any cases pending, and the necessity to avoid undue delay in processing cases.

**5.1.3.** However, members invited to appear should normally be given at least five working days' notice of the meeting, and meetings should normally be held at least once per calendar month between September and May.

**5.1.4.** The convener will consider requests to rearrange meetings where a member accused of misconduct is unable to attend at the scheduled time. However, the Association reserves the right to proceed in a member's absence where the reasons for the request are in the opinion of the convener inadequate, or where this would cause an unreasonable delay.

### **5.2. Evidence**

**5.2.1.** The Association will circulate all written evidence and the names of any witnesses they intend to call in each case at least five working days in advance of a hearing. Members accused of misconduct may submit a written statement for circulation: this must be submitted at least three working days before the hearing. Names of any witnesses<sup>4</sup> must also be submitted at this time. It is the responsibility of the member to ensure that witnesses they wish to call are approached and are informed of the meeting time and location. Where witnesses are Association staff or officers, the Association will take all reasonable steps to facilitate their attendance.

**5.2.2.** Where the member chooses to exercise their right to be accompanied to the meeting, the name and (if appropriate) matriculation number of the member who will accompany them should be notified at the same time as that of any witnesses.

### **5.3. Conduct of the meeting**

**5.3.1.** Cases will be heard in private: members accused of misconduct will be entitled to be present normally only while their own case is being discussed.<sup>5</sup>

**5.3.2.** The normal procedure will be for the facts as presently known to be presented<sup>6</sup>, followed by an opportunity for the member to make any submission they choose. Witnesses may be called and all parties may ask questions or raise points: the convener will moderate this process.

**5.3.3.** When the committee is satisfied that an adequate opportunity for airing of evidence has taken place, the member will be asked to withdraw and the committee shall consider its decision.

**5.3.4.** At their discretion, the convener may suspend the hearing of any case and reconvene that case at a later date, if further evidence is needed or other circumstances justify this. Where new evidence is considered, all parties must be given a reasonable opportunity to consider and respond to it.

**5.3.5.** Members of the committee who believe they may have a personal interest in a case should excuse themselves from any consideration or discussion of that case. If this renders the committee inquorate, the convener may nominate another member of the SSC as a substitute.

## **6. Outcomes and penalties**

**6.1.** After due consideration of the evidence presented, the Disciplinary Committee shall decide whether the member is, in their opinion, guilty of misconduct.

**6.2.** If they believe that the member has no case to answer, the case will be dismissed, all temporary disciplinary measures shall be removed immediately, and records of the case shall not be admissible in any future disciplinary case. The member shall be informed of this outcome in writing within five working days.

**6.3.** If the member is found guilty of misconduct, the Committee may:

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<sup>4</sup> And their matriculation number, if they are a student of the University: or their address if not.

<sup>5</sup> The exception shall be where two or more members are invited to attend in relation to a single incident.

<sup>6</sup> Normally by an Authorised Discipline Officer.

**6.3.1.** Issue the member with a written warning (see below).

**6.3.2.** Impose a disciplinary fine (see below).

**6.3.3.** Impose a temporary or life ban (see below).

**6.3.4.** Impose two or more of the above measures in combination.

**6.3.5.** This list is not exhaustive: the committee may impose alternative measures or restrictions, or attach conditions or exceptions to the measures above, in appropriate circumstances. In all cases the member shall be informed of the outcome in writing within five working days.

**6.3.6.** Such written notification must include details of the member's right to appeal.

#### **6.4. Written Warnings**

**6.4.1.** The committee may choose to issue a formal written warning. This warning should set out clear conditions on the member's future conduct and may remain on file for a period of up to four years. The warning should detail the likely consequences of any future breach, which may include automatic referral to the Disciplinary Committee, a fine, or a ban.

#### **6.5. Disciplinary Fines**

**6.5.1.** The committee may issue a disciplinary fine of up to £200. The exact level of the fine should be decided with regard to the gravity of the offence, any costs for damage etc., the member's past disciplinary record, and other relevant factors. In cases of serious vandalism etc. where the cost of damage exceeds £200, the committee may impose a fine up to the maximum cost of the damage.

**6.5.2.** Fines must be paid to the Cash Office, but the Committee may recommend redistribution where appropriate (for example, in cases of damage other than to Association property).

**6.5.3.** Members will not normally be allowed access to Association premises while fines are outstanding. Where a fine is issued, the member should be informed in writing of the level of the fine, payment arrangements and of the consequences of non-payment.

#### **6.6. Bans**

**6.6.1.** The committee may ban the member from Association premises for any period of time they consider appropriate, up to and including a life ban. Normally this will apply to all Association premises, but the Committee may in exceptional cases vary this to apply only to specific premises. In deciding the length of the ban, the Committee should have regard to the gravity of the offence, the member's past disciplinary record, and other relevant factors.

**6.6.2.** Where a ban is issued, the member should be informed in writing of the length of the ban, the date on which it will end (if applicable), and the consequences of breaching the ban.

#### **6.7. Appeals against Disciplinary Committee Decisions**

**6.7.1.**Members may appeal against Disciplinary Committee Decisions only on the following grounds:

**6.7.1.1.***Information not known at the time of the original decision.*

**6.7.1.2.***Procedural irregularity that could make a material difference to the original decision (including inaccurate information, etc.)*

**6.7.1.3.***Bias or prejudice.*

**6.7.2.**Appeals against Disciplinary Committee Decisions will be heard by the Appeals Committee of the Students' Association Board. This committee shall consist of:

**6.7.2.1.***The Chair of Board (or their nominee), who shall act as convener.*

**6.7.2.2.***The President of the Students' Association (or their nominee).*

**6.7.2.3.***One other member of the Board who has no previous involvement in the case.*

**6.7.2.4.***They should be addressed to the Chair of Board. Appeals must be submitted in writing within ten working days of the decision being issued.*

## **7.Appeals Committee Meetings:**

**7.1.**The Appeals Committee shall be constituted as noted above. It shall meet only when a valid appeal is received: the Chair of Board shall decide whether an appeal is valid. Parties to the appeal shall be the member who has made the appeal and either the licensee (in the case of licensee bans) or the convener of the Discipline Committee (in all other cases).

Note: until appeal proceedings are concluded, any disciplinary sanctions remain in force.

### **7.2.**Notification

**7.2.1.**Where the Chair of Board believes that grounds exist for an appeal, all parties should be notified within ten working days of receipt of that appeal. This notification should include:

**7.2.1.1.***The date, time and place of the appeal hearing. (This must be not less than five working days from the date of notification.)*

**7.2.1.2.***A summary of the grounds for appeal.*

**7.2.1.3.***Procedures for the member to submit evidence, call witnesses, request further information, etc.*

**7.2.1.4.***Notification of the right to be accompanied.*

**7.2.2.**The Chair will consider requests to rearrange meetings where any party is unable to attend at the scheduled time. However, the Association reserves the right to proceed with appeals in the absence of either party where the reasons for the request are in the opinion of the Chair inadequate, or would cause an unreasonable delay.

### 7.3.Evidence

**7.3.1.**The Appeals Committee shall have made available to it all written evidence submitted for the original decision, and all other relevant written documents (for example, Disciplinary Committee minutes). The Chair will also request written submissions from all parties. All written evidence will be circulated at least three working days in advance of a hearing. It is the responsibility of parties making submissions to ensure that they meet this deadline.

**7.3.2.**All parties may call witnesses, as may the Appeals Committee. Names of any witnesses<sup>7</sup> must also be submitted three working days in advance. It is the responsibility of the member to ensure that witnesses they wish to call are approached and are informed of the meeting time and location. Where witnesses are Association staff or officers, the Association will take all reasonable steps to facilitate their attendance.

**7.3.3.**Where the member chooses to exercise their right to be accompanied to the meeting, the name and (if appropriate) matriculation number of the member who will accompany them should be notified at the same time as that of any witnesses.

### 7.4.Conduct of the meeting

**7.4.1.**The normal procedure will be for the case for the appeal to be presented, and then the party responsible for the original decision may respond. Witnesses may be called and all parties may ask questions or raise points: the Chair will moderate this process. When the committee is satisfied that an adequate opportunity for airing of evidence has taken place, both sides will be asked to withdraw and the committee shall consider its decision.

**7.4.2.**At their discretion, the Chair may suspend the meeting and reconvene at a later date if further evidence must be sought or other circumstances justify this.

### 7.5.Outcomes

**7.5.1.**The Appeals Committee may:

**7.5.1.1.***Reject the Appeal, in which case the original disciplinary decision and any sanctions remain: or*

**7.5.1.2.***Uphold the appeal, in which case the original decision is rescinded, any sanctions removed, and the record expunged: or*

**7.5.1.3.***Uphold the appeal in part, in which case the Appeals Committee may substitute another disciplinary sanction if they feel this is appropriate. All sanctions available to the Disciplinary Committee shall be available to the Appeals Committee for this purpose, except that they may not impose a greater penalty than was originally imposed.*

**7.5.1.4.***The Appeals Committee may also make written recommendations to the General Manager or Disciplinary Committee. All parties must be informed of the outcome in writing within ten working days of the decision. The decision*

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<sup>7</sup> And their matriculation number, if they are a student of the University: or their address if not.

*of the Appeals Committee will be final and will mark the end of these procedures.*



## Chapter Twenty-Seven: Equal Opportunities

### 1. Mission Statement:

**1.1.** The mission of the St Andrews Students' Association Equal Opportunities Committee (EOC) is to achieve the highest standards of equality so as to provide for a more open, safe, and accessible environment which allows all students to not only celebrate their diversity but also promote their unity through the areas of increased understanding and awareness. We aim to do this by addressing representational concerns of all students, hosting an array of educational and social events, and collaborating with other subcommittees of the St Andrews Students' Association in order to fulfil the Association's larger aims.

**1.2.** As outlined in Students' Association Constitution (2011) and the University's Equality and Diversity Inclusion Policy (2011):

**1.3.** The promotion and advancement of any group which seeks to increase its inclusivity, diversity, fairness, impartiality, or support to those who share a protected characteristic.

**1.4.** Collaboration on services supporting the health and wellbeing of all students regardless of background.

**1.5.** The representation of all students as deemed appropriate to the University Court, the Senatus Academicus, the Principal of the University, or any other appropriate individuals or organisations.

**1.6.** The initiation of projects aimed for the benefit of students educational, cultural, and social development.

### 2. The responsibilities described above will require the EOC to be able to flexibly respond to a changing environment.

#### Aims

**2.1.** The Students' Association will ensure that all individuals will be treated with respect and will not be subjected to unfair or unlawful discrimination in any aspect of the Association's activities or on its premises.

**2.2.** The Students' Association will not tolerate unfair or unlawful discrimination on any grounds. These grounds shall include colour, race, nationality, gender, marital status, disability, religion, age, sexual orientation, socio-economic grouping, union activity, politics or any unrelated spent conviction.

**2.3.** The list in subsection 2.2 of this chapter is a guide, and is not exhaustive.

**2.4.** The Students' Association will promote understanding of the principles and practice of equality of opportunity and will campaign against discrimination on any of the grounds mentioned in subsection 2.2 of this chapter, or on any other grounds that constitute unfair discrimination.

**2.5.** The Association will take every reasonable step to ensure that its services are delivered in such a way that there is no unfair or unlawful discrimination against any individual or group and that, in the event of discrimination or alleged discrimination, steps are taken promptly to investigate and, if appropriate, apply corrective or disciplinary measures.

**2.6.** The Association will, on request, represent its members within the University, supporting individuals or groups as appropriate whenever cases of discrimination arise or are alleged.

**2.7.** The Association respects the freedom of association of individuals.

### **3.Actions**

**3.1.** The principles and practice of equality of opportunity will be promoted by such means as the Association may determine from time to time.

**3.2.** A brief statement expressing the Association's commitment to equality of opportunity will be clearly printed on all documentation (advertisements, job descriptions, etc.) relating to job opportunities within the Association.

**3.3.** All societies active within the Association will be expected to conduct their activities in ways that are compatible with the principles and practices of this chapter.

**3.4.** Appropriate training to staff and student officers of the Students' Association annually to enable them to implement the Association's commitment to equality of opportunity. Breach of the rules of conduct outlined in this chapter shall be regarded as a serious disciplinary matter.

**3.5.** Any person(s) affected by discrimination or alleged discrimination will be made aware of the full range of counselling and support services offered by the Students' Association and the University of St Andrews.

### **4.Equal Opportunities Committee Membership:**

#### **4.1.Member for Gender Equality:**

**4.1.1.** To raise awareness regarding consent and sexual harassment and to educate all students about what constitutes harassment so as to reduce the number of cases in St Andrews and to ensure that the University remains a safe environment for all students.

**4.1.2.** To ensure that all differences in gender and identity are equally and adequately represented in all areas of student life.

**4.1.3.** To establish closer working relationships between societies and subcommittees with the common goal of promoting gender equality

#### **4.2.Member for Age Equality:**

**4.2.1.** To improve communications with mature students in order to foster a sense of integration into the larger student community.

**4.2.2.** To identify and ensure that the specific needs of mature students are met.

**4.2.3.** To establish institutional and community identities in order to sustain the involvement of mature students in the University.

**4.2.4.**To increase event engagement and access to support systems for student parents.

**4.3.**Member for Racial Equality:

**4.3.1.**To expand representation of minorities within the student body. To create platforms for dialogue regarding racial and ethnic issues.

**4.3.2.**To collaborate with relevant University officials in order to diversity curriculum across all schools.

**4.3.3.**To provide opportunities for interim (i.e. study abroad) students to engage with student life.

**4.3.4.**To chair a collaborative forum for cultural societies in order to collectively promote diversity and cross-cultural understanding.

**4.4.**Member for Students with Disabilities:

**4.4.1.**To strengthen the assistance provided to students with disabilities by increasing communication between all entities which provide these resources (e.g. the Students' Association, Student Services, Nightline).

**4.4.2.**To educate the student body about the issues facing students with disabilities in order to cultivate a culture of understanding and awareness within the University.

**4.4.3.**To provide more avenues of communication between the Member for Students with Disabilities and the student body.

**4.5.**Member for Widening Access and Participation:

**4.5.1.**To provide incoming students with more resources upon arrival in order to ensure that their transition into university life is without difficulty.

**4.5.2.**To improve the information given to prospective students regarding scholarships, bursaries, and financial aid offered by the University and to lobby for additional promotion of the University to prospective students throughout the United Kingdom

**4.5.3.**To coordinate the University's outreach outside of Fife with other Scottish universities so as to avoid the alienation of rival institutions while increasing the number of prospective students around the United Kingdom.

**4.5.4.**To bolster the presence and approachability of the Member for Widening Access and Participation in order to provide students with information regarding available resources and how best to utilise them.

**4.6.**Association LGBT+ Officer:

**4.6.1.**To ensure an environment where individuals of the LGBT+ community can freely express their opinions and concerns without fear of judgement.

**4.6.2.** To establish an anonymous and confidential support system that specialises in helping LGBT++ students.

**4.6.3.** To ease the transition into university for members of the LGBT+ community, especially those who identify as Transgender, Intersex, or Agender (TIA).

**4.7.** Interfaith Steering Group Carve-Up:

**4.7.1.** To increase the collaboration between faith societies and the Equal Opportunities Committee so that students of all faiths can practice their beliefs free from judgement or discrimination.

**4.7.2.** To initiate and encourage cross-faith dialogue in order to lay the foundations for a community of mutual understanding and coexistence.

**5.** Forum for Life Long Learners

**5.1.** The Forum for Life Long Learners shall be a forum where mature students, students of 21 years of age and above, can express their views on their university experience.

**5.2.** The forum aims to promote communication and cooperation between mature students and the Students' Association through the

**5.3.** Committee:

**5.3.1.** Members of Committee

**5.3.1.1.** *The SRC Member for Age Equality: Shall chair and convene the meetings. They will also be in charge of communicating the concerns raised in the forum being brought to the appropriate parties, either the Students' Association or the University.*

**5.3.1.2.** *Secretary: Shall be in charge of taking minutes during the meetings.*

**5.3.1.3.** *Treasurer: Shall be in charge of the finances for the Forum.*

**5.3.1.4.** *Representative for Students with Children*

**5.3.1.5.** *Representative for Commuting Students*

**5.3.1.6.** *Representative for Part Time Degree Students*

**5.3.1.7.** *Representative for PhD/Masters*

**5.3.2.** Selection process:

**5.3.2.1.** *The Treasurer and Secretary shall be selected through an interview process.*

**5.3.2.2.** *The interview panel shall consist of: The SRC Member for Age Equality and the Director of Wellbeing.*

**5.4.** Meetings:

**5.4.1.**Will convene at least once per month.

**5.4.2.**Calendar will be publicized in the commuters' room at the beginning of every semester.

**5.4.3.**Shall be open to all mature students.

## **Chapter Twenty-Eight: Rules of the Union**

### **1. General**

**1.1.** Admittance to the Union building shall be by production of a valid matriculation card which must be shown, on request, to any member of Association staff. Admission shall also be allowed in accordance with section 3 of this Chapter.

**1.2.** The Union shall not be responsible for the property of members left by them on the premises of the Union.

**1.3.** Unlicensed betting and gambling are forbidden on the premises of the Union.

**1.4.** No foodstuffs may be brought into the Union building, save by leave of the Director of Events and Services or Catering Manager.

**1.5.** No live animals or pets shall be brought into the Union building, save in the case of guide dogs.

### **2. Alcoholic Liquors**

**2.1.** The provision of alcoholic liquors by the Students' Association shall, at all times, be governed by the Licensing Act (Scotland) 1976 and other relevant legislation.

**2.2.** Alcoholic liquor shall be sold in the premises of the Union only to members of the Association.

**2.3.** Alcoholic liquor shall only be sold in the premises of the Union only by the Students' Association or its authorised agents, and none shall be brought in otherwise save by leave of the Director of Events and Services or Bar Manager.

**2.4.** No member of the SSC or of the SAB and no employee of the Association shall have any personal interest in the sale of alcoholic liquors therein, or in the profits deriving from such sale.

**2.5.** No alcoholic liquor shall be supplied in the Union to any person under 18 years of age.

**2.6.** No alcoholic liquor sold from Off-Sales shall be consumed within the Union Building.

### **3. Guests**

**3.1.** Any member (be it ordinary, life, honorary, honorary life, associate, or reciprocal) may introduce guests to the Union building in accordance with subsections 3.2, 3.3, and 3.4 of this chapter.

**3.2.** A guest list shall be kept in which the member shall register their own name and membership number along with the name and address of their guest. The member shall then be issued with a Guest Card.

**3.3.** A member may introduce up to two guests in any 24-hour period and shall be responsible for their conduct within the Union premises. Such guests shall have the use of the Union premises on the day of introduction only, except in the case of a Weekend Card, which is valid only for the Friday, Saturday and Sunday of the weekend of issue.

**3.4.** On Fridays all guests must be signed in by fifteen minutes before closing time except at the discretion of a member of the SAEC. The SSC reserves the right to refuse to allow

guests to be signed in outside office hours for any other day, provided this decision has been publicised for at least three days beforehand.

**3.5.** No person who has been suspended in terms of Chapter 26 (Discipline Procedure) of the Laws shall be introduced as a guest during the period of suspension. The SSC may suspend any member's right to sign in guests after going through the procedures laid down in Chapter 26 (Discipline Procedure).

**3.6.** All guests must be over the age of 18 years; guests must not buy alcoholic liquor or play on the gaming machines.

**3.7.** Notwithstanding subsections 3.1 thru 3.6, inclusive, of this chapter, any member of the SSC reserves the right to refuse admittance to or to expel from the building any guest signed in as above.

#### **4. Staff of the Students' Association:**

**4.1.** In the event of a breach, or alleged breach, of the rules of this chapter by a member of staff, a report will be made to the General Manager who will, within five working days, consider all evidence submitted and decide, after consultation with the Staffing Committee, whether and to what extent disciplinary action should be taken.

**4.2.** In the event of there being any appeal, from whatever source, regarding the decision taken by the General Manager, it will be considered at the earliest possible date by an Appeals Committee comprising the Chair of SAB (convenor), the Association President, the Director of Education, the Association Personnel Officer and one student nominee from SAB.

#### **5. Members of the Students' Association:**

**5.1.** Breaches or alleged breaches of the rules of this chapter by members of the Students' Association shall only be actionable if they occurred while using Association services or facilities.

**5.2.** In the event of a breach, or alleged breach, of the rules of this chapter by a member of the Association, an attempt will be made by such officers of the Association as may be available to reconcile the parties informally.

**5.3.** In the event of those directly involved in a breach or alleged breach described under subsection 5.2 of this chapter wishing to pursue a complaint, they will be informed of the Association's procedures, of their rights and responsibilities within those procedures and of the options open to them. The Director of Events and Services will then institute proceedings under the Association's disciplinary procedures, which will also govern any appeal.

#### **6. Societies and Groups**

**6.1.** Societies and groups, whether affiliated or not to the Association, may make use of Association facilities on such terms as are currently in force provided that such societies and groups comply with the principles and practices of equality of opportunity outlined in this chapter. Societies or groups (whether affiliated, non-affiliated or disaffiliated) that are judged not to comply with these conditions – unless an exception is granted under subsection 5.8 of this chapter – may not make use of facilities and services controlled by the Association.

**6.2.**Where it is alleged that a society or group is in breach of the principles and practices of equality of opportunity outlined in this chapter, a committee (comprising the SRC Student Support Committee and four members of the SSC, which last shall be in an advisory capacity only) shall convene to investigate and rule upon the alleged breach.

**6.3.**If an affiliated society or group are found to be not in compliance with the principles and practices of equality of opportunity outlined in this chapter, all the relevant information should be passed to the Association Societies Committee with a recommendation that they are disaffiliated. The decision of the Association Societies Committee on the fulfilment of this condition shall be subject to the appeals process in subsections 6.5 and 6.6 of this chapter.

**6.4.**No society or group shall be denied access to services of facilities due to a contravention of the requirements of this chapter unless the procedure under subsection 6.2 of this chapter above has been carried out.

**6.5.**There shall be open to any society or group disadvantaged under paragraph 6.2. a right of immediate appeal to an 's Committee convened by the Association President (or their nominee who shall be a member of SAB) and four further members of SAB.

**6.5.1.**No one who sits on this Appeals Committee shall have formed part of the committee set up under subsection 6.2 of this chapter.

**6.5.2.**The Appeals Committee shall meet within 5 working days of the ruling by the committee set up under subsection 6.2 of this chapter and, save in circumstances of exceptional gravity, all sanctions will be suspended until the Appeals Committee reaches a decision.

**6.6.**Unappealed decisions under subsections 6.2 and 6.5 of this chapter shall be reported to the SAB and all officers and staff of the Students' Association. Disputed decisions decided under subsection 6.5 of this chapter are subject to ratification by the SAB at its next regular meeting or, at the discretion of the Chair of SAB, at an extraordinary meeting of SAB.

**6.7.**Suspension of the provision of services and facilities for contravening the rules and requirements of this chapter, unless lifted under the appeals procedures laid down in subsection 6.5 of this chapter., shall remain in force until such time as a society or group can demonstrate that it is no longer in contravention. Sections subsections 6.2, 6.5, and 6.6 of this chapter set down the decision making and appeals structure that shall govern the procedure of returning the society or group's right of access to Association services and facilities.

**6.8.**Any society or group disadvantaged by decisions made under paragraphs subsections 6.2, 6.5, and 6.6 of this chapter may apply to make use of Association facilities or services in pursuit of ends that are deemed to be non-discriminatory according to the principles outlined in this chapter. This should be done by such a society or group presenting its case to a meeting of the SSC, with four members of the Student Support Committee present in an advisory capacity only. Subsections 6.5, and 6.6 of this chapter down the appeals procedure which may be invoked should a society seek to overturn a decision reached by this committee.



## **Chapter Twenty-Nine: Interpretation**

### **1. Abbreviations**

In these Laws and other Association documents, the following abbreviations are used:

- 1.1. BESS:** Book Exchange and Stationery Store
- 1.2. SAB:** Students' Association Board
- 1.3. SAEC:** Students' Association Executive Committee
- 1.4. SRC:** Students' Representative Council
- 1.5. SSC:** Student Services Council
- 1.6. UTS:** University Travel Service
- 1.7. DoSDA:** Director of Student Development and Activities
- 1.8. DoES:** Director of Events and Services
- 1.9. DoWell:** Director of Wellbeing
- 1.10. DoEd:** Director of Education
- 1.11. STV:** Single Transferable Vote
- 1.12. RON:** Re-Open Nominations

### **2. Interpretations**

- 2.1.** The following interpretations apply:
- 2.2.** Semester One: First semester of academic session
- 2.3.** Semester Two: Second semester of academic session

### **3. Definition of In Camera**

- 3.1.** Discussion in private session by members and especially invited attendees only.
  - 3.1.1.** Any "public gallery" of the meeting shall be closed and the public required to withdraw until after the private business has been concluded.
- 3.2.** Minutes of such private sessions shall be restricted and not publicly available or circulated amongst members or others.
- 3.3.** The approval, adoption or otherwise of such minutes shall be done by the body at its next meeting only after having moved into private session.

### **4. Definition of Non-Voting Member**

- 4.1.** A non-voting member shall be a member of an Association body who sits on a given committee, but has only speaking rights.

### **5. Definition of sine qua non**

**5.1.** A member whose vote is taken as sine qua non must vote in favour of any resolution for it to pass, regardless of how others may have voted.

## **6.** Ambiguity

**6.1.** Authority for the clarification of ambiguity within the laws shall lie with the SAEC. In the absence of a meeting of SAEC, the Association President shall interpret on a temporary basis.