

The University of St Andrews Students' Association Laws

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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:

Association President
Association Director of Events & Services
Association Director of Student Development & Activities
Association Director of Representation

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

2.2. Association Officers shall include:

Association Chair
Association Community Relations Officer
Association Sustainability Officer

2.3. Association Subcommittees shall include:

Students' Association Executive Committee
Election Officers Committee
Association Community Relations Committee
Association Sustainability Committee

Membership of the above subcommittees shall be drawn from both the SRC and SSC, and the wider membership of the Association.

3. Remits of Association Sabbatical Officers, Officers and Subcommittees

3.1. Association President

The Association President shall:

3.1.1. Within the Students' Association, be a member of the Students' Association Board (SAB), Students' Representative Council (SRC), Student Services Committee (SSC), SAB Finance Committee, SAB Nominations Committee, Students' Association Executive Committee (SAEC) and other relevant committees of the Students' Association as required wherever possible.

3.1.2. Within the wider university community, be a member of University Court and its subcommittees as appropriate, the Senate, Academic Council, Senate Business Committee, Planning and Resources Committee, Student Complaints and Appeals Committee, Athletic Union Governing Board,

Student Support Forum, Residential Accommodation Forum, and other *ad hoc* groups, working parties and interview panels as required. Further, the President shall act as the visible representative of the student body at University functions whenever possible.

3.1.3. Within the local community, attend and contribute to meetings of the Town-Gown Liaison Group, Fife Council Forums, Community Council and other groups and working parties as required, and be the visible representative of the student body at local functions when possible.

3.1.4. Within the context of national decision making bodies, attend and contribute to the meetings and workings of the Coalition of Higher Education Students in Scotland (CHESS) and be the voting member for issues not relating to accommodation, education, equal opportunities, welfare and sustainability. Further, to sit on any other groups as appropriate.

3.1.5. 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.

3.1.6. Be the Association link to the Rector and Athletic Union.

3.1.7. Normally be one of the Association Deputy Senior Elections Officers, whose responsibilities are as follows: a) to co-ordinate the elections with the Elections Officers Committee and b) to call and take responsibility for all elections of the Students' Association.

3.1.8. Inherit the title "President of the Students' Representative Council"

3.1.9. Work with the Education Researcher 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.

3.1.10. Be responsible for overseeing the production of an annual Association handbook.

3.1.11. Provide an electronic copy of any amendments to the Laws, as passed by SAB, to the General Manager, and take responsibility for maintaining and updating an accurate master copy of the Laws.

3.1.12. Be the signatory on any Association cheques in the absence of the Director of Representation, the Director of Student Development and Activities, or the Director of Events and Services.

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

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

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

SRC Member for First Year
Science/Medicine Senate Representative
Arts/Divinity Senate Representative
Postgraduate Senate Representative
Association Community Relations Officer
Association Chair

3.1.16. Develop and maintain an Association strategic plan.

3.2. Association Director of Events & Services

The Association Director of Events & Services shall:

3.2.1. Within the Students' Association, be a member of the Students' Association Board (SAB), Students' Representative Council (SRC), Student Services Committee (SSC), Association Elections Officers Committee, SSC Design Team, SSC Broadcasting Committee, Students' Association Executive Committee (SAEC), SSC Entertainments Committee, SSC Discipline Committee, Conveners Selection Committee, SAB Staffing Committee.

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

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

3.2.4. 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.

3.2.5. Be the 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.

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

3.2.7. Organise the duties rota for the voting members of SRC and SSC, for approval by SAEC.

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

3.2.9. Organise the Graduation Ball in liaison with the University.

3.2.10. Be the signatory on any Association cheque.

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

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

SSC Design Team Convener
SSC Broadcasting Officer
SSC Entertainments Convener

3.2.13. Recruit and coordinate the activities of the Entertainments Crews.

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

3.2.15. Inherit the titles "President of the Union", "Vice President (Services)" and "Association Director of Services"

3.2.16. Be responsible for Association services presently not covered by other Sabbaticals' remits.

3.2.17. Be responsible for all sections of the annual Association handbook pertaining to the Association building and its commercial services.

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

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

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

3.3. Association Director of Student Development & Activities

The Association Director of Student Development & Activities shall:

3.3.1. Within the Students' Association, be a member of the Students' Association Board (SAB), Students' Representative Council (SRC), Student Services Committee (SSC) SAB Staffing Committee, SAB Discipline Committee, Elections Officers Committee, all SSC subcommittees,

Conveners Selection Committee, and Students' Association Executive Committee.

3.3.2. Be the Students' Association liaison to the University's Careers and Development Committee and other *ad hoc* bodies and working parties as appropriate.

3.3.3. Within the wider community, attend and contribute to meetings of the St Andrews Festival Steering Committee, and act as a liaison with the student body.

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

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

3.3.6. 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.

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

SSC Charities Officer
SSC Debates Officer
SSC Music Officer
SSC Performing Arts Officer
SSC Postgraduate Officer
SSC Volunteering Officer
SSC Societies Officer
SSC Member for Societies Elections
SSC Member for Societies Grants
SSC Broadcasting Officer
SSC Film Production Convener

3.3.8. Be responsible for the health & safety of societies.

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

3.3.10. Be responsible for compiling the societies directory.

3.3.11. Organise the Societies Fayre in conjunction with the SSC Societies Committee.

3.3.12. Be responsible for bookings of University rooms by affiliated societies.

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

- 3.3.14. Be an honorary member of all affiliated societies.
- 3.3.15. Act as a point of contact between the student body and the Careers Centre.
- 3.3.16. Be responsible for student society training.
- 3.3.17. Calculate the required budget for student activities.
- 3.3.18. Be responsible for all sections of the annual Association handbook pertaining to student development and activities.
- 3.3.19. Be a signatory on any Association cheque
- 3.3.20. Undertake any such additional duties as may be desirable for the promotion of student development and activities.
- 3.3.21. Be responsible for Association services presently not covered by other sabbaticals' remits.
- 3.3.22. Undertake duties as determined by SAEC, in addition to those required during pre-sessional activities, Raisin Weekend, and end-of-term events.
- 3.3.23. Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.
- 3.3.24. Be entitled to distribute openly published factual information to external parties, including the media, on request.

3.4. Association Director of Representation

The Association Director of Representation shall:

- 3.4.1. Within the Students' Association, be a member of the Students' Association Board (SAB), Students' Representative Council (SRC), Student Services Council (SSC), SAB Finance Committee, Elections Officers Committee, and Students' Association Executive Committee (SAEC).
- 3.4.2. Be the secretary to the SRC Accommodation, Education, Equal Opportunities & Welfare, External Campaigns and Sustainability committees.
- 3.4.3. Within the wider university community, be a member of University Court and its sub-committees as appropriate, Equal Opportunities Forum, Student Support Forum, Residential Accommodation Forum, Teaching, Learning & Assessment Committee, Library Users Group, Nightline Board, student academic appeal pre-hearings, job appointment interview panels, as well as Faculty Annual General Meetings and any *ad hoc* bodies as appropriate.

3.4.4. Within the context of national decision-making bodies, attend and contribute to the Coalition of Higher Education Students in Scotland (CHESS), the National Postgraduate Committee (NPC), the Student Loans Consultative Committee, the Quality Assurance Agency (QAA) Forum, the miscellaneous conferences and seminars organised by the Scottish Government, Scottish Funding Council, QAA, Student Awards Agency for Scotland (SAAS), Student Loans Company (SLC), bodies in the Scottish Parliament responsible for higher education, Scottish Credit & Qualifications Framework (SCQF) and other governance and representational bodies. Be the voting member on the CHESS executive on all issues relating to accommodation, education, equal opportunities, welfare, and sustainability. Further, to sit on any other groups as appropriate.

3.4.5. Be responsible for representational strategy regarding education, accommodation, welfare, equal opportunities, sustainability, and external campaigns.

3.4.6. Provide one-to-one advice and advocacy support to individual students, groups of students or bodies of students (e.g. hall committees) regarding complaints at the operation or judgement of the University or Students' Association, while respecting the direct responsibility of the Education Researcher for academic appeals.

3.4.7. Work in close cooperation with all representational members of staff.

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

Association Sustainability Officer
SRC Accommodation Officer
SRC Education Officer
SRC Equal Opportunities & Welfare Officer
SRC External Campaigns Officer

3.4.9. Be responsible for reading, researching and responding to consultation documents relating to higher education.

3.4.10. Work with the Design and Marketing Officer, the Director of Representation's sabbatical team and a design team to ensure that SRC campaigns are suitably publicised.

3.4.11. Take overall responsibility for any SRC-led welfare provision such as during Raisin Weekend, the Night Bus service, carbon monoxide detectors and personal attack alarms.

3.4.12. Inherit the title "Vice President (Representation)"

3.4.13. Participate in the University's internal Quality Assurance procedures.

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

3.4.15. Be responsible for all sections of the annual Association handbook pertaining to representation and support.

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

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

3.5. Association Chair

The Association Chair shall:

3.5.1. Convene and chair meetings of the SRC, SSC and SAEC.

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

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

3.5.4. 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.

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

3.6. Association Community Relations Officer

The Association Community Relations Officer shall:

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

3.6.2. Convene and chair meetings of the Association Community Relations Committee at least once a month.

3.6.3. Alongside the Association President, be an Association representative on the following committees: St Andrews Community Council, Town-Gown Liaison Group, the St Andrews Festival Committee, the Kate Kennedy Procession Committee, and any other committees or bodies as required.

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

3.6.5. Implement Association policy regarding community relations.

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

3.7. Association Sustainability Officer

The Association Sustainability Officer shall:

3.7.1. Have special responsibility for those areas concerning sustainability, environmental and ethical issues.

3.7.2. Convene and chair meetings of the Association Sustainability Committee.

3.7.3. Coordinate his/her activities with the Director of Representation.

3.7.4. Work in cooperation with relevant members of staff.

3.7.5. Liaise with the University on matters relating to sustainability issues.

3.7.6. Implement Association policy on sustainability issues.

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

3.8. Students' Association Executive Committee

3.8.1. Membership

Association President
Association Director of Events & Services
Association Director of Student Development & Activities
Association Director of Representation
Association Chair (Convener & Chair)
SRC Senior Officer & Nominee to SAB
SSC Senior Officer & Nominee to SAB
SRC Secondary Nominee to SAEC
SSC Secondary Nominee to SAEC

3.8.2. Remit

The SAEC shall:

3.8.2.1. Coordinate areas of joint activity of SRC and SSC.

3.8.2.2. Ensure that decisions of General Meetings and referenda are implemented.

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

3.8.2.4. Act as an arbitrating body between the SRC and SSC when called upon to do so by one of these bodies.

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

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

3.8.2.7. 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.

3.8.2.8. Ensure fine details of SRC/SSC business are amended and reported.

3.8.2.9. Ensure implementation of SRC/SSC policy.

3.8.2.10. Guarantee efficient inter-meeting communications.

3.8.2.11. Authorise the submission of late business to SRC and SSC where appropriate.

3.8.2.12. Meet at least once per semester to discuss amendments to the Constitution & Laws.

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

3.8.2.14. 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.

3.8.2.15. Determine fees for Life, Honorary and Associate Membership of the Association.

3.8.2.16. Approve the Officer Duty List drawn up semesterly by the Director of Events & Services.

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

3.8.3. Meetings

The SAEC shall meet as required. It shall be chaired by the Association Chair; failing him/her, the Association President. Meetings may be called by three members of the committee or the Association President.

3.8.4. Quoracy

Quoracy shall be three-fifths of the membership.

3.8.5. Exec Duty

All non-sabbatical members of the SAEC shall undertake one additional night duty per semester in addition to their existing duties.

3.9. Association Community Relations Committee

3.9.1. Membership

Association Community Relations Officer (Convener & Chair)
Association President
Association Director of Student Development & Activities
SRC Accommodation Officer
SRC Nominee
SSC Nominee (x2)

3.9.2. Remit

The Association Community Relations Committee shall:

3.9.2.1. Formulate Association policy on community relations issues.

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

3.9.2.3. Organise events that further enhance town-gown relations.

3.9.3. Meetings

The Association Community Relations Committee shall meet at least three times per semester and at other times when necessary.

3.10. Association Sustainability Committee

3.10.1. Membership

Association Sustainability Officer (Convener & Chair)
Director of Representation
Director of Student Development & Activities
SRC Nominee (x2)
SSC Nominee (x2)

3.10.2. Remit

The Association Sustainability Committee shall:

3.10.2.1. Formulate and ensure the execution of Association policy on sustainability.

3.10.2.2. Keep SRC, SSC and SAEC informed of University sustainability policy.

3.11. Elections Officers Committee

3.11.1. Membership

Senior Elections Officer (Convener & Chair)
Association Director of Representation
Association Director of Events & Services
Association Director of Student Development & Activities
Association President (Depute Convener)
SRC Nominee (x3)
SSC Nominee (x3)
Other members as may be approved by SAB

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

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.

3.11.2. Remit

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

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

3.11.2.3. To supervise the conduct of all elections.

Chapter Two
The Students' Representative Council

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

The membership of the SRC shall be:

1.1. Elected Officers:

Association President
Association Director of Events & Services
Association Director of Student Development & Activities
Association Director of Representation
Association Chair
Association Community Relations Officer
Association Sustainability Officer
President of the Athletic Union
SRC Education Officer
SRC Accommodation Officer
SRC Equal Opportunities & Welfare Officer
SRC External Campaigns Officer
SRC Member for First Year
SRC Member for Widening Access
SRC Member for PG Taught Courses
SRC Member for PG Research Courses
SRC Member for Library & Learning Resources
SRC Member for Students with Disabilities
SRC Member for Sexualities & Gender
SRC Member for International Students
SRC Member for Mature Students
SRC Member for Part-Time Students
SRC Member for Ethnic Minorities
SRC Member for PG Accommodation
SRC Member for University Accommodation
SRC Member for Private Accommodation
SRC Member for Sub-Honours Academic Issues
SRC Member for Honours Academic Issues
PG Senate Representative
Arts/Divinity Senate Representative
Science/Medicine Senate Representative
Education Researcher (*non-voting*)

1.2. The immediate past President and past Directors of the Association, so 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 Rector's Assessor, so long as he/she is a matriculated student of the University. If elected, he/she will be a full voting member of the SRC; if unelected,

he/she will be a non-voting member.

2. Aims of the SRC

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:

- 2.1. To represent the interests of all the students in physical, social and academic matters.
- 2.2. To afford a recognised means of communication between the students and University authorities.
- 2.3. To promote social activity and unity amongst the students.
- 2.4. To provide such services for students as the SRC may deem desirable.
- 2.5. To maintain good relations with other universities and colleges, and with the general public.
- 2.6. To nominate student representatives to University bodies when invited to do so.
- 2.7. To advise and make representations to the SSC and SAB on matters relevant to student activity.

3. Meetings of the SRC

- 3.1. Ordinary meetings of the SRC shall be held at least every 14 days during term time, excluding the revision and reading 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.
- 3.2. All meetings, and those of SRC subcommittees, shall be conducted in accordance with the Standing Orders of the Association.
- 3.3. Any quorate meeting of the SRC may pass up to £1000 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.

4. Officers and Subcommittees of the SRC

4.1. The SRC shall have the following Officers:

Accommodation Officer
Education Officer
Equal Opportunities & Welfare Officer
External Campaigns Officer

4.2. The SRC shall have the following subcommittees:

Accommodation
Education

Equal Opportunities & Welfare
External Campaigns

4.3. In addition, the SRC may form temporary, *ad hoc* or other SRC committees as the need arises.

5. Remits of SRC Officers and Subcommittees

Accommodation

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 his/her activities with the Director of Representation.

5.1.3. Ensure that the Accommodation Committee has two elected representatives from the SRC.

5.1.4. Implement Association policy regarding student accommodation issues.

5.1.5. Edit the How to Rent, How to Leave and similar leaflets, and promote accommodation advocacy services in consultation with the Director of Representation, Design & Marketing Officer and the Student Advocate (Accommodation).

5.1.6. Assess the accommodation situation with an annual Accommodation Survey.

5.1.7. Supervise and coordinate the activities of those students holding convenerships in the field of accommodation.

5.1.8. 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 Accommodation Committee

5.2.1. Membership

SRC Accommodation Officer (Convener & Chair)
Director of Representation (Secretary)
SRC Member for Private Accommodation
SRC Member for University Accommodation
SRC Member for PG Accommodation
SRC Member for Widening Access

The Senior Student of each Hall or their nominee

5.2.2. Remit

The SRC Accommodation Committee shall formulate and recommend SRC policy on accommodation issues, and ensure the execution of SRC policy on student accommodation in the relevant sectors, as well as advertise the SRC on accommodation issues.

5.2.3. Meetings

The SRC Accommodation Committee shall meet every two weeks during term and at other times when necessary.

Education

5.3. SRC Education Officer

The SRC Education Officer shall have special responsibilities for those areas concerning education and shall:

5.3.1. Convene and chair meetings of the SRC Education Committee.

5.3.2. Coordinate his/her activities with the Director of Representation

5.3.3. Work in close cooperation with the Education Researcher/Student Advocate (Education).

5.3.4. Liaise with the University Library and IT Services on student matters.

5.3.5. Implement SRC policy regarding education issues, and run regular campaigns on topics including plagiarism and promotion of the Class Rep system.

5.3.6. Coordinate a program of training for staff-student council representatives.

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

5.4. SRC Education Committee

5.4.1. Membership:

SRC Education Officer (Convener & Chair)
Director of Representation (Secretary)
SRC Member for Sub-Honours Academic Issues
SRC Member for Honours Academic Issues
SRC Member for PG Taught Courses
SRC Member for PG Research Courses
SRC Member for Library & Learning Resources

SRC Member for Widening Access
PG Senate Representative
Arts/Divinity Senate Representative
Science/Medicine Senate Representative
Staff-Student Council Representatives
Education Researcher (*non-voting*)

5.4.2. Remit:

The SRC Education Committee shall formulate and ensure the execution of SRC policy on education, keep the SRC informed of University education policy, and coordinate and ensure representation and advocacy within the University education structure.

5.4.3. Meetings:

The SRC Education Committee shall meet every two weeks during term, and at any other times when necessary.

EQUAL OPPORTUNITIES & WELFARE

5.5. SRC Equal Opportunities & Welfare Officer

The SRC Equal Opportunities & Welfare Officer shall have special responsibilities for those areas concerning equal opportunities and welfare and shall:

5.5.1. Convene and chair meetings of the SRC Equal Opportunities & Welfare Committee

5.5.2. Liaise with Student Services.

5.5.3. Coordinate his/her activities with the Director of Representation.

5.5.4. Attend any relevant University welfare committees as requested.

5.5.5. Compile and edit the Welfare Handbook and Raisin Weekend Handbook, amongst others, in coordination with the Director of Representation and the Design & Marketing Officer.

5.5.6. Implement SRC policy on matters relating to student welfare, and run regular campaigns on topics including alcohol awareness, Raisin Weekend, personal safety, employment rights and student equality.

5.5.7. Work in close coordination with minority group representatives.

5.5.8. Be responsible for having minutes kept of Equal Opportunities & Welfare Committee meetings, passing them to the Association Chair, and filing them in the General Office and online.

5.6. SRC Equal Opportunities & Welfare Committee

5.6.1. Membership:

SRC Equal Opportunities & Welfare Officer (Convener & Chair)
Director of Representation
SRC Member for PG Taught Courses
SRC Member for PG Research Courses
SRC Member for Students with Disabilities
SRC Member for Sexualities & Gender
SRC Member for International Students
SRC Member for Mature Students
SRC Member for Part-Time Students
SRC Member for Ethnic Minorities
SRC Member for Widening Access
Student Services Representative (*non-voting*)
Nightline Representative (*non-voting*)

5.6.2. Remit

The SRC Equal Opportunities & Welfare Committee shall formulate and ensure the execution of SRC policy on student welfare, provide a medium for minority groups to be properly represented, and ensure that matters relating to equal opportunities and student welfare are brought to the attention of the SRC.

5.6.3. Meetings

The SRC Equal Opportunities & Welfare Committee shall meet every fortnight and other times when necessary.

EXTERNAL CAMPAIGNS

5.7. SRC External Campaigns Officer

The SRC External Campaigns Officer shall have special responsibility for those areas concerning the organisation and execution of large-scale and national SRC campaigns and shall:

5.7.1. Work with the Association President, Director of Representation and relevant officers on campaigns regarding national issues, where the Association position is agreed by the SRC.

5.7.2. Ensure that tasks related to such campaigns are divided appropriately between these three positions in regards to skill sets and time restraints.

5.7.3. Attend meetings of CHESS where appropriate as a non-voting representative.

5.7.4. Train the rest of the SRC on how to run campaigns.

5.7.5. Be responsible for having minutes kept of External Campaigns committee meetings, passing them to the Association Chair and filing them in

the General Office and online.

5.8. SRC External Campaigns Committee

5.8.1. Membership

SRC External Campaigns Officer (Convener & Chair)
Association President
Director of Representation
Association Sustainability Officer
SRC Education Officer
SRC Accommodation Officer
SRC Equal Opportunities & Welfare Officer
SRC Nominee (x2)
Invited representatives (*non-voting*)

5.8.2. Remit

The SRC External Campaigns Committee shall coordinate any campaigns mandated to it by the SRC, and act at all times in line with recognised SRC policy.

5.8.3. Meetings

The SRC External Campaigns Committee shall meet whenever mandated by the SRC or called by the External Campaigns Officer. There shall be no less than two meetings per semester.

6. Ordinary Members of the SRC

6.1. Senate Representatives

The Senate Representatives shall:

6.1.1. Represent the views of the SRC, in conjunction with the Association President, to the Academic Council and *Senatus Academicus*.

6.1.2. Represent the views of his/her constituency to both the SRC and the *Senatus Academicus*.

6.1.3. Be full members of the SRC Education Committee.

6.1.4. Coordinate their activities with the Director of Representation.

6.2. Members for Student Groups

SRC Member for Students with Disabilities
SRC Member for Sexualities & Gender
SRC Member for International Students
SRC Member for Mature Students
SRC Member for Part-Time Students
SRC Member for Ethnic Minorities

SRC Member for First Year

Shall ensure that the SRC is informed of, and takes into account when making decisions, the views of those students which they represent.

7. SRC Duties

All voting members of the SRC must do at least one night duty per semester, in addition to special events such as pre-sessional week and Raisin Weekend. This may be waived in individual cases with the approval of SAEC.

Chapter Three The Student Services Committee

1. Composition of the Student Services Committee (SSC)

The membership of the SSC shall be as follows:

1.1. Elected & Selected Members

Association President
Association Director of Events & Services
Association Director of Student Development & Activities
Association Director of Representation
Association Chair
Association Community Relations Officer
Association Sustainability Officer
President of the Athletic Union (*non-voting*)
SSC Postgraduate Officer
SSC Societies Officer
SSC Member for Societies Grants
SSC Member for Societies Elections
SSC Performing Arts Officer
SSC Debates Officer
SSC Charities Officer
SSC Music Officer
SSC Volunteering Officer
SSC Broadcasting Officer
SSC Member without Portfolio
SSC Design Team Convener (*non-voting*)
SSC Entertainments Convener (*non-voting*)
SSC Film Production Convener (*non-voting*)

1.2. The immediate past President and Directors of the Association, so 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 General Manager and Heads of Department if invited (*non-voting*)

2. Responsibilities of the SSC

The SSC shall be responsible for the ordinary internal management of the Union and its buildings and shall:

2.1. Be the Union Management Committee

2.2. 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.

2.3. Be responsible for formulation of Union policy and ensuring its application.

2.4. Discipline members when the situation should arise as prescribed in the relevant chapter of the Laws.

2.5. Be responsible for ensuring that those statutory laws affecting the operation of the premises are upheld.

2.6. Liaise with the SRC on matters relating to student interest.

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. 24 hours 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:

Societies Officer
Member for Societies Grants
Member for Societies Elections
Performing Arts Officer
Debates Officer
Charities Officer
Music Officer
Volunteering Officer
Broadcasting Officer
Postgraduate Officer
Design Team Convener
Entertainments Convener
Film Production Convener
Member without Portfolio

4.2. The SSC shall have the following subcommittees:

Societies Committee
Performing Arts Committee (Mermaids)
Debates Committee (Union Debating Society)
Charities Committee (The Charities Campaign)
Music Committee (MusFund)

Volunteering Committee (SVS)
Broadcasting Committee (STAR)
Film Production Committee (Rogue Productions)
Postgraduate Committee (St Leonard's College Postgraduate Society)
Design Team
Discipline Committee
Conveners Selection Committee

4.3. Committee rules and regulations shall be described in Chapter 5 (Officers & 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

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

- 5.1.1. Be an honorary member of all societies affiliated with the Association.
- 5.1.2. Convene and chair meetings of the SSC Societies Committee.
- 5.1.3. Work in consultation with the Director of Student Development & Activities.
- 5.1.4. Ensure that affiliated societies fulfill their role as laid down in their constitutions and Association regulations.
- 5.1.5. Be responsible for compiling the Societies Directory and Societies Handbook, in conjunction with the Director of Student Development & Activities.
- 5.1.6. Be responsible for encouraging the affiliation of new societies.

5.2. SSC Member for Societies Grants

The SSC Member for Societies Grants shall:

- 5.2.1. Be an honorary member of all affiliated societies.
- 5.2.2. Calculate the value of all affiliation grants to societies.
- 5.2.3. Advertise the availability and uses of discretionary grants to societies.
- 5.2.4. Process the applications for discretionary grants by affiliated societies, ensuring that all relevant information is put before the committee considering the grant application.

5.3. SSC Member for Societies Elections

The SSC Member for Societies Elections shall:

5.3.1. Be an honorary member of all affiliated societies.

5.3.2. Ensure that all societies are informed as to the correct procedures for General Meetings and elections, and that they possess the relevant paperwork.

5.3.3. Convene, or arrange a nominee to convene, society General Meetings, and act as returning officer.

5.3.4. Maintain a database of contact details for society committees.

5.3.5. Undertake such additional duties as may be determined by the Societies Committee from time to time.

(For a description of the SSC Societies Committee, see chapter 19 of the Laws)

5.4. SSC Performing Arts Officer (President of Mermaids)

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

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

5.4.2. Liaise with the Director of Student Development & Activities

5.4.3. Be a signatory to the Mermaids bank account.

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

(For a description of the SSC Performing Arts Committee, see chapter 13 of the Laws)

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

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

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

5.5.2. Liaise with the Director of Student Development & Activity, including during formulation of the Society's annual budget.

5.5.3. Call the Union Debating Society AGM.

(For a description of the Union Debating Society, see chapter 12 of the Laws)

5.6. SSC Charities Officer

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

5.6.1. Convene and chair the SSC Charities Committee.

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

5.6.3. Call the SSC Charities Committee AGM.

(For a description of the SSC Charities Committee, see chapter 11 of the Laws)

5.7. SSC Music Officer

The SSC Music Officer shall have special responsibility for the SSC Music Committee (MusFund) and shall:

5.7.1. Convene and chair the SSC Music Committee.

5.7.2. Work in consultation with the Director of Student Development & Activities, including during formulation of MusFund's annual budget.

5.7.3. Call the SSC Music Committee AGM.

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

(For a description of the SSC Music Committee, see chapter 14 of the Laws)

5.8. SSC Volunteering Officer

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

5.8.1. Convene and chair the SSC Volunteering Committee.

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

5.8.3. Be a signatory to the SVS bank account.

5.8.4. Call the SSC Volunteering Committee AGM.

(For a description of the SSC Volunteering Committee, see chapter 16 of the Laws)

5.9. SSC Broadcasting Officer

The SSC Broadcasting Officer shall have special responsibility for the SSC

Broadcasting Committee (STAR) and shall:

5.9.1. Convene and chair the SSC Broadcasting Committee.

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

5.9.3. Call the SSC Broadcasting Committee AGM.

(For a description of the SSC Broadcasting Committee, see chapter 17 of the Laws)

5.10. SSC Postgraduate Officer (Postgraduate President)

The SSC Postgraduate Officer shall have special responsibility for the SSC Postgraduate Committee (the St Leonard's College Postgraduate Society) and shall:

5.10.1. Convene and chair the SSC Postgraduate Committee.

5.10.2. Work in consultation with the Association President and Director of Student Development & Activities, including during formulation of the Society's annual budget.

5.10.3. Call the SSC Postgraduate Committee AGM.

(For a description of the SSC Postgraduate Committee, see chapter 15 of the Laws)

5.11. SSC Design Team Convener

The SSC Design Team Convener shall have special responsibility for the SSC Design Team and shall:

5.11.1. Recruit, coordinate, convene and chair the SSC Design Team.

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

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

5.12. SSC Entertainments Convener

The SSC Entertainments Convener shall:

5.12.1. Be selected by the SSC Conveners Selection Committee

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

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

5.12.4. Coordinate hires of equipment for use in the Association Building and maintain inventories of consumables.

5.13. SSC Film Production Convener (Rogue Productions President)

The SSC Film Production Convener shall have special responsibility for the SSC Film Production Committee (Rogue Productions) and shall:

5.13.1. Convene and chair the SSC Film Production Committee.

5.13.2. Work in consultation with the Director of Events & Services and Director of Student Development & Activities, including during formulation of Rogue's annual budget.

5.13.3. Call the SSC Film Production Committee AGM.

(For a description of the SSC Film Production Committee, see chapter 18 of the Laws)

5.14. SSC Member Without Portfolio

The SSC Member Without Portfolio shall:

5.14.1. Attend all meetings of SSC, and those of its subcommittee if he/she wishes.

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

5.15. SSC Conveners Selection Committee

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

Director of Events & Services (Convener & Chair)
Director of Events & Services-Elect (*non-voting*)
Director of Student Development & Activities
Director of Student Development & Activities-Elect (*non-voting*)
The relevant outgoing convener

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

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

5.16. SSC Discipline Committee

The SSC Discipline Committee shall operate as described in Chapter 20 of the Laws.

6. SSC Duties

All members of the SSC must do at least two night duties per semester in addition to special events such as pre-sessional week and Raisin Weekend. This may be waived in special cases with the approval of the SAEC.

Chapter Four Membership of the SRC, SSC and their Subcommittees

1. Voting Rights

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

2. Resignation

A member may resign before the expiration of their term of office by giving written notice to that effect to the Association President.

3. Absence

3.1. If a member is absent from three meetings of SRC/SSC without adequate apologies or five in total, they shall cease to be a member.

3.2. 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.

3.3. 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.

3.4. If a Sabbatical Officer is unable to attend a subcommittee meeting, he/she may send a representative who shall have full voting rights on that committee.

4. Non-Matriculation

If a member does not matriculate in the University, he/she shall cease to be a member of SRC/SSC.

5. Recalling a Member

Each member shall be subject to recall by their constituency by means of a constituency mass meeting as described in Chapter 7 of the Laws. A member so recalled shall cease to be a member from the date of that meeting, but may stand for re-election.

6. Internal Appointments

Any member vacating his/her 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.

7. Casual Vacancy

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

Chapter Five Officers and Committees: Rules and Regulations

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. 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. A copy of the minutes must also be given to the relevant chair within three working days of the meeting taking place. 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 3/5 of the directly elected membership.

2.3. Committee 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 convener at the request of 1/3 of the members of the committee.

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

Chapter Six Elections

1. General Elections

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

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

Association President
Association Director of Student Development & Activities
Association Director of Events & Services
Association Director of Representation
Association Chair
Association Community Relations Officer
Association Sustainability Officer
SRC Accommodation Officer
SRC Education Officer
SRC Equal Opportunities & Welfare Officer
SRC Member for Ethnic Minorities
SRC Member for Sub-Honours Academic Issues
SRC Member for Honours Academic Issues
SRC Member for International Students
SRC Member for Library & Learning Resources
SRC Member for Mature Students
SRC Member for Part-Time Students
SRC Member for Private Accommodation
SRC Member for University Accommodation
SRC Member for Widening Access
SRC Member for Sexualities & Gender
SRC Member for Students with Disabilities
SRC Member for First Year
SSC Charities Officer
SSC Debates Officer
SSC Music Officer
SSC Performing Arts Officer
SSC Societies Officer
SSC Volunteering Officer
SSC Broadcasting Officer
SSC Member for Societies Grants
SSC Member for Societies Elections
SSC Member without Portfolio
Arts/Divinity Senate Representative
Science/Medicine Senate Representative

1.2. Conduct

All Association elections shall be conducted in accordance with the Constitution and Laws of the Association. In addition, 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 Senate elections, electors, candidates, proposers and seconders must be members of the relevant faculty.

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 (ie non-Senate) position during the same election period.

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

1.4. Dates of Elections

1.4.1. Elections are not to be held 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. 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 a two-week period of training with their predecessors.

1.4.2.3. The Senate Representatives shall take office on August 1st following their election.

1.4.3. Elections of Members from the postgraduate community to the SRC and SSC and their subcommittees shall be held in the third week of Semester One. The members elected at this time shall take office from the date of their election.

1.4.4. Notice of Elections

Seven days notice of nomination and election arrangements and regulations shall be posted in places as the Elections Officers 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 Community Relations Officer and Association Sustainability 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

The Senior Elections Officer shall:

4.1.1. Be the Returning Officer for all Association elections.

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

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

4.1.4. Cast their vote before nominations open 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.

4.1.5. Be carved up from the elections officers committee.

4.2. Restrictions on Elections Officers

The Elections Officers shall not be eligible to propose or second candidates, and the Senior Elections Officer shall not be eligible to vote in elections (save in the event of a tie). 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. Nomination of all candidates for election shall be made on official nomination forms and validated by an Elections Officer. Each form shall be signed by a proposer and seconder, both of whom shall be persons eligible as electors for that election.

4.3.2. All nominations must be in the hands of the Senior Elections Officer by 5pm on the seventh day before the election. Candidates must sign the

nomination form in the presence of an Elections Officer. The Senior Elections Officer will be available for one hour before nominations close in the Elections Office or Association General Office.

4.4. Election Campaign Expenses

The Elections Officers Committee shall determine financial limits and rules for the election expenses of candidates for each campaign, subject to ratification by the SRC and SSC. All campaign designs shall be submitted to the Association General Office where they shall be photocopied. All expenses shall be dealt with internally by the Elections Officers. The Election 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 present him/herself 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 Officers 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.

4.5.6. At the hecklings, candidates for Sabbatical positions shall be required to make a speech for up to five minutes and undergo hecklings for the remainder of fifteen minutes; all other candidates shall be required to make a speech for up to three minutes and to undergo hecklings for the remainder of eight minutes.

4.6. Re-Open Nominations

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

4.7.2. Voting papers for use in elections shall be issued only by the Elections Officers or their authorised nominees.

4.7.3. Anybody standing for a post, or anyone who has proposed or seconded a candidate, shall be ineligible to staff ballot boxes of the constituency in question, or to take part in the count of that candidate's vote.

4.7.4. In order to safeguard against multiple voting, matriculation cards shall be electronically recorded.

4.7.5. Polling stations for elections shall be situated in such places, and shall be open for such duration, as the Elections Officers Committee shall from time to time determine, with the approval of the SRC and SSC.

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 section, 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 4.8.4. of this section 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 Officers 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

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

4.10. Appeal

4.10.1. The decision of the Elections Officers 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 Seven 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 paragraph 1.2 above, 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 he/she 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 not 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 his/her 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.

3. Constituency Mass Meetings for SRC and SSC Members

3.1. A member of the SRC or SSC is responsible to that part of the electorate which they represent. It shall be competent for any constituency representative to call a meeting of their constituency.

3.2. A member shall be subject to recall by their constituency at a constituency mass meeting. The Association President shall call such a meeting if instructed to do so by the SRC or SSC, or if he/she receives a petition signed by a minimum of

25 of the members of the appropriate constituency or 25% of members, whichever is the smaller number, expressing the desire for a meeting to discuss the recall of a member.

3.3. The Association President shall give not less than 3 days notice of the meeting. Copies of the notice shall be posted at such places as the SAEC may from time to time determine.

3.4. The place, date and time of the meeting shall be decided by the SAEC. If it is being called in response to a petition from electors:

3.4.1. The meeting shall be held within ten term days of receipt of the petition by the President.

3.4.2. The first signatory of the petition shall be consulted before the place, date and time are decided.

3.5. In the event of a meeting being called to discuss the recall of a member of the SAEC, that member shall be excluded from the making of arrangements of the meeting. In the case of the Association President being subject to recall, the Association Chair shall be responsible for all tasks attributed to the Association President in this section.

3.6. The quorum for a constituency mass meeting shall be one-twentieth or thirty (whichever shall be greater) of the members of the constituency. If a quorum shall not be reached before thirty minutes after the advertised time of the meeting, the meeting shall be held to have not been constituted.

4. Annual General Meeting of the Association

4.1. 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:

4.1.1. Chair of SAB's report.

4.1.2. Association President's report.

4.1.3. Association Directors' reports.

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

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

4.1.6. AOCB.

4.2. The Association President shall chair the AGM.

5. Referenda

5.1. The Association President shall hold a referendum if instructed to do so by a simple majority of the SRC or the SSC or if he/she receives a signed petition from at least 250 ordinary members who express the desire for such a referendum, or if instructed to do so by a general meeting.

5.2. The Association President shall give no less than seven days notice of a referendum and such notice shall contain the motion to be voted upon. Copies of the notice shall be displayed as outlined in section 2.2. of this chapter.

5.3. Only matriculated students may vote in a referendum.

5.4. A referendum results shall only be binding if 1/5 or more of ordinary members vote.

5.5. A simple majority shall determine whether the motion is carried or not.

5.6. 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.

Chapter Eight Rectorial 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 Officers 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, he/she 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 Nine Affiliated Societies

1. Association Committees

There shall be a SSC Societies Committee which shall have powers, duties and responsibilities as laid out in Chapter 19 of the Laws.

2. Affiliation to the Association

2.1. A student society shall be affiliated to the Association on:

2.1.1. The receipt of the signatures of not less than twenty matriculated students who wish to be members of the society; and

2.1.2. The approval of the constitution and financial details of the society by the Societies Committee.

2.2. A student-run project without a defined membership shall be affiliated to the Association on:

2.2.1. the approval of the constitution and financial details of the project by the Societies Committee as in paragraphs 2.1.1. and 2.1.2.

2.2.2. clear demonstration by the project managers that the inclusion of a defined membership would be unworkable, or else detrimental to the stability of the project, as agreed by the Societies Committee.

2.3. All subsequent references to societies shall include student-run projects, unless otherwise stated.

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

2.4.1. The adherence to the society's Constitution and Policies.

2.4.2. The responsible management of the society and its accounts as recommended in the publications of the Societies Committee, in particular the annual audit.

2.4.3. The adherence to the rules and regulations of the Association as laid down in Societies Committee publications.

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 shall be eligible for associate and honorary membership without voting rights.

3.2. The SSC Societies Officer, SSC Member for Societies Grants, SSC Member for Societies Elections and Association Director of Students Development & Activities

shall be honorary members of all affiliated societies.

3.3. The SSC Performing Arts Officer shall be an honorary member of all affiliated performing arts-related societies. The SSC Music Officer shall be an honorary member of all music-related societies. 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. Any amendment to a society's constitution shall not take effect until approved by the Societies Committee.

5. Grants and Loans

5.1. Grants may be made to affiliated societies by the Societies Committee on the condition that before making an application for a grant, an affiliated society shall raise by subscriptions, voluntary donation from members, or by other fund-raising activity, a sum of money of at least such figure per head of the ordinary membership as shall be determined by the Societies Committee.

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

6. Discipline of Societies

6.1. The Societies Committee shall be competent to discipline societies for behaviour it deems unbecoming of an affiliated society.

6.2. The Societies Committee shall be competent to impose the following penalties:

6.2.1. Permanent disaffiliation from the Students' Association.

6.2.2. Reduction/refusal of the affiliation grant.

6.2.3. Refusal of discretionary grant applications.

6.2.4. Temporary suspension of any and all privileges related to affiliation with the Students' Association.

6.3. The Committee may also require a society, under the supervision/chair of the Societies Officer or their nominee, to:

6.3.1. Hold an Extraordinary General Meeting.

6.3.2. Hold fresh elections.

6.4. A complaint concerning the conduct of a society committee member can be lodged with the Societies Committee.

6.5. On the request of a society, the Committee may also take disciplinary action against a member of a society including:

6.5.1. Suspension or termination of membership.

6.5.2. Barring a student from joining a society.

6.5.3. Referral to the SSC Discipline Committee.

6.6. The Societies Committee shall not be competent to levy any financial penalty against a member of a society.

6.7. Appeal: A society, or a member of a society, may appeal to SAEC with respect to a disciplinary decision of the Societies Committee provided that such an appeal is lodged within 48 hours of the decision being made known to the relevant society/ member.

Chapter Ten Membership of the Students' Association

1. Membership

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 1994 Education Act and shall have full voting rights in all matters. 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

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.

At matriculation, every student will be made aware of their right to opt out of the Association and may do so there, which will take effect immediately. Having opted out, each year at matriculation the student will be offered the opportunity to opt back in, taking effect immediately.

In order to opt out of the Association at any time other than Matriculation any student must make this know to the Association President who shall in turn report this to SRC and SSC and then to SAB for approval. To return to membership having successfully opted out, the same process will be followed.

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

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

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

3.2.2. On payment of the appropriate fee as determined by the SSC, any member of the General Council of the University of St Andrews.

3.2.3. On payment of the appropriate fee as determined by the SSC, Ordinary Members who have held that status for at least three years at this Association or any other past Students' Union of the University of St Andrews, including Queen's College Students' Union, while that college was part of the University of St Andrews; and Open University students, who have matriculated at least once at St Andrews and enrolled at least twice in an Open University course.

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

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

3.3. Honorary Members

The following shall automatically be Honorary Members:

3.3.1. The Presidents of the SRCs, Students' Unions and Students' Associations of the Scottish Universities; the Chancellors, Rectors and Principals of the Scottish Universities; the non-matriculated members of the Students' Association Board.

3.4. Honorary Life Members

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

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. Non-student spouses of Ordinary members.

3.5.2. Open University students residing in Fife.

3.5.3. Non-matriculated students of the University of St Andrews.

3.5.4. Persons with a relevant connection to the Students' Association.

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

3.6. Temporary Members

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.

The following shall be eligible for associate membership:

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

3.6.3. 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.

Temporary membership in the case of clause III shall be given upon issue of an appropriate ticket for the entertainment. The ticket will be regarded as the temporary member's membership card and should be retained by the temporary member. The SAEC may make other suitable arrangements as necessary. 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 licencing hours that night, or other suitable time decided by the SAEC.

3.7. Reciprocal Members

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

Reciprocal membership shall be open to Ordinary and Life Members.

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. Details of measures taken shall be sent to the injured Association. All matters of discipline shall be dealt with as an internal matter between the injured and parent Associations.

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.

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

Chapter Eleven University Charities Campaign

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

1. Aims

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

2. Committees

2.1. Charities Executive

2.1.1. Membership

SSC Charities Officer (Convener and Chair)
Vice-Convener
Events Coordinator
Campaign Secretary
Campaign Treasurer
RAG Week Coordinator
Hitchhike Coordinator
Director of Student Development & Activities
Director of Events & Services (*non-voting*)

2.1.2. The Vice-Convener

The Vice-Convener shall be co-opted by a vote of all members of the Committee described in 2.2.i (below) at a normal Campaign meeting. If the Vice-Convener is already a member of the Charities executive, then the Committee shall co-opt another person to the Executive.

2.1.3. Remit of Charities Executive

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

2.1.4. Meetings

Meetings shall take place at a given time, before a Campaign Committee meeting, normally on a weekly basis, and the quorum shall be 3/5.

2.2. Charities Campaign Committee

2.2.1. Membership

The Charities Executive

Publicity Design Officer
Publicity Distribution Officer
Collections Officer (x2)
Events Officer (x2)
Sponsorship Officer (x2)
Hall Reps Coordinator (x2)
Cloakrooms Coordinator
Liaison Officer
SSC Nominee
Other positions as required
Hall Reps (*non-voting*)
Student Charity Reps (*non-voting*)
Individual Event Organisers (*non-voting*)

2.2.2. Quorum

Quorum shall be 3/5 of the elected members of the Committee. Decisions made by a quorate meeting must be ratified by the next meeting of the Charities Executive and reported to the next committee meeting.

2.2.3. Meetings

2.2.3.1. Meetings shall take place at least every two weeks during term time and shall be chaired by the Convener or their nominee.

2.2.3.2. The Committee shall appoint a member to sit, non-voting, on the committees of the nominated Student Charity.

2.2.3.3. Meetings shall be conducted in accordance with the Association Standing Orders and Policies. Convener Question Time shall be held at the end of every meeting; it shall last no longer than a single playing of the theme tune to *Antiques Roadshow*.

2.2.3.4. Attendance shall be compulsory to all meetings, save for when valid apologies have been sent, either verbally or in writing. At the recommendation of the executive, the Campaign Committee may, by supermajority vote, remove a person from a position should the Executive feel that they are not fulfilling the remit of their job. Alternatively the Executive shall take similar action by means of a simple majority vote, with the votes of the SSC Charities Officer and Director of Student Development & Activities treated as *sine qua non*.

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 Supervision of Charities Scotland Act and other relevant legislation.

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

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

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

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. Presentation of donations to the nominated charities

4.1.1.3. Election of committee members for the following year.

4.1.1.4. AOCB.

Additionally the following shall be addressed:

4.1.1.5. Declaration of Nominated Charities for the coming year.

The election of these charities shall not take place at the AGM, but instead at a specially arranged time. There shall be three national charities, one local charity, and one student 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.

4.1.1.6. Voting

Voting shall be by secret ballot, and by STV. Voting shall be supervised by the Vice-Convener and the Secretary.

4.2. Notice

There shall be 14 days notice of the AGM, and this shall be posted in places that shall be determined from time to time.

4.3. Voting

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.

4.3.1. Election of Officers

4.3.1.1. Executive Posts

Nominations for Executive Posts must be proposed and seconded in accordance with Association guidelines, and received by the Convener at least 24 hours before the start of the meeting.

4.3.1.2. Non-Executive Posts

Nominations for non-executive posts may be made at the meeting, provided the candidate and his/her proposer and seconder are present.

4.3.2. Voting Procedures

Voting shall be by secret ballot, and shall be supervised by the Association Director of Student Development and Activities, 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. Contracts with External Bodies

5.1. No agreement with an external body shall be entered into by the Campaign or any member representing the Campaign, except after prior consultation with the Association General Manager.

5.2. 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.

6. Committee Vacancies

Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by co-option, in which all members of the full 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.

7. Committee Decisions

Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the full 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 Twelve Union Debating Society

The Society shall be known as "The University of St Andrews Union Debating Society", hereafter "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 1994 Education Act (Ch. 10). 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. 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.

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

"I (the Convener's name), Convener, 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:

The SSC Debates Officer (Convener & Chair)
The Treasurer of the Society
The Clerk to the House (Secretary)
Inter-'Varsity Secretary
Schools Secretary
Communications Secretary
Steward to the House
Championship Secretary
The Chief Whip
The Serjeant-at-Arms
The SSC Nominee
Director of Student Development & Activities

2.2. Remit

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

2.3. Quorum

The quorum shall be 3/5.

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 to the Clerk to 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

3.1. The Convener

The Convener shall:

3.1.1. Chair meetings of the Board, or appoint a nominee to do so. The Convener 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 he/she deems necessary in the absence of the Board; or where it is inappropriate to call its members together. All decisions taken by the Convener will be reported to the Board at the earliest possible occasion.

3.1.5. Arrange the carving up of a Deputy Convener, who shall fulfill the duties of the Convener in the event that he/she is unable to fulfill his/her position by the end of the session in which he/she was elected.

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.

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 Convener in constitutional matters.

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 organization 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 and the website and maintaining a consistent and positive external image of the Society.

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

3.2.7. The Chief Whip shall be responsible for all aspects of debating and public speaking training within the Society.

3.2.8. The Championship Secretary shall be responsible for the organisation of all internal competitions.

3.2.9. The Steward to the House shall be responsible for all aspects of the Society's hospitality.

4. Minutes

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. Upon arrival at the Board they shall be signed by the Clerk and the Convener and shall form the only authoritative record of the proceeding of the Society. Minutes shall be submitted to the following meeting of the SSC.

5. Annual General Meeting

5.1. The Annual General Meeting of the Society shall be held not more than four weeks after the Students' Association annual diet of elections. The AGM shall be called for the purposes of:

5.1.1. Presentations 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 and the SSC Nominee.

5.1.5. AOCB.

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. The AGM shall be chaired by the new convener or his/her nominee.

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

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

6. Extra-Ordinary Meetings

6.1. Extra-Ordinary Meetings may be called by the Convener 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 Convener 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 Convener 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 6 (Elections) 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 paragraph 5.2. above.

8. Standing Orders of the House

The House shall be governed by the Standing Orders laid down by the Board, as ratified by the SSC.

9. Resignations

9.1. A member of the Board who wishes to resign must send a letter of resignation to the Convener 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.

Chapter Thirteen SSC Performing Arts Fund (Mermaids)

The SSC Performing Arts Fund shall be called 'Mermaids, the University of St Andrews Performing Arts Society', hereafter 'Mermaids'.

1. Aims

To promote student drama from St Andrews, both within St Andrews and outwith St Andrews. 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

2.1. Mermaids Executive

2.1.1. Membership:

SSC Performing Arts Officer (Convener & Chair)
Vice President
Productions Treasurer
Social Convener
Secretary
Productions Coordinator
Resources Officer
Technical Operations Officer
Marketing Officer
Public Relations Officer
Mascot
First Year Representative
Director of Student Development & Activities
Director of Events & Services
Building Supervisor (*non-voting*)
Barron Administrator (*non-voting*)
Temporary Member (*non-voting*)

The roles of all Mermaids Executive Members shall be laid out in the Mermaids Executive Roles document, to be reviewed annually by the Executive. Changes to the Executive's membership shall be considered changes to this chapter of the Laws and as such must be approved by the SSC.

2.1.2. Meetings

Meetings shall take place at a given time, after a Mermaids Committee meeting, normally on a weekly basis, and the quorum shall be 3/5.

2.2. Mermaids Committee

2.2.1. Membership:

Mermaids Executive
Christian Music & Drama President (*non-voting*)
Gilbert & Sullivan Society President (*non-voting*)
Just So Society President (*non-voting*)
Inklight President (*non-voting*)
Rogue Productions President (*non-voting*)
Comedy Society President (*non-voting*)

The Presidents of the affiliated societies shall remain on the committee as long as their respective society remains affiliated to the Association. If new societies that are closely related to 'St Andrews Drama' become affiliated to the Association, then their President will be added to the committee.

2.3. Quorum

The quorum for all meetings shall be 3/5 of the members.

2.4. Meetings

The committees shall meet formally at least once every two weeks during term time. Furthermore, the President, Vice President, Treasurer and Secretary must make themselves available for consultation at least once per week. The Mermaids Executive may move a meeting in camera at its discretion.

3. Remit of Mermaids

3.1. Mermaids shall be responsible for the promotion of performing arts in St Andrews and the organisation of events in conjunction with this promotion.

3.2. Mermaids shall provide funding for events involving or related to performing arts in St Andrews.

3.3. Mermaids shall coordinate the timings of student productions in St Andrews with the aim of avoiding unnecessary clashes.

3.4. Mermaids shall provide advice to societies or individuals wishing to produce theatrical events.

3.5. Mermaids shall control the fixed resources of drama in St Andrews in conjunction with the Association.

3.6. Mermaids shall, wherever possible, encourage the transfer of St Andrews productions to other venues outwith St Andrews.

3.7. Mermaids shall coordinate workshops for the enhancement of skills in acting, directing, movement, voice, makeup, technical capability and other relevant areas.

3.8. The Mermaids President shall receive one free ticket to all events funded or assisted by Mermaids.

4. Loans & Investments

All loans and investments will be entirely within the discretion of the Committee, within guidelines laid out by the Association. All loans will under the terms of the 'Mermaids Investments' contract.

5. Annual General Meeting

5.1. The Annual General Meeting shall take place during Semester Two, after the Association elections. There shall be 14 days notice of the AGM, and this shall be posted in places that shall be determined from time to time. The quorum for an AGM shall be twenty-five ordinary members.

5.2. The positions of Secretary, Resources Officer, Technical Operations Officer, Marketing Officer, Public Relations Officer and Mascot shall be elected at the Annual General Meeting. Voting shall be by secret ballot, and the STV method. The election will be supervised by the Director of Student Development & Activities or SSC Member for Society Elections, who shall be Returning Officer and who shall accept proxy votes at his/her discretion. All candidates must run against Re-Open Nominations.

5.3. 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.

5.3.1. The Election of Officers

5.3.1.1. Executive Posts

Nominations for executive posts may be made at the meeting, provided the candidate and his/her proposer and seconder are present.

5.3.1.2. Temporary member

The Executive may co opt a temporary member at its discretion in accordance with the guidelines set down in the Mermaids Executive Roles Document.

5.4. No person may hold more than one voting position on the committee at any one time.

6. Interviewed Positions

The positions of Vice President, Treasurer, Productions Coordinator and Social Convener shall be filled by appointment after interview, which will take place before the Annual General Meeting. The interview panel will comprise the incoming and outgoing Mermaids Presidents, the incoming and outgoing Directors of Student Development & Activities, and the incumbent of the position being interviewed. If a member of the panel is applying for another position under interview then he/she must resign from the panel. If this situation arises, the remaining members may decide to invite other persons to join the panel.

7. Committee Vacancies

Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by co-option, in which all members of the Mermaids 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. The Mermaids Executive may also call an Extraordinary General Meeting to fill vacancies at their discretion.

8. Committee Decisions

Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the full 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 MusFund

The Fund shall be known as “the University of St Andrews Students’ Association Music Fund”, hereinafter referred to as “the Fund”.

1. Aims

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 1994 Education Act not to be members of the Students’ Association.

2. The Committee

2.1. The Music Fund Committee shall have the following members:

SSC Music Officer (Convener & Chair)
Director of Student Development & Activities
Treasurer
Secretary
Publicity Officer
Webmaster
Resources Officer
Events Officer (x2)
Ordinary Member
SSC Nominee

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.

2.2. Remit

2.2.1. To control the fixed resources of music wherever possible within St Andrews.

2.2.2. 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.

2.2.3. 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.

2.2.4. To provide helpful advice to societies or individuals wishing to put on music events.

2.2.5. To be responsible for the promotion of student music within the Association, and the organisation of events in conjunction with this

promotion.

2.3. Quorum

The quorum shall be 3/5 of committee members.

2.4. Meetings

The Committee shall meet formally in open session at least once every two weeks during term time. Furthermore, the Chair, Treasurer and Secretary shall make themselves available for consultation at least once per week in term time. All meetings shall be held in accordance with the Standing Orders of the Association.

3. Loans

All loans will be entirely at the discretion of the Committee. All loans will be under the terms of the Music Fund 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, Technical Officer, Publicity Officer, Events Officer and Resources Officer shall be available for election at this meeting.

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.

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 ordinary members of the Music Fund and therefore shall be eligible for nomination and each member shall have a vote.

4.5. No person may hold more than one voting position on the Committee at any one time.

4.6. Elections shall be conducted by a secret ballot using the STV system, and all candidates shall run against RON.

Chapter Fifteen Postgraduate Society

1. Aims

The Postgraduate Society aims to promote social and recreational activity for the postgraduate community of the University of St Andrews.

2. Postgraduate Committee

2.1. Membership

The Postgraduate Committee shall have the following members:

SSC Postgraduate Officer (Convener & Chair)

Vice-President

Treasurer

Secretary

Publicity Officer

Web Officer

SRC Member for PG Accommodation

SRC Member for PG Taught Courses

SRC Member for PG Research Course

Provost

Representative of postgraduate organisations, co-opted as necessary

Director of Student Development & Activities

Association President

2.2. Meetings

The committee shall meet fortnightly throughout the year, and at other times as necessary. The SSC Postgraduate Officer will take the chair. In the absence of the Postgraduate Officer, the committee shall select a temporary chair from amongst their own number.

2.3. Remit

2.3.1. The Postgraduate Society shall hold at least four 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.

2.3.2. The Postgraduate Society shall be competent to make loans or grants to individuals or bodies endeavouring to provide entertainment to the postgraduate community.

2.3.3. The committee shall take special responsibility, via the SSC Postgraduate Officer, for ensuring that SSC takes sufficient account of the needs and wishes of postgraduate students during vacation periods.

2.4. Quorum

The quorum shall be 3/5 of the voting membership of the committee.

3. Membership

3.1. Ordinary Membership

All matriculated postgraduate students of the University of St Andrews, save those who have exercised their right under the 1994 Education Act to cease to be members of the Students' Association, shall be deemed to be ordinary members of the society.

3.2. Extraordinary Membership

The Committee may award extraordinary membership of the Society to such individuals as it deems fit from time to time.

4. Annual General Meeting

4.1. Procedure

The AGM shall be held during Semester One, before the Christmas Vacation, and shall:

4.1.1. Require 14 days notice.

4.1.2. Be publicised widely in such places and by such methods as the committee shall determine from time to time.

4.1.3. Be open to all members of the society although only ordinary members shall be eligible to vote, propose, second or stand for election.

4.2. Business

The order of business shall be:

4.2.1. Report of the SSC Postgraduate Officer.

4.2.2. Report of the Postgraduate Society Treasurer.

4.2.3. Elections of all non-Association voting posts.

4.2.4. AOCB.

4.3. Elections

4.3.1. No-one shall hold more than one position on the Committee at any one time.

4.3.2. Elections shall be conducted by a secret ballot using the STV system.

Chapter Sixteen The St Andrews Voluntary Service

The St Andrews University Voluntary Service is a voluntary organisation, which forms the SSC Volunteering Committee, hereafter referred to as SVS.

1. Aims

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. SVS shall operate for the benefit of all persons and organisations requiring voluntary assistance.

2. Powers

In furtherance of the aims, SVS may:

- 2.1. Facilitate access to a range of services for people within the community, and encourage their involvement in planning and developing services.
- 2.2. Develop services relevant to the needs of its members.
- 2.3. Work with appropriate agencies to highlight needs, and ensure that these needs are brought to the attention of relevant agencies.
- 2.4. Engage the services of volunteers to assist in the work of SVS, and reimburse approved out-of-pocket expenses.
- 2.5. Collaborate with statutory and voluntary agencies in pursuit of SVS's aims, and promote SVS to the general public.
- 2.6. Affiliate with any organisation to further the aims of SVS, but not to any political or religious body.
- 2.7. Promote and carry out, or assist in promoting and carrying out research, surveys and investigations and publish the results, where appropriate.
- 2.8. Arrange and hold (or assist in arranging and holding) exhibitions, meetings, seminars and training courses.
- 2.9. 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.
- 2.10. 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.
- 2.11. 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).

2.12. 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.

2.13. Make regulations for the management of any property.

2.14. Receive contributions by way of subscription or donation, and raise funds, to further the aims of SVS.

2.15. 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.

2.16. 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.

2.17. Do all such other things as are necessary for the attainment of the objects.

2.18. 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 1994 Education Act not to be members of the Students' Association, plus those listed under paragraph 4.5.

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 paragraph 4.1.

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.

4.6. 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:

SSC Volunteering Officer (Convener and Chair)
Secretary
Treasurer
Fundraising and Publicity Coordinator
Special Events Coordinator
Recruitment Coordinator (x2)
Millennium Volunteers Coordinator
Transport Coordinator
The Project Officers
SSC Nominee
Director of Student Development & 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. The SVS Committee shall be required to meet once per week, during the term time of the University of St Andrews.

5.10. 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.

5.11. 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 Convener shall be an ex officio member of all sub-committees.

5.12. 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 Convener or Secretary must be present to make the SVS Committee meeting quorate. The Convener, in addition to his/her deliberative vote, may have a casting vote where necessary.

6.1.3. Aquorate meetings of the SVS Committee may take place and decisions may be taken but no decisions may be considered valid until homologation by a quorate meeting.

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 section V.3, 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. 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. 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. All such amendments shall be subject to the approval of the Students' Association Board.

8.2. 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. 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 Seventeen 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.

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 1994 Education Act. Other persons shall be eligible for Associate membership with the agreement of the Committee.

2.2. 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:

SSC Broadcasting Officer (Convener & Chair)
Director of Events & Services
Director of Student Development & Activities
Secretary
Treasurer
Head of Fundraising
Head of Advertising
Head of Technical Operations
Head of Community Relations
Head of Information Technology
Head of Music
Head of News
Head of Events

3.2. Membership of the Committee shall be by annual appointment, from amongst the ordinary membership of the Society, by a selection committee consisting of the SSC Broadcasting Convener, his/her predecessor, the current and elect Association Directors of Events and Services and the Association Directors of Student Development and Activities.

3.3. The Committee itself shall make appointments to fill any casual vacancies that should arise in between annual selection processes.

3.4. The unanimous assent of the SSC Broadcasting Convener, the Association Director of Events and Services and the Association Director of Student Development and Activities is required to relieve any Committee member of his/her position.

3.5. The quorum for a meeting of the Committee shall be two-thirds, with the SSC Broadcasting Officer as sine qua non.

3.6. All members of the Committee must be given at least 24 hours notice of any committee meeting.

3.7. Minutes of all Committee meetings shall be submitted to the following meeting of the SSC.

Chapter Eighteen SSC Film Production Subcommittee (Rogue Productions)

The SSC Film Production Subcommittee shall be called 'Rogue Productions, the University of St Andrews Film Production Subcommittee', hereafter 'Rogue'.

1. Aims

To encourage and promote the interest of the St Andrews community in filmmaking through funding, provision of equipment, expertise and screening opportunities. Rogue will primarily benefit the students of, and by extension, the community of St Andrews. Rogue 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

2.1. Membership

SSC Film Production Officer (Convener & Chair)
Vice President
Treasurer
Secretary
Development Officer
Technical Officer
Publicity Officer
Design Officer
First Year Representative
Ordinary Member(s) (up to two, as and when required)
Director of Student Development & Activities
Director of Events & Services

The roles of all Rogue Committee Members shall be laid out in the Rogue Committee Roles document, to be reviewed annually by the Committee. Changes to the Committee's membership shall be considered changes to this chapter of the Laws and as such must be approved by the SSC.

2.2. Meetings

The committee shall meet formally at least once every two weeks during term time.

2.3. Quorum

The quorum for all meetings shall be 3/5 of the members.

3. Remit of Rogue

3.1. Rogue shall be responsible for the promotion of filming in St Andrews and the organisation of events in conjunction with this promotion.

3.2. Rogue shall provide equipment for events involving or related to filming in St Andrews. Rogue shall take care of this equipment.

3.3. Rogue shall provide advice and support (inclusive of funding and resources) to societies or individuals wishing to film their events and activities where required.

3.4. Rogue shall control the fixed resources of filming in St Andrews in conjunction with the Association.

3.5. Rogue shall, wherever possible, encourage the transfer of St Andrews film to other venues outwith St Andrews.

3.6. Rogue shall hold an Annual Half Cut Film Festival.

4. Annual General Meeting

4.1. The Annual General Meeting shall take place during Semester Two, after the Association elections. There shall be 14 days notice of the AGM, and this shall be posted in places that shall be determined from time to time. The quorum for an AGM shall be twenty-five ordinary members.

4.2. The positions of Development Officer, Technical Officer, Publicity Officer, Design Officer, First Year Representative, Ordinary Member(s) shall be elected at the Annual General Meeting. Voting shall be by secret ballot, and the STV method. The election will be supervised by the Director of Student Development & Activities or SSC Member for Society Elections, who shall be Returning Officer and who shall accept proxy votes at his/her discretion. All candidates must run against Re-Open Nominations.

4.3. 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.

4.4. Nominations for executive posts may be made at the meeting, provided the candidate and his/her proposer and seconder are present.

4.5. No person may hold more than one voting position on the committee at any one time.

5. Interviewed Positions

The positions of Vice President, Treasurer, and Secretary shall be filled by appointment after interview, which will take place before the Annual General Meeting. The interview panel will comprise the incoming and outgoing Rogue Presidents, the incoming and outgoing Directors of Student Development & Activities, the incoming and outgoing Directors of Events and Services and the incumbent of the position being interviewed. If a member of the panel is applying for another position under interview then he/she must resign from the panel. If this situation arises, the remaining members may decide to invite other persons to join the panel.

6. Committee Vacancies

Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by co-option, in which all members of the Rogue 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. The Rogue Committee may also call an Extraordinary General Meeting to fill vacancies at their discretion.

7. Committee Decisions

Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the full 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 Nineteen SSC Societies Committee

1. SSC Societies Committee

1.1. Membership

SSC Societies Officer (Convenor and Chair)
Director of Student Development & Activities
Director of Events & Services
SSC Member for Societies Grants
SSC Member for Societies Elections
Returning Officer (x2)
Loans Officer
Webmaster
Health & Safety Officer
SRC Nominee (x2)
SSC Nominee (x2)

1.2. Remit

The Societies Committee shall:

1.2.1. Approve affiliation of individual societies.

1.2.2. Formulate policy on societies.

1.2.3. Ensure that affiliated societies fulfil their role as defined in their constitution.

1.2.4. Organise Societies Fairs in consultation with the Director of Student Development and Activities.

1.2.5. 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.

1.2.6. be the committee responsible for the passing of budgeted and discretionary grants for societies, subject to limitations set by the budget.

1.3. Meetings

The Societies Committee shall meet at least three times per semester and 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 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.

There are two discipline processes in operation within the Students' Association (hereinafter referred to as the 'Association') as outlined in this Chapter. The Director of Events and Services and the General Manager shall, jointly, take the decision as to which process any given case should follow.

1. Overall Jurisdiction

All members of the Association and members of any reciprocal Union shall be subject to the jurisdiction of the Association in respect of their conduct in so far as it affects the Association property and the working of the Association.

Copies of this Discipline Code, hereinafter referred to as the Code, shall be available to students for consultation in the General Office.

2. Students' Association Discipline Committee

2.1. Jurisdiction

2.1.1. For the purpose of this resolution the term "member of the Association" shall mean any ordinary, life, associate, reciprocal or honorary life, honorary associate or honorary reciprocal member of the Association

2.2. Delegation of Powers

2.2.1. The Association shall delegate power to the Association Disciplinary Committee to deal with cases of misconduct referred to the Committee by a student, staff, University, or by another University with which a reciprocal agreement is held, except those classified as License Holder Discipline.

2.2.2. The Association shall delegate its disciplinary powers to certain officers or their deputies, hereinafter referred to as the Authorised Officers.

2.2.3. All cases of life bans shall be reported to the Students' Association Board at its next ordinary meeting.

2.3. Composition of Disciplinary Committee: Authorised Officers

2.3.1. The committee will comprise of the following:

Director of Events & Services
Director of Student Development & Activities
SSC Nominee (x2)

2.3.2. Three members shall constitute a quorum. In the event that a total of 3 members can not attend a hearing for good reason, the Director of Events and Services may nominate two further members of the SSC or SSC Sub-committees to attend the meeting.

2.3.3. Members of the committee should not take part in any hearing at which they have direct involvement in the case or for any personal reason feel that they cannot remain impartial. Direct Involvement refers to any individual acting as defendant or complainant in the case.

2.4. Classification of Offences

2.4.1. Upon receipt of a complaint the Director of Events and Services or other Authorised Disciplinary Officer should investigate the matter and classify the case into one of three categories

2.4.1.1. No further action.

2.4.1.2. Summary action.

2.4.1.3. Serious action.

notwithstanding any overlap of the boundaries between them.

2.4.2. Summary action is for offences to which the Association has a fixed penalty (as noted in Chapter 19 Section II Sub-Section F of the Laws)

2.4.3. Serious action is for any disciplinary offence which is not covered by the list of fixed penalty offences (as noted in Chapter 19 Section II Sub-Section F of the Laws)

2.5. Charging Offenders

After the classifying of the case, the alleged offender will be charged by the Director of Events and Services. Any member of the Association or member of staff shall have the right to lodge a complaint about the conduct of any other Association member. It shall be the duty of the Director of Events and Services to ensure that the charges against the alleged offender and details of how the disciplinary hearing is to be conducted are intimated to the alleged offender at least five working days prior to their hearing.

The Director of Events and Services must notify the offender of any disciplinary proceedings within 28 days of the incident being reported.

2.6. Summary Cases: Fixed Penalties

2.6.1. The Authorised Discipline Officer (Director of Events and Services) may, in the case of a summary classification, impose a fixed penalty not exceeding £100 per offence. Listed are the levels of a first time offence. These may be increased for subsequent offences, or the alleged offender may be called to the Association Disciplinary Committee

2.6.1.1. Vomiting in the Association (but not in a toilet) - £20.

2.6.1.2. Drinking any alcoholic beverages in the building not obtained from the Union Bars - £25.

2.6.1.3. Setting off an attack alarm without good cause - £10.

2.6.1.4. Drinking Offsales purchases on the Union premises - £25.

2.6.1.5. Using a fake security band or obtaining illegal entry to an Association event - £10 plus ticket price.

2.6.1.6. Being present in the building whilst banned, without permission - £50.

2.6.1.7. Smoking in the Association building - £50.

2.6.1.8. Urinating in the building (but not in a toilet) - £40.

2.6.2. If the alleged offender objects to the fixed penalty, they will have the right to appeal it to the Students' Association Appeals Committee (as set out in Sub-Section J of this chapter in the laws).

2.6.3. Anyone under the age of 18 to be found drinking alcohol in the building will automatically receive a ban until they reach the age of 18, or for six months, whichever is longer. They will have the right to appeal it to the Students' Association Appeals Committee (as set out in Sub-Section J of this chapter in the laws).

2.6.4. Fines will be processed through the Fining Mechanism as set out in section I.

2.7. Meetings of the Discipline Committee

2.7.1. The alleged offender shall be invited to appear before the SSC Disciplinary Committee at its next meeting, except in extreme cases where an emergency meeting can be called, and there the alleged offender shall answer the charge. If the alleged offender fails to attend the meeting without good reason (at the discretion of the committee) they shall be tried in absentia. At any time, the Authorised Officer shall have the power to suspend ad interim the membership of the alleged offender until a meeting can be convened and the case heard.

2.7.2. The accused and complainant may call up to two witnesses, who are pertinent to the case, each and the Discipline Committee may call any witnesses in connection with the alleged offence to appear before the Committee.

2.7.3. The accused shall be informed within ten working days of the Disciplinary Committee's decision.

2.8. Penalties

2.8.1. The penalties which may be imposed by the Disciplinary Committee shall include a written reprimand which is not kept on file, an official written warning which is held on file, a fine not exceeding £150, a ban from the Association for a period of time the Committee sees fit (including bans for life), the requirement to make good the cost of damages in whole or in part or a combination of these penalties.

2.9. The Disciplinary Fining Mechanism

A student who is fined as a result of a disciplinary offence shall be banned from the Association until such time as the fine is paid. The Authorised Officer will send notice of fines distributed at the Association Disciplinary hearing to the Association cash office. A notice will consist of the student's name, address, year of study, matriculation number and the amount fined. This student should receive an invoice for the amount fined with their fixed penalty notice or the outcome of the disciplinary hearing. The student shall have 28 days in which to pay the fine. If this fine has not been paid to the Association within the 28-day period, notice will be sent to the University Cash Office- making the fine a debt to the University.

The student shall have 14 days in which to appeal the fine (under the grounds set down in Section J). If this occurs, the fine will be frozen until such time as the appeal is resolved.

2.10. Appeals

Every person found guilty shall have, and be informed of, the right to appeal against a disciplinary decision of the SSC Disciplinary Committee. Intimation of such an appeal must be in the hands of the Director of Events and Services within 14 days of the member being informed of the right to appeal. The appeal shall be heard within ten days in the academic term of the Director of Events and Services receiving notice of the appeal. If this time scale conflicts with vacation dates, the appeal will be heard at the earliest possible convenience and within 10 days of commencement of the new term.

2.10.1. The appeal body shall consist of the Chairman of the Students' Association Board (or his/her nominee), the Association President (or his/her nominee) and one other student member of the Students' Association Board. The Director of Events and Services (or their nominee) and the appellant, shall read evidence before the appeal body and the appeal body shall have the right to call such witnesses as they see fit. The appeal body shall have the power to uphold the original decision, raise any fine, lower any fine, reduce a period of suspension, increase a period of suspension, substitute a fine, substitute a ban, clear the appellant completely or any combination of the above.

2.10.2. No member of the SSC Disciplinary Committee shall be allowed to sit on the appeal body, but the Director of Events and Services (or their nominee from the Committee) shall be in attendance to put forward the case of the Disciplinary Committee.

2.10.3. A member of Association staff will minute the appeal hearing.

2.10.4. The following constitute grounds for appeal:

2.10.4.1. Information not known at the time of original decision.

2.10.4.2. Procedural Irregularity which could make a material difference to the original decision.

2.10.4.3. Bias or prejudice.

3. Licence Holder Discipline

3.1. Jurisdiction

3.1.1. For the purpose of this resolution the term "member of the Association" shall mean any ordinary, life, associate, reciprocal or honorary life, honorary associate or honorary reciprocal member of the Association. It shall also extend to include temporary members and non-members given access to Association facilities on a temporary basis.

3.1.2. License Holder Discipline is enacted where a member has broken common, statute, criminal or licensing law, which endangers that member, any other member of the Association or the Association in any way.

3.2. Penalties

There is only one penalty open to the General Manager in the case of License Holder discipline- the accused member shall be banned for life from the Association. This shall be known as a 'licensee ban'.

The General Manager should write to the accused within 14 days of the alleged incident informing them of this decision and the mechanism for appeal.

3.3. Appeal

3.3.1. Should any student wish to appeal a licensee ban then he/she should approach the Director of Representation for guidance on the procedure to be followed. The Director of Representation may also act on behalf of the student if requested to do so provided he/she is not involved in the situation which gave rise to the licensee ban, in which case another member of the University may so act.

3.3.2. Any appeal should be submitted in writing to the Chairman of the Students' Association Board no more than 14 days after the student receives the letter informing him/her that he/she have been licensee banned.

3.3.3. Within 10 working days (during term time) of receipt of an appeal the Chairman of the Board should convene a meeting of the Students' Association Appeals Committee unless exceptional circumstances intervene, such circumstances being notified to the appellant. Outside of term time, the appeal hearing will be heard at the earliest convenience and within no more

than 10 working days after the commencement of term.

3.3.4. The Appeals committee will comprise the Chairman of SAB or his/her nominee, the Director of Events and Services or his/her nominee and the Academic Registrar or his/her nominee. A member of Association staff will act as Secretary to the Committee but hold no voting rights. No one with prior involvement with the case will act as a member of the Appeal Committee. The Appeal Committee will consider any evidence directly relating to the matter under appeal.

3.3.5. The following constitute grounds for appeal:

3.3.5.1. Information not known at the time of the original decision.

3.3.5.2. Procedural Irregularity which could make a material difference to the original decision.

3.3.5.3. Bias or prejudice.

4. Information Sharing Protocol

[This arrangement is still being negotiated with the University and Local Constabulary and will be added here in due course.]

Chapter Twenty-One Equal Opportunities

1. Aims

1.1. 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.

1.2. 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.

1.3. The list in paragraph 1.2. above is a guide, and is not exhaustive.

1.4. 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 paragraph 1.2., or on any other grounds that constitute unfair discrimination.

1.5. 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.

1.6. 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.

1.7. The Association respects the freedom of association of individuals.

2. Actions

2.1. The principles and practice of equality of opportunity will be promoted by such means as the Association may determine from time to time.

2.2. 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.

2.3. 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.

2.4. 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.

2.5. 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.

3. Staff of the Students' Association

3.1. 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.

3.2. 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 Representation, the Association Personnel Officer and one student nominee from SAB.

4. Members of the Students' Association

4.1. 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.

4.2. 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.

4.3. In the event of those directly involved in a breach or alleged breach described under paragraph 4.2. above wishing to pursue a complaint, they will be informed by the Director of Representation 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.

5. Societies and Groups

5.1. 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 paragraph 5.8. below – may not make use of facilities and services controlled by the Association.

5.2. 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.

5.3. 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 paragraphs 5.5. and 5.6. below.

5.4. 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 paragraph 5.2. above has been carried out.

5.5. There shall be open to any society or group disadvantaged under paragraph 5.2. a right of immediate appeal to an Appeals Committee convened by the Association President (or their nominee who shall be a member of SAB) and four further members of SAB. No-one who sits on this Appeals Committee shall have formed part of the committee set up under paragraph 5.2. The Appeals Committee shall meet within 5 working days of the ruling by the committee set up under paragraph 5.2. and, save in circumstances of exceptional gravity, all sanctions will be suspended until the Appeals Committee reaches a decision.

5.6. Unappealed decisions under paragraph 5.2. or paragraph 5.5. shall be reported to the SAB and all officers and staff of the Students' Association. Disputed decisions decided under paragraph 5.5. 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.

5.7. 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 paragraph 5.5., shall remain in force until such time as a society or group can demonstrate that it is no longer in contravention. Sections paragraph 5.2., paragraph 5.5. and paragraph 5.6. 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.

5.8. Any society or group disadvantaged by decisions made under paragraphs 5.2., 5.5., and 5.6. 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. Paragraphs 5.5. and 5.6. set down the appeals procedure which may be invoked should a society seek to overturn a decision reached by this committee.

Chapter Twenty-Two 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

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.

- 2.1. Alcoholic liquor shall be sold in the premises of the Union only to members of the Association.
- 2.2. Alcoholic liquor shall only be sold in the premises of the Union only by the Students' Association or its authorized agents, and none shall be brought in otherwise save by leave of the Director of Events and Services or Bar Manager.
- 2.3. 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.
- 2.4. No alcoholic liquor shall be supplied in the Union to any person under 18 years of age.
- 2.5. 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 paragraphs 3.2., 3.3., and 3.4. below.
- 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 19 (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 19 (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 paragraphs 3.1. to 3.6. above, any member of the SSC reserves the right to refuse admittance to or to expel from the building any guest signed in as above.

Chapter Twenty-Three Interpretation

1. Abbreviations

In these Laws and other Association documents, the following abbreviations are used:

BESS: Book Exchange and Stationery Store
SAB: Students' Association Board
SAEC: Students' Association Executive Committee
SRC: Students' Representative Council
SSC: Student Services Committee
UTS: University Travel Service
DoSDA: Director of Student Development & Activities
DoES: Director of Events & Services
DoR: Director of Representation
STV: Single Transferable Vote
RON: Re-Open Nominations

2. Interpretations

The follow interpretations apply:

Semester One: First semester of academic session
Semester Two: Second semester of academic session

3. Definition of In Camera

Discussion in private session by members and especially invited attendees only. Any "public gallery" of the meeting shall be closed and the public required to withdraw until after the private business has been concluded.

Minutes of such private sessions shall be restricted and not publicly available or circulated amongst members or others.

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

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*

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

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.