

# SRUCSA Constitution & Operating Procedures



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Constitution and Operating Procedures of Governance of  
Scotland's Rural College Students' Association (SRUCSA)

Amended and put before the SRUCSA Executive Committee for approval on the 12<sup>th</sup> June 2019

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## **Section 1 – Name**

The name of the Students' Association shall be "Scotland's Rural College Students' Association" which uses the acronym "SRUCSA". For the remainder of this constitution it shall be referred to as SRUCSA.

## **Section 2 – Purpose and Objectives**

SRUCSA shall work in partnership with SRUC to maximise the student experience of all SRUC students.

These aims and objects shall be practiced without discrimination on the grounds of age, sex, gender, race, religion, sexual orientation, disability, or medical condition; except when action may be taken to promote equality of opportunity.

These aims and objectives shall be practiced independent of any political party or religious organisation.

SRUCSA will operate to a strategic plan, which will outline a vision, mission and strategic aims. However, the broad objectives of the organisation will be:

1. To represent the students, both collectively and individually, in all matters that relate to their time at SRUC.
2. To act as an effective means of communication between the student body, SRUC and other external bodies.
3. To promote student engagement and to assist in developing the social, cultural and sporting life of SRUC.
4. To be the students' recognised representative body to the SRUC Board and SRUC's Academic Board.
5. To represent SRUC student interests to relevant external organisations.

## **Section 3 – Membership**

### **3.1 Full Members**

The following are full members of SRUCSA:

1. All students registered on SRUC courses, irrespective of level or mode of study.
2. Membership under the age of 18 is permitted, but restrictions placed on members under the age of 18 due to relevant UK and Scottish legislation.
3. The elected Student President and Vice President.

All members shall be entitled to use SRUCSA facilities and take part in its educational, social, sporting and cultural activities. Members shall be allowed to speak at SRUCSA meetings, nominate, stand and vote in SRUCSA elections, and to hold office in affiliated clubs and societies.

SRUCSA also has the following categories of membership available:

### **3.2 Honorary Membership**

Honorary Membership may be given to those who are; Members of the SRUC Board, Members of SRUC staff, and former SRUCSA members who have contributed significantly whilst being an SRUC student.

All former Student Presidents and Vice Presidents, who satisfactorily carry out their duties during their term of office, shall be made Honorary Life Members of SRUCSA.

New awards of Honorary Life Membership will be decided annually by the SRUCA Executive Committee.

### **3.3 Associate Members**

Associate Membership may be given to SRUC Alumni and students from other Universities or Colleges who are members of SRUCSA affiliated clubs societies. Such membership may have a cost associated with it which will be set annually by the SRUCSA Executive Committee at its AGM, for the following academic year.

### **3.4 Entitlements**

Any membership of SRUCSA can be withdrawn, with due reason, by the SRUCSA Executive Committee.

All students have the right to opt out of SRUCSA membership.

Only Full Members of SRUCSA are eligible to nominate, stand, and vote in any SRUCSA election.

All students who are registered at SRUC and are over the age of 16 shall be Full Members of SRUCSA, unless they have decided to give up their membership according to the 'Opting Out' regulations in Operating Procedure 9.

Registered students of SRUC under the age of 16 shall not be Full Members of SRUCSA, but may participate in certain activities as agreed by the Executive Committee and in any forum for students under the age of 16. Students under the age of 16 will not be granted an NUS card or a card bearing the NUS logo.

## **Section 4 – Officers**

SRUCSA shall have thirteen elected officers;

- Student President
- Student Vice President
- Campus Officer (Aberdeen)
- Campus Officer (Ayr)
- Campus Officer (Barony)
- Campus Officer (Edinburgh)
- Campus Officer (Elmwood)
- Campus Officer (Oatridge)
- Sports and Activities Officer

- Black Students' Officer (Liberation Officer)
- Disabled Students' Officer (Liberation Officer)
- LGBT+ Officer (Liberation Officer)
- Women's Officer (Liberation Officer)

The President and Vice President posts are full time sabbatical positions, Campus Officer and Sports and Activities Officer posts are part time paid positions, and Liberation Officer posts are part time voluntary positions. The duties of the officers are listed in Operating Procedure1.

## **Section 5– Executive Committee**

The SRUCSA Executive Committee shall operate SRUCSA on a day to day basis according to the terms of this constitution, its schedules and appendices, relevant legislation and the decisions that have been made by referendum.

The SRUCSA Executive Committee shall be elected according to the regulations contained in Operating Procedure 1. They will serve as members of the Executive Committee from 1 July to 30 June, commencing with a period of handover during the month of June.

The role of the SRUCSA Executive Committee shall be to:

- Hold the Student President and Vice President to account.
- Carry out the decisions made by the SRUCSA Executive Committee or by referendum.
- Act as a channel of communication between members of SRUCSA, SRUC Staff, the SRUC Board and other external organisations.
- Be responsible for the strategic direction of SRUCSA through the implementation and development of the strategic plan.
- Establish working groups, where relevant, and to receive any reports from such groups.
- Liaise with and offer support to any forum for SRUC students under the age of 16.
- Fulfil specific responsibilities as laid down in Operating Procedure 2.
- Ensure that SRUCSA finances operate efficiently and effectively.
- Devise the SRUCSA budget and ensure that financial reports are made to each ordinary meeting.
- Prepare SRUCSA's annual report detailing the activities of SRUCSA, its finances, including any affiliation and subscription fees paid to external organisations, and any other information required under current legislation.
- Submit the SRUCSA budget, annual report and any other information required under current legislation to the SRUC Board for approval.

SRUCSA Executive Committee meetings shall be called by the Student President or Vice President and shall meet at least six times during the academic year. Additional meetings may be called by a written request of a majority of committee members to the Student President or Vice President. The chair will be the President or Vice President and who may only vote in the event of a tie.

SRUCSA Executive Committee meetings shall only be quorate if there is at least 50% of serving SRUCSA Executive Committee members present.

Any member of the SRUCSA Executive Committee who fails to attend three consecutive meetings of the Executive Committee without giving apologies to the Chair, or does not provide satisfactory reasons acceptable to the SRUCSA Executive Committee, shall be considered to have resigned.

The SRUCSA Executive Committee shall be responsible for the financial affairs of SRUCSA and shall ensure that any money is spent in accordance with SRUCSA's purpose and objectives.

## **Section 6 – Finance**

SRUCSA shall receive financial support from SRUC in the following ways:

SRUCSA shall receive a block grant from SRUC. This grant shall be calculated based on SRUC's Full Time Equivalent student numbers. The grant and any other additional funding shall be agreed annually between SRUCSA and the SRUC Board as part of SRUC's annual budget process. SRUC funding to SRUCSA will be used in part to support clubs and societies, but only Clubs and Societies affiliated to SRUCSA will be eligible to receive funding.

In order to receive this financial support from SRUC, SRUCSA will:

1. Provide an annual budget showing clearly how it intends to use the block grant.
2. Ensure the fund is managed according to the requirements of both SRUCSA's and SRUC's financial procedures.
3. Continue to work in accordance with SRUCSA's purpose and objectives.
4. Ensure that it conducts its activities in a manner that does not bring SRUCSA or SRUC into disrepute.

Funds allocated to SRUCSA from SRUC will be held in SRUCSA's bank account, with a minimum of two signatories.

Funds allocated to SRUCSA will be administered according to finance procedures outlined in Operating Procedure 7.

## **Section 7 – Equipment and Assets**

SRUCSA's equipment may be made available to students and staff of SRUC. Where equipment is loaned to non-SRUCSA members or non-SRUC staff, a fee may be charged. All loans of SRUCSA equipment are subject to approval of the Student President or Vice President and must be formally recorded.



## **Section 8 – Affiliation to External Organisations**

SRUCSA will seek affiliation to external organisations that will aid it in delivering its purpose and objectives.

Any proposal to affiliate to an external organisation shall be approved by the SRUCSA Executive Committee.

SRUC and members of SRUCSA shall be informed of all new affiliations to external organisations. The notice shall include the name of the organisation being affiliated to and the affiliation or subscription fee to be paid.

A report must be published once a year and made available to all SRUC students (not just SRUCSA members) and the SRUC Board detailing existing affiliations, subscriptions, fees and donations made since the previous report.

The report and details of how to raise objections relating to it will be included in the Student Handbook.

In the event of a challenge to an affiliation, a minimum of 20 SRUCSA members will be required to requisition a ballot to withdraw from affiliation to a particular organisation. A second ballot requisition relating to the same organisation shall not be held within one year of the first.

SRUCSA cannot legally make donations to charities or external organisation other than through affiliation to them. Money raised by students for a recognised charity, which goes directly to that charity, is not regarded as a donation and is therefore considered legal.

## **Section 9 – Extra-Curricular Activities**

Support of extra-curricular activities, such as the formation of Clubs and Societies, will be undertaken in accordance with Operating Procedure 5.

## **Section 10 – Elections**

SRUCSA will be responsible for the election of its officers. SRUCSA may call additional elections to facilitate its ongoing operation. Any elections will be managed in accordance with Operating Procedure 1.

## **Section 11 – Conduct of Members**

Members are required to conduct themselves in a manner that does not bring SRUCSA into disrepute. Operating Procedure 6 outlines the process SRUCSA will use to review members' conduct.

## **Section 12 – Regulations**

A formal record of all SRUCSA meetings will be taken. The chair of each meeting is responsible for ensuring minutes are taken appropriately.

At all SRUCSA meetings minutes shall be taken, which shall be circulated and any necessary corrections made at the next appropriate meeting. Confirmed minutes shall be retained and made available to all students.

A copy of SRUCSA's Constitution and Operating Procedure, including any amendments, SRUCSA's Annual Report and Budget, and SRUCSA's strategic plan, shall be made available to all students.

All SRUCSA meetings shall be considered open to all members of SRUCSA. However, the members of the meeting may vote to hold a specific meeting, or an item of a meeting, as a closed session.

The regulations for the organisation of SRUCSA meetings shall be contained in Operating Procedure 8.

## **Section 13 – Interpretation of the Constitution and its Articles**

In the event of a dispute as to the interpretation of any part of this Constitution, the ruling of the SRUCSA Executive Committee shall be final. Such a ruling will set a constitutional precedent and in order to ensure future consistency will be recorded and incorporated in to the Constitution at its next review. Where a procedure is not covered by this Constitution or SRUCSA's Operating Procedures, the Operating Procedures of SRUC or the National Union of Students (NUS) shall form authoritative reference.

## **Section 14 – Amendment of the Constitution and its Articles**

This Constitution and its Operating Procedures shall be subject to review by the SRUCSA Executive Committee and will be re-approved by the SRUC Board at an interval of no less than two years after initial approval.

The Constitution and SRUCSA's Operating Procedures may only be recommended for amendment by a two thirds majority vote of the quorum of the SRUCSA Executive Committee.

Amendments of the Constitution and its Operating Procedures are subject to the approval of the SRUC Board.

Exceptional amendments will be allowed which facilitate the operation of SRUCSA. These amendments will be discussed with the SRUCSA Executive Committee and a designated SRUC staff member.

All previous copies of the SRUCSA Constitution, including those of former legacy colleges, shall no longer be valid.

## **Section 15 – Indemnity**

All officers, appointees, and staff members of SRUCSA shall be indemnified out of the assets of SRUCSA against all losses or liabilities which they may sustain or incur in or about the execution of their office. No officer, appointee or staff member of SRUCSA shall be liable for any loss, damage or misfortune which may happen to or be incurred by SRUCSA in executing the duties of their office. This clause does not exempt their liability for the consequences of any proven wilful or negligent act on their part.

## **Section 16 – Complaints**

SRUCSA operates its own complaints procedure for complaints against its activities or actions of its members and is not covered by the SRUC complaints procedure. The following complaints procedure shall be made available to all SRUC students, and any persons external to the SRUC student body, who are dissatisfied in their dealings with SRUCSA and/or claim to have been unfairly disadvantaged by reason of their having exercised their right to opt out of SRUCSA membership.

In the event of a person wishing to make a complaint against SRUCSA this should be done in writing and copies sent to the Student President or Vice President and the Student Experience Manager. They shall discuss the complaint and, if considered necessary, bring it before the other officials for consideration before a written response is given.

The Student President or Vice President shall make a written reply within ten college days.

If the complainant is not satisfied with the response, they may appeal to the Secretary of the SRUC Board. The Secretary shall respond to the complainant within ten college days.

If the complainant remains unsatisfied with the response provided by the Secretary of the SRUC Board, the College shall appoint an independent person to consider and resolve the complaint.

Members who lodge complaints will also be referred to the mechanisms in SRUCSA's Operating Procedure to remove officers from post and change SRUCSA policy.

All complaints regarding SRUCSA elections should be made to the Returning Officer, as detailed in Operating Procedure 1.

## **Section 17 – Membership of SRUC Committees**

SRUCSA will provide student membership on SRUC committees, to be determined as appropriate.

## **Section 18 – Approval of Constitution**

Considered by: The SRUCSA Executive Committee and the SRUC Board:

Approved:

Adopted:

## **Operating Procedure 1 – Election of Officers**

*This section outlines the procedure for electing SRUCSA Officers, Class Representatives, and Council Officers, and also details the remit of the Returning Officer.*

### **1.1 Returning Officer**

The Returning Officer is responsible for running the elections. A member of SRUC staff has the designation of Returning Officer.

1. The Returning Officer shall be responsible for the good conduct and administration of all SRUCSA elections and shall have the sole interpretation of the election regulations specified in this document.
2. The Returning Officer may appoint deputies, none of which may be a student, in order to facilitate the election.
3. The Returning Officer will set the dates of the election in consultation with SRUCSA and the Learner Engagement Manager.
4. The Returning Officer is responsible for organising the election results announcement and notification to SRUC.

### **1.2 Election Timetable**

1. The Returning Officer shall ensure that election of the Student President and Vice President takes place before the Easter Break each year. Once elected, they shall take office on 1st June and shall serve for not more than 12 months without re-election.
2. The Returning Officer shall ensure that election of the Campus Officers and Sports & Activities Officer takes place before the Easter Break. Once elected they shall take office on 1st July and shall serve for not more than 12 months without re-election.
3. The Returning Officer shall ensure that election of the Black Students' Officer, Disabled Students' Officer, LGBT+ Officer and Women's Officer takes place before the Easter Break. Once elected they shall take office on 1st July and shall serve for not more than 12 months without re-election.
4. Dates of elections, a copy of the election timetable and a copy of the election regulations shall be posted on SRUCSA notice boards at least 21 college days before the elections.

### **1.3 Standing for Election**

The Officers appointed by the SRUCSA election process shall be the:

- Student President
- Student Vice President
- Campus Officer (Aberdeen)
- Campus Officer (Ayr)
- Campus Officer (Barony)
- Campus Officer (Edinburgh)

- Campus Officer (Elmwood)
- Campus Officer (Oatridge)
- Sports and Activities Officer
- Black Students' Officer (Liberation Officer)
- Disabled Students' Officer (Liberation Officer)
- LGBT+ Officer (Liberation Officer)
- Women's Officer (Liberation Officer)

1. No member who has opted out of SRUCSA Membership may stand for any position.

2. Re-open nominations (RON) shall be a candidate in all SRUCSA elections.

3. Nomination forms will be available at least ten (10) college days before the election. The nomination form shall include an Opportunity Profile outlining the role being contested. It shall also contain information on the facilities SRUCSA will make available to each candidate.

4. Any Full Members of SRUCSA may stand for election upon completion of a nomination form signed by the candidate.

5. Nomination forms must reach the Returning Officer or their appointee not later than 4pm on the day, five (5) college days before the date of the commencement of the ballot.

## 1.4 Promoting the Election

1. The Returning Officer shall produce a list of candidates which shall be made available to all students within one (1) college day of the close of nominations.

2. The Returning Officer or a person appointed by them shall provide the candidate with a Campaign Pack.

3. The contents of the Campaign Pack shall be determined by the Returning Officer in conjunction with the SRUCSA Executive Committee.

## 1.5 Campaigning

1. The candidates may commence campaigning once their candidacy has been confirmed at the close of nominations.

2. Specific guidelines as to relevant dates and types of sanctioned campaigning will be outlined in the Campaign Packs.

3. Candidates cannot use any communication materials that are not sanctioned by the Campaign Pack.

## 1.6 Election Regulations

These regulations shall be in effect for any election or by-election.

1. The election will be carried out using an appropriate voting system.
2. The duration of the election will be set by the Returning Officer.
3. The count will take place within one (1) week of the election completing.
4. The Returning Officer will circulate this information to the Candidates.
5. All comments made in the election must be fair comment and be evidence based.
6. All Candidates must submit election manifestos to the Returning Officer for circulation to the student body by the date specified.
7. Hustings may take place on campus for Campus Officer Elections. Where the current Campus Officer is not seeking re-election they will be asked to organise this. Where re-election is being sought, the Returning Officer or deputy will organise and facilitate.
8. No candidate may exceed the spending cap set by the Returning Officer.
9. No promotional material may be circulated without prior approval of the Returning Officer
10. If any post on the SRUCSA Executive Committee falls vacant, then a by-election shall be arranged by the Returning Officer. Nominations shall open no later than three (3) college days after confirmation of the vacancy arising. All other election regulations apply.

## 1.7 Voting Procedures

1. The Returning Officer shall ensure that all members of SRUCSA have access to vote no matter their place or mode of study.
2. Voting shall be by secret ballot and shall be conducted using an appropriate system.
3. A postal vote shall be granted to any full member of SRUCSA who is unable to exercise their right to vote by alternative method.
4. The Returning Officer shall publicise the arrangements for postal voting at the time of close of nominations.
5. The member must inform the returning officer in writing, at least two (2) college days before the start of voting, that they wish to vote by post.
6. Postal votes will be accepted up until the close of ballot boxes, at the end of the voting period.

## 1.8 Complaints

1. Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours, of such a complaint being lodged by any full member of SRUCSA, election candidate or their nominee.
2. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
3. The ruling of the Returning Officer on any complaint shall be final, subject only to a successful appeal in accordance with Operating Procedure 6.

## 1.9 Sanctions

The Returning Officer may use one or more of the following, if required:

1. Confiscation of materials by the Returning Officer.
2. Verbal warning.
3. Candidate removal from the election process or elected position.

In the event that a candidate is found to have violated any of the regulations after the election, the Returning Officer may use the sanctions retrospectively.

## 1.10 Election of Class Representatives

1. Class Representatives shall be elected by a meeting of each class during the first four (4) weeks of Term/Semester One (1).
2. There shall be a minimum one (1) and a maximum of two (2) Class Representatives for each year of study in each programme of study.
3. Once elected they shall take office immediately and shall serve for no more than 12 months without re-election.
4. In cases where a course begins at a different time of year, Class Representatives will be elected at the first available opportunity.
5. Nominations shall open at the start of the meeting.

If more than one nomination is received, a vote by secret ballot shall be held.



### **1.11 Election of Council Secretary and Council Treasurer**

1. A Council Secretary and Council Treasurer shall be elected at the first Campus Council meeting of Term/Semester One (1).
2. There shall be one (1) Council Secretary and one (1) Council Treasurer for each Campus Council.
3. Once elected they shall take office immediately and shall serve for no more than 12 months without re-election.
4. Nominations shall open at the start of the meeting.

If more than one nomination is received, a vote by secret ballot shall be held.

## **Operating Procedure 2 – Officers and their Duties**

*This section of the lists the duties of the SRUCSA Officers, Class Representatives and Council Officers.*

### **2.1 Sabbatical Officers**

The Student President and Vice President are the most senior student representatives in the college and are responsible for representing the student body within SRUC, to SRUC, and to other external agencies.

#### **2.1.1 Remit of Office**

1. Regular communication with the student body to promote SRUCSA and its activities and encourage participation
2. Co-ordinating SRUCSA's work in relation to the college's quality assurance processes
3. Being the Chair and Vice-Chair of the Executive Committee and ensuring that the decisions made are implemented
4. To attend Campus Council meetings as a representative of SRUCSA
5. Whenever possible, ensuring the Students' Association works as a motivated team and encouraging committee members to work to the best of their ability
6. Participation in appropriate SRUC meetings in an ex officio capacity and acting as the SRUCSA student representative on the SRUC Board (President), Academic Board (President) and Education Board (both)
7. Working in partnership and maintaining regular contact with SRUC managers and staff including International and Student Services and reporting back to SRUCSA
8. Ensuring that regular financial reports are forthcoming and available
9. Liaise with external agencies and other bodies as required
10. Providing the Executive Committee with a written report
11. Representing and assisting students going through the SRUC academic appeal or disciplinary procedures where required.
12. Leading campaigns, as agreed by the Executive Committee
13. Meeting with the Returning Officer to ensure that elections happen in accordance with SRUCSA constitution; notify the Executive Committee of the resignation of any SRUCSA officer and ensure the Executive Committee decides appropriate action
14. Taking appropriate Chair action, for the Executive Committee activity including the approval of ad hoc funding requests from SRUCSA, clubs, societies or members
15. Assisting in the organisation of any clubs, societies or any campus based social events

16. Performing other duties which will support SRUCSA's members and SRUC as required, and as appropriate

17. Acting reasonably and prudently in all matters, and in the best interests of SRUCSA.

No student may hold the elected position of a sabbatical officer (President or Vice President) for more than two academic years. These may be consecutive or separated by years of study and may be for the same sabbatical position or a different one.

Training will be undertaken to enable the President and Vice President to fulfil their roles.

## **2.2 Campus Officers**

Each SRUC campus will elect one Campus Officer. These are positions which candidates will undertake alongside their studies.

A Campus Officer may not hold the position for a total of more than two academic years. These may be consecutive or separated by years of study.

In order to stand for the post of Campus Officer, candidates must be a matriculated student of SRUC, aged 16 years or over.

In order to take up the post of Campus Officer, candidates must have successfully completed their programme of study up until point of taking office and have successfully won the Campus Officer election.

Where two students wish to share the role of Campus Officer this may be permitted provided their intention to stand as joint candidates is made clear in the first instance on their nomination form. All subsequent election materials produced must also clearly state the students' intentions to stand as joint candidates. If successful, joint candidates will share responsibility for the role and divide the hours and any remuneration between themselves accordingly.

### **2.2.1 Remit of Office**

1. To represent the views of their campus students to the Executive Committee, to SRUC staff and other relevant groups and committees as required
2. To promote the activities of SRUCSA on their campus and encourage participation in student engagement activities
3. To sit as a voting member of the SRUCSA Executive Committee
4. To Chair the Campus Council, support the elections of council members, manage the Campus Council's calendar of meetings and events and ensure that it fulfils its aims and objectives
5. To deputise, as agreed, for the President in matters relating to their own campus students
6. To help facilitate the Campus Council meetings at campus level

7. Provide the SRUCSA Executive Committee with a written report
8. To facilitate the President/Vice President's presence and communication with students
9. To attend other meetings as appropriate
10. To organise local social events as required.

Training will be undertaken to enable the Campus Officer to fulfil their role.

## **2.3 Sports and Activities Officer**

The Sports and Activities Officer will promote and support the creation of new sports teams, clubs and societies at SRUC, and nurture their development, as well as working closely with SRUCSA in writing and enforcing guidelines and regulations for these organisations.

### **2.3.1 Remit of Office**

1. Promoting and supporting the creation of new sports teams, clubs and societies at SRUC, and nurture their development.
2. Working closely with SRUCSA and Learner Engagement Officers (LEOs) in writing and enforcing guidelines and regulations for these organisations.
3. Serving as lead contact for Scottish Student Sport (SSS) and British College and University Sports (BUCS).
4. Leading on recognition incentives such as Volunteer Champion initiative and Saltire Awards Scheme.
5. Ensuring that all SRUC sports teams, clubs and societies promote equal opportunities, diversity and inclusiveness.
6. Supporting student mental health and wellbeing initiatives, and encouraging SRUC student involvement.
7. Establishing and supporting a Raising and Giving Group (RAG).
8. Taking a position on the SRUCSA Executive Committee. The Executive team ensure that Officers are fulfilling their responsibilities on behalf of the students that elected them. It also plans strategy and develops policies to ensure that SRUCSA is on course to achieve its objectives including maintaining the representation system.
9. Supporting the Sabbatical and Campus Officers with their objectives.

## 2.4 Liberation Officers

SRUCSA has four elected Liberation Officer positions:

- Women's Officer

Only SRUCSA Members who self-identify as Women, including (if they wish) those with complex gender identities which include 'woman', and those who experience oppression as women, shall be eligible to run for 'Women's Officer', nominate, and vote in the election.

- Black Students Officer

Only SRUCSA Members who self-identify as 'Black' shall be eligible to run for the position of 'Black Students' Officer', nominate, and vote in the election. The term 'Black' is used to refer to African, Asian, Arab and Caribbean people and those who self-define as politically black.

- LGBT+ Officer

Only SRUCSA Members who self-identify as Lesbian, Gay, Bi+ and/or Trans or Undecided/Questioning or Queer, or who self-define as any other marginalised romantic/sexual orientation or gender identity (including but not limited to Asexual, Pansexual, Bi-gender, and Genderqueer), or who choose not to define their romantic/sexual orientation or gender identity shall be eligible to run for 'LGBT+ Officer', nominate, and vote in the election. For the avoidance of doubt, 'Queer' does not include heterosexual, non-trans people.

- Disabled Students' Officer

Only SRUCSA Members who self-identify as Disabled shall be eligible to run for the position of 'Disabled Students' Officer', nominate, and vote in the election.

### 2.4.1 Remit of Office

1. Being full voting members of the SRUCSA Executive Committee.
2. Representing their liberation community to the SRUCSA Executive Committee and relevant SRUC Committees.
3. Liaising effectively with their liberation community across SRUC.
4. Leading on at least one project or campaign, in relation to their liberation community, with the full support of the SRUCSA Executive Committee.
5. Moderating and administrating their relevant SRUCSA liberation community Facebook group.
6. Representing SRUCSA as a delegate at all applicable NUS and NUS Scotland Conferences, in relation to their liberation community.

## **2.4 Class Representatives**

The post of Class Representative is open to any matriculated student of SRUC who has not opted out of membership of SRUCSA and shall be elected by their peers in the same year and course group, with a minimum of one and a maximum of two Class Representatives for each group. Nominations will be submitted to the respective Year Tutor and a vote by secret ballot conducted.

### **2.4.1 Remit of Office**

1. To gather information on and represent the views of their classmates regarding academic issues to SRUC staff, Campus Councils, and other relevant groups and committees as required.
2. To seek solutions and feedback the outcomes of any academic issues raised by classmates.
3. To attend Campus Council meetings and present a class report to the council.
4. To feedback information from Campus Council meetings to their classmates.
5. To assist, where necessary, in the promotion of SRUCSA policies and campaigns.

## **2.5 Council Secretary**

The post of Council Secretary is open to any matriculated student of SRUC who has not opted out of membership of SRUCSA and shall be elected from those students present at the first Campus Council meeting of the academic year. Nominations will be submitted at the start of the meeting and a vote by secret ballot conducted.

### **2.5.1 Remit of Office**

1. The Secretary will assist the Chair to ensure that meetings are publicised and promoted effectively to all those eligible to attend.
2. The Secretary shall compile the agenda and related papers, and ensure these are distributed to attendees.
3. During the meeting the Secretary will be responsible for recording the minutes.
4. The Secretary will be responsible for publication of minutes to the Chair, along with any necessary actions to be carried out, no later than ten college days after the meeting has taken place.

## **2.6 Council Treasurer**

The post of Council Treasurer is open to any matriculated student of SRUC who has not opted out of membership of SRUCSA and shall be elected from those students present at the first Campus Council meeting of the academic year. Nominations will be submitted at the start of the meeting and a vote by secret ballot conducted.

### 2.6.1 Remit of Office

1. To manage and record the Campus Council's petty cash transactions.
2. To manage and record the Campus Council's funding allocation.
3. To manage and record affiliated Club, Society and Individual funding requests.
4. To manage and record unaffiliated individuals and groups ad hoc funding requests.

## Operating Procedure 3 – Executive Committee

*This Operating Procedure deals with the Executive Committee and how it operates. The Executive Committee is responsible for directing the overall business of SRUCSA.*

### 3.1 Membership

- Student President
- Student Vice President
- Campus Officers
- Sports and Activities Officer
- Liberation Officers

Others may attend, including college staff and representatives of external organisations, subject to invitation from the Student President or Vice President (such members have no voting rights).

### 3.2 Executive Committee Meetings

The President or Vice President will be responsible for setting up the meeting and clerical support will be provided by a Learner Engagement Officer.

In order to implement policies the Executive Committee will hold no less than two meetings per academic term.

The President and Vice President will be alternately responsible for chairing Executive Committee meetings.

All members of the Committee unable to attend a meeting shall give their apologies to the Chair by noon of the day preceding that meeting. Members unable to attend are encouraged to give written feedback/comments along with their apologies.

**Quorum** – One third of the elected membership plus the Student President or Vice President. If Quorum cannot be achieved any decisions taken will be advisory and not binding.

### 3.3 Purpose

1. To hold the President and Vice President to account.
2. To ensure the effective running of all SRUCSA business.
3. To manage and encourage participation in student engagement activities on all campuses and amongst distance learners and postgraduate students
4. To support and advise the Campus Councils.
5. To adhere to SRUCSA's aims and objectives
6. To agree members of the Executive Committee to represent SRUCSA interests within SRUCSA, SRUC and to external agencies.
7. To monitor and review enhancement and quality assurance activities on campus



8. To review the reports of the officers and relevant committees for acceptance
9. To agree SRUCSA position on topical issues and conduct or participate in any associated campaigns.

### **3.4 Election of Executive Committee Membership**

All successfully elected SRUCSA office bearers will automatically become members of the Executive Committee.

#### **3.4.1 Withdrawal from Executive Committee Membership**

Any member wishing to resign from their post and as a consequence the Committee, may do so in writing to the President/Vice President giving seven days' notice.

Any member of Committee who is absent from two consecutive meetings of the Committee without apology shall be deemed to have resigned. At the end of each meeting of the Committee, the Secretary will prepare a list of such members and will inform them in writing of their standing down from the Committee.

Persistent non-attendance will be investigated by the President/Vice President with the student concerned. If necessary, the President/Vice President can make recommendation that the student be removed from their post and as a consequence the Committee.

Withdrawal or leave of absence from study at SRUC will automatically remove them from their post and as a consequence the Committee.

The President and Vice President may be dismissed from the membership in accordance with the following:

1. A vote of no-confidence passed by a two-thirds majority vote of all members able to vote at the Executive Committee.
2. Such a vote, will not automatically remove the President or Vice President, but will instead trigger a referendum vote of no confidence which will involve all enrolled students. SRUC will be advised of this action.
3. The Referendum must be called within one week of the no confidence vote, and last for no more than seven days. The referendum question will ask "Do you have confidence in the President/Vice President?"
4. In order to be valid, the Referendum must:
  - a. have a turnout of 20% or more
  - b. have a simple majority vote in favour.
5. In the event that the vote is carried, the President or Vice President will be dismissed immediately from office and the Returning Officer will issue a letter of dismissal. The Returning Officer will inform all students and SRUC of the outcome.
6. If necessary, the Executive Committee will then be convened for an emergency meeting in order to elect a member to be a volunteer acting President or Vice President until a by-election can be scheduled.

7. A by-election for the post will be scheduled within three term-time weeks of the President or Vice President being dismissed.

The Campus Officers may be dismissed from membership of the Executive Committee in accordance with the following:

1. A vote of no-confidence passed by a two-thirds majority vote of all members able to vote at the Executive Committee. Such a vote, will not automatically remove the Campus Officer, but will instead trigger a referendum vote of no confidence which will involve all enrolled students at their Campus. SRUC will be advised of this action.
2. The Referendum must be called within one week of the no confidence vote, and last for no more than seven days. The referendum question will ask "Do you have confidence in the Campus Officer?"
3. In order to be valid, the Referendum must:
  - a. have a turnout of 20% or more
  - b. have a simple majority vote in favour.

Campus Officers may be dismissed from membership of the Executive Committee in accordance with the following:

1. By SRUC withdrawing the student from study.
2. Temporary standing down from Executive Committee will be evoked if a student is under disciplinary investigation by SRUC. This does not affect the student's right to SRUCSA support in the disciplinary process
4. In the event that the vote is carried, the Campus Officer will be dismissed immediately from office and the Returning Officer will issue a letter of dismissal. The Returning Officer will inform all students and SRUC of the outcome.
5. If necessary, the Executive Committee will then be convened for an emergency meeting in order to elect a member to be a volunteer acting Campus Officer until a by-election can be scheduled.
6. A by-election for the post will be scheduled within three term-time weeks of the Campus Officer being dismissed.

The Liberation Officers may be dismissed from membership of the Executive Committee in accordance with the following:

1. A vote of no-confidence passed by a two-thirds majority vote of all members able to vote at the Executive Committee. Such a vote, will not automatically remove the Liberation Officer, but will instead trigger a referendum vote of no confidence which will involve all enrolled students who identify as part of their Liberation Community. SRUC will be advised of this action.

2. The Referendum must be called within one week of the no confidence vote, and last for no more than seven days. The referendum question will ask “Do you have confidence in the Black Students'/Disabled Students'/LGBT+/Women's Officer?”
3. In order to be valid, the Referendum must:
  - a. have a simple majority vote in favour.

Liberation Officers may be dismissed from membership of the Executive Committee in accordance with the following:

1. By SRUC withdrawing the student from study.
2. Temporary standing down from Executive Committee will be evoked if a student is under disciplinary investigation by SRUC. This does not affect the student's right to SRUCSA support in the disciplinary process
4. In the event that the vote is carried, the Liberation Officer will be dismissed immediately from office and the Returning Officer will issue a letter of dismissal. The Returning Officer will inform all students and SRUC of the outcome.
5. If necessary, the Executive Committee will then be convened for an emergency meeting in order to elect a member to be a volunteer acting Liberation Officer until a by-election can be scheduled.
6. A by-election for the post will be scheduled within three term-time weeks of the Liberation Officer being dismissed.

### **3.4.2 Sub-committees**

The Executive Committee shall have the power to create and determine sub-committees, to which it may delegate specific powers or areas of responsibility, for example over elections.

## Operating Procedure 4 – Campus Councils

*This Operating Procedure deals with the Campus Councils and how they operate. The Campus Councils are responsible for directing the campus specific business of SRUCSA.*

### 4.1 Membership

- Campus Officer (Council Chair)
- Council Secretary
- Council Treasurer
- Class Representatives
- Chairs of affiliated Clubs and Societies
- All students studying at the campus
- Student President or Vice President (in attendance)
- Sports and Activities Officer (in attendance)
- Liberation Officers (in attendance)

Others may attend, including college staff and representatives of external organisations, subject to invitation from the Campus Officer, but such members have no voting rights.

### 4.2 Campus Council Officers

- Campus Officer (Council Chair)
- Council Secretary
- Council Treasurer
- Class Representatives
- SRUCSA Executive Officers in attendance

### 4.3 Campus Council Meetings

The Campus Officer as Chair will be responsible for setting up the meeting and the Secretary will record its business.

In order to implement policies and prepare appropriate feedback to the Executive Committee the Campus Council will hold no less than two meetings per academic term or three meetings per academic semester.

Another SRUCSA Executive Officer can exceptionally chair in the absence of the Campus Officer.

All Council Officers unable to attend a meeting shall give their apologies to the Chair by noon of the day preceding that meeting. Council Officers unable to attend are encouraged to give written feedback and comments along with their apologies.

**Quorum** – A minimum of five elected Council Officers must be in attendance, excluding the Chair. If Quorum cannot be achieved any decisions taken will be advisory and not binding.

## 4.4 Purpose

1. To hold the Campus Officer and SRUCSA to account.
2. To provide a forum for the student voice on campus.
3. To manage and encourage participation in Student Engagement activities on campus.
4. To support and advise the elected Class Representatives.
5. To adhere to the Campus Council's aims and objectives, this will reflect those of SRUCSA.
6. To represent their campus interests within SRUCSA, SRUC and to external agencies.
7. To monitor and review enhancement and quality assurance activities on campus.
8. To review the reports of the officers and relevant committees for acceptance.
9. To agree campus position on topical issues and conduct or participate in any associated campaigns.

## 4.5 Election of Council Officers

The Campus Officer, and other SRUCSA Executive Officers in attendance, shall be elected in accordance with the relating Operating Procedure contained within the SRUCSA Constitution.

The Council Secretary and Treasurer shall be elected from those students present at the first council meeting. Nominations will be submitted at the start of the meeting and a vote by secret ballot conducted for each post.

Class Representatives shall be elected by their peers in the same year and course group, with a minimum of one and a maximum of two Class Representatives for each group. Nominations will be submitted to the respective Year Tutor and a vote by secret ballot conducted for each post.

## 4.6 Withdrawal of Council Officers from Post

The Campus Officer and other SRUCSA Executive Officers may withdraw or be withdrawn from post in accordance with the relating operating procedure contained within the SRUCSA constitution.

All other Council Officers and Class representatives may withdraw or be withdrawn from post in accordance with the following:

1. Council Officers wishing to resign from their post may do so in writing to the Campus Officer, giving seven days' notice.
2. Any Council Officer who is absent from two meetings of the Campus Council without apology shall be deemed to have resigned. At the end of each meeting of the

Campus Council, the Secretary will prepare a list of such members and will inform them in writing of their standing down from the Campus Council.

3. Persistent non-attendance will be investigated by the Campus Officer with the student concerned. If necessary, the Campus Officer can make a recommendation that the student be removed from post as Council Officer.

4. Withdrawal or leave of absence from study at SRUC will automatically remove a student's membership of the Campus Council.

5. By a vote of no confidence proposed and seconded by other elected members at a Campus Council meeting. The vote must be carried by a two thirds majority of all SRUCSA members who would be eligible to vote in the election of the Class Representative in question.

All Council Officers will be subject to a temporary standing down from post if they are under disciplinary investigation by SRUC. This does not affect their right to SRUCSA's support in the disciplinary process.

## **Operating Procedure 5 – Extra-Curricular Activities**

*This section of the constitution deals with the affiliation of Sports Teams, Clubs and Societies to SRUCSA. It outlines the agreements between SRUCSA and its Clubs and Societies, and the agreements between SRUCSA and SRUC. It also covers the process for students seeking individual funding for activities.*

### **5.1 General**

SRUCSA will provide financial support according to its financial situation. Funding will only be provided on the condition that the proposed club or society meets the rules of affiliation and does not bring the name of SRUCSA or SRUC into disrepute and conducts its business legally.

SRUCSA will accept individual applications for support from current SRUC students to engage in other activities/competitions. Applicants that receive support will be expected to provide a written report to the Executive Committee about their use of the support.

Any funding will be granted on a case by case basis.

### **5.2 Conditions of Affiliation**

Sports Clubs and Societies must:

1. Be inclusive of the whole student body when conducting its business and demonstrate a level of student interest.
2. (In the case of a sports club) have sufficient membership for the club to field a team.
3. Provide the Executive Team with an acceptable constitution, a budget and a list of members in accordance with the clubs and societies schedule.
4. Submit a budget request every year by the end of week 4 in term 1 which will include details of planned activities; details of anticipated expenditure; details of anticipated fees/sponsorship.
5. Open and manage their own bank account.
6. Maintain records of those attending, and relevant fees paid. Reports on up-to-date expenditure and income will be presented to their Campus Council each term.
7. Conduct its business to ensure the health and safety of its members at all times. Where appropriate, risk assessments should be conducted in advance of the activity and lodged with the Campus Council.
8. Ensure that all members of the club and its supporters conduct themselves in an appropriate manner and do not engage in anti-social behaviour, and does not bring SRUCSA or SRUC into disrepute.
9. Never actively promote anti-social behaviour, lewd acts or excessive drinking, or force any SRUCSA member into taking part in such activities.

10. Not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other person on the ground of gender, race, disability, age, religious or political belief, sexual orientation, social background, ethnic origin, language, marital or civil partnership status, or pregnancy.

If these conditions are met, the Club or Society will be considered an affiliate of SRUCSA and may include SRUCSA or SRUC in its title.

### **5.3 Setting up a Sports Team, Club, or Society**

Any club or society that wishes to be recognised by SRUCSA shall present:

1. A completed and signed agreement of affiliation.
2. A list of signatures of members or potential members.
3. A constitution for the club or society.
4. A detailed budget of proposed income and expenditure.

### **5.4 Withdrawal of Affiliation**

SRUCSA will regularly review its affiliations and may disaffiliate any club or society if:

1. It requests to be disaffiliated.
2. If the club fails to follow the conditions of affiliation
3. If they act in such a way that it brings the name of SRUCSA or SRUC into disrepute.

Sports Clubs and Societies may be disaffiliated by a majority vote of the Executive Committee. In the event that the President/Vice President and/or SRUC deems an action to be so serious it requires immediate attention, the President/Vice President may temporarily disaffiliate a Sports Club or Society until the next Executive Committee where a full review will be carried out and a vote will be taken to reinstate affiliate or confirm disaffiliation.

### **5.5 Meetings of Clubs and Societies**

1. The annual general meeting of each club and society shall be held each year. This meeting will elect the club or society committee and agree its constitution.
2. Each club or society should have a minimum of one general meeting per term where all members of the respective club/society should attend, unless reasonable apologies are submitted.
3. The quorum of each club/society general meetings shall be 50% plus one of the club or society committee.
4. The committee secretary is responsible for arranging the dates of meetings and must inform the members at least five college days in advance. Agendas should be available two days in advance of the meeting.



5. Changes to the constitution of any club or society can only be made at a club or society's general meeting and must be ratified by the Executive Committee.

## Operating Procedure 6 – Discipline

*This part of the constitution sets out how SRUCSA helps and encourages all members to maintain satisfactory behaviour whilst representing SRUCSA both within and outwith SRUC.*

SRUCSA has the right to evoke disciplinary procedures but will only do so once it has discussed the circumstances and determined the type of offence with a member of SRUC's HR group.

SRUCSA may also take disciplinary action if a complaint is made to SRUC.

### 6.1 Types of offence

SRUCSA recognises SRUC's definition of and associated resolution for offences and will conduct any investigation accordingly (ref SRUC Disciplinary procedure).

### 6.2 Disciplinary Committee

In the event that a disciplinary hearing is required, the President/Vice President shall convene the SRUCSA Disciplinary Committee. The committee shall consist of:

- President/Vice President (Chair)
- Members of the Executive Committee (one of which should be a Campus Officer from another campus)
- Student Experience Manager (or nominee)
- Secretary (Learner Engagement Officer)

Depending on the nature of the offence a member of HR may be invited to join in an advisory capacity.

The committee shall be considered to be quorate if the President/Vice President and any two others attend.

These members should not have any prior dealings, or relationship with the member accused of wrong doing. In the event that they do, they will be substituted accordingly.

The Disciplinary Committee will follow SRUC's Disciplinary Procedure. In the event that the allegation is upheld, the committee may introduce sanctions as follows:

1. Instruction to write an official apology to those affected. If this is not done a subsequent sanction from this list.
2. A written warning of their conduct
3. Removing SRUCSA membership and associated privileges for a determined period of time.
4. Permanently removing the privileges of the member.
5. The committee may refer the issue to SRUC for advice or further action.

If the complaint is upheld the member may appeal. The appeal will follow SRUC's procedures which will be made available to the member.

If the committee finds there is no wrong doing, then the member will continue their membership of SRUCSA.

## **Operating Procedure 7 – Finance**

*This part of the constitution sets out how the financial business of SRUCSA will be managed and executed.*

### **7.1 Bank Accounts**

There shall be a bank account held in the name of SRUCSA. There shall be a minimum of two signatories to the account.

In the case of either the President or the Vice President not being over 18, the Executive Committee shall elect new signatories from amongst the members of the Executive Committee.

### **7.2 Funding Campus Councils**

Funds will be allocated to Campus Councils to facilitate SRUCSA activity. The funds will be determined each year according to student numbers and level of activity.

Payments authorised by Campus Councils for activities, goods or services will be made from the SRUCSA bank account.

Any money raised by Campus Councils through events or fundraising activities will be banked in the SRUCSA bank account and ring-fenced for sole future use of that Campus Council.

Each Campus will have a petty cash system in place for ad hoc payments. The petty cash limit shall be £200. The Council Treasurer, under the direction of the Executive Committee, shall ensure that petty cash is maintained at this limit and that a record is kept of all advances and expenditure.

Campus Councils will be able to apply to the Executive Committee for extra or one-off amounts of funding for activities or events. Such applications will be considered on a case by case basis.

The Council Treasurer shall be responsible for the operation and recording of all income and expenditure relating to SRUCSA activity on the campus, including the petty cash account, and shall present a record of all transactions once a month to the SRUCSA Executive Committee.

The Campus Treasurers shall advise the SRUCSA Executive Committee when the limits laid down in the budget set are likely to be exceeded. The Campus Councils are responsible, under the direction of the Executive Committee, for ensuring that agreed budgets are not exceeded, unless the necessary approval has been given before the proposed expenditure.

### **7.3 Funding Affiliated Clubs, Societies and Individuals**

Only Clubs, Societies and Individuals affiliated with SRUCSA will be allowed to access SRUCSA funding.

Each Club or Society will be required to open their own bank account, from which they will manage their own financial transactions.

Any money raised by Clubs or Societies through events or fundraising activities will be banked in their own bank account for sole future use of that Club or Society.

All Club and Society activities and events will require a contribution from the membership, with SRUCSA funding up to 50%. Higher levels of funding may be available upon direct application to the SRUCSA Executive Committee and will be considered on a case by case basis.

Clubs and Societies can apply to the Campus Council for funding for activities or events and such applications will be considered by the Campus Council on a case by case basis.

The Campus Council may approve funding for affiliated Clubs and Societies up to a total of £300. Any approved funding for Clubs and Societies will be fulfilled by SRUCSA and not be part of the Campus Council's funding allocation.

Club or Society funding requests over £300 should be made direct to the SRUCSA Executive Committee.

The Club or Society Treasurer shall be responsible for the operation and recording of all income and expenditure relating to its activity and shall present a monthly record of all transactions to the Campus Council. Failure to do so may result in SRUCSA funds being withheld from the Club or Society.

#### **7.4 Funding Unaffiliated Individuals or Groups**

Individuals or ad hoc groups of students wishing to take part in sporting events or organise activities on campus will be able to apply to the Campus Council for one-off amounts of funding.

Such applications will be considered on a case by case basis.

The Campus Council may approve funding of up to 50% of the total cost of the event or activity, up to a maximum of £100.

Where funds are allocated, these individuals or groups will deal directly with the Council Treasurer who will be responsible for the administration of these funds.

#### **7.5 Right of Appeal**

Any Full Member of SRUCSA may appeal any decision taken by the Campus Council.

Any appeals must be made in writing to the Student President or Vice President within five college days of the Campus Council in question.

Appeals will be decided by the SRUCSA Executive Committee at their next meeting. The implementation of any decision taken by the Campus Council that is appealed will be placed on hold until the SRUCSA Executive Committee has handed down their decision.

#### **7.6 Collection of Money**

The collection of all money due to SRUCSA shall be the responsibility of each Campus Treasurer, the President and Vice President, under the supervision of the Executive Committee, which shall be notified promptly of all money due to or owed by SRUCSA.

The collection of all money due to SRUCSA affiliated Clubs/Societies shall be the responsibility of each Club/Society Treasurer.

## **7.7 Limits on Payments**

Each Campus Treasurer shall have the power to authorise cash expenditure on activities, goods or services up to £200.

All expenditure on student activities over £200 shall be approved by the Executive Committee.

## **7.8 Contracts**

No contract should be signed without the approval by the Executive Committee and must not compromise the financial sustainability of SRUCSA.

## **7.9 Budgets and Financial Statements**

Budgets shall be drawn up for all areas of proposed expenditure in advance of the SRUCSA Annual General Meeting. These areas shall be determined by the Executive Committee.

## **7.10 Security and Insurance**

Each Campus Council shall be responsible for maintaining proper security at all times for all stock, stores, furniture, equipment, cash etc. under its control. An Inventory of all such items will be produced each year.

The Executive Committee shall be responsible for making appropriate arrangements where it is considered that special security arrangements may be necessary.

The Executive Committee shall be responsible for ensuring that proper insurance cover is undertaken, including fire risks, theft, damage and loss etc. of property and employers' liability.

## **7.11 Expenses to SRUCSA Members**

Any member of the Executive Committee may receive expenses for costs incurred whilst on SRUCSA business.

Expenses must be authorised by the President, Vice President, or Learner Engagement Officer over the age of 18, who shall not be the person claiming the expense.

## **7.12 Donations**

SRUCSA shall not make donations or affiliations to any organisation outside the aims and objectives of SRUCSA. SRUCSA may allow for its facilities to be used for special events which raise money for a specific charity or cause. Only the net profit from such events may be passed to the charity.

## **7.13 Age Restriction for Authorisation**

Any member of the Executive Committee under the age of 18 shall not sign any contract or financial agreement, authorise any expenditure, take responsibility for any budget, sign cheques or make any financial decisions

## **Operating Procedure 8 – Meeting Regulations**

*This part of the constitution deals with the protocols for running SRUCSA meetings. It outlines the form and content of meetings and the roles and responsibilities of the Chair and Secretary.*

## 8.1 Agenda

An agenda will be circulated three days before the meeting. All papers and items for inclusion on the agenda should be with the Secretary at least ten days before the meeting.

- There will be a standing agenda which will include:
- Attendance and Apologies
- Minutes of Previous Meeting
- Matters Arising
- Reports from the SRUCSA Officers/Council Officers/Class Representatives
- Reports from Clubs and Societies
- Reports from Relevant Committees
- Items raised by Members for Discussion
- Any other business

## 8.2 Chair

1. The Chair shall be the elected Campus Officer. In the event that a Campus Officer is not currently in post, another elected member of the SRUCSA Executive Committee shall be the Chair.
2. The Chair is responsible for ensuring that meetings are conducted effectively and according to meeting regulations.
3. The Chair shall appoint a Vice-Chair in the event that they are not able to attend.
4. In the event of the Chair being in conflict, or alleged to be in conflict, with the item under discussion the Chair should be resigned, for the duration of the item under discussion, to the Vice-Chair.
5. In the event of any situation arising not being covered by meeting regulations then the Chair shall rule on the procedure to be adopted. Such a ruling shall be subject to the approval of the SRUCSA Executive Committee.

## 8.3 Secretary

1. The Secretary will assist the Chair to ensure that meetings are publicised and promoted effectively to all those eligible to attend.
2. The Secretary shall compile the agenda and related papers, and ensure these are distributed to attendees.
3. During the meeting the Secretary will be responsible for recording the minutes.
4. The Secretary will be responsible for publication of minutes to the Chair, along with any necessary actions to be carried out, no later than ten college days after the meeting has taken place.

## **8.4 Issues Raised by Members**

Any issues raised for discussion by Members must be notified to the Council Secretary for inclusion on the agenda ten working days before the meeting. The Chair can request that a paper be prepared outlining the issue, at this time.

If the item requires a decision, members will vote and a simple majority will be taken as signifying approval.

A copy of the confirmed minutes will be made available to all members of SRUCSA no later than ten days after the meeting.

## **8.5 Reports**

Meetings may receive written reports from Members, the SRUCSA Executive Committee, Council Officers and the Chairs of Clubs, Societies and other committees.

## **8.6 Votes and Voting**

1. Unless stated otherwise, all votes will require a simple majority to pass.
2. No member may vote on behalf of another member. If a member is absent and wishes to provide comment on an item that is going to vote they are required to provide written comments at the time of submitting apologies. These comments will be read to the meeting by the Chair as part of the discussion.
3. Only full members of SRUCSA are eligible to vote.
4. Voting shall be done with a show of hands.
5. The Chair shall have the casting and deciding vote in all matters.
6. If requested, a secret vote may be carried out, with the consent of the meeting.

## **8.7 Chairs Action**

In the event of an issue that would normally require the consent of the Executive Committee to action, and there is insufficient time to schedule an Executive Committee meeting or the issue occurs during SRUC's holiday periods, the Chair may take the appropriate decisions and actions and report them back to the Executive Committee at its next scheduled meeting.



## **Operating Procedure 9 – Opting Out of SRUCSA Membership**

*This part of the constitution deals with the protocol for students wishing to opt out of membership of SRUCSA.*

Every student shall be able to relinquish their right of membership of SRUCSA.

A student who opts out of SRUCSA shall not be able to participate in the democratic and decision-making function of SRUCSA. This includes not being able to stand for any officer or representative position, including club and society committee members, as contained in the SRUCSA constitution.

A student who opts out of SRUCSA shall continue to have the right to attend SRUCSA-run events and participate in the activities of clubs and societies.

A student wishing to opt out must indicate this within six weeks of the start of their course in writing to the Learner Engagement Officer.

A student who has opted out who wishes to renew membership of SRUCSA shall notify the Learner Engagement Officer in writing. The Learner Engagement Officer shall then inform the President/Vice President. If the application falls within five college days of nominations opening for a SRUCSA election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.