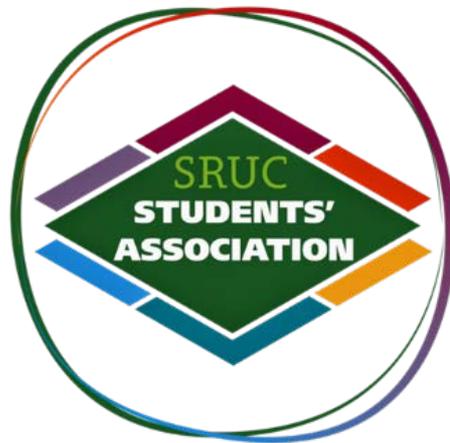


SRUCSA

Constitution & Operating Procedures



Constitution and Operating Procedures of Governance of the SRUC Students' Association

Approved the SRUC Board and the SRUCSA Executive Committee March 2020

Contents

Contents.....	2
Section 1. Name	5
Section 2. Purpose and Objectives	5
Section 3. Membership.....	5
Section 4. Officers	6
Section 5. Executive Committee.....	6
Section 6. Finance.....	7
Section 7. Equipment/Assets.....	8
Section 8. Affiliation to External Organisations.....	8
Section 9. Extra-Curricular Activities	8
Section 10. Elections	8
Section 11. Conduct of Members.....	8
Section 12. Regulations	9
Section 13. Interpretation of the Constitution and its Articles	9
Section 14. Amendment of the Constitution and its Articles	9
Section 15. Indemnity	9
Section 16. Complaints.....	10
Section 17. Membership of SRUC Committees.....	10
Section 18. Approval of Constitution.....	10
Operating Procedure 1. Election of Officers.....	11
1.1 Returning Officer	11
1.2 Election Timetable	11
1.3 Standing for Election	11
1.4 Promoting the Election	12
1.5 Campaigning	12
1.6 Election Regulations.....	12
1.7 Voting procedures	12
1.8 Complaints.....	12
1.9 Sanctions.....	13
1.10 Election of Class Representatives.....	13
Operating Procedure 2. Officers and their Duties	14
2.1 Sabbatical Officers	14
1.1.1 Remits of Office	14
2.2 Liberation Officers	15

1.1.2 Remit of Office	15
2.3 Class Representatives.....	16
1.1.3 Remit of Office	16
2.4 Council Secretary	16
1.1.4 Remit of Office	16
2.5 Council Treasurer	16
1.1.5 Remit of Office	16
Operating Procedure 3. Executive Committee.....	17
3.1 Membership.....	17
3.2 Executive Committee Meetings.....	17
3.3 Purpose	17
3.4 Election of Executive Committee Membership.....	17
1.1.6 Withdrawal from Executive Committee Membership	17
1.1.7 Sub-committees	18
1.1.8 Liberation Officers.....	18
Operating Procedure 4. Campus Councils.....	19
4.1 Membership.....	19
4.2 Campus Council Officers.....	19
4.3 Campus Council Meetings.....	19
4.4 Purpose	19
4.5 Election of Campus Council Membership.....	19
4.6 Withdrawal from Campus Council Membership	20
Operating Procedure 5. Extra-Curricular Activities	21
5.1 General.....	21
5.2 Conditions of Affiliation	21
5.3 Setting up a Sports Club or Society.....	21
5.4 Withdrawal of Affiliation	22
5.5 Meetings of Clubs and Societies	22
Operating Procedure 6. Discipline	23
6.1 Types of offence	23
6.2 Disciplinary Committee.....	23
Operating Procedure 7. Finance.....	24
7.1 Bank Accounts.....	24
7.2 Funding Campus Councils	24
7.3 Funding Sports Clubs & Societies.....	24
7.4 Funding Individuals and Unaffiliated Groups.....	25
7.5 Collection of Money	25
7.6 Limits on Payments	25

7.7 Contracts	25
7.8 Budgets and Financial Statements.....	25
7.9 Security and Insurance.....	25
7.10 Expenses to SRUCSA Members.....	25
7.11 Donations	26
7.12 Age Restriction for Authorisation	26
Operating Procedure 8. Meeting Regulations	27
8.1 Agenda	27
8.2 Chair	27
8.3 Secretary	27
8.4 Issues raised by Members.....	27
8.5 Reports	27
8.6 Votes and Voting	28
8.7 Chair's Action	28
Operating Procedure 9. Opting Out of SRUCSA Membership.....	29
9.1 Opting out.....	29
9.2 Renewing membership.....	29

Section 1.Name

1.1 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

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

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

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

2.4 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:

- a - To represent the students, both collectively and individually, in all matters that relate to their time at SRUC.
- b - To act as an effective means of communication between the student body, SRUC and other bodies.
- c - To promote student engagement and to assist in developing the social, cultural and sporting life of SRUC.
- d - To be the students' recognised representative body to SRUC's Education Board and the SRUC Board.
- e - To represent SRUC student interests to relevant external organisations.

Section 3.Membership

3.1 Full Members

The following are full members of SRUCSA:

- a - All students registered on SRUC courses irrespective of level or mode of study.
- b - Membership under the age of 18 is allowed, but may have restrictions placed on them due to relevant UK and Scottish legislation.
- c - The elected Sabbatical Officers.

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

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 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 Executive Committee.

3.3 Associate Members

Associate Membership may be given to those who are students at other Universities or Colleges who are members of SRUCSA societies. Such membership may have a cost associated with it. This will be set annually by the Executive Committee at its summer term meeting, for the following academic year.

3.4 Entitlements

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

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

Only Full Members of SRUCSA are eligible to vote in any SRUCSA election.

Any eligible student who does not wish to be a member of SRUCSA does not have to do so.

Formal notice of this intention may be advised to SRUCSA in writing.

All students who are registered at the College, over the age of 16, shall be 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 members of SRUCSA but may participate in certain activities, as agreed by the Executive Committee and any forum for students under the age of 16 and approved by the Executive Committee. 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 eight elected officers;

- Central Faculty Co-President
- North Faculty Co-President
- South and West Faculty Co-President
- Black Students' Liberation Officer
- Disabled Students' Liberation Officer
- LGBTQ+ Liberation Officer
- Women's Liberation Officer

The Co-President posts are full time sabbatical posts. Liberation Officer posts are part-time voluntary positions. The duties of the officers are listed in Operating Procedure 1.

Section 5.Executive Committee

The Executive Committee shall run 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 Executive Committee shall be elected according to the regulations contained in Operating Procedure 1 of this constitution. 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 Executive Committee shall be to:

1. Hold the Co-Presidents to account.
2. Carry out the decisions made by the Executive Committee and by referendum.
3. Act as a channel of communication between members of SRUCSA, SRUC Staff, the SRUC Board and other organisations.

4. Be responsible for the direction of SRUCSA through the implementation and development of the strategic plan.
5. Establish working groups, where relevant, and to receive any reports from such groups.
6. Liaise with and offer relevant support to any forum for students under the age of 16.
7. Fulfil specific responsibilities as laid down in Operating Procedure 2 of this constitution.
8. Ensure that SRUCSA finances operate efficiently and effectively.
9. Devise the SRUCSA budget and to ensure that financial reports are made to each ordinary meeting.
10. Prepare SRUCSA's annual report detailing the activities of SRUCSA, its finances, including any donations made to external organisations, and any other information required under current legislation.
11. Submit the SRUCSA budget, annual report and any other information required under current legislation to the SRUC Board for approval.

Executive Committee meetings shall be called by the Executive and shall meet at least six times a year. The meeting will be chaired by Co-Presidents on a rolling basis, to be determined at training session before the start of the academic year. The chair may only vote in the event of a tie.

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

Any member of the 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 Executive Committee, shall be considered to have resigned.

The Executive Committee of SRUCSA shall be responsible for the financial affairs of SRUCSA and shall ensure that any money is spent in accordance with the charitable objects of SRUCSA.

Section 6.Finance

SRUCSA shall receive 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 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. Only affiliated Clubs/Societies will be funded by SRUCSA.

In order to receive the support, SRUCSA will:

1. Provide an annual budget showing clearly how it will use the block grant.
2. Ensure the fund is managed according to the requirements of both SRUCSA and SRUC's financial procedures and is subject to satisfactory audit.
3. SRUCSA must continue to work in accordance with its purpose and objectives.
4. Ensure that SRUCSA conducts its activities in a manner that does not cause itself or SRUC permanent reputational damage.

Funds allocated to SRUCSA from SRUC will be held in SRUCSA's bank account. There should be a minimum of two signatories for the bank account.

Funds allocated to SRUCSA will be administered according to finance procedures outlined in

Section 7.Equipment/Assets

SRUCSA's equipment may be available to students and staff of SRUC. Where equipment is made available to non-SRUCSA members or non-SRUC staff a fee may be charged. All loans of SRUCSA equipment are subject to approval of the Executive 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 Executive Committee.

The college 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 students (not just SRUCSA members) and the SRUC Board; of existing affiliations and the subscriptions/fees/donations made since the previous report.

The report and list of affiliations/fees and details of how to raise objections relating to the above will be included in the Student Handbook.

In the event of a challenge to the affiliation(s) it shall require a minimum of 20 members of SRUCSA to requisition a ballot to withdraw from an affiliation to a particular organisation. A second ballot requisition relating to the same organisation shall not be held within one year. SRUCSA cannot legally make donations to other charities/outside bodies other than through affiliation to them. Money raised by students, which is being raised for and goes directly to a recognised charity, is not regarded as a donation and is legal.

Section 9.Extra-Curricular Activities

Support of Extra-Curricular activities, such as the formation of Sports 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 other 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 meetings of SRUCSA minutes shall be taken, which shall be circulated and any necessary corrections made, at the next appropriate meeting. Confirmed minutes shall be filed and made available to all students.

A copy of the constitution, including any amendments, a copy of the annual report and any plans for SRUCSA's activities, including the budget, shall be made available to all students. All meetings of SRUCSA 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 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 the Constitution at its next review. Where a procedure is not covered by this Constitution and its Operating Procedures the Operating Procedures of SRUC or 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 Executive Committee and will be re-approved by the Board at an interval of no less than two years after initial approval.

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

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

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

All previous copies of the Constitutions of former legacy colleges are no longer valid.

Section 15. Indemnity

Every Officer, appointee or member of staff of SRUCSA shall be indemnified out of the assets of SRUCSA against all losses or liabilities which he/she may sustain or incur in or about the execution of his/her office. No officer, appointee or member of staff 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 his/her 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. It is not covered by the SRUC Complaints Procedure. The following complaints procedure shall be made available to all students or groups of students and persons outwith the student body who are dissatisfied in their dealings with SRUCSA or claim to be unfairly disadvantaged by reason of their having exercised their right to opt out of membership of SRUCSA.

In the event of a person wishing to make a complaint against SRUCSA this should be done in writing and signed, with copies going to the Co-Presidents and the Student's Association Development Officer or, in the case of an election complaint, to the Returning Officer. They shall discuss the complaint and, if considered necessary, bring it before the other officials for consideration before a written response is given. A written reply will be given 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 complain will also be referred to the mechanisms in this constitution to remove officers and change the policy of SRUCSA.

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: SRUCSA & SRUC Board

Approved:

Adopted:

Operating Procedure 1. Election of Officers

This section outlines the procedure for electing SRUCSA Officers and 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. Returning Officer will set the dates of the election in consultation with SRUCSA and the Student Experience 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 Co-Presidents takes place before the Easter Break each year. Once elected the Co-Presidents shall take office on 1st July and shall serve for not more than 12 months without re-election.
2. 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.
3. 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 election process shall be the:

- Central Faculty Student Co-President
- North Faculty Student Co-President
- South and West Faculty Student Co-President
- Black Students' Liberation Officer
- Disabled Students' Liberation Officer
- LGBTQ+ Officer Liberation Office
- Women's Officer Liberation Officer

1. No member who has opted out may stand for any position.
2. Reopen nominations (RON) shall be a candidate in all SRUCSA elections.
3. Nomination forms will be available ten college days before the election.
4. The nomination form shall include an Opportunity Profile outlining the role being contested. It will also contain information on the facilities SRUCSA will make available to each candidate.
5. Members of SRUCSA may stand for election upon completion of a nomination form signed by the candidate.
6. Nomination forms must reach the Returning Officer or a person appointed by him/her not later than 5.00pm on the day, five 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 college day of the close of nomination.
2. The Returning Officer or a person appointed by him/her shall provide the candidate with an Election Pack.
3. The contents of the Election Pack shall be determined by the Returning Officer in conjunction with the 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 Election Packs.
3. Candidates cannot use any communication materials that are not sanctioned by the Election 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 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. No candidate may exceed the spending cap set by the Returning Officer.
8. No promotional material may be circulated without prior approval of the Returning Officer
9. If any post on the Executive Committee falls vacant then a by-election shall be arranged by the Returning Officer. Nominations shall open no later than three 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 2 college days before the beginning 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 or the 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, contained within this constitution.

1.9 Sanctions

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

1. The Returning Officer may confiscate materials
2. Verbal warning
3. Candidate removal from the election process/ position elected to.

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 Reps and Depute Class Reps shall be elected by a meeting of each class during term 1.
2. There shall be one Class Rep and one Depute Class Rep per 20 students for each year of study, for each programme.
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 reps 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.

Operating Procedure 2. Officers and their Duties

This section of the constitution lists the duties of the SRUCSA Co-Presidents.

2.1 Sabbatical Officers

The Co-Presidents are the most senior student representatives in the college and are responsible for representing the student body within SRUC, to SRUC and to external agencies. This will be done by:

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 colleges quality assurance processes.
3. Being the Chair and Vice-Chair in rotation of the Executive Committee and ensuring that the decisions made are implemented.
4. To attend local campus/postgraduate committees as a representative of SRUCSA in an ex officio capacity.
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 and Academic Board.
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 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 Co-Presidents to fulfil their roles.

1.1.1 Remits of Office

The Co-Presidents are the most senior student representatives in the college and are responsible for representing the student body within SRUC, to SRUC and to external agencies. This will be done by:

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 colleges quality assurance processes
3. Being the Chair and Vice-Chair in rotation of the Executive Committee and ensuring that the decisions made are implemented.
4. To attend local campus/postgraduate committees as a representative of SRUCSA in an ex officio capacity.
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 and Academic Board.
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. Liaising 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 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 Co-Presidents to fulfil their roles.

2.2 Liberation Officers

SRUCSA has four elected Liberation Officer positions:

- Black Student's Liberation Officer
- Disabled Students' Liberation Officer
- LGBTQ+ Liberation Officer
- Women's Liberation Officer

1.1.2 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.

2.3 Class Representatives

The posts of Class Rep and Depute Class Rep are open to any matriculated student of SRUC who has not opted out of membership of SRUCSA.

1.1.3 Remit of Office

1. To gather information on and represent the views of their classmates on 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 as voting members
4. To feedback information from Campus Council meetings to their classmates
5. To assist where necessary in the promotion of SRUCSA policies and campaigns

Training will be undertaken to enable the Class Reps and Depute Class Reps to fulfil their Roles.

Class Reps and Depute Class Reps may be removed from post by a vote undertaken by students within the class that elected them. In such a case the vote would require a simple majority. A replacement Class Rep or Depute Class Rep should be elected in the same meeting.

2.4 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.

1.1.4 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.

2.5 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.

1.1.5 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

- North Faculty Co-President
- Central Faculty Co-President
- South and West Faculty Co-President
- Black Students' Officer
- Disabled Students' Officer
- LGBTQ+ Officer
- Women's Officer

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

3.2 Executive Committee Meetings

The Co-Presidents will be responsible for setting up the meeting and clerical support will be provided by the Students' Association Development Assistant.

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

The Co-Presidents will be 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 – 50% of the membership. If Quorum cannot be achieved any decisions taken will be advisory and not binding.

3.3 Purpose

1. To hold the Co-Presidents 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 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 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.

1.1.6 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 Students' Association Development Officer 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 Students' Association Development Officer with the student concerned. If necessary, the Students' Association Development Officer 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.

A Co-Presidents 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 Co-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 <Faculty> Co-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 Co-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 Co-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 Co-President being dismissed.

1.1.7 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.

1.1.8 Liberation Officers

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.
3. 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.
4. 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.
5. A by-election for the post will be scheduled within three term-time weeks of the Liberation Officer being dismissed.

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

- Faculty Co-President (Chair)
- Liberation Officers
- Elected Class Reps
- Chairs of affiliated Clubs/Societies
- Any students studying at the campus
- Others may attend, including college staff and representatives of external organisations, subject to invitation from the Co-President (such members have no voting rights).

4.2 Campus Council Officers.

The core officers will include:

- Faculty Co-President (Chair)
- Council Treasurer
- Council Secretary
- Class Representatives

4.3 Campus Council Meetings

The Co-President of the faculty 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.

In the absence of the Co-President to chair a stand-in may be nominated from members of the Campus council or Executive Committee.

All members of the Campus Council 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 membership plus the Chair. If Quorum cannot be achieved any decisions taken will be advisory and not binding.

4.4 Purpose

1. To hold the Co-President 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 which will reflect those of SRUCSA.
6. To agree members of Campus Council to represent their campus interests within SRUCSA, SRUC and to external agencies.
7. To monitor and review enhancement and quality assurance activities on campus and produce reports to present to the Executive Committee.
8. To review the reports of relevant committees for acceptance.
9. To agree campus position on topical issues and conduct or participate in any associated campaigns.

4.5 Election of Campus Council Membership

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 from Campus Council Membership

Any member of the council wishing to resign from their post and as a consequence the Campus Council, may do so in writing to the Executive Committee, giving seven days notice. Any member 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.

Persistent non-attendance will be investigated by the Co-President with the student concerned. If necessary, the Co-President can make recommendation that the student be removed from membership of Campus Council.

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

The Council Officers and the Class Representatives may be dismissed from membership of the Campus Council in accordance with the following:

1. 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 third majority of all SRUCSA members who would be eligible to vote in the election of the officer in question.
2. The student withdrawing from study
3. Temporary standing down from Campus Council will be evoked if a student is under disciplinary investigation by SRUC. This does not affect the student's 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 cause SRUCSA or SRUC permanent reputational damage 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 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-Presidents and/or SRUC deems an action to be so serious it requires immediate attention, the President/Vice-Presidents 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 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 Faculty Co-President shall convene the SRUCSA Disciplinary Committee. The committee shall consist of:

- Two Co-Presidents (Chair and Vice Chair)
- One Liberation Officer or other nominated student
- Student Association Development Officer (or nominee).
- Secretary

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

The committee shall be considered to be quorate if the two Co-Presidents and one other student representative is attending.

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 the 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.

7.2 Funding Campus Councils

1. 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.
2. Payments authorised by Campus Councils for activities, goods or services will be made from the SRUCSA bank account.
3. 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.
4. Each Campus will have a petty cash system in place for ad hoc payments. The petty cash limit shall be £200. The Campus 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.
5. 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.
6. The Campus 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 Executive Committee.
7. The Campus Treasurers shall advise the 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 Sports Clubs & Societies

1. Only Clubs and Societies affiliated with SRUCSA will be allocated SRUCSA funding. Each Club Society will be required to open their own bank account, from which they will manage their own financial transactions.
2. All Clubs/Societies will be required to submit an annual budget outlining membership numbers and proposed activity. This budget will be used to determine the allocation of SRUCSA funds for the year. Allocated funds will be paid into the individual Club/Society's own bank account in monthly instalments.
3. The hire or purchase of facilities essential to carrying out Club/Society activities will be paid for in full by SRUCSA where such facilities do not already exist within SRUC/SRUCSA. All other activities will require a contribution from the Club/Society membership to the cost of the activities they take part in. Any allocation of funds from SRUCSA will reflect this.
4. Any money raised by Clubs/Societies through events or fundraising activities will be banked
5. in their own bank account for sole future use of that Club/Society.
6. Clubs/Societies will be able to apply to the Campus Council for extra or one-off amounts of funding for activities or events. Such applications will be considered on a case by case basis.

7. The Club/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/Society.

7.4 Funding Individuals and Unaffiliated 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 extra or one-off amounts of funding. Such applications will be considered on a case by case basis. Where funds are allocated, these individuals or groups will deal directly with the Campus Treasurer who will be responsible for the administration of these funds.

7.5 Collection of Money

The collection of all money due to SRUCSA shall be the responsibility of each Campus Treasurer, the President and Faculty Co- President, 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.

7.6 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 £500 shall be approved by the Executive Committee.

7.7 Contracts

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

7.8 Budgets and Financial Statements

Budgets shall be drawn up for all areas of proposed expenditure in October. These areas shall be determined by the Executive Committee.

The Campus Treasurer plus either the President or regional Vice-President, under the direction of the Executive Committee, shall provide the SRUC Board with a financial statement once a term.

7.9 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.

7.10 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 a member of the Executive Committee over the age of 18, who shall not be the person claiming the expense.

7.11 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.

7.12 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 one working week before the meeting. Papers and items for inclusion on the agenda are to be with the Secretary five working days before the meeting. There will be a standing agenda which will include:

- Attendance/Apologies
- Minutes of Previous Meeting
- Matters arising
- Reports from the Officers/ Council Reps
- Reports of relevant committees
- Reports from Sports Clubs and Societies.
- Items raised by members for discussion
- Any other competent business

8.2 Chair

1. The Chair is responsible for ensuring that meetings are conducted effectively and according to meeting regulations.
2. The Chair shall appoint a Vice-Chair in the event they are not able to attend.
3. In the event of any situation arising not being covered by meeting regulations then the chairperson shall rule on the procedure to be adopted. Such ruling shall be subject to the approval of the Executive Committee.
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.

8.3 Secretary

1. The Secretary is responsible for ensuring 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 to be distributed afterwards.
4. The Secretary will be responsible for publication of minutes along with any necessary actions to be carried out, no later than 10 college days after the meeting has take place.

8.4 Issues raised by Members

1. Any issues raised for discussion by Members must be notified to the secretary for inclusion on the agenda five working days before the meeting. The Chair can request, at this time, that a paper be prepared outlining the issue.
2. If the item requires a decision, members will vote and a simple majority will be taken as signifying approval.
3. A copy of the confirmed minutes will be made available to all members of SRUCSA.

8.5 Reports

Meetings may receive written reports from Members, Officers and the Chairs of committees, Clubs and Societies.

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 Chair's 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.

9.1 Opting out

Every student shall be able to relinquish their right of membership of SRUCSA. A student wishing to opt out must indicate this within six weeks of the start of their course in writing to the Student Association Development Assistant who will inform the SRUCSA Executive.

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.

9.2 Renewing membership

A student who has opted out who wishes to renew membership of SRUCSA shall notify the Student Association Development Assistant in writing who will then inform the SRUCSA Executive. 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.