



**ABERDEEN UNIVERSITY
STUDENTS' ASSOCIATION**

Aberdeen University Students' Association

Constitution

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Constitution for Aberdeen University Students' Association

- 1. Name:** The name shall be Aberdeen University Students' Association, hereinafter referred to as 'the Association', within the meaning of Section 20 of the Education Act 1994.
- 2. Purposes:** The purposes of the Association shall be:
- the prevention and relief of poverty of students
 - the advancement of citizenship and community development
 - the advancement of education
 - the advancement of the arts, heritage, culture and science
 - the advancement of health among students
 - the organisation of recreational activities for students who have need of them by reason of financial hardship or other disadvantage
 - the promotion of religious and racial harmony
 - the promotion of equality and diversity
 - the promotion of charitable fundraising activities
- and the assets of the Association shall be used only for these charitable purposes.
- 3. Activities:** In pursuance of its purposes (but not otherwise), the Association shall:
- provide welfare, advice and employment services for students
 - provide a recognised means of communication between students and the Court of the University and other relevant local and national bodies
 - promote volunteering activities, with volunteers being involved with the Association itself and the wider community
 - provide training and student support services
 - provide facilities and support for clubs and societies for the advancement of arts, heritage, culture and science
 - provide facilities, support for sports clubs and physical activities and promote general health issues to students
 - promote equality of opportunity among students and challenge all forms of discrimination whether based on sex, age, race, ethnicity, sexuality, disability, religion, cultural background or other such status
 - carry on any other activities which may be advantageously carried on in connection with and which further any of its purposes
- 4. Powers:** The Association shall have the powers to do whatever may reasonably be required to achieve its aims. The powers of the Association shall however be limited to those consistent with charitable status and shall include the power to employ staff.
- 5. Membership:** The following shall be categories of membership in the Association as outlined in schedule 1:
- Ordinary membership
 - Associate membership
 - Life membership
 - Honorary Life Membership
- All matriculated students of Aberdeen University will be ordinary members of the Association unless they exercise the right to opt out (refer to Schedule 1).
- 6. Standing Bodies:** The standing bodies of the Association shall be:
- (a) The Aberdeen University Students' Association General Meeting, with a quorum of 250 ordinary members (refer to Schedule 2).
 - (b) The Students' Association Trustee Board (refer to Schedule 3)

- (c) The Students' Association Council (refer to Schedule 5)
- (d) The Students' Association Executive Committee (refer to Schedule 4).

7. Standing Committees:

The Standing Committees of the Association shall be (refer to schedule 6):

- (a) The Education Committee
- (b) The Welfare Committee
- (c) The Sports Union Committee
- (d) The Societies Union Committee
- (e) The Charities Campaign Committee
- (f) The Communications and Marketing Committee
- (g) The Finance Committee
- (h) The Entertainments Committee
- (i) The Elections Committee
- (j) The Equal Opportunities Committee
- (k) The Foresterhill Committee
- (l) The Environment & Ethics Committee
- (m) The Employability Committee

and such other Committees as may be appointed by the Association from time to time.

8. Office Bearers:

The Full-time office bearers, or Sabbatical Officers of the Association shall be as follows:

- Student President
- President for Sports
- President for Welfare & Equal Opportunities
- President for Societies & Student Activities
- President for Education & Employability
- President for Charities

These offices will be remunerated Sabbatical posts and elected annually at the Association Executive Committee elections. A student will not be able to hold a paid sabbatical post for more than two years.

In addition to these, there will be part-time non-Sabbatical posts, elected annually at the Association Executive Committee elections:

- Vice President Equal Opportunities
- Vice President for Charities
- Vice President for Education
- Vice President for Societies
- Foresterhill Convenor.
- Environment & Ethics Officer
- Sports Union Treasurer

9. Trustees:

The Trustees of the Association shall be as follows:

- 6 Sabbatical Officers
- 4 External Trustees
- 3 Ordinary Members

10. Elections:

(a) Only matriculated students of Aberdeen University who do not opt out of the Association are eligible to stand for any office of, or under, the Association. No person may occupy more than one of the elected offices of the Students' Association simultaneously.

(b) All elections shall be held by secret ballot and conducted in accordance with Schedule 8: Elections

11. Procedure

The Association and its standing bodies shall have procedures for the conduct of

- for meetings:** meetings which can be amended only by a recommendation carried by a two-thirds majority of those attending an Association General Meeting voting in favour (refer to Schedules 2 and 9) and subsequently passed by the Trustee Board
- 12. Policies:** The Association Trustee Board shall keep a record of current Association policy statements, and shall make these available to the membership.
- 13. Discipline of members:**
- (a) All members of the Association are required to observe the Constitution of the Association and its Schedules.
 - (b) The Association Trustee Board shall be responsible for laying down the disciplinary procedures of the Association (refer to Schedules 9 and 10).
 - (c) The Association Trustee Board shall review the provisions of the Disciplinary Procedures for members inc Sabbatical Officers from time to time, and make a copy of the Procedures available upon request to any member of the Association.
- 14. Complaints:** Any complaint against the Association or its officers shall be heard timeously and fairly and in accordance with the procedures referred to in Schedule 9.
- 15. Interpretation:** The Student President, in the first instance, is responsible for the interpretation of the Association Constitution, Schedules and Policy. Any appeal against the decision of the Student President in this interpretation, shall be to the Association Trustee Board and its decision shall be final.
- 16. Provisions pertaining to the Licensing (Scotland) Act 1976:** The supply and consumption of alcoholic liquor shall be regulated in accordance with the Licensing (Scotland) Act 1976, as the Act may be amended or re-enacted from time to time, and specifically as provided for in Schedule 10.
- 17. Financial Practices:** The Association's financial practices shall be in accordance with Schedules 3 clause 6, and 13. The Association's audited accounts shall be published and made available to the membership.
- 18. Amendments to the Constitution and Schedules:** The Constitution and Schedules shall not be alterable except by recommendations to the Trustee Board from :
- (a) a motion duly made and carried by a two-thirds majority at a quorate Association General Meeting. Notice of such a motion shall be given to the membership at least five days before the motion is to be discussed.; or
 - (b) by a referendum at which not less than 1300 Ordinary Students' Association members must have voted, and, not less than two-thirds of these voting members must have indicated a unanimous preference on any one question.
- or
- (c) by way of a motion submitted from at least three trustee members to a full Trustee Board meeting
- Trustee Board shall require 75% in favour at a full Trustee Board to alter the constitution or schedules
- All changes to the Constitution and Schedules of the Association will be intimated to the University Court.
- No change shall be contrary to the Education Act 1994 or the Charities, Trustee and Investment (Scotland) Act 2005, or the Bribery Act 2010, as each may be amended from time to time.

19. Dissolution

The Association may be dissolved by the decision of the Trustee Board at an Extraordinary Trustee Meeting called for this purpose, with prior intimation to the University Court and the Office of the Scottish Charity Regulator (OSCR). In this event, the Trustee Board shall distribute or otherwise apply the Association's assets for one or more of the Association's charitable purposes as set out in clause 2 of the Constitution.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 1: MEMBERSHIP

1. Membership of the Students' Association shall consist of Ordinary, Associate, Life and Honorary Life members.

1.1 Ordinary Members

- 1.1.1 Every matriculated student of the University of Aberdeen shall be an Ordinary member of the Students' Association unless he/she has exercised his/her right to opt out of membership in accordance with Section 22(2)(c) of the Education Act 1994 as amended. Procedures for doing so shall be as specified in the Code of Practice to Ensure Compliance with the 1994 Education Act, produced by the University of Aberdeen.
- 1.1.2 Full-time Students' Association Sabbatical Officers shall also be classed as Ordinary Members.

1.2 Associate Members

- 1.2.1 All matriculated students of any further or higher educational institution with whom the Students' Association holds a reciprocal agreement shall be Associate Members unless they have exercised the right to opt out of membership of their institution's Students' Association.
- 1.2.2 The following members of the University community may apply for Associate membership and, if accepted, shall become Associate Members on payment of the appropriate subscription: members of the University Court; members of the Council; members of staff of the University of Aberdeen; members of staff of the Aberdeen University Students' Association; members of the General Council of the University of Aberdeen; persons attending conferences within the University and resident in University accommodation for the duration of the conference.
- 1.2.3 Other persons, who in the opinion of the Students' Association Trustee Board would be of service to the Association, may be admitted to Associate membership on payment of the appropriate subscription.

1.3 Life Members

- 1.3.1 Members of the General Council of the University of Aberdeen and any former Associate Member may apply for Life membership of the Students' Association and, if accepted, may become a Life Member on payment of the appropriate fee.
- 1.3.2 The following members of the University community may apply for Life membership and, if accepted, shall become Life Members on payment of the appropriate fee: members of the University Court; members of the Council; members of staff of the University of Aberdeen; members of staff of the Aberdeen University Students' Association.
- 1.3.3 Other persons, who in the opinion of the Students' Association Trustee Board would be of service to the Students' Association, may be admitted to Life membership on payment of a single appropriate fee.

1.4 Honorary Life Members

- 1.4.1 All Full-time Sabbatical Officers of the Association shall automatically be granted Honorary Life Membership of the Association, upon completion of a year in office;
- 1.4.2 The following may be granted Honorary Life Membership by the Students' Association Executive:
 - (i) the President of the Debater of the University of Aberdeen, upon completion of their respective year in office;
 - (ii) the Chancellors, Rectors and Principals of the Scottish Universities;

- (iii) any retired member of the Students' Association Council and any other person proposed by the Trustee Board.

1.5 Privileges of Membership

1.5.1 Ordinary Members only are entitled to:

- (i) attend General Meetings of the Students' Association, the Students' Association Council, the Association Executive Committee and Trustee Board;
- (ii) vote in General Meetings of the Students' Association and in Students' Association referenda;
- (iii) vote in Students' Association Elections;
- (iv) stand for any office of, or under, the Association.

1.5.2 All members are entitled to use all Students' Association facilities, subject to any charges or other conditions as may be determined by the Association Trustee Board.

1.5.3 Matriculated students of Aberdeen University who have exercised their right to "opt out" shall be entitled to enter Students' Association premises for the purpose of student services not otherwise available, subject to any charges or other conditions as may be deemed appropriate by the Association Trustee Board. Such persons are subject to the same standards of conduct and discipline as apply to members.

1.6 Obligations of Membership

1.6.1 Any Associate or Life Member whose subscription is not paid shall not be entitled to exercise the privileges of membership.

1.6.2 Proof of membership shall be by card:

- (i) The student matriculation cards of the University of Aberdeen shall serve as proof of membership of the Students' Association;
- (ii) Associate Members as defined at para. 1.2.1 of this Schedule, shall have cards issued by their own establishment or by the National Union of Students;
- (iii) Associate Members, as defined at paras. 1.2.2 and 1.2.3 of this Schedule, shall have cards issued by the Students' Association;
- (iv) Life Members and Honorary Life Members shall have cards issued by the Students' Association.

1.6.3 Members are obliged to observe the Constitution and Schedules of the Students' Association and to conduct themselves in a manner befitting the dignity of the Students' Association. It is the responsibility of members to become acquainted with the Constitution and Schedules of the Students' Association.

1.7 Subscriptions

1.7.1 The annual subscription for Ordinary Membership shall be determined by the Students' Association Trustee Board.

1.7.2 The subscription for the three types of Associate Membership and Life Membership shall be such sum as may be fixed from time to time by the Students' Association Trustee Board.

1.7.3 No subscription shall be payable by Honorary Life members.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 2: GENERAL MEETINGS

- 1.1 The quorum for General Meetings of the Association shall be 250 Ordinary Members. In the event that a quorum is not achieved, an inquorate meeting shall have the power to fix the time, place and quorum for a re-convened meeting with the provision that the reconvened meeting is no sooner than 10 days after the date of the original meeting and that the quorum is no lower than 125 Ordinary members.
- 1.2 An AUSA Council member previously elected from and by AUSA Council shall chair the meeting.
- 1.3 The Order of Business for General meetings shall be
- The Chair will open the meeting;
 - Apologies for absence;
 - Minutes of previous General Meeting and any matters arising;
 - Minutes of previous Trustee Board Meetings and any matters arising;
 - Executive Committee Office Bearers reports and related questions;
 - Items for discussion and action previously intimated on the agenda for recommendation to the Trustee Board;
 - Constitutional matters, if any, for recommendation to the Trustee Board;
 - Emergency items for discussion and recommendation to the Trustee Board;
 - AOCB.
- 1.4 Meetings shall be conducted in accordance with Standing Orders (Schedule 8).

2 The Annual General Meeting (AGM)

- 2.1 The AGM of the Students' Association shall be held in the 7th week of the Spring Term, the date, time and place to be determined by the Association recommendation to the Trustee Board. Notice of an AGM shall be posted no later than 10 calendar days before the date of the meeting.
- 2.2 In addition to the Order of Business above the AGM shall also consider:
- (i) The minutes of the previous AGM;
 - (ii) Questions on the annual audited accounts;
 - (iii) Recommendations to the Trustee Board on the appointment of auditors;
 - (iv) Recommendations to the Trustee Board as to AUSA's affiliations to external organisations.
- 2.3 All other business of the AGM shall be brought forward by way of a motion, duly seconded and submitted to the Student President in writing no less than five days in advance of the meeting. The Student President shall be responsible for adding any such motions and amendments to the notice of the meeting already posted.

It shall, however, be competent for a motion to be made at the AGM arising out of the Agenda provided that this rule shall not apply to alterations to the Constitution or Schedules.

3 Extraordinary General Meetings

- 3.1 An Extraordinary General Meeting may be called upon the instruction of the Association to the Trustee Board, or a requisition signed by 125 or more of the Ordinary members of the Association, or the instruction of the Student President.
- 3.2 The Association shall recommend and the Trustee Board shall determine, the date, time and place of the Extraordinary General Meeting, and the Student President shall be responsible for posting up details of the meeting, including its business, no less than three days in advance. Extraordinary General Meetings shall be held during term-time only. Discussion shall be restricted to the business for which the meeting has been called.

- 3.3 Should the meeting have been called to discuss a motion, all amendments to the motion must be seconded and submitted in writing to the Student President, with no less than 1 day's notice.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 3: TRUSTEE BOARD

1. TRUSTEE BOARD

- 1.1. The Trustee Board shall be the sovereign body of the Association.
- 1.2. The Trustee Board of the Association shall consist of six sabbatical officers as outlined in clause 8 of this constitution), four external trustees and three student trustees (as outlined in this schedule)
- 1.3. The Trustee Board shall:
 - 1.3.1. delegate to, and review annually, the delegated powers of the Executive Committee and other committees and persons
 - 1.3.2. ensure that the Association operates in accordance with its purposes and activities;
 - 1.3.3. ensure that the views and policies of the Association's democratic bodies and processes are enacted as far as possible.
 - 1.3.4. ensure comprehensive research is undertaken to identify members' views on Association services and activities, and on the external environment, and to make recommendations accordingly;
 - 1.3.5. ensure that strategic plans are in place, and regularly reviewed, to provide long-term direction for all Association services and activities
 - 1.3.6. annually review the Association's mission and values statement;
 - 1.3.7. consider and approve annual departmental plans and budgets;
 - 1.3.8. oversee the finances of the Association, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget;
 - 1.3.9. consider and make decisions on capital expenditure;
 - 1.3.10. approve the financial regulations of the Association;
 - 1.3.11. oversee matters relating to the management of the Association buildings;
 - 1.3.12. oversee Association staffing arrangements in accordance with Clause 6 below.
- 1.4. The Trustee Board shall be chaired by the Student President.
- 1.5. A record of votes cast by each member on all decisions, except those taken unanimously, shall be maintained as part of the minutes.
- 1.6. The Trustees shall keep minutes of:
 - 1.6.1. All proceedings at general meetings of the Association and of meetings of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting; and all resolutions of the Members and of the Trustees and any such minute, if purported to be signed by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any Member or Trustee of the Association, be sufficient evidence of the proceedings or the resolution.
 - 1.6.2. The minutes of the meetings referred to in Clause 1.6.1 above shall normally be considered open and shall be available to the Members on the Association's website, except where those minutes relate to any reserved or confidential matters, including without limitation staff-related or disciplinary matters. Copies of the minutes shall also be kept in the Association's offices.

2. APPOINTMENT OF STUDENT TRUSTEES

- 2.1. The Student Trustees shall be selected by a Nominations Committee, with any selection subject to the approval of Student Council.

- 2.2 Student Trustees shall be selected on the basis of their interest, ambition, skills, knowledge and experience.
- 2.3 Each Student Trustee must be a Student at the time of his or her selection (and should normally be intending to continue to be a Student for the duration of his or her term as a Student Trustee).
- 2.4 Student Trustees shall remain in office for a term of two years commencing in accordance with the Schedules. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.

3. APPOINTMENT OF EXTERNAL TRUSTEES

- 3.1 The External Trustees shall be nominated by a Nominations Committee, with any nominations subject to the approval of the Student Council.
- 3.2 External Trustees shall be selected on the basis of their skills, knowledge and experience in areas such as, but not exclusively from finance, law and human resources.
- 3.3 External Trustees shall not have been registered students of the University of Aberdeen or Association Officer Bearers for at least three years at the date of their appointment.
- 3.4 External Trustees shall be appointed for a three year term of office and may be reappointed for a second three year term of office. They shall not be appointed for any further terms. As far as possible External Trustees terms of office shall not run concurrently.

4. TRUSTEES NOMINATIONS COMMITTEE

- 4.1 The Nominations Committee shall consist of two Sabbatical Officers (appointed by the Sabbatical Officers), two non-Officer members of Student Council (appointed by the Student Council) and one External Trustee (appointed by the External Trustees).

5. RESIGNATION AND REMOVAL OF OFFICE

- 5.1 Student Trustees and External Trustees may resign from post by writing to the Chair of the Trustee Board.
- 5.2 Student Trustees and External Trustees may be removed from office by a resolution of the Association Executive committee and the Student Council. The resolution shall require a simple majority of the Association Executive committee and a two thirds majority of Student Council to be carried. The resolution may be considered first by the Executive committee or by Student Council. The relevant External Trustee or Student Trustee shall be given at least five days notice of the meetings at which the resolution is due to be considered and shall be given the opportunity to attend the meetings in order to put her/his case, to nominate a representative to attend and speak on her/his behalf or to submit a written statement. The External Trustee or Student Trustee shall leave the meeting before a vote on the resolution is taken.

6. FINANCE COMMITTEE

- 6.1 The Sabbatical Officers and up to two members of the Trustee Board shall form the Finance Committee, which shall be responsible for overseeing the Association's finances, and which shall report to the Trustee Board. The Association General Manager, Finance Manager and other appropriate Budget holders shall be in attendance as non-voting members.
- 6.2 Finance Committee shall:
 - 6.2.1 consider strategic options, determine those to be pursued and approve appropriate business plans for all services;
 - 6.2.2 submit annual budget forecasts for the Association to the Trustee Board for approval;
 - 6.2.3 monitor the performance of services in the achievement of business plans, budgets and key performance objectives;

- 6.2.4 prepare recommendations to the Trustee Board on capital expenditure for the Association's services;
 - 6.2.5 ensure investigations are undertaken into new opportunities and make recommendations to Trustee Board on these matters.
 - 6.2.6 monitor the Association's monthly management accounts.
 - 6.2.7 complete annual audited accounts.
- 6.3 The minutes of all meetings shall be published for all students and circulated to Student Council with the exception of any minutes deemed by the Committee to be confidential which shall be reworded as an 'in camera' minute with an 'ex camera' report in the published minutes.
- 6.4 Meetings shall be chaired by the Student President or, in her/his absence, another Sabbatical officer appointed by the meeting
- 6.5 A record of votes cast by each member on all decisions, except those taken unanimously, shall be maintained and published as part of the minutes.

7. STAFFING MATTERS

- 7.1 All matters relating to the responsibilities, conditions of employment, performance or conduct of the General Manager shall be the responsibility of the Trustee Board and:
- 7.1.1 shall be considered 'in camera';
 - 7.1.2 shall not be discussed at, or considered in, any other Committee, Student Council or Referenda;
 - 7.1.3 shall not be mentioned in any publication of the Association.
- 7.2 There shall be a Staffing Committee, consisting of the Sabbatical Officers and up to two members of the Trustee board, with the Association General Manager in attendance as a non-voting member.
- 7.3 All matters relating to the responsibilities, conditions of employment, performance or conduct of all other individual members of staff shall be remitted to the Staffing Committee and:
- 7.3.1 shall be considered 'in camera';
 - 7.3.2 shall not be discussed at, or considered in, any other Committee or Referenda; except that Staffing Committee shall refer them to the Trustee Board for decision,
 - 7.3.3 shall not be mentioned in any publication of the Association

8. DELEGATION OF DAY TO DAY MANAGEMENT

- 8.1 In the case of delegation of the day-to-day management of the Association by the Trustee Board to the General Manager:
- 8.1.1 the delegated power shall be to manage the Association by implementing the policy and strategy adopted by and within a budget approved by the Trustee Board and if applicable to advise the Trustees in relation to such policy, strategy and budget;
 - 8.1.2 the Trustees shall provide the General Manager with a description of his or her role and the extent of his or her authority;
 - 8.1.3 the General Manager shall report regularly to the Trustees on the activities undertaken in managing the Association and regularly provide them with management accounts sufficient to explain the financial position of the Association; and
 - 8.1.4 the Trustees shall provide the General Manager with a performance management structure to aid his or her work plan and development.

9. CONFLICTS OF INTEREST

- 9.1 Whenever a matter is to be discussed or decided upon at a meeting and a Trustee has a personal interest in respect of that matter then he or she must:
- a. declare his or her interest to the Trustees;
 - b. remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate;
 - c. not be counted in the quorum for that part of the meeting [or decision-making process]; and
 - d. withdraw during the vote and have no vote on the matter.
- 9.2 If any question arises as to whether a Trustee has a Personal Interest, the question shall be decided by a majority decision of the other Trustees.
- 9.3 In particular, Clause 9.1 of this schedule shall apply to any matter that may directly or indirectly relate to the position of a Sabbatical Officer Trustee who is or is to be remunerated as an employee by the Association.
- 9.4 No External or Student Trustee, whilst in office, will be eligible to be employed by AUSA in any capacity and for up to one year upon leaving the post.
- 9.5 No Student Trustee, whilst in office will be eligible to sit as a non sabbatical officer on the Executive Committee

10 ACCOUNTS AND REPORTS

- 10.1 The Trustees shall comply with the requirements of the Education Act 1994 and the Charities and Trustee Investment (Scotland) Act 2005 as to keeping financial records, the audit or examinations of accounts.
- 10.2 The Members of the Association have the right to ask the Trustees questions in writing about the content of any documents referred to in Clause 10.1 of this schedule.

11 INDEMNITY

Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee shall, and every other officer or auditor of the Association may, be indemnified out of the assets of the Association against any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour, or in which he or she is acquitted, or in connection with any application in which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Association, and against all costs, charges, losses, expenses or liabilities incurred by him or her in the execution and discharge of his or her duties or in relation thereto.

12 TRUSTEES' INDEMNITY INSURANCE

The Trustees shall have power to resolve pursuant to Clause 11 of this schedule to effect trustees' indemnity insurance, despite their interest in such policy.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 4: STUDENTS' ASSOCIATION EXECUTIVE COMMITTEE

1. Membership

1.1 The Students' Association Executive Committee shall consist of:

- The Student President
- The President for Sports
- The President for Societies & Student Activities
- The President for Welfare & Equal Opportunities
- The President for Education & Employability
- The President for Charities
- Vice President Equal Opportunities
- Vice President for Charities
- Vice President for Education
- One Vice President for Societies
- Foresterhill Convenor
- Environment & Ethics Officer
- Sports Union Treasurer

In attendance:

General Manager, any staff member invited by the chair, any Ordinary Members.

2. Remit

- 2.1 The Executive Committee is responsible for the implementation of all Association policy and decisions as agreed by Trustee Board.
- 2.2 The Executive Committee shall be accountable for its decisions and for its implementation of policy and decisions to the Trustee Board.
- 2.3 The decisions of the Executive Committee, if within the delegated authority granted by the Trustee Board, cannot be overturned.
- 2.4 The extent of delegated powers to the Executive Committee shall be reviewed by the Trustee Board annually.
- 2.5 The Executive committee shall promote the structural integrity and harmony of the Students' Association.

3. Meetings

- 3.1 The Executive Committee shall meet fortnightly during term-time and at additional times as necessary.
- 3.2 The Student President shall chair the meeting. In the absence of the Student President, the Executive Committee shall elect a chair from those present.
- 3.3 An emergency meeting of the Executive Committee may be called on the requisition of 5 or more Executive Committee members. There shall be at least 48 hours notice of an emergency meeting.
- 3.4 The quorum for all meetings will be half the number of members plus 1.
- 3.5 All items for discussion must be delivered to the Student President not less than four working days before the meeting with the exception of emergency items which may be tabled at the meeting, provided that, in accordance with Standing Orders, the meeting decides by a simple majority that an emergency item is admissible.

- 3.6 Meetings shall be conducted in accordance with Standing Orders (Schedule 9). A motion to suspend Standing Orders may be moved at any time and shall take effect if supported by 75% of the members present.
- 3.7 Meetings of the Executive Committee shall be attended only by those listed at 1 above except by invitation of the Students' Association Executive Committee.
- 3.8 The minutes of each Executive Committee meeting shall be made available within 4 working days of each Executive Committee meeting.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 5: STUDENTS' ASSOCIATION COUNCIL

1. Membership

- 1.1 The Students' Association Council (Student Council) shall comprise the following who shall be elected annually:

Members:

- All Student Association office bearers as outlined in section 8 of the constitution;
- Education Committee - 21 members elected by the student body to the Education Committee;
- Welfare Committee - 16 members elected by the student body to the Welfare Committee;
- Sports Union Committee - 16 members elected by the student body to the Sports Union Committee;
- Societies Union Committee - 16 members elected by the student body to the Societies Union Committee;
- Equal Opportunities Committee – 16 members elected by the student body to the Equal Opportunities Committee
- Charities Campaign Committee - 16 members elected by the student body to the Charities Campaign Committee;
- Entertainments Committee – 17 members elected by the student body to the Entertainments Committee.
- Environment & Ethics Committee - 15 members elected by the student body to the Environment & Ethics Committee
- Employability Committee - 12 members elected by the student body to the Employability Committee
- Foresterhill Committee - 11 members elected by and from students studying at Foresterhill Campus to the Foresterhill Committee

In attendance:

Any staff member invited by the chair, Rector's Assessor, any ordinary member.

2. Remit

It shall be the responsibility of the Student Council to:

- a. Consider recommendations for AUSA policy to be submitted to the Trustee Board for approval.
- b. Appoint members as appropriate to sit on Trustee Nominations Committee.
- c. Approve the appointment of External and Student Trustees as required.

3. Business and Meetings.

- 3.1 The Order of Business for Student Council meetings shall be:

- The Chair will constitute the meeting;
- Minutes of previous Student Council Meetings and any matters arising;
- Items for debate and recommendations to the Trustee Board;
- AOCB.

Meetings shall be conducted in accordance with Standing Orders (Schedule 9).

- 3.2 A Chair and Vice Chair of the Student Council shall be elected for the next academic year at the final meeting of the previous academic year. If either of them is absent, a member of Student Council elected from those present, who is not an Executive Committee member, shall chair.

- 3.3 The Executive Committee shall compile the agenda based on current issues requiring debate and further input from the student body, with a view to taking the outcomes to Trustee Board for approval.
- 3.4 The Chair of Student Council shall appoint a minute taker for each meeting.
- 3.5 All items for business and supporting documents will be made available to members of the Student Council no later than four days before the meeting.
- 3.6 The meeting shall be open to all Ordinary Members of the Students' Association and to such persons as the Association may invite.
- 3.7 A meeting will be declared inquorate if less than 25% of Student Council members are present.
- 3.8 Members who miss more than two Student Council meetings without adequate apologies are deemed to have resigned from the Student Council and their respective standing Committee or position.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 6: STUDENTS' ASSOCIATION STANDING COMMITTEES

1 There shall be the following Standing Committees of the Students' Association, which shall report their activities to the Executive Committee:

1.1 Cross-campus elected Standing Committees:

- the Sports Union Committee
- the Societies Union Committee
- the Education Committee
- the Welfare Committee
- the Charities Campaign Committee
- the Entertainments Committee
- the Equal Opportunities Committee
- the Environment & Ethics Committee
- the Employability Committee
- the Foresterhill Committee

1.2 Other Standing Committees:

- the Communications & Marketing Committee
- the Finance Committee
- the Elections Committee
- the Staffing Committee
- the Discipline Committee
- the Nominations Committee

2. GENERAL PROVISIONS APPLYING TO STANDING COMMITTEES

2.1 The Standing Committees shall meet whenever required to deal with the business affecting their Committee and to make decisions and policy regarding their business. Standing Committees shall meet at least once per month during term time. Meetings will be conducted in accordance with Standing Orders (Schedule 9).

2.2 The quorum of the Standing Committees shall be half of their full members plus 1.

2.3 The Standing Committee Convenor shall chair the Committee. In their absence a chair shall be elected from those Committee members present.

2.4 Standing Committees shall have the power to co-opt members to the Committee after two elections have been proved unsuccessful in filling the required number of positions.

2.5 Each Standing Committee shall have the power to create ad-hoc Sub-Committees, to which they may delegate specified tasks or investigations.

2.6 Each Standing Committee shall have the power to invite members of staff whose remit is appropriate to the work of the Committee to attend meetings.

2.7 The minutes of each Standing Committee meeting shall be made available within 7 working days of each meeting.

2.8 For members who miss more than two Standing Committee meetings without adequate apologies, the committee convenor will be required to ask them to explain their absence. The committee may then vote to remove them.

3 THE SPORTS UNION COMMITTEE

3.1 Membership

President for Sports (Convenor); Student President; two Vice Presidents Sport; Sports Union Treasurer; a Blues Secretary; and 12 Ordinary Members and 1 first-year member.

3.2 Remit

The Sports Union Committee shall be responsible for the administration of the Sports Union, which includes, but does not limit to, the promotion of athletic and recreational activities, the affiliation of sports clubs, the disbursement of funds to sports clubs, the awards of blues in recognition of achievement and the health & safety of these activities. The Sports Union Committee is responsible to the Trustee Board via the Executive Committee.

4 THE SOCIETIES UNION COMMITTEE

4.1 Membership

President for Societies & Student Activities (Convenor); Student President; two Vice Presidents Societies; and 14 Ordinary Members and 1 first-year member.

4.2 Remit

The Societies Union Committee shall be responsible for the administration of the Societies Union, which includes, but does not limit to, the promotion of society activities, the affiliation of societies, the disbursement of funds to societies, the awarding of society honours in recognition of achievement and the health & safety of these activities. The Societies Union Committee is responsible to the Trustee Board via the Executive Committee.

5 THE EDUCATION COMMITTEE

5.1 Membership

President for Education & Employability (Convenor); Student President; Vice President for Education, 13 School Convenors (School of Divinity, History and Philosophy, School of Education, School of Language & Literature, School of Law, School of Social Science, University of Aberdeen Business School, School of Biological Sciences, School of Medical Sciences, School of Medicine and Dentistry, School of Psychology, School of Engineering, School of Natural & Computing Sciences, School of Geosciences) 3 postgraduate members (College of Arts and Social Science, College of Life Sciences and Medicine, College of Physical Sciences); 1 postgraduate Research Student; 3 ordinary members and 1 first-year member.

5.2 Eligibility

The School Convenors shall be elected by and from their home constituency and can stand only if they belong to the school they are studying in. The Postgraduate members shall be elected in Semester one.

5.3 Remit

The Education Committee shall ensure appropriate representation of students with the University on all matters relating to academic affairs. It shall be responsible for electing from its members 11 students to the University Senate, including at least 1 postgraduate student. It shall be responsible for the dissemination of all information on matters relating to education. It shall be responsible for developing Association policy on education subject to the approval of Trustee Board. The Education Committee is responsible to the Trustee Board via the Executive Committee.

6 THE WELFARE COMMITTEE

6.1 Membership

President for Welfare & Equal Opportunities (Convenor); Student President; Vice President Welfare; Vice President Equal Opportunities; 14 Ordinary Members; and 1 first-year member.

6.2 In Attendance Membership

The following will have “in attendance” status at Welfare Committee meetings: the Niteline Co-ordinator(s);

6.3 Remit

The Welfare Committee shall be responsible for promoting student welfare, advice and support. It will organise such events and promote services for the membership which standing policy and decisions require and will liaise with appropriate University and community services to achieve this. It shall also be responsible for developing Welfare Policy, subject to the approval of Council. The Welfare Committee is responsible to the Trustee Board via the Executive Committee.

7 THE EQUAL OPPORTUNITIES COMMITTEE

7.1 Membership

President for Welfare & Equal Opportunities (Convenor); Student President; Vice President Equal Opportunities; Vice President Welfare; Disability officer; Race and Ethnicity officer; International officer; Faith officer; Women and Gender officer; LGBT officer; Mature Students officer; 7 Ordinary Members; and 1 first-year member.

7.2 In Attendance Membership

The Convenors of any liberation campaign that may from time to time be established by the Association by means of a Schedule to this constitution.

7.3 Remit

The Equal Opportunities Committee shall be responsible for promoting equal rights opportunities and services for all students within the Association’s activities and for liaising with the University and outside bodies on matters of equal opportunities. It shall also be responsible for developing Equal Opportunities Policy. The Equal Opportunities Committee is responsible to the Trustee Board via the Executive Committee.

8 THE CHARITIES CAMPAIGN COMMITTEE

8.1 Membership

President for Charities (Convenor); Student President; Vice President for Charities, 12 ordinary members, 1 Bookends Representative, 1 Student Show Representative, 1 Foresterhill Member and 1 first-year member.

8.2 Remit

The Charities Campaign Committee shall be responsible for the administration of the Students’ Charities Campaign, which includes, but is not limited to, the promotion and running of charitable activities to raise monies for disbursement to local, national, and international charities and non-profit organizations. The Charities Campaign Committee is responsible to the Trustee Board via the Executive Committee.

9 THE ENTERTAINMENTS COMMITTEE

9.1 Membership

Entertainments Officer (Convenor); Student President, President for Charities , Vice President Equal Opportunities; 15 ordinary members and 1 first year member.

9.2 In Attendance Membership

1 Member of the Communications and Marketing Committee

9.3 Remit

The Entertainments Committee shall be responsible for arranging entertainment for the student body, both on and off campus. It will ensure a broad range of entertainments is available and will liaise with appropriate University departments and other external providers to offer this entertainment. The Entertainments Committee is responsible to the Trustee Board via the Executive Committee.

10 THE ENVIRONMENT & ETHICS COMMITTEE

10.1 Membership

Environment & Ethics Officer (Convenor); President for Societies & Student Activities, Student President; Fairtrade Rep; Ethics Rep; E&E Projects Rep; 11 Ordinary Members; and 1 first-year member

10.2 In Attendance Membership

The following will be invited to attend the Environment & Ethics Committee meetings: One representative from each University department - the Environment office and Campus Services, Student Organic Vegetable Garden (SOVG) Co-ordinator, VegBag Co-operative Co-ordinator, Wildlife Garden Co-ordinator and Shared Planet president

10.3 Remit

The Environment & Ethics Committee shall be responsible for promoting and investigating student related environmental and ethical concerns. It will organise events and raise awareness of such concerns, and will liaise with appropriate University and community services to achieve this.

It shall be responsible for developing and overseeing of student-run environmental activities - Student Organic Vegetable Garden (SOVG), VegBag Co-operative scheme and AUSA Wildlife Garden. It shall also be responsible for developing Environment & Ethics Policy, subject to the approval of Trustee Board.

The Environment & Ethics Committee is responsible to the Trustee Board via the Executive Committee.

11 THE EMPLOYABILITY COMMITTEE

11.1 Membership

President for Education and Employability (Convenor); Student President; Employability Officer; 10 Ordinary Members; and 1 first-year member.

11.2 In Attendance Membership

One representative from each of the following: Dirty Weekenders Committee, Gaudie Committee, ASR Committee, BookEnds committee, Charities committee, Societies Committee, Sport Committee, the Convenors of any liberation campaign.

11.3 Remit

The Employability Committee shall be responsible for promoting employability awareness and projects relating to it. It shall be responsible for developing and overseeing the Volunteering service. It shall be responsible for the dissemination of all information on matters relating to employability. It shall be responsible for developing Association policy on employability subject to the approval of Trustee Board. The Employability Committee is responsible to the Trustee Board via the Executive Committee;

12 THE COMMUNICATIONS & MARKETING COMMITTEE

12.1 Membership

President for Sport (Convenor); Student President plus one member elected from and by each Standing Committee, excluding the Finance, Elections and Staffing Committees.

Remit

The Communications & Marketing Committee will devise and make recommendations on the communications strategy and the marketing strategy for the Association. It shall be responsible for developing both the communications and marketing policies of the Association subject to the approval of Trustee Board. The Communications & Marketing Committee is responsible to the Trustee Board via the Executive Committee.

13 THE FINANCE COMMITTEE

The Finance Committee remit and membership is as outlined in Schedule 3: Trustee Board

14 THE STAFFING COMMITTEE

The Staffing Committee remit and membership is as outlined in Schedule 3: Trustee Board

15 THE FORESTERHILL COMMITTEE

Membership

Foresterhill Convenor (Convenor); Student President; 10 ordinary members elected from and by students studying at Foresterhill and one first year member

Remit

The Foresterhill Committee is responsible for protecting and promoting the concerns, interests and activities of students using the Foresterhill Campus. The Foresterhill Committee is responsible to the Trustee Board via the Executive Committee.

16 THE ELECTIONS COMMITTEE

Membership

1 Trustee elected by and from the Trustee Board (Convenor), 3 Members elected by and from SA Council

In attendance membership:

AUSA General Manager or AUSA Staff member appointed by the General Manager

Membership Rules

No member of the Elections Committee may be nominated to stand for a position in the elections to which they would be a member of the Elections Committee, unless they have resigned from the Elections Committee before nominations close for the said elections. Where a member of the Elections Committee resigns then another member, elected by and from Council, may take their place.

In the event of a resignation from Elections Committee co-option to this committee of a replacement from SA Council can be undertaken by the Returning Officer.

Remit

The Elections Committee will carry out all duties as specified under schedule 8, relating to the Procedures for Association elections. The Elections Committee is responsible to the Trustee Board via the Executive Committee.

17 THE NOMINATIONS COMMITTEE

See Schedule 3, Clauses 2.1 and 4.

18 THE DISCIPLINE COMMITTEE

The Discipline Committee remit and membership is outlined in Schedule 10: Disciplinary and Complaints Procedure.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 7: OFFICERS REMIT

- 1.1 There shall be Executive Committee members of the Students' Association as outlined in Schedule 4.
 - 1.2 The terms of office of all Executive Committee members shall be from 1st August – 31st July. In the case of Sabbatical Officers there will also be a compulsory handover period from the 1st July – 31st July.
 - 1.3 All Executive Committee officers shall be elected according to the procedures in Schedule 8.
- 2 The **Student President** shall:
- 2.1 Oversee the smooth running of the Association.
 - 2.2 Be responsible for the safe-keeping of all papers.
 - 2.3 Convene and Chair the Trustee Board and Executive Committee.
 - 2.4 Convene and Chair the Foresterhill Committee and report its interests and opinions to the Trustee Board, in writing, and to the Executive Committee, orally.
 - 2.5 Represent the Association's Members on University Committees as required.
 - 2.6 Be responsible for the initiation and the development of Association strategic planning and the production of an annual report of the Association.
 - 2.7 Be responsible for the overall implementation of employment policy for employees of the Association.
 - 2.8 To attend NUSUK and NUS Scotland Conference as an ex-officio delegate.
 - 2.9 Convene and Chair the Finance Committee and report to the Trustee Board, in writing.
 - 2.10 Convene and Chair the Staffing Committee and report to the Trustee Board, in writing.
 - 2.11 Present the end of year accounts to Trustee Board and the AGM.
 - 2.12 Present the budget to the Trustee Board for approval.
 - 2.13 To report the interests of the Foresterhill Committee to Trustee Board, in writing, and to the Executive, orally.
 - 2.14 Represent the Association on all public occasions and be the spokesperson to the media on all Association matters.
 - 2.15 Be responsible for overseeing the organisation of Freshers' Week activities and the production of associated publications.
 - 2.16 Be responsible for overseeing the content of all Association publications.
 - 2.17 Be responsible for the development of student media within the Association.
 - 2.18 Organise environmental and ethical awareness campaigns in conjunction with the Environment & Ethics Officer.
 - 2.19 Ensure that a health and safety policy covering all aspects of the Association is in place at all times and reviewed annually. To ensure that an annual report is submitted to the University's Health and Safety Committee.
 - 2.20 Ensure, in consultation with appropriate University officers, that adequate insurance is in place for all Association activities and that cover is reviewed annually.
 - 2.21 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lay down.
 - 2.22 Represent the Association on the University Court.
- 3 The **President for Welfare and Equal Opportunities** shall:
- 3.1 Oversee provision of advice, support and individual representation to SA members who seek such a service, and to represent their interests.
 - 3.2 Be the officer responsible for representing students in appeal cases and complaints against the University.
 - 3.3 Convene and chair the Welfare Committee and report its interests and opinions to the Trustee Board, in writing, and the Executive Committee, orally.
 - 3.4 Convene and chair the Equal Opportunities Committee and report its interests and opinions to the Trustee Board, in writing, and the Executive Committee, orally.
 - 3.5 Be the officer responsible for overseeing the recruitment, training and organisation of the Niteline service.
 - 3.6 Be responsible for overseeing the services offered in the Student Advice Centre.
 - 3.7 Represent the Association on University Committee's, as and when required.

- 3.8 Ensure that all students of the University have access to appropriate welfare services.
- 3.9 Liaise with all University advice-giving agencies and other external agencies.
- 3.10 Organise welfare and awareness campaigns in conjunction with the Association's Vice President Welfare, Vice President Equal Opportunities and the Welfare Committee.
- 3.11 Liaise with those campaigns designated Students' Association liberation campaigns, on campus to promote the interests of the students they are representative of and to assist in the development of the campaigns themselves.
- 3.12 Be responsible for the safe-keeping of all papers and records relating to their area of responsibility.
- 3.13 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lay down.

4 The President for Education and Employability shall:

- 4.1 Represent the Association and its members on all University Committees regarding academic affairs and education.
- 4.2 Chair and convene, the Education Committee and report its opinions orally to the Executive Committee, and in writing to the Trustee Board.
- 4.3 Be responsible for the Association's policy on academic affairs and education.
- 4.4 Oversee the co-ordination and development of the class representative system.
- 4.5 Organise campaigns to raise awareness of academic issues.
- 4.6 Represent the Association to national education bodies and liaise with them where appropriate.
- 4.7 Work with the University in the development and implementation of wider access policies and initiatives.
- 4.8 Be responsible for responses to appropriate national consultations.
- 4.9 Be responsible for promoting employability awareness and projects relating to it.
- 4.10 Be responsible for, and promote, the Association's role in the Quality Enhancement framework.
- 4.11 Be responsible for the safe-keeping of all papers and records relating to their area of responsibility.
- 4.12 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lay down.

5 The President for Societies and Student Activities shall:

- 5.1 Promote the profile of Societies and student activity groups amongst the student body at Aberdeen University with the aim to encourage participation in societies and student activities groups throughout the University.
- 5.2 Convene and Chair the Societies Union Committee and report its opinions and interests to the Trustee Board, in writing, and the Executive Committee, orally.
- 5.3 To report the interests of the Environment and Ethics Committee to Trustee Board, in writing, and to the Executive, orally.
- 5.4 Represent the Association and all students on University Committees as and when required.
- 5.5 Be responsible for overseeing the Association's affiliated societies.
- 5.6 Be responsible for overseeing the Volunteering service.
- 5.7 Ensure that Societies Committees receive the correct support and training to run effectively.
- 5.8 Ensure that societies and Student Activities groups adhere to the general rules and regulations pertaining to them including the Education act 1994.
- 5.9 Consult over, prepare and oversee the budgets for societies and student activities groups.
- 5.10 Be responsible for the safe-keeping of all papers and records relating to their area of responsibility.
- 5.11 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lay down.

6 The President for Sports shall:

- 6.1 Promote the profile of sport and AUSA sports clubs amongst the student body at Aberdeen University with the aim to encourage participation in sport and the SA sports clubs throughout the University.

- 6.2 Convene and Chair the Sports Union Committee and report its opinions and interests to the Trustee Board, in writing, and the Executive Committee, orally.
- 6.3 Convene and Chair the Communications & Marketing Committee and report its interests to Trustee Board, in writing, and to the Executive, orally.
- 6.4 Represent the Association and all students on University Committees as and when required.
- 6.5 Be responsible for overseeing the Association's affiliated sports clubs.
- 6.6 Ensure that sports clubs Committees receive the correct support and training to run effectively.
- 6.7 Ensure that sports clubs adhere to the general rules and regulations pertaining to them including the Education act 1994.
- 6.8 Consult over, prepare and oversee the budgets for sports clubs.
- 6.9 Be responsible for the safe-keeping of all papers and records relating to their area of responsibility.
- 6.10 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lay down.

7 The President for Charities shall:

- 7.1 Promote the charities campaign amongst the student body at Aberdeen University with the aim to encourage participation in the campaign.
- 7.2 Ensure the smooth running of the Charities Committee.
- 7.3 Convene and Chair the Charities Campaign Committee and report its opinions and interests to the Trustee Board, in writing, and the Executive Committee, orally.
- 7.4 Convene and chair the Entertainments Committee and report its interests and opinions to the Association Council, in writing, and the Executive, orally.
- 7.5 To report the interests of the Entertainments Committee to Trustee Board, in writing, and to the Executive, orally.
- 7.6 Ensure that the Charities Campaign Committee receive the correct support and training to run effectively.
- 7.7 Organise and promote charitable events.
- 7.8 Be responsible for the health and safety of all charities campaign events.
- 7.9 Oversee the budgets for the charities campaign.
- 7.10 Ensure that all charitable events adhere to the general rules and regulations pertaining to them including charitable law and the Education act 1994.
- 7.11 Be responsible for the safe-keeping of all papers and records relating to their area of responsibility.
- 7.12 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lay down.

8 The Vice President for Equal Opportunities shall:

- 8.1 Organise Equal Opportunities awareness campaigns in conjunction with the President for Welfare & Equal Opportunities.
- 8.2 Liaise with university staff who support equalities provision.
- 8.3 Ensure the distribution of publicity relating to the Equal opportunities work of the Association.
- 8.4 Attend meetings of the Communications and Marketing Committee to advise on issues relating to Equal Opportunities.
- 8.5 Ensure the students Association complies with current equal opportunities policy and regulations.
- 8.6 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lay down.

9 The Vice President for Societies shall:

- 9.1 Develop relationships with societies, giving assistance and support as required.
- 9.2 Be responsible for the health and safety of society activities.
- 9.3 Support the President for Societies and Student Activities with the sound management of individual society finances.
- 9.4 Support the work of the Societies Union Committee and represent societies throughout the Association.
- 9.5 Ensure that societies are resourced and supported in their activities.

- 9.6 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lay down.

10 The **Vice President for Charities** shall:

- 10.1 Develop relationships with societies and sports clubs encouraging them to get involved in charities events
- 10.2 In conjunction with the President for Charities, to be responsible for the health and safety of charities campaign activities
- 10.3 Support the President for Charities in overseeing the daily operation of the Charities Campaign inc Events Management
- 10.4 Support the work of the Charities Committee and represent its activities throughout the Association;
- 10.5 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lay down

11 The **Vice President for Education** shall:

- 11.1 Represent the Association and the students of the University on University Committees as required.
- 11.2 Be responsible, in conjunction with the President of Education & Employability, for the development of the Association's policy on academic affairs and responses to appropriate consultations.
- 11.3 Monitor the attendance of student representatives at University meetings and other external bodies and to report to Council on attendance levels.
- 11.4 Make sure that School Convenors and, through them, Class Representatives are kept informed about developments in education and that relevant information held by the Association is available to them.
- 11.5 Ensure that training is provided for student representatives.
- 11.6 Arranging conferences and briefings on educational matters as appropriate.
- 11.7 Liaison with AUSA and University staff who support academic affairs work.
- 11.8 Ensure the distribution of publicity relating to academic affairs and educational campaign work.
- 11.9 In conjunction with the President for Education & Employability, promote employability awareness and projects relating to it.
- 11.10 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lay down.

12 The **Foresterhill Convenor**:

- 12.1 Represent the Association and the students of Foresterhill on University Committees as required.
- 12.2 Be responsible for the development of the Association's policy relating to students at Foresterhill.
- 12.3 Ensure the distribution of publicity relating to the work of the Association at Foresterhill.
- 12.4 Attend meetings of the Communications and Marketing Committee to advise on issues relating to Foresterhill.
- 12.5 Liaison with SA and University staff who support work at Foresterhill.
- 12.6 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lay down.

13 The **Environment & Ethics Officer** shall:

- 13.1 Represent the Association and the students on University Committees as required.
- 13.2 Be responsible for the development of the Association's policy relating to environmental and ethical concerns.
- 13.3 Convene and Chair the Environment & Ethics Committee
- 13.4 Ensure the distribution of publicity relating to the work of the Association relating to environmental and ethical concerns.
- 13.5 Ensure the Students' Association complies with its current environment and ethics policy.
- 13.6 Liaise with University staff who support environmental and ethical concerns.

- 13.7 Organise environmental and ethical awareness campaigns in conjunction with the Student President.
- 13.8 Responsible for investigating any ethical concerns raised regarding corporate involvement in the Association.
- 13.9 To contribute articles pertaining to environmental and ethical issues to AUSA publications.
- 13.10 Shall sit on the Aberdeen University Fair Trade Steering Committee
- 13.11 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lie down.

14 The **Sports Union Treasurer** shall:

- 14.1 Be responsible for liaising with the President for Sport in regards to all club allocations.
- 14.2 Be responsible for liaising with the President for Sport in regards to all unallocated sports applications.
- 14.3 Be responsible for convening and chairing a sports finance committee when the need arises.
- 14.4 Be responsible for the twice annual club audits, in consultation with the President for Sport.
- 14.5 Develop relationships with Sports Clubs, giving assistance and support as required.
- 14.6 Support the work of the Sports Union Committee and represent Sports Clubs throughout the Association.
- 14.7 Assist the President for Sports in overseeing the daily operation of the Sports Clubs.
- 14.8 Ensure Sports Clubs are resourced and supported in their activities.
- 14.9 Help sports clubs and the sports union with sponsorship, bursaries and funding applications.
- 14.10 Produce an annual report of the year's finances for the sports union and present at the Sports Union Annual General Meeting.
- 14.11 Create when necessary information regarding club and sports union finances for campaigns and development.
- 14.12 Fulfil other duties as the Trustee Board or Executive Committee may from time to time lie down.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 8: STUDENTS' ASSOCIATION ELECTIONS

1 General

- 1.1 Appointment to all non-staff positions within the Students' Association and all of its affiliated groups shall be by election unless explicitly stated elsewhere in the constitution or set of regulations.
- 1.2 All Executive Committee, Standing Committee and NUS UK and Scotland Conference delegate elections shall be conducted by secret ballot using Single Transferable Vote (STV) as laid out by the Electoral Reform Society.
- 1.3 All NUS UK and Scotland liberation conference delegates shall be elected by a simple majority at a meeting called for that purpose by and from those students who self-define in attendance at the meeting.

2 Returning Officer

- 2.1 In any election there shall be a Returning Officer, appointed by the Trustee Board in consultation with the University in terms of Section 22 of the Education Act 1994, who is responsible for overseeing the efficient, fair and correct running of the election and for verifying the outcome of the election. The Returning Officer's decision shall be final.
- 2.2 The Returning Officer, and any member of the Elections Committee, shall not be a candidate or an open supporter of any candidate.
- 2.3 A Returning Officer's duties include those of administering referenda under Schedule 12.

3 Eligibility

- 3.1 Only Ordinary Members of the Association are eligible to stand in any election.
- 3.2 Only Ordinary Members of the Association may vote in any election.
- 3.3 Further limits on eligibility may be laid out in the constitution of the individual group.

4 Notification

- 4.1 Except as provided elsewhere in the Association's Constitution, the Association's Regulations or the Constitution of an individual group, AUSA shall give at least 20 calendar days notification of poll to the electorate.
- 4.2 Notification of Poll shall include: the positions available, the timetable of elections, details of the elections committee and contact details for the Returning Officer.

5 Timetable for Nominations

- 5.1 There shall be a period of open nominations during which nominations may be submitted to AUSA.
- 5.2 Nominations shall close at a pre-arranged time, which is advertised to the electorate and prospective candidates.
- 5.3 AUSA shall ensure that nominations are open for a length of time that is no less than 5 calendar days, to allow a fair opportunity for all prospective candidates.

6 Nominations

- 6.1 All nominations must include:
- The name, matriculation number and signature of the candidate;
 - Any other information as laid out in the Students' Association Constitution, Students' Association Regulations or the constitution of any individual group.
- 6.2 For Executive Committee nominations there must also be, in addition to 5.1 above, at least 30 other Ordinary Members, each stating their name, matriculation number and signature.
- 6.3 For Standing Committee nominations, there must also be, in addition to 5.1 above, at least 10 other Ordinary members each stating their name, matriculation number and signature.
- 6.4 Nominations will be spot-checked and will be deemed valid or not by AUSA.
- 6.5 No nomination may be accepted after the Close of Nominations.

7 Conduct in Elections

- 7.1 Candidates may criticise only the policies of another candidate that have appeared in the campaign, but not the persona of another candidate.
- 7.2 During the nominations open period, face-to-face canvassing of students is allowed but the use of campaign materials (i.e. literature, advertising, electronic communications etc) is not.
- 7.3 Candidates shall in no way attempt to undermine the fair and democratic running of the election.
- 7.4 Candidates shall be responsible for the conduct of those campaigning on their behalf.

8 Candidate Guidance Notes

- 8.1 There shall be candidate guidance notes in a manner determined by the Elections Committee.
- 8.2 The candidate guidance notes shall include written documentation detailing the election rules, information relating to the structure of the Association and each position being elected and any further information deemed necessary by the Elections Committee.
- 8.3 Executive Committee officers, where deemed necessary by the Elections Committee, will be available in order to answer questions and provide information.

9 Publicity and Reporting

- 9.1 The Elections Committee must approve all candidates' publicity before it is used in the election. This includes the wording of all email correspondence.
- 9.2 All publicity promoting the opening of nominations and further information pertinent to the running of the elections is the responsibility of the Elections Committee.
- 9.3 The Elections Committee will not approve candidate's publicity that directly, or indirectly, criticises the persona of any other candidate.
- 9.4 Only personal online communication or social media sites may be used by candidates in order to promote their election campaigns. All online campaign activity must adhere to the principles outlined under 'Conduct in Elections'. (Clause 14 of this schedule)
- 9.5 Candidates may not use society, sports club, commercial, or group email lists or social media sites to refer to individual candidates or their policies. Candidates should make every attempt to ensure emails are not sent out on their behalf by these groups, as disciplinary actions may be instigated against them. Neither may these groups, clubs or societies actively endorse any candidate.
- 9.6 The Elections Committee may publicise elections by electronic means.

- 9.7 Candidates manifestos will be made available on the Association's website.
- 9.8 A link to one website or social media site produced by each candidate will be made available on the AUSA's elections website.
- 9.9 Any affiliated body or bodies receiving a budget from AUSA who wish to report on the cross-campus election must submit their articles to the Elections Committee before publication, to ensure that their content does not contravene election rules. They must be published with the exact wording as approved by the Elections Committee.
- 9.10 All reporting and publicity for cross-campus elections must endeavour to give equal coverage and representation to all candidates.

10 Candidates' Campaign Publicity and Reporting

- 10.1 All candidate publicity and sundries should only be requisitioned at approved outlets.
- 10.2 The Elections Committee shall source approved outlets annually and shall make the contact details known to all candidates prior to the start of campaigning.
- 10.3 Each candidate shall be given a budget for publicity and sundries, the amount of which shall be determined annually by the Elections Committee.
- 10.4 Candidate's publicity and sundries expenditure must not exceed the given budgets.
- 10.5 Candidates failing to hand in their expenses sheet within 7 calendar days after the close of voting will be disciplined.
- 10.6 The only name that candidate's publicity may mention is that of the candidate, unless approved by the Elections Committee.
- 10.7 Canvassing or campaigning of any variety before the campaigning period opens will not be permitted, unless as outlined elsewhere in this schedule (for example, face-to-face canvassing is permitted during the nominations period).
- 10.8 Canvassing, campaigning or any publicity is not allowed inside University buildings except for 'lecture shouts'.
- 10.9 The inside of any AUSA building or office may be used for canvassing and campaigning, as stipulated in conditions outlined by Elections Committee each year.

11 Hustings

- 11.1 There shall be Hustings arranged by AUSA for the Executive Committee elections.
- 11.2 At Hustings, the chair shall be a member of the Elections Committee.
- 11.3 At Hustings, each candidate shall be entitled to speak for an allotted time, with the order of speakers decided by ballot.
- 11.4 All questions should be addressed through the chair and must be directed to all candidates standing in that position.
- 11.5 The times and venues of Hustings shall be publicised by Elections Committee.
- 11.6 All candidates must attend or send written apologies to the Elections Committee for each Hustings where they are due to speak.

12 Voting

- 12.1 For all online elections the following will be posted onto the AUSA website at least 3 calendar days before the commencement of voting:
- Official notification of voting times
 - Official list of candidates and their nominated post
 - A description of each post
 - The Manifesto of each candidate, where submitted and a link to one social media or other website.
- 12.2 All students will be e-mailed announcing the dates and times of the online elections. Such communication will also provide a link to the AUSA website for further information.
- 12.3 Where the Elections Committee prescribes an election to be held using the Online Voting System, paper ballots will not normally be allowed, so as to ensure double voting does not occur. Only in exceptional circumstances where a student does not have access to, or is unable to use, the internet, may the Returning Officer, at her or his sole discretion, allow a paper ballot, accompanied by evidence of identification, to be cast in an Online Election. Any such paper ballot shall be opened by the Returning Officer and entered into the voting software before counting commences for the post concerned.
- 12.4 All votes cast online will be recorded and processed anonymously. The Returning Officer will have the power to know who has cast a vote but not the content of that vote. The personal details of those who have voted will be covered by the University's Notification under the Data Protection Act; not disclosed to any third party/ies, and physically deleted once the relevant election result is no longer open to challenge.
- 12.5 A voter may vote at any computer with internet access upon input of their University of Aberdeen user id and password. This will act as their unique access code to vote.
- 12.6 Only those matriculated students who have a User ID and password provided by the University of Aberdeen's Directorate of Information Technology will be eligible to vote online. Students will be ineligible to vote if their User ID has been invalidated by the university.
- 12.7 AUSA will provide, for each Online Election, computers where voters will be able to cast their votes and gain help where necessary with the support of AUSA staff.
- 12.8 No candidate or supporter may provide assistance to or influence a student in the process of voting.
- 12.9 Once a vote is cast for a position in a ballot then voters will be unable to cast a vote for that position again.
- 12.10 A copy of each candidate's manifesto and picture, where submitted shall be available on the Elections pages of the AUSA website.
- 12.11 The Online Voting system will automatically randomise the order in which the candidate's names appear for each position, thus negating any alphabetical advantage. .
- 12.12 Any situations that arise with regard to Online Elections that have not been addressed in this Schedule shall be dealt with in the first instance by the Elections Committee. The decision of the Elections Committee may be appealed within 24 hours to the Returning Officer whose decision will be final.

13 The Count

- 13.1 The count shall be undertaken using either the Single Transferable Voting system (STV) or Alternative Transferable Voting System (ATV) counting software, as appropriate to the number of vacancies and as previously agreed by the Returning Officer. Both systems will be operated following the most recent counting procedures as prescribed by the Electoral Reform Society of Great Britain and Ireland.

- 13.2 The counting software will only be activated in the presence of the Retuning Officer, who will then authenticate the results as necessary.
- 13.3 Nominees of the candidate will be entitled to a preview of the software used at the count but will not be entitled to know the result until the official announcement as determined by the Elections Committee.

14 Procedure in the Event of Systems Failure

- 14.1 In the event of data corruption, loss of data or intentional alteration in an Online Election, the Elections Committee shall be required to investigate the situation and determine the validity of the election data and will submit all findings to the Returning Officer, who will make a decision on how to proceed.

15 Conduct of Elections Committee

- 15.1 No member of Elections Committee shall openly express any opinion about a candidate during the course of an election.
- 15.2 Any member of Elections Committee must inform the Committee and outline in writing the nature of, any conflict of interest they deem themselves to have in any election. If the Committee is satisfied with the basis for resignation then the member shall be deemed to have resigned.
- 15.3 Any member of Elections Committee who, in the opinion of a simple majority of the Committee, has a conflict of interest that may interfere with, or be perceived to interfere with, the fair running of the election will be deemed to have resigned temporarily from the Committee for all business relating in any way to that election.
- 15.4 Complaints about the conduct of Elections Committee should be directed in the first instance to the Returning officer
- 15.5 All complaints about the running of the elections should in the first instance be directed to the Elections Committee who shall make a decision based on available evidence.
- 15.6 Appeals about any decision of the Elections Committee should be made within 24 hours of the decision being notified to the complainant. The decision of the Returning Officer shall be final.

16 Bye-Elections

- 16.1 A bye election shall be held if any of the Executive Committee or Standing Committee positions are not filled or a position becomes vacant.
- 16.2 If a Standing Committee position is not filled after the bye-election then committees will have the power to co-opt members to the committee as per Schedule 5.
- 16.3 If an Executive Committee position is not filled after the bye-election, then subsequent bye-elections should be held until the position is filled.

17 Re-opening of Nominations

- 17.1 In any election where Re-Open Nominations is elected, Elections Committee shall initiate a re-election within 14 calendar days.
- 17.2 Any candidate not elected shall be entered on the re-opened ballot paper unless they inform the AUSA in writing that they wish to withdraw.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 9: STANDING ORDERS

1. The order of business at Students' Association meetings will be as laid down in their respective schedules.
- 2. The Chair**
 - 2.1 The Chair shall rule on all matters of order or matters relating to business under discussion. This ruling may be challenged under: procedural motion 5.2(b).
 - 2.2 The Chair shall regulate all discussion and shall ensure that all remarks are relevant and that respect is accorded to the speaker.
 - 2.3 Members shall at all times address the Chair.
 - 2.4 The Chair will leave the chair when wishing to participate in the debate or when the Chair is challenged or if the Chair wishes to formally address the meeting. In such a case, the Vice Chair shall take the chair.
 - 2.5 If either of them is absent, or unable to take the chair, then a member of the Standing Committee or Standing Body, elected from those present, shall chair. In the case of AUSA Council, this shall not be an Executive Committee member.
 - 2.6 The Chair shall have a deliberative vote and in the event of a tie the casting vote except in Schedule 10, clause 2.5 (Disciplinary and Complaints Procedure).
 - 2.7 The Chair shall see that sufficient opportunity is given to members who wish to express their views and will ensure that the sense of the meeting is fairly ascertained.
 - 2.8 In the event of disorder, the Chair will have the power to dissolve the meeting or to name any member guilty of disturbance or insubordinate behaviour. The Chair will then move that the named member be suspended from the meeting.
- 3. Items for Discussion**
 - 3.1 Items for discussion may be placed on the agenda by members of the Committee or in the case of General meetings, by an Executive Committee member or a majority ruling from a quorate Standing Committee. Any Ordinary Member wishing to propose an item for discussion must obtain 20 Ordinary Members signatures attached to each item proposed.
 - 3.2 Items for discussion should be submitted in writing in advance of the deadline for the compilation of the billet.
 - 3.3 The Convenor of the Standing Committee, the representative of the Association Executive Committee or the individual who first submitted the item for discussion shall highlight the issue, voice any relevant arguments or points of information and then move any appropriate action or adoption of policy.
 - 3.4 The discussion will then be opened up to the meeting for a length of time determined by the Chair.
 - 3.5 Members wishing to speak shall inform the Chair of this wish. The Chair shall decide right of priority in speaking.
 - 3.6 After the allotted time, a simple majority vote may be taken in order to determine an adoption of policy or action to be taken.
 - 3.7 The Chair shall ensure that all sides have a fair and reasonable opportunity to advance their arguments before a vote is taken.
 - 3.7.1 Proxy votes are not admissible.

- 3.8 No vote can be re-taken within one month on any item for discussion unless there is a 75% majority in favour of re-introduction.
- 3.9 If it is so resolved by a simple majority of the meeting each resolution for policy and/or action under an item can be voted on separately.

4. Emergency Items for Discussion

- 4.1 Emergency items for discussion will be ruled admissible to the agenda by a simple majority of the meeting.

5. Procedural Motions

- 5.1 A procedural motion is a motion concerned with the procedure of a meeting. A procedural motion will take precedence over all forms of address to the Chair except a point of order (see 6 below); it will not carry the right of interrupting the current speaker.

- 5.2 Procedural motions shall include:

- (a) a vote of no confidence in the Chair;
- (b) a challenge to the Chair's ruling;
- (c) that a decision on an item for discussion be made;
- (d) that the Standing Orders, or part thereof be suspended;
- (e) that the matter be postponed until the next meeting;
- (f) that a decision on an item for discussion be voted on its parts;
- (g) that a recount be taken;
- (h) that a vote of disapproval of a named member be taken.

- 5.3 Procedural motions shall have a proposer and a seconder.

- 5.4 Procedural motions shall be debated in the order in which they are moved. In the event of two or more procedural motions being moved at the same time, they shall be debated in the order in which they appear in standing orders 5.2.

- 5.5 If procedural motion (a) or (b) is moved, standing order 2.4 will apply. The proposer shall state his case, the person who has just vacated the Chair shall reply and the matter will then be put to the vote without further discussion. In the event that a vote of no confidence in the Chair is carried, the person concerned will not resume the Chair for the meeting.

- 5.6 If (c), (d), (e), (f) (g) or (h) are moved the proposer shall state his case, there shall be one speech against and the motion shall then be put to the vote without further discussion.

- 5.7 To be carried procedural motions (a), (b) (d) and (h) shall require a 75% majority and all other procedural motions shall require a simple majority.

6. Points of Order

- 6.1 A point of order will have precedence over all other forms of address to the Chair – but may not be made when someone is in the process of speaking. A point of order will be concerned with the enforcement or interpretation of the aims, objectives, Constitution or Standing Orders of the Students' Association. The chair will immediately rule and act upon any legitimate point of order.

7. Motions of Censure

- 7.1 If a motion of censure is moved it shall have a proposer and a seconder.

- 7.2 If a motion of censure is to be moved, it should be submitted to the Student President or any other sabbatical officer, who shall circulate the text of the motion at least seven days prior to the meeting at which it is to be debated.

- 7.3 In order to be carried a motion of censure shall require a two-thirds majority of those present at a quorate meeting.

- 7.4 Any member who is not a Sabbatical Officer, against whom two motions of censure are passed within one year of office, will be deemed to have resigned from the Association.
- 7.5 If two motions of censure are passed, within any one of year of office against a Sabbatical Officer then this will automatically trigger a cross-campus referendum to ascertain whether they continue in their post.
- 7.6 After two such motions of disapproval (procedural motion 5.2 h) have been passed against a member, a motion of censure will automatically be called against the member in question.

8. Voting

- 8.1 The Chair will direct the mode in which a vote is to be taken and recorded.
- 8.2 There shall be three options available for members to use when voting:
 - For
 - Against
 - Abstention.
- 8.3 If a member chooses to abstain from a vote then their vote shall not be taken as a vote for or against.
- 8.4 The Chair may appoint tellers to assist with the count.
- 8.5 During a recount members who did not vote in the original count may not vote.
- 8.6 All majorities must be obtained from a quorate meeting.

9. Special Provisions

- 9.1 An office bearer or member of the Students' Association may be questioned on any aspect of their work for or under AUSA. They may be compelled to answer if the question is submitted in writing at least three days before the meeting.
- 9.2 The meeting may, by a simple majority, exclude any non-member of Council from the meeting and the Chair may rule that discussions of a confidential nature be held in camera.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 10: DISCIPLINARY AND COMPLAINTS PROCEDURE

1. Intention of Discipline

- 1.1. This Schedule shall be applicable to the behaviour or action of any member whilst on Association premises, business, activity or event, or whilst using property belonging to, loaned to, or hired by the Association whether inside or outside Association premises, or in the premises of a Union or Association with which the Association has a reciprocal agreement.
- 1.2. This Schedule shall also be applicable to the behaviour or action of any official AUSA group or its activities at all times.
- 1.3. Members of the Association, as defined in Schedule 1 may be charged with the following:
 - 1.3.1. Behaving in a disorderly or aggressive manner, or in such a manner as to cause offence or obstruction to other members, guests, or association staff;
 - 1.3.2. Wilfully removing, damaging or defacing premises, fittings or property or being directly responsible through omission or default for such damage applicable as per clause 1.1. above;
 - 1.3.3. Failure without satisfactory explanation to pay any fine or debt due to the Association;
 - 1.3.4. Conduct unbecoming a member of the students' association
- 1.4. Official groups of the Association, as defined by the Executive Committee may be charged with the following:
 - 1.4.1. Wilfully damaging or defacing the premises or fittings of the Association, or any property owned by, hired to or loaned to the Association, or being directly responsible through omission or default for such damage;
 - 1.4.2. Failure without satisfactory explanation to pay any fine or debt due to the Association;
 - 1.4.3. Deliberate contravention of the Constitution, Schedules, or policies of the Association;
 - 1.4.4. Deliberate contravention of any rules or procedures as ratified for their group by the Students' Association Trustee Board;
 - 1.4.5. Bringing the Association into disrepute.
- 1.5. Office bearers of the Association, as defined as members, including sabbaticals, who have been elected or co-opted onto an AUSA committee or standing body or recognised committee members of any official group of the Association, may be charged with the following:
 - 1.5.1. Deliberate contravention of the Constitution, Schedules, or policies of the Association;
 - 1.5.2. Bringing the Association into disrepute.
 - 1.5.3. Conduct unbecoming an officer bearer of the students' association
- 1.6. All members are liable for their actions and the actions of any guests they introduce to the Association.
- 1.7. The Executive committee may suspend the association membership privileges of any member against whom a complaint has been made until such time as the complaint is heard.
- 1.8. If suspended then notice of suspension shall be conveyed to the member in person or, where this is not possible, in writing by an Executive Committee member of the Association, as soon as possible and not longer than ten calendar days after the complaint has been received.
- 1.9. All allegations of misconduct including suspensions shall be submitted in writing within ten calendar days to the Association Trustee Board who will:
 - a. satisfy themselves that a disciplinary hearing via a Discipline committee ought to be convened; or
 - b. dismiss the complaint.

- 1.10. If a Discipline Committee is convened the member, group or office bearer shall be notified of the charge and its substance. An Executive Committee member of the Association shall instruct the member to attend a meeting of the Discipline Committee giving not less than ten calendar days notice of the time and place.
- 1.11. The individuals attending the disciplinary hearing shall be informed of the following rights:
 - 1.11.1. that they may bring witnesses to the circumstances to which the charge relates, and may bring other evidence to the hearing;
 - 1.11.2. that they may have an observer or a representative present whilst before the Discipline Committee;
 - 1.11.3. that the observer or representative shall be limited to members of the University or Association, and that the Discipline Committee reserves the right to ask questions of both the individuals and their representative;
- 1.12. The Discipline Committee shall invite any other witnesses deemed necessary to the Disciplinary hearing or, should they be unable to attend, the Chair of the Disciplinary Committee shall request that they submit written statements to the hearing.

2. Discipline Committee

- 2.1. The Discipline Committee shall hold meetings at such times as required after a charge has been laid and shall take all steps to ensure a fair hearing.
- 2.2. The Association Discipline Committee shall consist of:
 - a. A Sabbatical Officer (Chair);
 - b. Three other members of the Trustee Board;
 - c. Two ordinary members of the Students' Association.
- 2.3. No member may sit on the Disciplinary Committee if they are in any way connected to the hearing.
- 2.4. No ordinary member of the Students' Association will sit on more than two disciplinary hearings in an academic year.
- 2.5. A simple majority vote shall decide the outcome of the disciplinary hearing. The chair of the hearing will not have a casting vote. In the event of a tied vote then all abstentions will be treated as a vote in favour of the defender in the first instance.
- 2.6. In the event of a tied vote with no abstentions then the charge will be deemed to have failed and will be dismissed
- 2.7. The quorum of the Discipline Committee shall be five members.
- 2.8. In the event that no sabbatical officer is deemed eligible to sit on the Discipline Committee, the Trustee Board shall appoint, from its members, a Chair for the Discipline Committee.

3. Outcomes

- 3.1. Penalties which the Discipline Committee may impose on a member are as follows:
 - 3.1.1. letter of warning;
 - 3.1.2. a requirement to make good in whole or in part any loss or damage caused;
 - 3.1.3. a suspension of the privileges of membership for a period deemed appropriate, up to and including expulsion. (Failure to comply with this decision may result in expulsion);
 - 3.1.4. suspension from association activities inc sports clubs and societies activities;
 - 3.1.5. any combination of the above;
 - 3.1.6. any combination of the above suspended for a period of time as deemed appropriate by disciplinary committee
- 3.2. Penalties which the Discipline Committee may impose on an Official group are as follows:
 - 3.2.1. a fine appropriate to the charge

- 3.2.2. discontinuation, in part or whole of privileges accorded to that group by virtue of their affiliation with the Association
 - 3.2.3. discontinuation of financial support and/or disaffiliation of the group concerned;
 - 3.2.4. any combination of the above;
 - 3.2.5. any combination of the above suspended for a period of time as deemed appropriate by disciplinary committee
- 3.3. Penalties which the Discipline Committee may impose on an office bearer are as follows:
- 3.3.1. letter of warning;
 - 3.3.2. a requirement to make good in whole or in part any loss or damage caused;
 - 3.3.3. a suspension of the privileges of membership for a period deemed appropriate, up to and including expulsion. (Failure to comply with this decision may result in expulsion);
 - 3.3.4. suspension from association activities inc sports clubs and societies activities;
 - 3.3.5. Executive committee members may be referred to a referendum ballot to decide their future
 - 3.3.6. Student Council members may be referred back to Student Council with a recommendation that a 'Vote of No Confidence' be made against them
 - 3.3.7. Recognised committee members of Official groups of the Association may be removed from office for the remainder of the academic year
 - 3.3.8. any combination of the above;
 - 3.3.9. any combination of the above suspended for a period of time as deemed appropriate by disciplinary committee
- 3.4. If the penalty has not been fulfilled after three months then the matter shall be referred back to the Discipline Committee.
- 3.5. In the event of a member, group or office bearer failing to attend the first discipline hearing, they shall be instructed by the Chair of the Disciplinary Committee to attend the next discipline hearing and shall be warned that, unless good reason for the absence is given, the complaint shall be heard in their absence.
- 3.6. The Discipline Committee reserves the right to refer any case for investigation by the University's Disciplinary Procedures.
- 3.7. It shall be the duty of the Chair of the discipline committee to inform those members, groups or office bearers who have a penalty imposed on them, that they have the right of appeal.
- 3.8. Should there be an appeal to the Trustee Board, they must inform a Trustee Board member of the Association of their intentions in writing, within 7 calendar days of the discipline hearing, outlining the grounds of the appeal. Upon receipt, the penalty or penalties imposed shall be suspended until the appeal is heard.

4. Appeals

- 4.1. An appeal against the decision of the Disciplinary Hearing shall be referred to the Trustee Board which may, at its discretion, refer the appeal to the University Secretary, who may, at his sole discretion, accept on payment to the University of the appropriate fees, or decline it, for resolution according to the University's Code of Practice to Ensure Compliance with the 1994 Education Act, provided that the University Secretary receives it within 7 calendar days of the complaint being heard by the Disciplinary Hearing.
- 4.2. If an appeal is referred to, and accepted by, the University Secretary then a recommendation as to a course of action shall be given by the University Secretary to the Trustee Board, who shall then make a decision.

5. COMPLAINTS PROCEDURE

- 5.1. Members of the Students' Association, who are dissatisfied with their dealings with the Students' Association, should submit their complaint in the first instance to any Sabbatical Officer.
- 5.2. Upon receipt of a formal complaint, the Sabbatical Officer shall take it to the next Association Trustee Board meeting.

- 5.3. Should the next scheduled Meeting of the Association Trustee Board be later than 14 calendar days after receipt of the complaint, an earlier meeting of the Association Trustee Board can be called. Electronic means of meeting will be deemed acceptable in these cases.
- 5.4. The Chair of the Trustee Board shall invite the member making the complaint (the complainant) to attend the Association Trustee Board meeting at which the complaint is to be heard. At the same time the Chair of the Trustee Board shall notify the member, that he/she has the right to bring any witnesses and evidence to the meeting to support his or her case and that the member has the right to bring an observer or representative to the meeting so long as that individual is a member of the Association or University.
- 5.5. The procedures for hearing the complaint shall be as follows:
 - 5.5.1. the Chair of the Trustee Board shall introduce the complaint
 - 5.5.2. the member or the member's representative shall be invited to speak about the complaint, and may suggest any remedies they deem appropriate
 - 5.5.3. members of the Association Trustee Board may ask the member and/or the representative questions to clarify the complainant's view;
- 5.6. The Association Trustee Board shall then vote to accept or reject the complaint and determine any appropriate penalty or remedy.
- 5.7. An appeal against the decision of the Trustee Board may be referred by the Trustee Board, at its discretion, to the University Secretary, who may, at his sole discretion, accept it or decline it, for resolution according to the University's Code of Practice to Ensure Compliance with the 1994 Education Act, provided that the University Secretary receives it within 7 calendar days of the Trustee Board's hearing of the complaint.
- 5.8. If an appeal is referred to, and accepted by, the University Secretary, then a recommendation as to a course of action shall be given by the University Secretary to the Trustee Board which shall then make a decision.
- 5.9. Any student claiming to be unfairly disadvantaged through having 'opted out', should follow the procedure contained in the University's Code of Practice to Ensure Compliance with the 1994 Education Act.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 11: PROVISIONS FOR THE SUPPLY AND PURCHASE OF ALCOHOL

- 1 The permitted hours for the supply and consumption of alcoholic liquor shall be as stated in (or as permitted by virtue of any regular or occasional extensions of permitted hours granted under) the Licensing (Scotland) Act 1976 as the same may be amended or re-enacted from time to time and such supply and consumption shall be in accordance with that Act as the same may be amended or re-enacted as aforesaid and also only at such times and places as are specified by the Trustee Board
- 2 No member of the Trustee Board and no manager or member of staff employed in the Students' Association's premises shall have any personal interest in the sale of alcoholic liquor therein or the profits arising from such sale.
- 3 No alcoholic liquor shall be sold or supplied in any Association premises to any person under 18 years.
- 4 Except in the case of any premises for which an off-sale licence issued under the Licensing (Scotland) Act 1976 is held by or on behalf of the Association, no alcoholic liquor shall be sold or supplied in any Association premises for consumption off the premises, except to a person holding a licence or a wholesaler's excise licence for sale of such liquor.
- 5 A visitor shall not be supplied with alcoholic liquor in the Students' Association premises unless on the invitation and in the company of a member, and the member shall, upon admission of such visitor to the Students' Association premises or immediately upon them being supplied with such liquor, enter their name and address and the name and address of the visitor in a book which shall be kept for the purpose and which shall show the date of each visit. Guests shall remain in Students' Association buildings only while the member introducing them is present.
- 6 The Trustee Board reserves the right to refuse admission to any Students' Association premises.

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 12: REFERENDA

- 1 A referendum of Students' Association members may be called by a quorate meeting of the Trustee Board, a quorate General meeting or on a requisition signed by 350 or more Ordinary Members of the Students' Association.
- 2 Notice of a referendum shall be subject to the same provisions as that for an Extraordinary General Meeting.
- 3 A Returning Officer shall be responsible for ensuring that the papers distributed for ballot shall be clear, relevant and unambiguous. The Returning Officer's decision is final.
- 4 A Referendum shall be decided by secret ballot and shall be administered according to the following provisions:
 - 4.1 The Students' Association's Returning Officer shall be responsible for ensuring that all the Students' Association referenda are conducted fairly and in accordance with the University's Code of Practice to Ensure Compliance with the 1994 Education Act.
 - 4.2 The Students' Association's referenda shall be conducted according to the procedures set out in Schedule 8 for Elections.
 - 4.3 For the result to be recommended to Trustee Board as Association policy, not less than 1300 Ordinary Students' Association Members must have voted, and, not less than 50% of these voting members must have indicated a unanimous preference on any one question.
- 5 There shall not be a Referendum on the same subject more than once in any 12-month period. In the case of doubt, the decision of the Returning Officer shall be final.

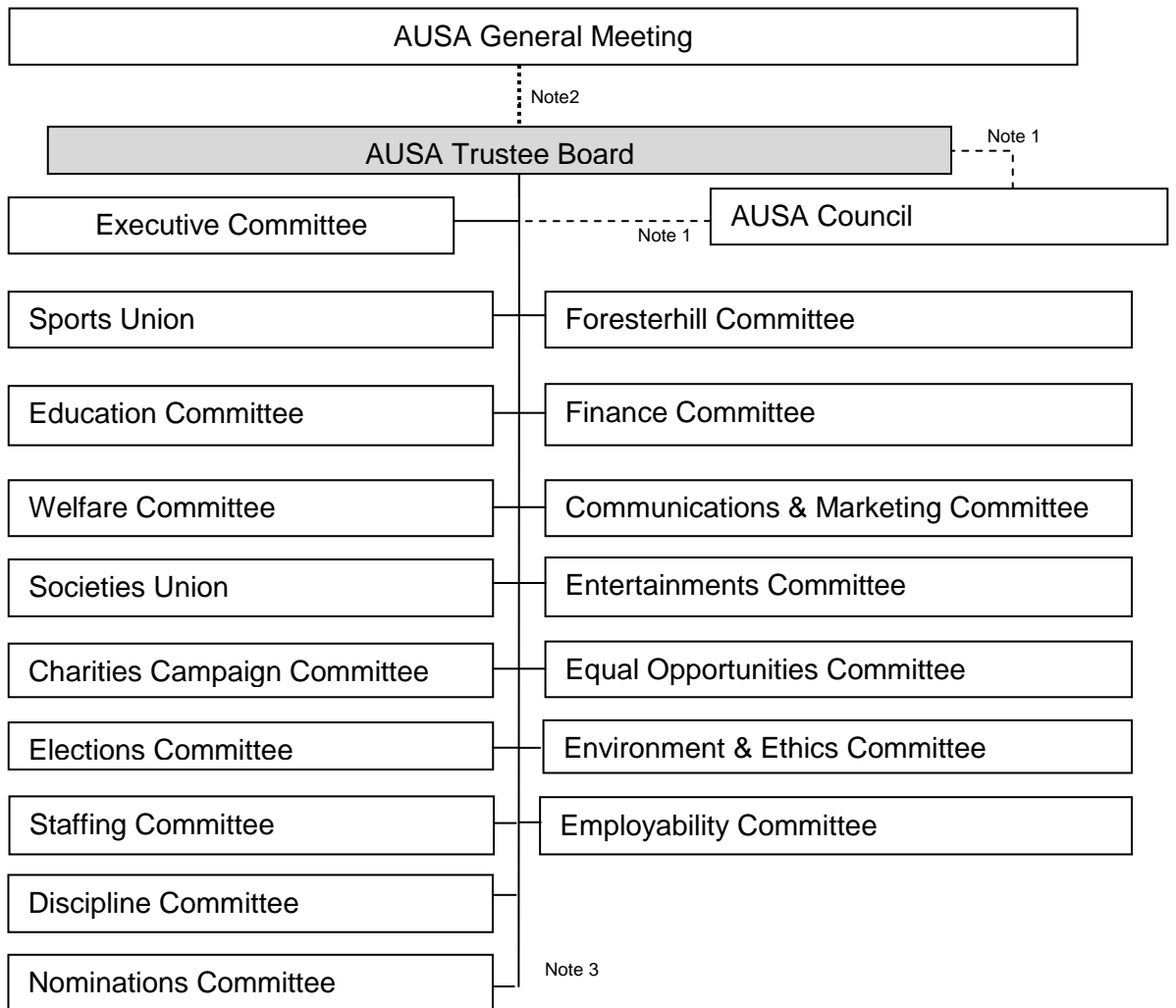
ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

SCHEDULE 13: FINANCIAL ADMINISTRATION

- 1 The Trustee Board has responsibility for the financial affairs of the Association and may delegate this function to the Finance Committee.
- 2 The financial year shall be from August 1st to July 31st

ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

APPENDIX 1: STUDENTS' ASSOCIATION COMMITTEE STRUCTURE



- 1 – Relationship is outlined at Schedule 5, Para 2
- 2 – Relationship is outlined at Schedule 2 Para 2.2
- 3 – See Schedule 3 clauses 2.1 and 4