

# Constitution

# G.S.A.S.A

**Glasgow School of Art Students' Association SCIO**

## **CONSTITUTION OF THE GLASGOW SCHOOL OF ART STUDENTS' ASSOCIATION SCIO**

### **RECITALS**

- (A) This constitution has been structured to give the Board (as hereinafter defined) reasonable authority to manage the affairs of the Association (as hereinafter defined) in a professional manner.
- (B) Under the Education Act 1994, the Association must operate in a fair and democratic manner and may be held to proper account for its finances. The Association therefore works alongside the Glasgow School of Art in ensuring that the affairs of the Association are properly conducted and that the educational and welfare needs of the Association's Members are met.

### **1 DEFINITIONS AND INTERPRETATION**

#### **1.1 In this constitution:**

“Act” means the Charities and Trustee Investment (Scotland) Act 2005;

“Additional Sabbatical Officer(s)” means any sabbatical officers appointed in accordance with the Rules to an Additional Sabbatical Role;

“Additional Sabbatical Role” means such sabbatical roles (in addition to the President and Vice-President) as the Board may determine are necessary or desirable from time to time;

“Area of Benefit” means the area within which the Association shall operate, as defined in Clause 5;

“Association” means The Glasgow School of Art Students' Association SCIO, Registered Charity Number SC044061;

“Board” means the appointed Charity Trustees from time to time;

“Charitable purposes” means charitable purposes under section 7 of the Act;

“Charity Trustee” means any person who is appointed as a charity trustee in terms of the Act and in accordance with this constitution and Charity Trustees shall be construed accordingly;

“Council” means the Students’ Representative Council;

“Election Regulations” means the election regulations set out from time to time in the Rules;

“Executive Committee” means a committee comprising the i) the President; ii) the Vice-President; and iii) such Additional Sabbatical Officers as may be appointed from time to time;

“External Charity Trustee(s)” means individuals appointed to the Board in accordance with Clause 16;

“Member” means a person who is a Member of the Association in accordance with Clause 9;

“Objects” means the objects of the Association as defined in Clause 5;

“President” means the President of the Association from time to time;

“Rules” means any rules, bye-laws, codes of conduct, standing orders, policies, disciplinary rules, rules and regulations for the use of the Association premises, the governance and management of the Association, or any other rules of any kind adopted for the furtherance of the Objects by the Association in accordance with paragraph 28, with the approval of the Board (and School, as necessary) from time to time;

“Sabbatical Officers” means the President, the Vice-President and any Additional Sabbatical Officers appointed from time to time;

“School Day” means a day on which the School is open to students during the academic year and “School Days” shall be construed accordingly; and

“School” means the Glasgow School of Art, a company limited by guarantee and incorporated under the Companies Acts (Company Number SC002271) and having its registered office at 167 Renfrew Street, Glasgow, G3 6RQ and being a Scottish Charity (Registered Charity Number SC012490).

“Vice-President” means a Vice-President of the Association from time to time;

1.2 References in this constitution to the Act and other statutory regulations should be taken to include:

1.2.1 any statutory provision which adds to, modifies or replaces that Act or the regulations; and

1.2.2 any statutory instrument issued in pursuance of the Act or in pursuance of any statutory provision falling under paragraph 1.2.1 above.

## **2 TYPE OF ORGANISATION**

The Organisation is a Scottish Charitable Incorporated Organisation.

## **3 SCOTTISH PRINCIPAL OFFICE**

The principal office of the organisation is in Scotland (and must remain in Scotland).

## **4 NAME**

The name of the organisation is ‘The Glasgow School of Art Students’ Association SCIO’.

## **5 OBJECTS, PURPOSES, AREA OF BENEFIT & BENEFICIARIES**

5.1 The Association shall be the Students’ Association of The Glasgow School of Art and shall promote the welfare and interests of the students of the School.

5.2 The Association is established for charitable purposes only, and in particular, its objects (“Objects”) shall be (i) the advancement of education; (ii) the advancement of the arts, science or heritage and culture and (iii) the provision of recreational facilities or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

5.3 In pursuance thereof, the Association, for the public benefit, shall seek:

5.3.1 to promote the welfare and interests of the Members;

5.3.2 to provide a forum for Members' opinions, an active social space, a network for creative development and a venue for entertainment;

5.3.3 to support the opinions, interests and activities of the Members;

5.3.4 to improve services for and support all of its Members; and

5.3.5 do all things which are lawful to promote the Objects.

5.4 The Objects shall be charitable objects and shall not be restrictively construed and the widest interpretation shall be given thereto. They shall not, except where the context expressly so requires, be in any way limited or restricted by reference to or inference from any other object set forth in this clause or from the name of the Association.

5.5 The area within which the Association shall operate (in this Constitution referred to as the "Area of Benefit") shall be any area approved by the Charity Trustees (hereinafter defined).

5.6 The Association shall promote its activities for the Members within the Area of Benefit.

## **6 POWERS**

6.1 The Association has power to do anything which is calculated to further the Objects and its purposes or is conducive or incidental to doing so, as stated in Section 50 (5) of the Act.

6.2 The Association through its Board shall, without prejudice to the foregoing generality, have the power:

6.2.1 to be responsible for the day-to-day operation as an Association;

6.2.2 to pay all Association expenses out of the funds of the Association;

6.2.3 to buy, lease or sell any goods or things of any description whatsoever necessary for the day-to day running of the Association;

6.2.4 to elect and to dismiss members of the Board;

6.2.5 to exercise discipline over Members in accordance with the Rules;

6.2.6 to create such agreements and protocols for relations between students and staff as necessary for the employment of staff by the Association;

6.2.7 to become members of any corporate body which has objects similar to those of the Association and to meet the appropriate subscriptions and charges;

6.2.8 from time to time to subscribe or contribute to any charitable, benevolent or useful concern of a public or private character, the support of which will, in the opinion of the Board, assist in furthering the Objects of the Association;

6.2.9 to set up a subsidiary company or companies;

6.2.10 to do all such other things as may appear to be incidental or conducive to the attainment of the above Objects or any of them.

6.3 No part of the income or property of the Association may be paid or transferred (directly or indirectly) to the Members or Board either in the course of the Association's existence or on dissolution except where this is done in direct furtherance of the organisation's Objects and purposes in accordance with this constitution and the Act.

## **7 GENERAL STRUCTURE**

7.1 The Association consists the Members and the Board.

### **The Members**

7.2 The terms and conditions of Membership are set out in clause 9.

7.3 Members are entitled to be present and vote on certain decisions at general meetings of the Association held in accordance with clause 12.

7.4 The Association shall at all times have a Council elected by the Members and administered in accordance with the Rules.

### **The Board**

7.5 The Board shall take the form set out in clause 15.

7.6 The Board shall represent the Association in all matters affecting its interests and shall administer the finances of the Association in accordance with all applicable legislation.

7.7 The Board may delegate tasks to the Executive Committee, the Council, other sub-committees and to employees of the Association as the Board deem appropriate from time to time (for example, fundraising, programming and societies). The Executive Committee and the Council may further delegate tasks to sub-committees and employees of the Association with the consent of the Board.

7.8 The Board shall be responsible for maintaining a record of all sub-committees and the relevant Rules applicable to each such sub-committee.

## **8 LIABILITY**

8.1 The Members and the Board have no liability to pay any sums to help to meet the debts (or other liabilities) of the Association if it is wound up; if the Association is unable to meet its debts, neither the Members nor the Board shall be held responsible.

8.2 The Board and the Members have certain legal duties under the Act; and clause 8.1 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.

## **9 MEMBERSHIP OF THE ASSOCIATION**

9.1 Subject to the terms of this constitution and the Rules, any fully matriculated student of the School who has indicated their wish to join the Association (in such manner as may be determined by the Board from time to time) may become a Member of the Association.

9.2 The Board reserves the right to turn down applications for membership.

9.3 In being admitted as a Member each Member agrees that they shall be deemed to be and be in fact bound by this constitution and the Rules applicable to Members and in particular those relating to discipline. All Members shall be required to cooperate in the enforcement of the Rules and to adhere to the Rules.

9.4 The privileges of Membership shall not be transferable.

9.5 Any Member shall cease to be a Member and their name shall be removed from the Register of Members, if:

9.5.1 that Member ceases to be a student at the School;

9.5.2 where the Member is due to pay any sum to the School or to the Association and such sum remains unpaid after 30 days following the due date for payment;

9.5.3 the Member is removed from membership in accordance with clause 10.

9.6 Any Member who wants to withdraw from membership of the Association must give signed written notice of such withdrawal to the Board. Such person shall cease to be a Member of the Association as from the time when the notice is received by the Board.

9.7 Students at the School are not required to become a Member of the Association and any student may inform the Association that they do not wish to be represented by the Council.

9.8 Any student who does not become a Member, or who does not want to be represented by the Council should not be unfairly disadvantaged by the Association for this reason and the Association will comply with the School's code of conduct from time to time in respect of such students.

## **10 EXPULSION OF MEMBERS**

Any Member may be expelled from the Association by way of a resolution passed by not less than two thirds of those present and voting at a general meeting (whether or not extraordinary), providing the following procedures have been observed provided that the following procedures have been observed:

10.1 at least 15 School Days' notice must be given to the Member concerned, specifying the grounds for the proposed expulsion; and

10.2 the Member concerned will be entitled to be heard in relation to the proposed expulsion at the general meeting at which the resolution to expel such Member is to be considered.

## **11 REGISTER OF MEMBERS**

11.1 The Board shall ensure that the Association shall have a register of Members, setting out:

11.1.1 for each current Member:

11.1.1.1 their full name and address; and

11.1.1.2 the date on which they became a Member; and

11.1.1.3 any office held by them in the Association; and

11.1.2 for each former Member - for at least 6 years from the date on which they ceased to be a Member:

11.1.2.1 the name of the Member; and

11.1.2.2 any office held by them in the Association; and

11.1.2.3 the date on which they ceased to be a Member.

11.2 The Board must ensure that the register of Members is updated within 28 days of any change:

11.2.1 which arises by default or from a resolution of the Members; or

11.2.2 which is notified to the Association.

11.3 If any person requests a copy of the register of Members, the Board must ensure that a copy is supplied to the person within 28 days, providing the request is reasonable, the Board may provide a copy which has the addresses or other personal data of Members blanked out.

## **12 MEETINGS OF MEMBERS**

12.1 There shall be at least one general meeting of the Members in each academic year (and no less than every 15 months).

12.2 An extraordinary general meeting will be called by the Board on receipt of a written resolution of the Council or notice (which may take the form of two or more documents in the same terms, each signed by one or more Members) from at least 5% of the Members. Extraordinary general meetings will be held as soon as is practicable, subject to clause 12.4, and will deal with only the business for which the meeting has been called. Extraordinary general meetings may NOT be called during recognised School vacation periods.

12.3 General meetings shall be open to all Members. Notice of Members Meetings must be given to all Members and Charity Trustees; but the accidental omission to give notice to one or more Members will not invalidate the proceedings at a meeting.



12.4 All Members and Charity Trustees must be given no less than 14 days' clear notice of any Member's meeting. The reference to 'clear days' shall be taken to mean that in calculating the period of notice: i) the day after the notices are posted (or sent by email) should be excluded; and ii) the day of the meeting itself should also be excluded.

12.5 The quorum for all general meetings will be 5% of Members. For the avoidance of doubt, a Members' meeting shall be deemed to have been quorate at the time of any vote on a resolution if the quorum cast votes at the resolution, but if a quorum ceases to be present at any time during a members' meeting, no further business may be conducted by the meeting.

12.6 The Board shall ensure that minutes are kept in relation to all Members' meetings. Minutes of General Meetings should (so far as possible) be signed by the President, which failing, by a member of the Board in attendance.

### **13 DECISIONS BY MEMBERS**

13.1 Each Member shall have one vote on each decision.

13.2 Votes may be cast by a show of hands, by ballot paper or electronically (including email) save in the election of any Sabbatical Officer which must be by secret ballot in accordance with the Election Regulations.

13.3 Matters shall generally be decided by a majority of the Members present and voting at the meeting provided that the following resolutions will be valid only if passed by not less than two thirds of those present and voting on the resolution (or if passed unanimously by way of a written resolution):

13.3.1 a resolution to amend this constitution;

13.3.2 a resolution approving the amalgamation of the Association with another SCIO (or approving the constitution of the new SCIO to be constituted as the successor pursuant to that amalgamation); or

13.3.3 a resolution to the effect that all of the Association's property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);

13.3.4 to remove a Member in accordance with clause 10;

13.3.5 to appoint an External Charity Trustee;

13.3.6 to remove a Charity Trustee; or

13.3.7 a resolution for the winding-up of the Association.

13.4 If there are an equal number of votes for and against the resolution, the President (or, whom failing, the majority of Sabbatical Officers present) shall have a casting vote.

## **14 CHARITY TRUSTEES**

14.1 There shall be no maximum number of Charity Trustees.

14.2 The minimum number of Charity Trustees is 3.

14.3 All Charity Trustees shall sit on the Board.

14.4 A person will not be eligible for election or appointment as a Charity Trustee if they:

14.4.1 are disqualified from being a charity trustee under the Act; or

14.4.2 are an employee of the Association with the exception of the President, Vice-President and any Additional Sabbatical Officer.

## **15 COMPOSITION OF THE BOARD**

15.1 Subject to any vacancies which may exist from time to time, the composition of the Board shall be comprised solely of Charity Trustees as follows:

15.1.1 the Sabbatical Officers from time to time;

15.1.2 at least 1 other member of the Council (if practicable) who has been nominated by the majority of the Council and who is willing to act;

15.1.3 up to 6 External Charity Trustees with expertise in such areas as the Board may determine appropriate from time to time.

15.2 Such other parties as the Board may determine from time to time as appropriate may be invited to attend Board meetings as observers.

15.3 Where a Charity Trustee is also a member of the Council, they shall not represent the interests of the Council in exercising their role as a Charity Trustee or considering matters before the Board.

## **16 APPOINTMENT OF EXTERNAL CHARITY TRUSTEES**

16.1 Subject to clauses 13 and 14, External Trustees may be appointed as follows:

16.1.1 by the Board in accordance with clause 22; or

16.1.2 by the Members in accordance with the Rules (in the case of Sabbatical Officers) and clause 13.3 in any other case.

16.2 External Trustees shall as far as possible be appointed because of their specific experience and/or expertise in any area which the Board may from time to time deem to be beneficial to the good operation of the Association.

16.3 External Trustees shall be appointed for a period of 3 years.

16.4 An External Trustee may serve a maximum of two consecutive 3-year periods and on the expiry of two such periods will not be eligible for re-appointment until a further 3 years have elapsed.

## **17 TERMINATION OF OFFICE OF CHARITY TRUSTEES**

17.1 A Charity Trustee will automatically cease to hold office if:

or 17.1.1 they become disqualified from being a charity trustee under the Act;

17.1.2 they become incapable for medical reasons of carrying out their duties as a charity trustee but only if that has continued (or is expected to continue) for a period of more than six months; or

17.1.3 other than in the case of the Executive Committee they enter into a full time or part time employment contract with the Association; or

17.1.4 they give the organisation a notice of resignation; or

17.1.5 they are absent (without good reason, in the opinion of the Board) from more than three consecutive meetings of the Board but only if the Board resolves to remove them from office; or

17.1.6 they are removed from office by resolution of the Board on the grounds that they are considered to have committed a material breach of the code of conduct for Charity Trustees (as referred to in clause 20); or

17.1.7 they are removed from office by resolution of the Board on the grounds that they are considered to have been in serious or persistent breach of their duties under section 66(1) or (2) of the Act; or

17.1.8 they are removed from office for any other reason by resolution of the Members.

17.1.9 A former Sabbatical Officer shall not be eligible for appointment as an External Trustee until a period of 3 years has elapsed from the date of their resignation as Sabbatical Officer.

17.2 A resolution under sub-clauses 17.1.5, 17.1.6, 17.1.7 and 17.1.8 shall be valid only if:

17.2.1 the Charity Trustee who is the subject of the resolution is given 14 days written notice of the grounds upon which the resolution for their removal is to be proposed;

17.2.2 the Charity Trustee concerned is given the opportunity to address the meeting at which the resolution is proposed, prior to the resolution being put to the vote, and to be accompanied by another person at such meeting; and

17.2.3 at least two thirds (to the nearest round number) of the Charity Trustees vote in favour of the resolution.

## **18 REGISTER OF CHARITY TRUSTEES**

18.1 The Board must keep a register of Charity Trustees, setting out:

18.1.1 for each current Charity Trustee:

18.1.1.1 their full name and address; and

18.1.1.2 the date on which they were appointed as a Charity Trustee; and

18.1.1.3 any other office held by them in the Association; and

18.1.2 for each former Charity Trustee for at least 6 years from the date on which they ceased to be a Charity Trustee:

18.1.2.1 the name of the Charity Trustee; and

18.1.2.2 any office held by them in the Association; and

18.1.2.3 the date on which they ceased to be a Charity Trustee.

18.1.3 The Board must ensure that the register of Charity Trustees is updated within 28 days of any change:

18.1.3.1 which arises from a resolution of the Board; or

18.1.3.2 which is notified to the Association.

18.2 If any person requests a copy of the register of Charity Trustees, the Board must ensure that a copy is supplied to the person within 28 days, providing the request is reasonable; if the request is made by a person who is not a Charity Trustee, the Board may provide a copy which has the addresses of the Charitable Trustees blanked out.

## **19 CHARITY TRUSTEES - GENERAL DUTIES & REMUNERATION**

19.1 Each of the Charity Trustees has a duty, in exercising their functions as a Charity Trustee, to act in the interests of the Association; and, in particular, must:

19.1.1 seek, in good faith, to ensure that the Association acts in a manner which is in accordance with its purposes; and

19.1.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person; and

19.1.3 in circumstances giving rise to the possibility of a conflict of interest between the Association and any other party:

19.1.3.1 put the interests of the Association before that of the other party; or

19.1.3.2 where any other duty prevents him/her from doing so, disclose the conflicting interest to the Association and refrain from participating in any deliberation or decision of the other Charity Trustees with regard to the matter in question;

19.1.3.3 ensure that the Association complies with any direction, requirement, notice or duty imposed under or by virtue of the Act.

19.2 In addition to the duties outlined in Clause 19.1, all of the Charity Trustees must take such steps as are reasonably practicable for the purpose of ensuring:

19.2.1 that any breach of any of those duties by a Charity Trustee is corrected by the Charity Trustee concerned and not repeated; and

19.2.2 that any Charity Trustee who has been in serious and persistent breach of those duties is removed as a Charity Trustee as described in clause 17.1.7.

19.3 Other than in relation to permitted contracts of employment entered into in accordance with the Act, a Charity Trustee may not enter into an arrangement with the Association in which they have a private interest and must disclose any such potential or actual private interest to the Board. All potential or actual conflicts of interest must be disclosed to the Board by each Charity Trustee.

19.4 No Charity Trustee other than a Sabbatical Officer may serve as an employee of the Association. Sabbatical Officers may be employed by the Association in accordance with the Act and shall, for this purpose, enter into a contract with the Association setting out the terms of their employment. If a Sabbatical Officer is removed as an employee of the Association, they shall immediately be removed as Sabbatical Officer (as appropriate) and shall be removed as a Charity Trustee of the Association.

19.5 No Charity Trustee other than a Sabbatical Officer may be given any remuneration by the Association for carrying out his/her duties as a Charity Trustee. Any remuneration payable to Sabbatical Officers shall be detailed in a written agreement with the Association and shall be paid only in accordance with the Act.

19.6 The Charity Trustees may be paid all 'out of pocket' travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings. The Board shall prepare and maintain from time to time a written policy and approved procedure on such matters.

19.7 A Charity Trustee must not vote on any decision which relates to a matter in which they/it has a private interest or duty which conflicts (or may conflict) with the interests of the Association; they must withdraw from the meeting while an item of that nature is being dealt with.

19.8 For the purposes of clause 19.7:

19.8.1 any private interest held by an individual who is “connected” with a Charity Trustee under section 68(2) of the Act (husband/wife, partner, child, parent, brother/sister and their spouses etc.) shall be deemed to be held by that Charity Trustee; and/or

19.8.2 a Charity Trustee will be automatically deemed to have a private interest in relation to a particular matter, if a body in relation to which he/she is an employee, director, member of the management committee, charity trustee, officer or elected representative has an interest in that matter.

## **20 CODE OF CONDUCT FOR CHARITY TRUSTEES**

Each of the Charity Trustees shall comply with the Rules and the Board shall prepare and maintain from time to time a written code of conduct for Charity Trustees (incorporating detailed rules on conflict(s) of interest). The code of conduct referred to in this clause 20 shall be supplemental to the provisions relating to the conduct of Charity Trustees contained in this constitution and the duties imposed on Charity Trustees under the Act. All relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct which must be annually reviewed by the Board.

## **21 MEETINGS OF THE BOARD**

21.1 There will be a minimum of six meetings of the Board in each academic year at such times as the Board shall determine. In the event that the Board considers that, for practical reasons, it is justifiable to meet less than the six times in an academic year, then the board may determine unanimously to do so.

21.2 An emergency meeting of the Board may be held upon written request by either a Sabbatical Officer or two members of the Board. An emergency meeting of the Board must be held within seven School Days of the receipt of the request. Such a meeting will only discuss the business for which it was called.

21.3 The quorum for meetings of the Board shall be four board members including at least one being a Sabbatical Officer.

21.4 The Board shall at every meeting elect one of their number to take minutes of the meeting.

## **22 DECISIONS OF THE BOARD**

22.1 Resolutions of the Board will be passed by a simple majority of the Charity Trustees present at a properly convened meeting. In the event of an equality of votes, the majority of the Sabbatical Officers present shall have a casting vote, or if there remains a deadlock, the most senior Sabbatical Officer present shall have a casting vote.

22.2 Subject to clause 22.1, every member of the Board shall have one vote.

22.3 The Board may, in the circumstances outlined in this sub-clause 22.3, make a two-thirds majority decision without holding a Board meeting:

22.3.1 If:

22.3.1.1 a Charity Trustee has become aware of a matter on which the Board needs to take a decision; and

22.3.1.2 that Charity Trustee has taken all reasonable steps to make all the other Charity Trustees aware of the matter and the need for a decision; and

22.3.1.3 the Charity Trustees have had a reasonable opportunity to communicate their views on the matter and the decision to each other; and

22.3.1.4 a two-thirds majority of the Charity Trustees vote in favour of a particular decision on that matter, then a decision of the Trustees may be taken by a majority and shall be as valid and effectual as if it had been taken at a Board meeting duly convened and held.

22.3.2 Charity Trustees participating in the taking of a majority decision:

22.3.2.1 may be in different places, and may participate at different times; and

22.3.2.2 may communicate with each other by any means.

22.3.3 No decision shall be taken by the Board in accordance with this sub-clause 22.3 unless a quorum participates in the decision-making



process. The quorum for Board decision-making in accordance with this sub-clause 22.3 shall be the same as the quorum for Board meetings.

22.3.4 A Charity Trustee appointed by the Charity Trustees shall be the chair of the process of decision making in accordance with this sub-clause 22.3. The process shall include:

22.3.4.1 circulation of the proposed decision with an indication of the time period for discussion and the date by which Charity Trustees are asked to cast their votes;

22.3.4.2 the nomination of a person to whom Charity Trustees' votes must be communicated;

22.3.4.3 if a majority of the Charity Trustees vote in favour of the decision, the nominated person shall communicate the decision to the Board and the date of the decision shall be the date of the communication from the nominated person confirming formal approval; and

22.3.4.4 the nominated person must prepare a minute of the decision.

22.3.5 In the case of an equality of votes in any decision-making process in accordance with this sub clause 22.3, the majority of the Sabbatical Officers participating shall have a casting vote, or if there remains a deadlock, the most senior Sabbatical Officer participating shall have the final say but this does not apply if, in accordance with this Constitution or any Rules, the Sabbatical Officer in question is not to be counted as participating in the decision-making process for quorum, voting or agreement purposes.

## **23 ACCOUNTING RECORDS AND ANNUAL ACCOUNTS**

23.1 The Board must ensure that proper accounting records of the Association are kept, in accordance with all applicable statutory requirements and the regulations set out in the Rules.

23.2 The Board must procure preparation of an annual statement of account, complying with all relevant statutory requirements; which includes deciding the correct format of the accounts, and the appropriate external scrutiny requirement by either a registered auditor or an appropriately qualified independent examiner.

## **24 EDUCATION ACT**

The Association shall act at all times in a manner which is consistent with the requirements of the Education Act 1994 as amended, and adhere to all relevant Policies and Procedures of The School. In the event of any conflict between the Education Act 1994 as amended and the Act, the Act shall prevail.

## **25 CLUBS AND SOCIETIES**

The Board may from time to time, by resolution, determine that a club or society may be recognised by or affiliated with the Association if its objects align with those of the Association and it fulfils the requirements for recognition as set in the Rules.

## **26 SIGNATURE OF CONTRACTS AND LEGAL DOCUMENTS**

All contracts and legal documents shall be signed on behalf of the Association by two of the Charity Trustees and copies of such contracts or legal documents shall be made available (which may be done by e-mail) to the Board.

## **27 FINANCE AND BORROWING POWERS**

27.1 A bank account shall be kept in the Association's name.

27.2 All financial transactions of the Association and authorisations of activity on that account shall be reviewed or approved by the Board (who may delegate day to day finance administration to such staff of the Association or other parties as the Board may approve from time to time) in accordance with this constitution and in accordance with the Rules.

27.3 The accounts of the Association shall be maintained and presented to the Board by the externally appointed accountant or auditor of the Association and shall be presented not more than three months after the close of each financial year, which will be from 1st August to 31st July. The Board shall submit a copy of the accounts in each year to the Board of Governors of the School.

27.4 The Association may, without limitation, borrow or raise and secure payment of money from the School for any purpose which is in accordance with its Objects.

27.5 Provided that it is not in contravention of the Association's agreements with the School or any legislative provision, the Association may, without limitation, borrow or raise and secure payment of money from any source for any purpose which is in accordance with its Objects.

## **28 RULES**

28.1 The Board may make or amend Rules as may be necessary for effecting the provisions of this Constitution, whether referred to herein or not.

28.2 Any such new rule or amendment referable to the election, composition, management, administration or powers of the Council must be notified to the Council at least 30 days prior to the proposed adoption date in order that the Council may make representations to the Board in relation to the proposed changes and the Board shall give meaningful consideration to the Council's views.

28.3. Notice of any new or amended Rules will be made available to all Members through suitable media (which may include e-mail) for not less than seven days before it comes into operation.

28.4 Any rules made by GSASA which affect any of the matters referred to in Section 22 of the Act should be referred to the School for consultation prior to such rules coming into effect.

## **29 AMENDMENT OF THE CONSTITUTION**

29.1 This constitution may be amended with the approval of the School at any duly convened meeting of the Members in accordance with clause 12, providing that:

29.1.1 the proposed amendment has been delivered in writing to the office of the Association or proposed by the Board and at least fourteen days' notice of any proposed amendment has been given to the Members;

29.1.2 such amendment is not proposed during recognised School vacation periods;

29.1.3 the wording of the proposed amendment has been made available to all Members through suitable media (which may include e-mail) for not less than seven days before the meeting at which it will be voted on; and

29.1.4 the amendment is voted for by at least two-thirds of those Members present at the meeting and entitled to vote or is approved in writing by all of the Members.

29.2 The constitution should be reviewed by Board and the School in every year ending with a '0' or '5' or as otherwise deemed appropriate by the School.

29.3 The Act requires that consent is sought from the Office of the Scottish Charity Regulator ("OSCR") to action the following changes: change of name, an alteration to the purposes, amalgamation and/or winding up.

### **30 DISSOLUTION AND WINDING-UP OF THE ASSOCIATION**

30.1 If the Association is to be dissolved and wound-up, the dissolution and winding-up process will be carried out in accordance with the procedures set out under the Act and the Scottish Charitable Incorporated Organisation (Removal from Register and Dissolution) Regulations 2011.

30.2 If at any time (subject where appropriate to the approval of OSCR (or any successor body)) the Board are of the opinion that the Objects of the Association have been or can no longer be achieved or can be achieved in some other or better way, the Association may be wound up by resolution of the Board. On winding up the balance of the Association's funds, after meeting all costs and expenses, shall be paid or transferred by the Board to the School provided that at the relevant time it is recognised by OSCR (or any successor body) as a charity and if it is not so recognised at the relevant time, to such other charitable body or charitable fund having objects similar to the Association, and having connections with the School as the Board in their absolute discretion determine; provided that no part of the property or the Association's Funds be paid or made over in such circumstances to any members of the Board.

# Rules of the G.S.A.S.A

Glasgow School of Art Students' Association SCIO

## **CONSTITUTION OF THE GLASGOW SCHOOL OF ART STUDENTS' ASSOCIATION SCIO**

These Rules govern the day-to-day management of the activities of the Association (as herein defined). These together with any other policies or regulations described as such by the Board, are the Rules referred to in the Association's constitution and may be varied from time to time with the approval of the Board of the Association in accordance with its Constitution.

### **1 DEFINITIONS AND INTERPRETATION**

#### 1.1 In these Rules:

“Act” means the Charities and Trustee Investment (Scotland) Act 2005;

“Additional Sabbatical Officer” means any sabbatical officers appointed to an Additional Sabbatical Role;

“Additional Sabbatical Role” means such sabbatical roles (in addition to the President and Vice-President) as the Council and Board may determine is necessary or desirable from time to time;

“Association” means The Glasgow School of Art Students' Association SCIO, Registered Charity Number SC044061;

“Board” means the appointed Charity Trustees from time to time;

“Charitable purposes” means charitable purposes under section 7 of the Act;

“Charity Trustee” means any person who is appointed as a charity trustee in terms of the Act and in accordance with the Constitution;

“Constitution” means the constitution of the Association from time to time;

“Council” means the Students' Representative Council of the Association;

“Departments” means those specialist areas of study as may be determined by the School from time to time and listed for convenience in Appendix 1;

“Education Act” means the Education Act 1994;

“Election Regulations” means the regulations set out in clause 3 or as otherwise approved by the Board (and the School in terms of the Education Act) from time to time;

“Executive Committee” means a committee comprising the i) the President; ii) the Vice-President; and iii) such Additional Sabbatical Officers as may be appointed from time to time;

“Member” means any fully matriculated students of the School who have paid all fees and any other sums due to the School and who have indicated their wish to join the Association by opting in at enrolment;

“Objects” means the objects of the Association as defined in Clause 5 of the Constitution;

“President” means the President of the Association from time to time;

“Returning Officer” means the person appointed in terms of the Election Regulations to oversee the elections;

“Rules” means these rules as may be amended from time to time by the Board;

“School Day” means a day on which the School is open to students during the academic year and “School Days” shall be construed accordingly; and

“School” means the Glasgow School of Art, a company limited by guarantee and incorporated under the Companies Acts (Company Number SC002271) and having its registered office at 167 Renfrew Street, Glasgow, G3 6RQ and being a Scottish Charity (Registered Charity Number SC012490).

“Vice-President” means a Vice-President of the Association from time to time;

1.2 References in these Rules to the Act and other statutory regulations should be taken to include:

1.2.1 any statutory provision which adds to, modifies or replaces that Act or the regulations; and

1.2.2 any statutory instrument issued in pursuance of the Act or in pursuance of any statutory provision falling under paragraph 1.2.1 above.

## **2 THE STUDENT'S REPRESENTATIVE COUNCIL**

2.1 The Council shall be elected annually by the Members in accordance with the Election Regulations and shall comprise:

2.1.1 the President;

2.1.2 the Vice-President;

2.1.3 any Additional Sabbatical Officers; and

2.1.4 one elected representative from each of the Departments, so far as is practicable.

2.2 Members who put themselves forward to join one of the sub-committees and who are approved by the Council, may attend, observe and make representations at Council meetings.

2.3 A nominated representative from each society may also attend, observe and make representations at Council meetings.

2.4 The term of office for positions on the Council shall be for one year and shall commence on the fifth week of Semester 1 and finish at the end of Semester 2 for undergraduate members and the end of Semester 3 for postgraduate members.

2.5 Any member of Council who is absent for three meetings (or such other number of meetings as may otherwise be determined in the Rules), without reasonable notice being given, will automatically be considered to have tendered their resignation from the Council.

2.6 The Council shall assist the Association in looking after the welfare of the Members in accordance with these Rules.

### **Meetings of Council**

2.7 There will be a minimum of two meetings of the Council in each academic year.

2.8 The quorum for meetings of the Council shall be 5 members of the Council.

2.9 An emergency meeting of the Council may be held upon written request by either a member of the Executive Committee or four members of the Council. An emergency meeting of Council must be held within three School Days of the receipt of the request. Such a meeting will only discuss the business for which it was called.

2.10 The Executive Committee shall ensure that minutes are kept in relation to all Council meetings. Minutes of Council meetings should (so far as possible) be signed by the President, which failing, by a member of the Executive Committee in attendance.

### **Decisions of the Council**

2.11 Resolutions of the Council will be passed by a simple majority of the Council members present. In the event of an equality of votes, the President (or, whom failing, the majority of Sabbatical Members present) shall have a casting vote.

2.12 Subject to clause 6.6.1, every member of the Council shall have one vote.

2.13 A resolution agreed to in writing (including by e-mail) by all the Council members will be as valid as if it had been passed at a Council meeting; the date of the resolution will be taken to be the date on which the last Council member agreed to it and it must be unanimous.

### **Discipline of Council Members**

2.14 The Council shall have the power to reprimand a member of the Council by requesting a vote of censure in accordance with the following provisions:

2.15 intention of the Council to take a vote for censure must appear on the agenda in advance;

2.16 the vote must be supported by a 2/3 majority of Council members present and voting at a quorate Council meeting; and

2.17 a vote of censure does not stipulate resignation, unless three votes are passed in relation to a member of the Executive Committee, in which case the concerned member of the Executive Committee will be deemed to have resigned.

2.18 In addition to the rights set out in Clause 11.4 and subject to the terms of that Clause, the Council shall have the power to remove a member of the Executive Committee or of the Council from office by:

2.19 a resolution of a Council Meeting, if posted on the agenda in advance and supported by a 2/3 majority of those present and voting at a quorate Council meeting.

2.20 if a Council Member, in the reasonable opinion of the Executive Committee, acts in such a way as to bring the Association or the School into disrepute or is in breach of any of the Rules of the Association.



### **3 DISCIPLINE OF MEMBERS**

#### **Discipline Code and Procedures**

3.1 The Council has a general disciplinary authority over the Members. The Council also has a disciplinary authority over a non-member who has been admitted to an Association premises, event or forum as a guest of a Member.

3.2 Disciplinary matters may be raised to the Council, Sabbatical Officers, or any staff of the GSASA via a formal or informal complaint from any other Member, student, or member of the public.

3.3 An individual subject to the discipline of the Council shall be in breach of discipline in the following circumstances:

3.3.1 conduct amounting to unseemly behaviour within any premises, event or forum of the Association;

3.3.2 conduct amounting to a breach of any Rules;

3.3.3 conduct on the part of a Council member who unreasonably fails to perform or discharge their duties as Council member in accordance with the requirements of the Constitution and such Rules as the Council shall deem applicable from time to time; or

3.3.4 conduct amounting to behaviour which would bring the Association or the School into disrepute (each matter a case of an Act of Misconduct)

#### **Executive Powers of Discipline**

3.4 In the first instance the Executive Committee shall be charged with investigating all disciplinary matters.

3.5 The Executive Committee will hear evidence from all parties involved and may consult with such staff of the GSASA SCIO, the School or any other person as required.

3.6 The Executive Committee is at liberty to involve the police or other governmental agencies if necessary.

3.7 If disciplinary action is deemed necessary the Executive Committee shall have the following options:

3.7.1 to ban from any premises, events or forums of the Association, any Member for a period not exceeding three months; and

3.7.2 to ban from any premises, events or forums of the Association any visitor or guest of a Member for up to life; and

3.7.3 to order financial compensation for any loss or damage of Association property “Disciplinary Action”).

3.8 If the offence is deemed by the Executive Committee to be very serious, then a Disciplinary Committee may be established and appointed by the Executive Committee to resolve the matter. In this instance the Executive Committee may decide upon the provisional suspension from the Association of the Member(s) concerned until the matter is determined by the Disciplinary Committee. While suspended a Member may not attend at any premises, events or forums of the Association.

3.9 It shall be competent for an individual who has been the subject of Disciplinary Action to appeal to the Appeal Committee.

### **Disciplinary Committee**

3.10 The Disciplinary Committee shall be comprised of one member of the Executive Committee and two members of the Council (neither to be a member of the Executive Committee).

3.11 In the event that a member of the Disciplinary Committee has lodged a complaint against the individual charged or in any way (other than members of the Executive Committee) has taken part in the preliminary disciplinary procedures they shall not be entitled to be a member of the Disciplinary Committee in respect of the hearing at which that case is to be considered. In such circumstances it shall be open to the President (or, whom failing, the Vice-President or any Additional Sabbatical Officer) to appoint another individual not previously involved in the matter to sit on the Disciplinary Committee.

3.12 The members of the Disciplinary Committee shall decide by vote, counting one vote for each member of the Disciplinary Committee, as to whether or not the party charged has been found guilty of an Act of Misconduct.

3.13 In the event of the decision not being unanimous, the majority vote shall prevail.

3.14 The only available verdicts shall be guilty and not guilty.

3.15 The vote of any member who has abstained from voting will be treated as a not guilty vote.

3.16 If Disciplinary Action is deemed necessary the Disciplinary Committee shall have the following options above and beyond those of the Executive Committee:

3.16.1 to ban from any premises, events or forums of the Association, any Member for a period not exceeding one year; and

3.16.2 to ban any visitor or guest of a Member from any premises, events or forums of the of the Association for any period including an indefinite period; and

3.16.3 to order financial compensation for any loss or damage of Association property.

3.17 The decision and/or sanction of the Disciplinary Committee shall be in writing and shall be dated and signed on behalf of the Disciplinary Committee by one member of it. Notification of the decisions/sanctions should be sent to those concerned in writing at their last known address as soon as reasonably practicable following the determination of the matter and in any event not later than 14 days following the determination of the matter.

3.18 The Disciplinary Committee is at liberty to involve the police or other governmental agencies at any stage.

3.19 Minutes of all meetings of the Disciplinary Committee shall be kept.

### **Appeal Committee**

3.20 Anyone subject to Disciplinary Action has the right to appeal against either the decision of the Disciplinary Committee within fourteen days of the announcement of the decision. Any appeal must be made in writing and submitted to the President within this timescale.

3.21 The Appeal Committee shall consist of three members of the Council, chosen for this purpose by the Executive Committee. They shall not have taken part in any previous Disciplinary Committee in respect of the case before them on appeal.

3.22 The Appeal Committee will hear evidence from the person appealing and the persons taking the Disciplinary Action (either the Executive or the Disciplinary Committee) then reach a conclusion.

3.23 Appeals should be heard within fifteen school days of receipt by the President.

3.24 The options open to the Appeal Committee are:

3.24.1 uphold the appeal and rule against the Disciplinary Action taken, rendering any Disciplinary Action void;

3.24.2 uphold the appeal in part and replace the Disciplinary Action taken with one of less severity; or

3.24.3 dismiss the appeal and uphold the Disciplinary Action originally taken by the Disciplinary Committee.

## **4 ELECTION REGULATIONS**

### **Council Elections**

This section outlines the procedure for elections for members of the Council (other than the Sabbatical Officers).

4.1 The Council should consist of one member from each of the School's academic Departments, as far as is possible.

4.2 Nomination forms, and information on the various sub-committees of the Council will be made available by the end of the first week of Semester One.

4.3 Nomination forms must be signed and returned by the candidate, who must be a member, to the Association Offices before the end of the second Semester.

4.4 The Council may, at any time request that the Board call an extraordinary general meeting of Members for the purposes of holding elections to replace lost Council Members.

### **Executive Committee Elections**

This section outlines the procedure for Executive Committee elections. It also outlines the procedures to follow if a vacancy occurs in any position.

4.5 The Board may from time to time publish campaign guidelines, budgets and requirements for candidates.

### **The Returning Officer**

4.6 The Returning Officer will be responsible for the good conduct and fair running of internal elections as are required by the constitution and the decree of Council in accordance with this Schedule.

4.7 Each year the Council will elect a Returning Officer who will not be a Member or an employee of the Association and who shall normally be the Assistant Registrar of the School.

4.8 The responsibilities of the Returning Officer shall include:

4.8.1 arbitrate on disputes involving election procedure and deal with any complaints;

4.8.2 supervise the opening of ballot boxes and the counting of the votes; and

4.8.3 declare the results of the ballot and make the results available.

4.9 The Returning Officer shall have the power to declare a ballot paper spoiled or invalid.

### **Who can stand?**

4.10 All Members of the Association are eligible to stand for any position subject to the following provisions:

4.10.1 they have reached 18 years of age;

4.10.2 no person shall hold office as a member of the Executive Committee for more than 2 years; and

4.10.3 no candidate may stand for more than one Executive Committee position at any one time.

### **Voting**

4.11 All Members are entitled to one vote.

4.12 Voting will take place over a time set by the Board and notified to the Members at least 14 days in advance.

4.13 All Members wishing to vote must produce a valid matriculation card for the School.

4.14 The elections will be conducted as a secret ballot on a first past the post basis.

4.15 All ballot papers for Executive Committee positions shall include the option of voting "Re Open Nominations" (RON). Ballots shall be counted including RON and should a majority of votes be cast for RON, the election for that position shall be held within six term weeks.

### **Counting the Votes**

4.16 The Student Engagement Team will inform the candidates of their right to attend the counting of the votes, or to send a representative. In both cases this is as an observer.

4.17 The Returning Officer may be assisted in the count by a number of individuals appointed by them.

4.18 As outlined above, the votes will be counted on a first past the post system, with the candidate gaining the most votes winning that position.

4.19 All ballot papers will be kept for 5 working days after the elections in case the result is contested.

4.20 For Sabbatical Officer Elections, at least ten percent of eligible Members must take part in the vote for its results to be official. For the Council Elections for Departmental Representation, there is no quorum for turnout.

### **Declaration of Results**

4.21 Results of the election shall be declared by the Returning Officer when the count for each post has been completed and any complaint has been resolved to the satisfaction of the Returning Officer.

4.22 Once the winning candidates have been decided the results should be posted on the Association notice boards.

4.23 The Returning Officer should send a copy of the results to the School and to the Association.

4.24 The results will become official if no complaint has been received within 5 working days of the result being announced.

### **Complaints**

4.25 Any complaint concerning the administration or good conduct of the election will be heard and determined by the Returning Office within 48 hours of a complaint being made by any candidate or Member.

4.26 Any complaint regarding the conduct of the election must be received within 5 working days of the result.

4.27 In determining a resolution to the complaint the Returning Officer, after hearing the appropriate evidence, may decide the following:

4.27.1 to disregard the complaint,

4.27.2 halt the elections for certain posts, or

4.27.3 disqualify specific candidates if in their view, the candidate has breached election regulations, or

4.27.4 ordering a recount of the ballots, or

#### 4.27.5 ordering the election to be re-run

4.28 The ruling of the Returning Officer will be final, subject only to a decision by the majority of a quorate meeting of the Council.

## 5 SABBATICAL ROLES

5.1 The position of President is a full-time, salaried role.

5.2 The position of the Vice-President may be full-time or part-time and salaried (as determined by the Council).

5.3 Any member of the Executive Committee who ceases to be a Member or Charity Trustee whilst in their term of office shall be deemed to have resigned from that office.

5.4 The term of office for positions on the Executive Committee shall be for one year and shall commence on the 1st of August following the elections and finish on the 31st of July the following year unless elected in a by-election, they shall hold office from the date of the announcement of the result of by-election until the 31st of July following.

5.5 All Executive Committee officers will complete a maximum of a two-week paid (if it is so agreed with the School) overlap with the incoming Executive Committee officers prior to 1st August.

5.6 The Council and the Board shall agree job descriptions for all roles on the Executive Committee from time to time.

5.7. The Board has agreed that the elected President and Vice-President of GSASA shall be the nominees of GSASA and shall hold office as a Students' Association Governor concurrently with their period of office as President and Vice President of GSASA.

5.8. No person shall hold sabbatical office, or paid elected office, in the Association for more than two years in total.

## 6 FINANCE REGULATIONS

### Financial Conduct

6.1 The Association's financial affairs shall be conducted in accordance with all applicable legislation, contractual commitments, the Constitution and these Rules.

6.2 These regulations shall apply to all accounts and financial transactions conducted in the name of the Association.

6.3 The financial year shall be from 1 August to 31 July.

6.4 All accounts of the Association shall be audited, or examined, by a firm of Chartered Accountants at the end of each financial year. GSASA SCO Accounts are compiled by an external accountant on an agreed term basis and audited, or examined, on a yearly basis by an external auditor.

6.5 The assets of the Association shall include all assets and property of all Association Committees, Clubs, Societies and other bodies of the Association.

6.6 The signatories for all Association bank accounts shall be the Executive Manager and such other persons as the Board may appoint from time to time.

6.7 The Board may decide to have an external accountant or auditor of the Association which will maintain all functions of payroll, including end of year returns, payment of PAYE/NIC, and complete all VAT returns & payments.

### **Budgets**

6.8 Each year, a budget will be prepared for the year beginning 1 August. The Executive Committee will obtain from all Clubs and Societies accounts etc. and from the Association Executive Manager or external accountant or auditor of the Association estimates of income and expenditure and agree or revise these estimates for approval by the Board of Trustees.

6.8.1 In advance of the start of each financial year, GSASA will submit a Grant Request to the GSA Director of Finance, detailing the resources sought in relation to the Block Grant and any Capital Grant requests.

6.8.2 These requests will be accompanied by a three-year Financial Plan, updated annually, that will outline GSASA's ability to operate on a sustainable financial basis and which shall be approved by the GSASA Board of Trustees.

### **Income and Expenditure**

6.9 The Executive Manager shall on behalf of the Board supervise the budgetary allocations agreed for the current financial year.

6.10 Day to day expenditure may be incurred on the authority of any member of the Executive Committee or the Executive Manager.

6.11 All income of the Association will be reported by the Executive Manager to the Board of Trustees monthly.

### **Goods and Services**



6.12 Goods and Services may only be ordered through official Association accounts and approved in accordance with these Rules.

### **Financial Requirements**

6.13 The Association's annual accounts are published annually and reported to the School. The accounts may be inspected by any Member upon request to the Council.

6.14 The Associations' annual accounts must be made available to all Members.

6.15 Annual accounts of the Association must include details of the external organisations to which the Association has made donations in the accounting period and details of those donations.

## **7 ALLOCATION OF RESOURCES TO STUDENT LED SPORTS AND SOCIETIES**

7.1 In Accordance with the Education Act 1994 the procedures for the allocation of resources are documented as follows:

7.2 With the Board shall agree with the Council three sub-committees, each of which shall have oversight for certain funding allocated for specific purposes by the Board in agreement with the School. These Committees shall be:

- The Funding Committee
- The Campaigns Committee
- The Societies Committee

7.3 The Council shall facilitate meetings of the sub-committees.

7.4 Decisions on the sub-committees will be made by a majority vote of committee members present. If there are an equal number of votes for and against an application, the President (or, whom failing, the majority of Sabbatical Officers present) shall have a casting vote.

7.5 The quorum for a sub-committee meeting shall be two comprising at least one Sabbatical Officer. The minimum notice for calling of a sub-committee meeting shall be 24 hours.

7.6 Meetings of the sub-committees may be held in person or over any medium that allows all committee members to receive notice of the meeting and to share their views on matters discussed.

7.7 No activity may receive funding from the Association nor utilise the facilities prior to recognition as a duly affiliated activity by the Council.

7.8 No activity shall be so recognised if its objectives are in conflict with the purpose, goals and values of The Association.

7.9 Each of the sub-committees shall develop and maintain operating procedures for the activities which fall under the auspices of their particular committee in agreement with the Council.

### **Student Initiated Project Funding**

7.10 The Funding Committee will be responsible for the allocation of the Student Initiated Project Fund. It is dedicated to supporting 'non-academic' projects within the community and in helping Members develop their professional practice.

7.11 The Funding Committee shall be comprised of the Executive Committee and at least 2 members of the Council (none of which should be a member of the Executive Committee).

7.12 The annual budget for the Funding Committee will be determined by the Board and announced at the first meeting of the Council in each academic year.

7.13 There will be three meetings of the Funding Committee held in each academic year.

7.14 The Funding Committee will be chaired by the President or in their absence another Sabbatical Officer.

7.15 Where a member of the Funding Committee has submitted an application to the Student Initiated Project fund, they forfeit their right to review and allocate funds to applications for that meeting.

### **Society funding**

7.16 The Societies Committee shall be comprised of the Executive Committee and at least 2 members of the Council (none of which should be a member of the Executive Committee).

7.17 The Societies Committee will be chaired by a Sabbatical Officer.

7.18 The annual budget for Societies will be determined by the Board, and brought to the first meeting of the Council in each academic year.

7.19 The Societies Committee will approve applications for affiliation of new societies and activities and approve and monitor funding made available to societies.

7.20 The Societies committee will oversee all affiliated societies activities and feedback on upcoming societies activities.

## **Campaigns Committee**

7.21 The Campaigns Committee oversee and approve applications for support and funding for Student Fundraisers to be held within the Association premises.

7.22 The annual budget for the Campaigns Committee will be determined by the Board and announced at the first meeting of the Council in each academic year.

7.23 The Campaigns Committee shall be comprised of the Executive Committee and at least 2 members of the Council (none of which should be a member of the Executive Committee) to be nominated at the first meeting of the Council in each academic year.

7.24 The Campaigns Committee will be chaired by a Sabbatical Officer.

## **8 AFFILIATIONS TO EXTERNAL ORGANISATIONS**

8.1 Any proposal to be affiliated to any external organization must be approved by the Board.

8.2 On approval of any decision to affiliate to an external organisation by the Board, the Association shall publish notice of its decision (via any suitable media), stating the name of the organisation, and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation, and any such notice should be made available to all students (via any suitable media).

8.3 The School shall be informed by the Board of any and all new affiliations to external organisations and any subscription fee(s) to be paid.

8.4 Details of the affiliations to external organisations, including the name of the organisations and the any fee(s) paid, shall be included in the Association's Annual Report which shall be made readily available to all Members of the Association each year. A copy of such report will be provided to the School.

8.5 A list of current affiliations to external organisations will be put to the Members for approval (via any suitable media) annually. In the event of an objection from at least 5% of the Members to an affiliation with any particular external organisation, the Council shall request that the Board call an extraordinary general meeting to hold a secret ballot on the matter of the affiliation to a meeting of Members in accordance with the Constitution. A further vote on the same affiliation may not be called in the same academic year.

## **APPENDIX 1 - LIST OF DEPARTMENTS**

This list details the departments that are represented on the Council as at the date of adoption of these Rules:

1. The School of Fine Art
2. The School of Design
3. The Mackintosh School of Architecture
4. The School of Innovation and Technology

Should any new departments arise within the School they will be co-opted onto the Council as soon as practicable.

Each department is entitled to have up to two representatives provided that if a department does not provide the names and details of the representatives within 6 weeks of the beginning of the academic session within the relevant year, their entitlement to appoint representatives will be forfeited and only re-instated once such details are submitted to the Executive Committee in writing and approved by the Executive Committee.