

**UNIVERSITY OF GLASGOW
STUDENTS' REPRESENTATIVE COUNCIL**

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CONSTITUTION

1. NAME

There will be a students' association known as the 'University of Glasgow Students' Representative Council' ('the SRC').

2. DEFINITIONS

In this Constitution, schedules and any standing orders:

'Academic session' has the same meaning as given under the University of Glasgow's regulations.

'Code of Practice' means the Code of Practice issued by the University from time to time in accordance with the Education Act 1994.

'Council' means the governing body of the students' association known as the University of Glasgow Students' Representative Council.

'Executive' means those Council members elected to implement and represent Council policies.

'Member' means a registered student of the University of Glasgow who has not opted out of representation by, or membership of, the SRC under the terms of the Education Act 1994.

'Semester' has the same meaning as given under the University of Glasgow's regulations.

'SRC' means the students' association known as the University of Glasgow Students' Representative Council.

'Student' means a member.

'University' means the University of Glasgow.

Reference to any statute or regulation includes reference to any legislation which repeals and re-enacts with or without modification.

Words in the singular include the plural.

3. OBJECTIVES

The objectives of the SRC are to:

- 3.1 Represent and promote the general interests of students of the University.
- 3.2 Advance civic responsibility by providing a recognised means of communication between students and the Court and Senate of the University.
- 3.3 To prevent and relieve poverty and advance health by providing welfare services for students and potential students.

- 3.4 To advance the arts, culture, education, heritage, science and sport by providing amenities and supporting activities for students.
- 3.5 To promote equality of opportunity amongst students and challenge all forms of discrimination whether based on sex, age, race, ethnicity, sexuality, disability, religion, cultural background or other such status.

4 EDUCATION ACT 1994

Every registered student of the University will be represented by the Council and will be a member of the SRC unless a student exercises his or her right not to be, in accordance with the Education Act 1994. Procedures for opting out of representation and/or membership are outlined in Schedule 1 and are in accordance with the Code of Practice.

5 COMPLAINTS

The SRC shall have a complaints procedure. Any complaint concerning the conduct of a Council member must be dealt with in relation to the published procedure and with Schedule 3 – Code of Conduct. Any complaint concerning SRC staff must be dealt with by the Permanent Secretary and where appropriate the Staffing sub-committee in accordance with the SRC Complaints Procedure.

The SRC Complaints Procedure shall be created and reviewed by Executive Standing Order and will be available on request from the SRC Reception.

6 MEMBERSHIP OF THE SRC

Membership of the SRC is automatic for all students of the University. Any member of the SRC may seek nomination to, and participate in, the election of the Council in accordance with Schedule 2. Members are subject to the Code of Conduct in Schedule 3.

7 MEMBERSHIP OF THE COUNCIL

The Council is representative of all students of the University. All Council members are subject to the Code of Conduct in Schedule 3. The Council will:

- 7.1 Be elected by students in accordance with Schedule 2.
- 7.2 Consist of *ex officio* members in accordance with Schedule 2.
- 7.3 Set the strategic policy and audit the financial and business affairs of the SRC in accordance with Schedule 8.

7.4 Consist of no more than 38 members.

8 MEMBERSHIP OF THE EXECUTIVE

An Executive of no more than 12 Council members will be elected in accordance with Schedule 2 and will have responsibility for implementing and representing SRC policies within the University and externally in accordance with Schedules 4 and 8. The Executive may determine the procedure for affiliation and grants for clubs and societies in accordance with Schedule 5.

9 OFFICE OF PRESIDENT, DEPUTE PRESIDENT & VICE-PRESIDENTS

A President, Depute President and Vice-Presidents will be elected in accordance with Schedule 2. The President will chair meetings of the Council and Executive subject to Schedule 7. The President will be the spokesperson on behalf of the SRC.

10 OFFICE OF PERMANENT SECRETARY

The Permanent Secretary will be appointed by the Executive and will undertake responsibility for the day-to-day management of SRC services on behalf of the Executive in accordance with Schedule 4. The Permanent Secretary must not be a full-time or sabbatical student of any educational body.

11 POWERS

Subject to paragraph 12, the Executive on behalf of the Council will have the same powers as Trustees under Scots law and in particular will have power:

- 11.1 To lease or rent land or buildings from the University.
- 11.2 To operate within the University shops or other facilities to provide students with such goods and services as it or the Council may decide.
- 11.3 To borrow and to raise money in pursuance of any of the Council's functions.
- 11.4 To invest the monies of the SRC not immediately required for the performance of its functions in or upon such investments, securities or property as may be thought fit.
- 11.5 To employ such staff as it believes necessary in order to implement the SRC's policies, and to determine the terms and conditions of employment.

12 FINANCE

The Executive must ensure that all funds provided to it by the University are used only in accordance with the Education Act 1994, the Code of Practice, the objectives of the SRC set out in paragraph 3 of the Constitution, and other statutory requirements or such

conditions which the University may from time to time decide. In particular the Executive must through the Permanent Secretary:

- 12.1 Keep any and all bank accounts in the SRC's name.
- 12.2 Keep accounts and accounting records in accordance with ordinary professional accounting principles.
- 12.3 Maintain a sound system of internal financial management and control.
- 12.4 Plan and conduct the SRC's financial affairs so as to ensure that annual income is sufficient to meet total annual expenditure, with any divergence from this requirement requiring prior approval of the University.
- 12.5 Obtain the prior written consent of the University to any transaction involving land, buildings and equipment worth in excess of the sum prescribed in the Code of Practice.
- 12.6 Obtain the prior written consent of the University to the borrowing of money for a period in excess of twelve months.
- 12.7 Not give any guarantee or indemnities incurring contingent liabilities other than in the normal course of business.
- 12.8 Maintain adequate property and public liability insurance cover.
- 12.9 Not proceed with any expenditure decision exceeding the prescribed sum without the prior agreement of at least one financial observer. The Secretary of Court shall appoint two financial observers who will be invited to, receive papers for and have the right to attend, all meetings of the Executive Committee in a non-voting capacity. The prescribed sum for the purpose of this sub-paragraph will be no less than £1,000 or such higher sum as may be authorised in writing by the Secretary of Court.

13 SIGNATURE OF CONTRACTS AND LEGAL DOCUMENTS

- 13.1 All contracts and legal documents must be signed on behalf of the SRC by the President and the Permanent Secretary. The Depute President may act as a substitute signatory for the President where the President is not available. Where the Permanent Secretary is absent he or she, or the Secretary of Court, may appoint another member of SRC staff as a substitute signatory, subject to such conditions as appropriate.

14 MEETINGS OF THE SRC, COUNCIL & EXECUTIVE

- 14.1 No meetings of the Council, Yearly Reporting Meeting or Extraordinary Council Meeting of the SRC, will be held outwith the University semesters or on a University holiday.

Ordinary Meetings of the Council

- 14.2 The Council will meet a minimum of six times each calendar year, the first meeting being not later than two weeks after the annual Council autumn elections have taken place. Subject to room capacity, any student may attend a Council meeting but may only participate with the permission of the Chair.
- 14.3 The Permanent Secretary, appropriate SRC support staff and the University's Financial Observers may attend meetings of Council.
- 14.4 A minimum of three ordinary meetings will take place in the first semester and a minimum of three in the second semester. Subject to paragraph 14.2 the Executive Committee will set the precise dates for Council meetings and notification of meetings will be provided to all Council members through the Offices of the Permanent Secretary.

Yearly Reporting Meeting of the SRC

- 14.5 A Yearly Reporting Meeting of all members of the SRC will be called in each academic year no later than three weeks after the Council spring elections. All members will be given at least two weeks notification of the Yearly Reporting Meeting through SRC publications or general notices. The purpose of this meeting is to provide students with a report on the work and finances of the SRC over the last year, including details of subscriptions and donations made to affiliated organisations.

Extraordinary Meetings of the Council

- 14.6 The President, whom failing the Permanent Secretary, must call an Extraordinary Meeting of Council if requested by at least one third of the current membership of the Executive or Council, or two per cent of the total membership of the SRC. Fractions are rounded up. All requests must be in writing and indicate the purpose of the meeting. An Extraordinary Meeting of Council must be held within two weeks after a proper request is received and Council members will be given one week's notice of this meeting through the Office of the Permanent Secretary, notwithstanding paragraph 14.1 restrictions.
- 14.7 No business other than the express content of the written request (including any motions) will be discussed at an Extraordinary Meeting of Council. No amendments can be made to the written request once submitted.

Chairing of meetings

- 14.8 The President, or where he or she declines, an Executive member selected by the Executive in accordance with Schedule 7 and paragraph 14.9, will chair council and Executive Committee meetings. If the President or Chair is absent, meetings will be chaired by the Depute President, whom failing a member of the Executive as may be agreed by Council.

Voting at meetings of Council

- 14.9 Each member of the Council is entitled to cast one vote on any decision put to the Council. Votes are not transferable and only members present at the time a decision is put to a meeting may vote. The method of voting for elections to committees is at the discretion of the Chair. In the event of a vote of no confidence in the Chair the Permanent Secretary will chair Council for the purpose of that vote. Where a vote of no confidence is upheld a new Chair will be appointed in accordance with Schedule 7.

Conduct of meetings

- 14.10 The conduct of all meetings is set out in Schedule 7.

Minutes

- 14.11 Minutes of meetings of the Council, the Executive Committee and any of its sub-committees, will be kept by the Permanent Secretary and will be open to inspection by any student or member of the public subject to paragraph 14.12.
- 14.12 No information falling within the Data Protection Act 1998 may be released to any student or third party.

15 AFFILIATION TO EXTERNAL ORGANISATIONS

- 15.1 The SRC may affiliate to external organisations so long as this is compatible with paragraph 3 of this Constitution, the Education Act 1994 and the Code of Practice.
- 15.2 The Permanent Secretary will keep a record of all affiliations to external organisations with details of any subscriptions or donations made. This list will be published annually.

16 SCHEDULES AND STANDING ORDERS

Council may make or amend such Schedules and Standing Orders as may be necessary for implementing the provisions and aims of this Constitution subject to the following conditions:

- 16.1 The approval of two-thirds of those present and voting at a properly called meeting of Council provided that at least seven days written notice of the precise terms of the order has been given to all members of Council through the Permanent Secretary.
- 16.2 In the case of a Schedule, no amendment will come into effect unless and until the University Court gives its written approval to the President and the Permanent Secretary.
- 16.3 Where a proposed amendment or addition to a Standing Order or Schedule has been unsuccessful, a proposal of a similar outcome may not be moved again until a period of at least 3 months has elapsed. The Chair, whose decision under this sub-paragraph is final, will decide the question of whether a proposal is similar to an unsuccessful proposal. In reaching a decision the Chair should have regard to any advice given by the Permanent Secretary.
- 16.4 The Executive may make or amend such Executive Standing Orders as may be necessary for implementing its remit under this Constitution subject to the approval of two-thirds of those present and voting at a properly called meeting of the Executive provided that at least seven days written notice of the precise terms of the order has been given to all members of the Executive by the Permanent Secretary.
- 16.5 The provisions of 16 to 16.3 do not apply to paragraph 15 of Schedule 2.

17 AMENDMENT OF THE CONSTITUTION

This Constitution may be amended with the approval of two-thirds of those present and voting at a properly called meeting of Council subject to the following conditions:

- 17.1 The Permanent Secretary has given Council members at least fourteen days written notice of the precise terms of the amendment, and advertised the details of the proposed changes.
- 17.2 No less than two-thirds of the actual membership of Council are present;
- 17.3 No amendment to the Constitution will come into effect unless and until the University Court gives its written approval to the President and the Permanent Secretary.
- 17.4 Where a proposed amendment to the Constitution has been unsuccessful, a similar proposal may not be moved again until a period of at least six months has

elapsed. The Chair, whose decision under this sub-paragraph is final, will decide the question of whether a proposal is similar to an unsuccessful proposal. In reaching a decision the Chair should have regard to any advice given by the Permanent Secretary.

18 REVIEW OF THE CONSTITUTION

The Constitution will be subject to review by the University at intervals of not more than five years.

19 DISSOLUTION

GUSRC, with the prior written agreement of University Court, may be dissolved by a 2/3 majority of Council Members attending an Extraordinary Council Meeting called specifically and only for that purpose. If any assets remain after GUSRC has been wound up or dissolved and all debts and liabilities have been satisfied they shall not be distributed amongst the membership of GUSRC. Such assets shall, instead, be transferred to the University of Glasgow whose governing body (University Court) shall distribute or otherwise apply these assets for one or more of the charitable purposes set out in paragraph 3 of this constitution.

SCHEDULE 1 – Membership

- 1 Every registered student of the University is automatically a member of the SRC and will be represented by the Council.
- 2 Students have the right to opt out of membership of the SRC and/or representation by the Council. A decision to opt out may be exercised once per academic session and will be valid for the duration of that academic session only.
- 3 Any decision to opt out in terms of this Schedule will be notified to the Permanent Secretary who will keep a record of this decision and will advise the Council and University Court of the number of students opting out, from time to time.
- 4 Members who opt out in terms of this Schedule will continue to enjoy full access to SRC services but will not be entitled to participate in Council affairs as a voter, electoral candidate and/or officer.

SCHEDULE 2 – Elections

Entitlement to vote

1. Every member is entitled to vote in polls for the Sabbatical, Welfare and Equal Opportunities and General Student constituencies and nominate candidates within those constituencies. Members are also entitled to vote and nominate candidates in those Academic constituencies where they are eligible to stand in principle. Voting must be by secret ballot.

Eligibility for election

2. Only members, as defined in paragraph 2 of the Constitution, may stand for election to the Council.
 - 2.1 No member can stand for more than one position on the Council at the same election.
 - 2.2 No member can hold more than one position on the Council at the same time.
 - 2.3 No member is eligible for election to a Sabbatical seat which they have already occupied or where they have been a Sabbatical officer or paid elected Union Officer at the University for two years.
 - 2.4 All members are eligible to stand for a post in the Welfare and Equal Opportunities or General Student constituencies. Members should only stand for a post with which they can identify.
 - 2.5 No member is eligible for a seat in the Academic Convenors' constituency unless they are a student in the faculty/(ies) to which the seat relates.

Dates of elections

3. Unless the retiring council, with the written agreement of the University Court, directs otherwise, the election of the Sabbatical, Academic and Welfare and Equal Opportunities constituencies will be held in the second semester, not later than four weeks after, the end of the spring break, with the exception of the PGT Convenor which will be held in the Autumn Elections. The Sabbatical constituency elections, at the discretion of the Executive, may be held on a

separate date from the Academic and Welfare and Equal Opportunities Constituencies provided they are within the aforementioned timescale. When the elections are held on separate dates they shall not be deemed the "same election" as per 2.1 above. Successful candidates will take up office on the first day of July in that same year. These elections are called the 'SRC Spring Elections'.

- 3.1 Elections to all other seats will take place not earlier than three and not later than five weeks after the start of the First Semester. These elections are called The 'SRC Autumn Elections'.
- 3.2 Subject to paragraphs 3 and 3.1, the precise date of elections shall be decided by The Executive Committee.
- 3.3 The procedure for notifying students of elections may be made by Executive Standing Order and will ensure that prominent notification of elections is given at least two weeks before the opening of nominations and until the closing date for nominations.
- 3.4 Where insufficient candidates are nominated in any constituency or where a vacancy occurs, such vacancies may be filled by a by-election as the Executive Committee may decide. The procedure to be followed for by-elections may be made by Executive Standing Order. By-elections shall be deemed the 'same election' as the preceding election.

Nominations & publicity

4. The procedure for nominations will be made by Executive Standing Order subject to the following basic requirements.
 - 4.1 Nominations will be made on a prescribed form by candidates who must show their student ID card to the Returning Officer, or authorised depute. The prescribed form must be signed by the candidate and the Returning Officer, or authorised depute, before it can be accepted. The candidate will then be issued with a receipt.
 - 4.2 Nomination forms must be submitted on the days specified by the Executive Committee, which will be no less than seven days before the election.

Submission of nominations will remain open for ten consecutive working days from 9.00am on the first day to 4.00pm on the tenth day. The Returning Officer will declare any nominations received after this time invalid.

4.3 Nominations for the following seats will be signed by the following number of members who will append their matriculation numbers to the nomination form:

- Sabbatical Officers: thirty members;
- Academic Convenors and Welfare and Equal Opportunities Officers: fifteen members; and
- All other seats: six members.

4.4 Each member must be eligible to vote for the seat for which he or she is making a nomination. The decision of the Returning Officer regarding the validity of a nomination is final.

4.5 The procedure for election publicity will be made through Executive Standing Order subject to the following basic requirements.

4.6 Candidates must, before close of nominations, submit a manifesto of not more than 300 words in the Sabbatical Constituency and not more than 150 words in other constituencies. Candidates should, where possible, also submit an electronic copy of their manifesto. It is recommended candidates provide an electronic photo or two passport sized photos. It shall be the duty of each candidate to ensure that the submitted manifesto does not contain any offensive or factually inaccurate material and does not exceed the prescribed length. Should this occur the Executive Committee will report the matter to the Returning Officer who may, at his or her discretion, request the candidate to amend the manifesto accordingly or direct that it be displayed subject to the deletion of any infringing material.

4.7 For the Spring Elections only: where a candidate remains unopposed after the time period for nominations has closed, there will be a ballot offering the option of re-opening of nominations or election of the unopposed candidate. For the avoidance of doubt the terms of this clause shall only apply for the main Spring Elections and not for subsequent by-elections or Autumn Elections.

- 4.8 Candidates, whether opposed or not, shall not be deemed to be elected until the close of the ballot on the day of election

Canvassing

- 5 It is not permitted for candidates to permanently affix campaign material; all campaign material must be able to be taken down at the close of polls. Failure to do so may result in disqualification in accordance with paragraph 6. Campaign material which contradicts this paragraph and SRC Election Guidelines are likely to be removed. The SRC bears no liability for them.
- 5.1 Candidates are not allowed to be canvassed for or financed by persons other than registered students of Glasgow University, who have not opted out of SRC representation for this academic year under Schedule 1.
- 5.2 Canvassing is not permitted in the Gilbert Scott Building, Fraser Building and in areas deemed Polling Stations (University computing clusters) or any other areas deemed Polling Stations in the SRC Election Guidelines.
- 5.3 With the exception of bought photocopying services, candidates are not permitted to use SRC facilities, including intellectual property, for the furtherance of their campaign.
- 5.4 The use of loudhailers on Gilmorehill campus is prohibited by order of the University Court.
- 5.5 Whilst reasonable use of private email lists is acceptable, unsolicited mail shots sent out to non-personal mailing lists (e.g. departmental/course email lists) by or on behalf of the candidate are not permitted.

Infringement of election rules

- 6 Any malpractice leading to an infringement of these or other rules governing an election should be reported to the Permanent Secretary, who will immediately inform the Returning Officer who has the power to invalidate the nomination of the offending candidate, or disqualify a successful candidate.

Returning Officer

- 7 Prior to each election the Executive Committee will appoint a Returning Officer who will be responsible for –
- The proper conduct of elections.
 - The observance of the contents of this Schedule.
 - No person shall be eligible to be appointed Returning Officer if they are –
 - A member of Council.
 - An SRC employee.
 - A matriculated student of the University of Glasgow.
 - A close relative of any candidate in a SRC Election.

The University Court must approve the appointment in writing.

- 7.1 After every election the Returning Officer will submit a written report on that election to the University Court and Council, and will be invited to attend the meeting of Council following that election to answer any questions on his or her report.
- 7.2 The Returning Officer may be removed or suspended from office on good cause at a General or Extraordinary General Meeting of Council where two-thirds of those present and voting agree, and the prior written approval of the University Court has been obtained through the Permanent Secretary.

Poll

- 8 All elections will be held by secret ballot which will normally be online and will be decided by the following single transferable voting system:
- Online ballot papers will be marked in order of preference
 - Voters will have the option to spoil their ballot paper by clicking on the appropriate box
 - The number of votes required to secure election shall be:

$$\frac{\text{Total No. of Votes Cast} - (\text{Total No. NTS}) + 1}{\text{Number of Vacancies} + 1}$$

This figure will be referred to as the quota.

NTS = Non-Transferable and spoiled votes.

- If a candidate receives more than the quota all that candidate's votes will be split according to the next available preference.

- If no candidate in any count fulfils the quota the votes cast for the bottom candidate in the count will be divided according to the next available candidate. If more than one candidate ties for bottom place in the count, the candidate with fewest first preferences will be eliminated. If this occurs in the first round, it will be decided by drawing lots.
- 8.1 The results of the election will be supervised by the Returning Officer, who must publish them as soon as they are known. The data and basis for the election results may be inspected and independently validated by the Secretary of Court.
- 8.2 In the event of a tie, a by-election will be held for the seat in question. All questions relative to the validity of an election must be submitted to the Returning Officer within 48 hours of announcement of the result. Decisions on any such questions shall be made by the Returning Officer, who may consult with the Secretary of the University Court. If any election is declared invalid, a by-election will be held.

Membership of Council

- 9 The Council is representative of all students of the University and will comprise of the following elected member positions:

Four members in the Sabbatical Constituency (subject to paragraph 12):

- President
- Vice-President (Learning and Development)
- Vice-President (Media and Communications)
- Vice President (Student Support)

Nine members in the Academic Constituency:

- Arts Convenor
- Education Convenor
- Engineering Convenor
- Law, Business and Social Sciences Convenor
- Medicine Convenor
- Faculties of Science Convenor
- Veterinary Medicine Convenor
- Postgraduate Research Convenor
- Postgraduate Taught Convenor

Nine members in the Welfare and Equal Opportunities Constituency:

- International Students' Officer
- Lesbian, Gay, Bisexual and Transgender Students' Officer
- Mature Students' Officer
- Minority Ethnic Officer
- Students' with Disabilities Officer
- Women's Interests Officer
- Charities Officer
- Clubs & Societies Officer
- Part-time Students' Officer

Nine members in the General Student Constituency who will be Council members without portfolio and must comprise of at least two positions for first year students and two postgraduate students.

9.1 The Past President of the SRC will be an *ex officio* voting member of Council. The Past President is the elected member who held the office of SRC President prior to 1 July in a current election year. In addition the President of the following bodies (or their legal successors) will be *ex officio* members of Council but may only vote if that body has a reciprocal Council *ex officio* voting member:

- Crichton University Campus Students' Association
- Glasgow University Sports Association
- Glasgow University Union
- Queen Margaret Union
- Glasgow University Postgraduates' Club
- Glasgow University Veterinary Medicine Students' Association

Court Assessor

10 At its first meeting the Council will elect a non-Sabbatical Council member to be the SRC Assessor on the University Court.

President-elect, Vice Presidents elect and Depute President

11 A member elected to a position in the Sabbatical Constituency at the SRC Spring Elections will be known as the President-elect or Vice-President elect, as appropriate, until he or she takes office on the first day of July in that same year. The President-elect and Vice-Presidents elect are entitled to attend and speak at

meetings of the Council and Executive but not to vote. When members of the Sabbatical Constituency take office they will elect a Vice-President to be known as the Depute President. The Depute President's role is to substitute for the President in the chairing of meetings and signing of contracts and legal documents in his or her absence. The Depute President may not act as spokesperson for the SRC without the prior consent of the President.

Sabbatical Constituency

- 12 The remit and number of Sabbatical Constituency posts may be altered or deleted by Executive Standing Order to come into effect in a following election year: subject to endorsement by a simple majority of Council and the requirement of at least two Sabbatical Constituency posts, of which one will be known as the President. The maximum number of sabbatical posts shall be five.

Membership of the Executive

- 13 On the first day of July all members of the Executive Committee will vacate office and the members elected to the Sabbatical Constituency at the SRC Spring Elections in that same year will join the Executive Committee and assume their paid positions.

- 13.1 At the first meeting of the Council after 1 July the following members will join the Executive Committee:

- two members from the Academic Constituency elected by the nine members of that constituency on a show of hands; and
- two members from the Welfare and Equal Opportunities Constituency elected by the nine members of that constituency on a show of hands.

Where there is a tie the Chair of the Council may cast a deciding vote.

- 13.2 At the first meeting of the Council following the SRC Autumn Elections the following members will join the Executive Committee:

- two members from the General Constituency elected by the members of that constituency on a show of hands; and
- one non-Executive member of Council elected by the members of Council on a show of hands.

Where there is a tie the Chair of the Council may cast a deciding vote.

Committees of the Council

- 14 The Council may by Standing Order create and delegate functions to such committees as it thinks necessary in order to progress its remit as set out in the Constitution. This provision cannot be used to delegate any functions which are within the remit of the Executive Committee as described in the Constitution.

Sub-committees of the Executive

- 15 The Executive Committee may by Executive Standing Order create and delegate functions to such sub-committees as it thinks necessary in order to progress its remit as set out in the Constitution, subject to the following: Complaints or any matters relating to SRC staff must be dealt with by the Staffing sub-committee. The Staffing sub-committee will comprise of the Sabbatical Officers of the Executive Committee and the Permanent Secretary. It will be chaired by the President. All matters discussed at the Staffing sub-committee must be kept confidential to members of that sub-committee.

SCHEDULE 3 – Code of Conduct

Conduct of Council members

1. Council members must also adhere to the following additional standards –
 - 1.1 Act in the interests of students and in doing so upholds the aims of this Constitution and act in accordance with its Schedules and Standing Orders.
 - 1.2 Contribute to and share responsibility for collective decisions, and represent the Council's policies on appropriate public occasions. Any Council member unwilling to so do should resign.
 - 1.3 Prepare for and attend all meetings of committees of which they are a member.
 - 1.4 Members who miss more than three meetings of Council will be deemed to have resigned unless they have provided good reason to the satisfaction of the Chair.
 - 1.5 Be accessible to the people whom they have been elected to serve and to represent their interests conscientiously. In representing people's interests, Council members have a duty to respect individual privacy, unless there are overwhelming reasons in the wider public interest for disclosure to be made to a relevant authority.
 - 1.6 Ensure that confidential information acquired as a result of their position is not disclosed to anyone other than those who have a right to that information. Ensure that confidential information is not used for the personal advantage of either he or she or of others known to them.
 - 1.7 Take decisions solely in terms of the interest of students. They must not act in order to gain financial or other material benefit for themselves, their family or friends. Where a financial or material conflict of interest arises during a decision or discussion this should be disclosed and the Council member should refrain from participating further on the matter.

- 1.8 Council members have a duty not to place themselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of their duties.
- 1.9 Act honestly and declare any private interests relating to their duties and take steps to resolve any conflicts arising in a way that protects the interest of the SRC.
- 1.10 Be accountable and open about their decisions and actions to students. To consider issues on their merits, taking account of the views of others.
- 1.11 Ensure their actions do not cause a nuisance or harassment to others. Never use language that is likely to offend the reasonable person, such as racist or sexist terms. Avoid any language or behaviour likely to cause offence to others.
- 1.12 Foster mutual respect between fellow Council members and SRC staff.
- 1.13 Not consume or be under the influence of alcohol or any illegal drugs during SRC meetings or whilst representing the SRC whether in an official capacity or otherwise (with the exception of alcohol where it is provided as part of a social event).
- 1.14 Any complaint concerning the conduct of a Council member must be dealt with in accordance with the SRC Complaints Procedure.

SCHEDULE 4 – Services & Finance

Services

- 1 Subject to SRC policy and resources, the SRC will provide a range of services for students including:
 - Welfare, money and legal advice for students and prospective students
 - Advocacy for students in University appeals, disciplinary hearings and complaints
 - An overnight listening service staffed by student volunteers
 - A centre for co-ordinating student volunteers and community projects
 - Support for clubs and societies in accordance with Schedule 5
 - Support for student support groups in accordance with Schedule 6
 - Editorially independent student media
 - Notice board space for student notices and advertisements for jobs
 - A mini-bus service between campus and halls of residence
 - A second-hand bookshop, and
 - Fax and photocopying facilities.
- 1.1 Day to day management and administration of SRC services is the responsibility of the Permanent Secretary. The allocation of SRC resources, including financial and human resources, is the responsibility of the Executive Committee.
- 1.2 The Executive Committee may provide additional services in fulfilment of Council policy.

Finance

- 2 The Executive is responsible for the finances of the SRC in accordance with, and subject to, paragraphs 10, 11, 12 and 13 of the Constitution. It may delegate this responsibility to a Finance sub-committee, established in accordance with paragraph 15 of Schedule 2. Where it does so the minutes of any Finance sub-committee will be made available to all members of the Executive Committee. The Permanent Secretary will provide a written financial report to one meeting of the Council each Semester.
- 2.1 The powers of the Executive Committee in accordance with paragraphs 10, 11, 12 and 13 of the Constitution may be delegated temporarily to the Permanent

Secretary where urgent action requires to be taken in the interest of the SRC. Power may only be delegated temporarily where the President or in his/her absence one Vice-President provide permission and any written approval must be reported to the next meeting of the Executive Committee.

- 2.2 The Executive Committee will appoint solicitors and auditors each financial year. Solicitors must be qualified in Scots law and hold an unrestricted practising certificate. Auditors must be persons qualified for appointment as auditors of a company registered in Scotland. The auditors will report to Council on their audit of SRC accounts for the financial year. The auditors will report to Council whether or not all expenditure has been properly authorised and incurred in accordance with the Constitution. The audited accounts will be presented to Council. A copy of the audited accounts must be sent to the University Court and be made available for inspection by any student.

SCHEDULE 5 – Clubs & Societies

In this schedule the word club includes societies.

Affiliation and grants

1. Decisions regarding affiliations and grant applications for clubs will be made by the Clubs and Societies Committee who will publish a Clubs & Societies Handbook which will include:
 - an affiliation form
 - details of the facilities provided by the SRC to affiliated clubs and the rules on using them
 - the procedure and criteria in allocating grants, and
 - disciplinary and appeals procedures for affiliated clubs.

- 1.1 Any club on University campus is entitled to apply to the SRC for affiliation. Only affiliated clubs may use SRC facilities and apply for funding.

- 1.2 Clubs must abide by the terms set out in the SRC's Clubs and Societies Handbook, and Equal Opportunities Policy.

- 1.3 Money allocated to a club from the SRC must not be used to purchase alcoholic drink, or be used to make donations to any external organisations.

SCHEDULE 6 – Regulation of Meetings

Quorum and general rules

- 1 This Schedule applies to all SRC meetings. The word committee in this Schedule includes the Council, Executive, sub-committee and any other meeting of the SRC. The quorum for any meeting will be one third of the actual membership of that committee. Fractions are rounded down. Only committee members may speak at meetings unless the Chair agrees otherwise. Votes are not transferable and only members of a committee who are present at the time a decision is put to the meeting may vote.

Chair

- 2 Council and the Executive Committee will be chaired by the President, or in his or her absence by the Depute President. Where the President declines to be Chair, or the Chair has lost a vote of no confidence, the Executive Committee may elect a new Chair by a simple majority vote on a show of hands at a meeting of the Executive Committee or Council. Only a member of the Executive Committee is eligible to stand for election as Chair.

Motions to Council

- 3
 - 3.1 Motions may be submitted to the Chair through the offices of the Permanent Secretary in writing no later than 5pm, two days before an Ordinary meeting of Council. The word 'motion' in this Schedule includes any amendment to a motion. Motions under this Schedule require the written support of two Council members or fifteen SRC members. The Chair may invite the proposer of any motion to speak in favour of same. In the case of fifteen or more SRC members one member may be permitted to speak on behalf of the proposers. A proposer may withdraw a motion at any time. The Chair may invite other members of Council to comment on the proposed motion. The Chair may allow each proposer to make a short closing speech. The Chair may allot such time to speakers as he or she decides. Council may approve or reject any motion on a simple majority. Any rejected motion may not be submitted again until three months have elapsed. Council may remit any motion to one or more of its committees for further consideration. A committee which receives a remitted

motion must provide a report to Council with its recommendations on that motion within three months.

3.2 Emergency Motions

Emergency motions must be submitted to the Offices of the Permanent Secretary in writing no later than 12 noon on the day of the Ordinary Council meeting. Emergency motions will only be accepted if they are time-dependent and require discussion before the next scheduled Ordinary Council meeting. Emergency Motions are accepted entirely at the discretion of the SRC President. The word 'motion' in this Schedule includes any amendment to a motion. Motions under this Schedule require the written support of two Council members or fifteen SRC members. The Chair may invite the proposer of any motion to speak in favour of same. In the case of fifteen or more SRC members one member may be permitted to speak on behalf of the proposers. A proposer may withdraw a motion at any time. The Chair may invite other members of Council to comment on the proposed motion. The Chair may allow each proposer to make a short closing speech. The Chair may allot such time to speakers as he or she decides. Council may approve or reject any motion on a simple majority. Any rejected motion may not be submitted again until three months have elapsed. Council may remit any motion to one or more of its committees for further consideration. A committee which receives a remitted motion must provide a report to Council with its recommendations on that motion within three months.

Conduct of meetings

4. The purpose of meetings is to conduct the business of that meeting as set out in the meeting's agenda. Standing agendas for meetings should be decided in advance by the meeting. No later than one week before a meeting any member may submit an item to the Chair for his or her consideration as an agenda item. The Chair through the Permanent Secretary will circulate agendas for Council and Executive Committee meetings. The Chair's decision on the conduct of a meeting is final. Any person who ignores the Chair's decision on conduct or disrupts a meeting may be expelled from that meeting on a simple majority vote. The Chair may adjourn any meeting subject to disruption or abusive language for such period as he or she decides. The Chair may also submit a complaint with reference to Schedule 3 where any member disrupts a meeting or uses abusive language at a meeting. Further procedure for the conduct of meetings may be

made by Standing Order in the case of the Council, or by Executive Standing Order in the case of any other committee.

SCHEDULE 7 – Council Policies

Adoption of Policies

- 1 All Council Policies must have been passed by Council in accordance with such procedure as may be made by Standing Order.

Recording of Policies

- 2 The Council will maintain a Policy Document, in which all its current policies shall be recorded. This document will be made available to all members and to all employees of the SRC upon request.
 - 2.1 The Permanent Secretary will enter all policies, upon adoption by Council, into the Policy Document.
 - 2.2 Any policy adopted by Council, which contradicts an earlier policy, will be deemed to amend the earlier policy. The Permanent Secretary will ensure that such amendments are recorded in the Policy Document.

Duration of Policies

3. Any two members of Council or fifteen SRC members may, in accordance with Standing Orders, make a proposal to revoke or amend any policy contained in the Policy Document.
 - 3.1 All policies will automatically be revoked four years after being adopted or last amended. Notice will be given at Council meetings of those policies which are due to be revoked at the following Council meeting. A motion may be proposed, in accordance with Standing Orders, to retain, with or without amendment, any such policy for a further period of up to four years.
 - 3.2 Any policy revoked in accordance with 3 or 3.1 above will be deleted from the Policy Document.