



McIntosh Hall  
Residents' Association

# Constitution

September 2019

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## **Article I: Definition of Terms**

1. The name of the organisation shall be 'McIntosh Hall Residents' Association', hereinafter referred to as 'the Residents' Association' or 'Association'.
2. The term 'Committee' shall refer to the collective body of elected members of the Residents' Association.
3. The term 'University' shall refer to the University of St Andrews.
4. The 'Hall Subscription' shall refer to the money allocated by the University to the Committee per Resident, as shall be determined from time to time by the University.
5. The term 'Hall' shall refer to McIntosh Hall and any Annexe thereof.
  - 5.1. An 'Annexe' shall be any residence building from which the University issues the Hall Subscription to the Committee for each of its residents, other than McIntosh Hall itself.
6. The term 'Wardennial Team', shall refer to the University-appointed Warden and Assistant Wardens living in Hall.
7. The term 'Residents' shall refer to all residents of Hall, excluding the Wardennial Team.
8. The term 'Residence Manager' shall refer to the University-appointed Residential Services Managers for McIntosh Hall.
9. The term 'Officer' shall refer to any elected member of the Committee. The term 'Office' shall refer to the specific portfolio for which an Officer is elected.
10. For the purposes of this constitution, words importing one gender include other genders as well.

## **Article II: Aims**

The Committee exists to serve the interests of the members; as such, the purpose of the Committee shall be to fulfil the aims as follows:

1. To create and encourage a lasting and welcoming community for all members.
2. To foster positive relationships between members, the University, and wider St Andrews community.
3. To provide members with a representative body to voice opinions on matters relating to their student experience to the Residence Managers, the University, the Wardens and any other relevant bodies.
4. To further members' enjoyment of Hall through the purchase of equipment and resources for use by Residents, the organisation and running of events for Residents, and any other activities as shall be determined by the Committee.
5. To procure, through the receipt of Hall Subscriptions and any other fundraising activities as shall be determined by the Committee, monies and useful assets to further the aims set out in this section.

## **Article III: Membership**

1. There shall be three classes of Membership:

- 1.1. 'Members' shall automatically include all current Residents who live in Hall.
- 1.2. 'Alumni
- 1.3. ' shall include all people who have previously been a Resident in Hall.
- 1.4. Honorary Officers may be elected by a General Meeting (provided they are of some status in relation to the aims of the Residents' Association) either for life or for a specified period of time.
- 1.5. 'members' (un-capitalised) shall include all classes of membership in the Association.
2. Opting In and Opting Out of Membership: all Members shall reserve the right to opt out of the Residents' Association as afforded to him by the 1994 Education Act. A Member's resignation shall go into effect by written electronic notice to the Committee's email account ([mchcommittee@st-andrews.ac.uk](mailto:mchcommittee@st-andrews.ac.uk)) at the time specified therefore or if the time is not specified, immediately upon delivery thereof. A person shall cease to be a member of the Residents' Association if he opts out of membership. The same rights shall apply to Alumni. Such a member shall reserve the right to opt in to the Residents' Association if he has previously opted out as afforded to him by the 1994 Education Act. A Member's reinstatement as a Member shall go into effect immediately upon submitting written notice to the Committee's email account ([mchcommittee@st-andrews.ac.uk](mailto:mchcommittee@st-andrews.ac.uk)). The same rights shall apply to Alumni.

#### **Article IV: Constitution & Authority**

1. This Constitution derives its authority from the mutual consent of all Members.
2. A copy of this constitution shall be made available to any Resident upon request to the Senior Student or to the Secretary.
3. A proposed alternation to this constitution shall be submitted to a General Meeting by a duly proposed and seconded motion by any member at a General Meeting or on the advice and consent of the Committee. Such proposals shall be adopted with the support of two-thirds of Members present and voting at a General Meeting. Alternations shall take effect immediately. Such updates to the attached Appendices (detailed in Article IX, §4, 6) shall not require such a vote so long as discussion of said policies and interpretations are clearly recorded in the relevant minutes.
4. The Constitution shall have effect until the subsequent Annual General Meeting of the Hall, whereupon this Constitution, or a new one, must be readopted by a two-thirds majority of all Residents present at the General Meeting.

#### **Article V: Committee**

1. The affairs of the Residents' Association shall be conducted by a committee of Executive Committee members and Non-Executive committee members. The Committee may co-opt additional persons to assist them with other portfolios as shall be from time to time required, but such persons shall not form a part of the Committee and shall not have a vote in Committee meetings.
  - 1.1. The Executive Committee shall consist of the following offices: Senior Student, Deputy Senior Student, Treasurer, Secretary, Social Convener (2), Charities Convener, and Ball Convener.

- 1.2. The Non-Executive committee members shall consist of the following offices: Social Representative (3), Charities Representative, First Year Representative, Returners' Representative, International Representative, Female Sports Officer (2), Male Sports Officer (2), Entertainment Officer, Media and Digital Communications Officer, Environmental and Domestic Representative, Alumni Representative, and one representative from each Annexe that forms part of Hall at the time of the election as needed.
- 1.3. There shall be no special privileges or distinctions between the Executive and Non-Executive Committee beyond the preliminary requirements to stand for a position as outlined in Article VIII, Section 1 or Article VI, Section 6-7.
2. The Committee shall have the exclusive authority to: authorise expenditure greater than £300; authorise expenditure less than £300 when such an expenditure is objected to by either the Senior Student or Treasurer; exercise a veto over any action made by an individual Committee member or subcommittee. The Committee shall not delegate these powers to any other person or groups, including a subcommittee of its own members.
  - 2.1. On issues of contention, a member of Committee may call a vote on any decision made by Committee. The quota for passing a vote shall be 50% of all eligible and present voters + 1.
  - 2.2. Any action requiring Committee approval if unable to be conducted in a meeting may be conducted by electronic vote, provided that voting is open for no less than 36 hours and the results of which are filed with the minutes of the subsequent Committee meeting.
    - 2.2.1. The quota for passing an online vote shall be 50% of Committee + 1.
3. No member of the Committee or a subcommittee shall derive any financial profit or gain by reason of his participation on the Committee or subcommittee, including favourable rates on goods or services, unless the same benefit is available to any and all members of the Association.
4. Whensoever the personal or professional interests of a member of the Committee or a subcommittee shall conflict with the best interests of the Association, the member of the Committee or subcommittee in question shall identify the potential conflict of interest and recuse himself from any and all consideration of the issue.
5. Whensoever the Senior Student transmits notice to the committee email account that he is unable to discharge the powers and duties of his office (and until written declaration is given to the contrary), the duties of Senior Student shall be executed by the Deputy Senior Student. If the Deputy Senior Student is unable to execute those duties, the duties of Senior Student shall be executed by the next highest voting Committee member on the following list: Treasurer, Secretary, Social Conveners, Ball Convener, Charities Convener, Entertainment Officer, Social Representatives, Charities Representative, Sports Officers, Environmental and Domestic Representative, Returner's Representative, Media and Communications Officer, First Year Representative, International Representative, Annex Representative, and the Alumni Representative. An individual acting as Senior Student under the preceding clause shall continue to do so until the next General Meeting of the Association.
6. All Committee members shall be elected at a General Meeting. Executive Committee members shall be elected at the Annual General Meeting (AGM) of the Candlemas semester, and Non-Executive committee members shall be elected at the General Meeting of the Martinmas Semester. If no candidate is elected at a General Meeting or in the case of casual vacancy, the Committee shall exercise its desertion and may either co-opt a Member provided sufficient notice is given to all residents or allow the position to remain vacant until the next General Meeting. A Committee

member shall hold office until a subsequent Election is held for his office or until his earlier death, resignation, or disqualification. No person shall hold more than one office concurrently.

7. Any member of the Committee (except the Senior Student) may resign at any time by giving written notice via electronic transmission addressed to the Senior Student to the committee email (mchcommittee@st-andrews.ac.uk). The Senior Student may resign at any time by giving written notice via electronic transmission addressed to the Deputy Senior Student and Secretary via the committee email. Such resignation shall take effect at the time specified or, if no time is specified, upon delivery to the Committee email or when notice is given to the Committee, whichever comes first.
8. The Committee shall meet weekly in term time and shall be conducted as follows:
  - 8.1. The Senior Student shall call and chair Committee meetings.
  - 8.2. Each Officer shall have the full authority to execute the duties of his office with full autonomy. In the event that the Committee disagrees with an Officers' decisions, the Committee may vote to overturn said Officers' decisions with a simple majority; such decisions made by the Committee shall be final and binding.
  - 8.3. When voting on matters, each individual on the Committee shall have one vote only.
  - 8.4. All residents have the right to submit items of business for a Committee meeting to the Secretary prior to the meeting.
  - 8.5. The Secretary shall be responsible for the accurate minuting of Committee and General Meetings and shall circulate said minutes to attendees; if there are no substantive changes to be made, the Secretary will publicise the minutes in compliance with the regulation set out in this constitution.
  - 8.6. If an officer is unable to attend a Committee meeting, he shall submit written notice of apology to the Secretary prior to the commencement of the meeting, explaining the reason for absence with the exception of the Secretary, who shall transmit to the Senior Student said apologies.
  - 8.7. If a Committee member is unable to attend a Committee meeting, he may authorise another Committee member to vote on his behalf by submitting proxy instructions to the Secretary prior to the commencement of the meeting.
  - 8.8. With the exception of the Alumni Officer, when a Committee member is absent from three consecutive meetings of the Committee without submitting apologies for any of these three, he shall be immediately removed from office, and shall no longer be a member of the Committee; this condition shall not be waived by the Committee and shall be noted in the minutes at the succeeding Committee meeting.
  - 8.9. Quorum of Committee meetings shall be 50% of all Committee members, provided one of them is a signatory on the Committee's bank account.
9. Officers shall have the following duties:
  - 9.1. Each Officer shall, upon his acceptance of his Office, take as his primary responsibilities to faithfully execute his Office and, to the best of his ability, preserve, protect and defend the Constitution of the McIntosh Hall Residents' Association and its entire membership.
    - 9.1.1. Upon their election, Officers shall be required to sign an Oath of Office to record their acceptance of the above responsibilities.
    - 9.1.2. Should an officer refuse to sign an Oath of Office, their election will be made void.

- 9.2. The Senior Student shall act as an agent and fiduciary of the Residents' Association. The Senior Student shall be in general charge of the operations of the Committee, advising and consulting with the Committee and subcommittees on the business and affairs of the Committee; shall from time to time recommend to the Committee such measures as he may deem necessary and expedient to the good governance of the Residents' Association; in conjunction with Committee formulate long-term strategies and goals to promote the future success and efficiency of the Residents' Association; shall ensure clearly defined portfolios of responsibility of the Committee; shall authorise such expenditures less than £300 in conjunction with the Treasurer as deemed necessary and expedient to the good governance of the Residents' Association; shall keep watch over the state of the Committee bank account and perform online payments jointly with the Treasurer through online banking; shall advise the Committee with respect to the strategic, reputational, and operational risks of its proposed actions; shall have the authority to execute contracts on behalf of the Committee with Committee's consent; call and chair meetings of the Committee, on his own volition or upon receipt of written request of two-thirds of the Committee; liaise with and represent Residents' views to the Wardens, the Residence Managers and any other external parties as shall be required; attend meetings of the Senior Student Forum; line manage all members of the Committee; be a signatory in the Committee's bank account; and assist other Officers in their duties.
- 9.3. The Deputy Senior Student shall: deputise for the Senior Student in his absence; temporarily fulfil the duties of the Senior Student in the case of casual vacancy; be generally responsible for any logistical organisation of Committee operations as needed; shall, in conjunction with the Secretary be responsible for compliance with this constitution; shall be responsible for arranging appropriate purchases for events and liaise with the appropriate committee member(s) in deciding these purchases; arrange an annual Hall photograph and ensure a copy is mounted in the Common Room; coordinate the procurement of hall clothing for all classes of membership and the Committee; be a signatory in the Committee's bank account; chair the Representative Subcommittee; shall perform such other duties as the Senior Student deems necessary and expedient to the good governance of the Society; assist other Officers in their duties.
- 9.4. The Treasurer shall: ensure the efficient organisation of Committee resources with particular notice of capital assets; ensure good financial practice and management of Committee funds; shall, in conjunction with the Senior Student, authorise expenditures less than £300 as deemed necessary and expedient to the good governance of the Residents' Association and disperse such funds accordingly; shall keep watch over the state of the Committee bank account and perform online payments jointly with the Senior Student through online banking; keep a record of all accounts and financial documents of the Committee and any subcommittees which shall, at all reasonable times, be open to inspection by any member of the Residents' Association; advise the Committee with respect to the financial risks of its proposed actions; in the first semester of office, prepare and propose a budget for the following year; ensure compliance with the financial practices set out in this constitution; attend any Treasurers Training Sessions made available for Hall Treasurers by the Students' Association or the University; be a signatory in the Committee's bank account; assist other Officers in their duties.
- 9.5. The Secretary shall serve as the chief administrative officer of the Committee and shall: in conjunction with Committee, draft and distribute an agenda for each Committee meeting; ensure that comprehensive minutes of each Committee meeting and General Meetings are taken or, in his absence, ensure an alternative minute secretary will cover such duties; publicise such minutes to Hall Residents on the Hall noticeboard and to any electronic platforms maintained by the Committee no later than 36 hours following the approval of Committee;

- oversee compliance with the election procedure outlined in this constitution; arrange for the printing of the annual Hall Guide for Orientation Week; keep records of all historic documents of Hall and Committee; shall, in conjunction with the Deputy Senior Student, be responsible for compliance with this constitution; organise and take charge of the Committee whiteboard; assist other Officers in their duties.
- 9.6. The Social Conveners shall: organise Hall social events and ensure the completion of any paperwork required by the Residence Managers or other external parties; propose and implement plans for events to provide social interaction for members; be primarily responsible for ensuring that good practices for health and safety are maintained in all Committee activities; convene and chair the Social Subcommittee; liaise with all other event-running bodies, including but not limited to the Charities Subcommittee; liaise with the Alumni Officer to execute alumni-friendly events; ensure the promotion of hall events; ensure the logistical operation of hall events; assist other Officers in their duties.
- 9.7. The Charities Convener shall: convene and chair the Charities Subcommittee; organise fundraising events in hall on behalf of the Hall's nominated charities; co-operate with the Social Convener in the organisation of such events; arrange a Bake Sale at any time that is deemed opportune; organise the production of a Naked Calendar in Martinmas Semester; liaise with the University of St Andrews Charities' Campaign Halls Coordinator with regards to any events or campaigns that may be of interests to the Members; ensure that all money raised for charity is donated through the University of St Andrews Charities Campaign; determine the charity or charities that all monies raised by the Residents' Association will donate to throughout the year; provide financial information relating to fundraising to the Treasurer; assist other Officers in their duties.
- 9.8. The Ball Convener shall: organise and arrange the Hall's annual Ball; convene and chair the Ball Subcommittee; assist other Officers in their duties.
- 9.9. The Social Representatives shall: work with the Social Conveners and assist in the organisation of social events; serve on the Social Subcommittee; assist the Social Conveners in any way necessary for the execution of social events; assist other Officers in their duties.
- 9.10. The Charities Representative shall: assist the Charities Convener in the organisation and execution of charitable events; assist the Charities Convener with the management of charitable funds; serve on the Charities Subcommittee; assist other Officers in their duties.
- 9.11. The First Year Representative shall: represent the opinions and interests of all first year members of the Residents' Association to the Committee; serve on the Representative Subcommittee; assist other Officers in their duties.
- 9.12. The Returner's Representative shall: represent the opinions and interests of all returning students' of the Residents' Association to the Committee; serve on the Representative Subcommittee; assist other Officers in their duties.
- 9.13. The International Representative shall: represent the opinions and interests of all international members of the Residents' Association to the Committee; serve on the Representative Subcommittee; assist other Officers in their duties.
- 9.14. The Female Sports Officers shall: organise teams to compete in inter-hall female sporting events on behalf of the Hall; work with the Male Sports Representatives to organise teams to compete in mixed-gender sporting events on behalf of the Hall; liaise with the Athletic Union as appropriate; assist other Officers in their duties.



- 9.15. The Male Sports Officers shall: organise teams to compete in inter-hall male sporting events on behalf of the Hall; work with the Female Sports Representatives to organise teams to compete in mixed-gender sporting events on behalf of the Hall; liaise with the Athletic Union as appropriate; assist other Officers in their duties.
- 9.16. The Entertainment Officer shall: organise entertainment for Residents, including but not limited to fortnightly film showings and quiz nights; sit on the Social Subcommittee; assist other Officers in their duties.
- 9.17. The Media and Communications Officer shall: hold the key to the McIntosh Hall library and the paper cupboard; be responsible for the management of the Library including the gradual digitisation of book and borrower records; liaise with IT services to ensure the smooth running of computer equipment in Hall; ensure the printer is fully stocked with paper; oversee all external communication of the Committee; advise Officers on ways to improve their representation of Committee; create or commission the creation graphics and other relevant advertising material; liaise with the rest of Committee to create and follow a strategy which aims to maintain or improve the outward-facing identity of the Association; arrange photography at appropriate events and store photographs, with permission, to use for future publicity; maintain and publish or oversee the publishing of Committee communication via all available and appropriate platforms including but not limited to the website, email, and Facebook pages and groups; assist other Officers in their duties.
- 9.18. The Environmental and Domestic Representative shall: liaise with the Students' Association and other external parties on environmental matters; promote environmentally friendly conduct within Hall; liaise with Catering Staff on matters pertaining to Catering; serve on the Representative Subcommittee; assist other Officers in their duties.
- 9.19. The Alumni Representative shall: Represent the opinions and interests of all alumni of the Residents' Association to the Committee; serve on the Representative Subcommittee; work with the Social Convener and Ball Convener to implement alumni-friendly events; work with the Senior Student to establish a long-term strategic plan for alumni inclusion.
- 9.20. Annexe Representative shall: represent the opinions and interests of residents of their respective annexes to the Committee; assist other Officers in their duties.

## 10. Subcommittees

- 10.1. Subcommittees shall be convened by their relevant Convener no less than once per month and shall have leave to act as empowered by the Committee or this Constitution on matters within their respective jurisdictions.
- 10.1.1. Social Subcommittee, with responsibility to plan and execute social events in hall for all members.
- 10.1.2. Charities Subcommittee, with responsibility to plan and execute efforts for charitable fundraising.
- 10.1.3. Representative Subcommittee, with responsibility to ensure equal representation and inclusion of all members as deemed appropriate by the Committee.
- 10.1.4. Hall Ball Subcommittee, with responsibility to assist the Ball Convener in the planning and execution of the McIntosh Hall Ball.
- 10.2. The Subcommittees shall include, in addition to other voluntary members, the following Committee members:

10.2.1. Social Subcommittee: Social Conveners, Entertainment Officer, and Social Representatives

10.2.2. Charities Subcommittee: Charities Convener, and Charities Representative

10.2.3. Representative Subcommittee: Deputy Senior Student, Alumni Officer, First Year Representative, Returner's Representative, International Representative, Annex Representative, and Environmental and Domestic Representative.

10.2.4. Hall Ball Subcommittee: Ball Convener

10.3. Conveners shall be required to advertise subcommittee meetings to all Members and to submit minutes of subcommittee meetings to the Secretary for filing with the subsequent Committee meeting minutes.

11. Any member of the Committee or voluntary members of any subcommittee shall be required to act in accordance with the Events Policy set forth by the Committee in Appendix B.

## **Article VI: Finance**

1. All expenditure must further aims of this constitution.

1.1. The Treasurer and Senior Student shall be the primary judge of reasonable expenditure, subject to appeal to a quorate meeting of the Committee.

1.2. Hall Subscriptions may not be spent on Alumni members without a 2/3 consent of the Committee unless funds have been specifically ring-fenced for alumni use. If funds for alumni are ring-fenced by an outgoing Committee, such a decision shall not be overturned by any subsequent Committee.

2. The benefit of any expenditure must be available to all Residents

2.1. Notwithstanding the foregoing provision, the Committee may restrict the operation of its equipment to authorised individuals, including but not limited to the Whiteboard and Sound Equipment and Minotaur, if the benefit of such equipment extends beyond those who operate it.

2.2. Spending on any individual may not exceed £5 for expenditure on prizes for competitions for example Hall Sport winners

3. The Committee shall operate under a financial cascade wherein any expenditure under £300 may be authorised by the Treasurer and Senior Student jointly. Any expenditure greater than £300 must be approved by the majority of Committee.

3.1. As stated in Article V, Section 2, the Committee may authorise expenditure less than £300 when such an expenditure is objected to by either or both the Senior Student or Treasurer.

4. Detailed accounts of income and expenditure shall be available to all Residents of hall upon request to the Treasurer.

5. No Committee member shall derive any financial profit or gain by reason of his participation on the Committee unless the same benefit is available to any and all Residents.

5.1. Notwithstanding the forgoing provision, a General Meeting of Residents of the Hall may authorise expenditure on any such expenditure that does not lead to a benefit available to all Residents, by a two-thirds majority vote.

6. There shall be at least four signatories on the Committee's bank mandate. All authorised signatories shall be members of the Executive Committee.
7. At least two signatories, including the Treasurer, shall be required to authorise any instruction to the bank on behalf of the Committee, including but not limited to cheques. In the case of instructions for the bank to disperse monies to the Treasurer for the purpose of reimbursement, the Treasurer's signature shall not be required but two other signatures shall be required.
8. No signatory shall be competent to authorise expenditure to be paid to himself.
9. The Committee shall not hold over £2000 in cash for longer than seven days.
10. The Committee shall only hold cash on a cash card which has been authorised for a specific expenditure by that means, not exceeding the amount authorised and not indefinitely.
11. The Committee shall compensate the University for any financial loss as a result of damages to Hall that cannot be attributed to an individual.

### **Article VII: General Meetings**

1. General Meetings shall be open to all Residents. Any Resident shall be equally entitled to propose items of business and engage in debate at any General Meeting.
2. At least two General Meetings shall be held each academic calendar, which shall consist of one Annual General Meeting and at least one General Meeting. All Members shall be given two weeks' notice of the Annual General Meeting; all Members shall be given one weeks' notice of the General Meeting. All General Meetings must occur in a teaching week of the semester. Notice shall be posted to residents via electronic and physical platforms (i.e. secret, noticeboard, online groups, etc.).
  - 2.1. The Annual General Meeting shall be called no later than week 11 of the second semester of each academic year. A General Meeting shall be called in the first academic week of the Martinmas semester at which all elections for all Officers of Non-Executive Committee and any vacant positions of the Executive Committee shall be run. The Annual General Meeting, first semester's General Meeting, and any other General Meetings shall be called at the discretion of the Committee or by written request of one tenth of the residents of Hall.
3. Upon election at the Annual General Meeting, the Committee shall be dissolved and a new Committee shall be formed at some time between the Annual General Meeting and the end of the Candlemas semester, as determined by the outgoing Committee.
  - 3.1. Notwithstanding the above, the dissolution of the outgoing Committee will take precedence over the formation of the new Committee. All new Officers will hold the title '[Officer]-elect' until the formation of the new Committee.
  - 3.2. Pursuant to Article 2 of this Constitution, all members of the Non-Executive Committee shall hold office in the new Committee without re-election until the end of the Candlemas semester.
4. The Committee shall deliver a full written Annual Report at the Annual General Meeting detailing the happenings and undertakings of each position. In particular, the treasurer shall report the following to the Annual General Meeting:
  - 4.1. A detailed breakdown of the Committee's Income and Expenditure.

- 4.2. A statement justifying any extraordinary expenditure with respect to the aims of this constitution.
- 4.3. A list to the external organisations to which the Hall has made donations in the period to which the report relates and details of those donations (in accordance with the 1994 Education Act, Part II, §22.2.h.)
- 4.4. A general summary of the goings-on of each Committee member.

### **Article VIII: Elections**

Elections shall be held at General Meetings in accordance to Article VII of this Constitution.

#### 1. Eligibility

1.1. Any student who is in their second semester as a resident of Hall and has accepted their contract for the next academic session shall be eligible to stand for the following offices: Senior Student, Deputy Senior Student.

1.1.1. In the event that no candidate stands for election to either of the above positions, eligibility is extended to Residents who have been a resident of Hall for at least one semester for that specific office.

1.1.2. In the event of the resignation of a Senior Student, any student who has been a resident of hall for two semesters shall be eligible to stand.

1.2. Any student who has been resident of Hall for at least one semester and has accepted their contract for the next academic session shall be eligible to stand for the following offices: Treasurer, Secretary, Social Convener, Charities Officer, Ball Convener

1.3. All Residents shall be eligible to stand for election for the following offices: Environmental and Domestic Representative, Entertainment Officer, Media and Communications Officer, Social Representative, Charities Representative, Male Sports Representative, Female Sports Representative.

1.4. All First-Year Residents shall be eligible to stand for election for the following offices: First Year Representative. All Residents who are international students shall be eligible for election at the for the following offices: International Representative. All Alumni shall be eligible to stand for election for the following offices: Alumni Representative. Candidates for Annexe Representative must be a resident of the respective Annexe.

1.5. Students not currently residents of the Hall may run for election to any executive committee position provided that they meet the relevant criteria outlined above.

1.5.1. Any candidate that is currently a resident of St Andrews is expected to take up the position and all the related responsibilities at the formation of the new Committee.

1.5.2. Any candidate who is not currently a resident of St Andrews must, upon nominating themselves for a position, designate a current resident of hall to uphold the role until the end of the Candlemas semester.

1.6. No member may hold more than one Committee position at any one time.

2. Hustings for candidates for the offices of Senior Student and Deputy Senior Student shall be convened at least three days before the General Meeting. Candidacy for such positions shall be

declared no later than this event. Hustings for all other elections shall occur within the relevant General Meeting.

3. Elections for the position of Senior Student and Deputy Senior Student shall be performed by a Single Transferrable Vote (STV) ballot system. Voting for Senior Student will occur during meal times, or by secret and secure online vote, in each of the two days before the votes are counted, which shall occur in the week before the Annual General Meeting. The winner shall be declared immediately upon counting the votes. Elections for the position of Deputy Senior Student shall be performed by the same STV ballot system during meal times, or by secret and secure online vote, in each of the two days before the votes are counted, which shall occur in the week before the Annual General Meeting and after the results for the Senior Student election are declared. The winner shall be declared immediately upon counting the votes.
  - 3.1. The winner of such elections shall assume office in the new Committee after the formation of the new Committee and shall until such time be referred to as the 'Senior Student Elect' and 'Deputy Senior Student Elect' respectively.
4. Elections for all other positions shall occur by majority vote, where each position is treated as separate, winning candidates are announced after each position is voted for (indicated by the showing of hands at the relevant General Meetings or by electronic vote via Microsoft Forms) and are made ineligible for further positions.
  - 4.1. In cases where two (or more) positions are available: The first position shall be voted for and the winner announced. For the next available position, a second vote is then to be conducted between the remaining candidates and the winner announced. This should be repeated according to the number of positions available.
5. Only Members shall be allowed to vote. Neither Alumni nor Honorary Officers will not be allowed to vote in any General Meeting.
6. Before the commencement of elections held at General Meetings, the Committee shall appoint a 'Returning Officer'. The Returning Officer must be an Executive Committee member. The Returning Officer shall not be eligible to run for any position at the corresponding elections.
  - 6.1. The duties of the Returning Officer are as follows: Oversee elections for compliance with the terms of this constitution; chair the General Meeting if the Senior Student is recused by reason of his participation in elections.
7. Elections at the Annual General Meeting shall occur in the following order: Treasurer, Secretary, Social Convener, Charities Officer, Ball Convener. Unsuccessful candidates shall be entitled to run for other offices. Elections at other General Meetings shall occur in any order as the Committee shall propose, and can be amended by duly proposed and seconded motion.
8. During elections, no candidate may be present during the hustings of another candidate for the same office. All Residents shall be eligible to vote in any election. All candidates for all elections shall stand against the option to Re-Open Nominations (RON).
9. In the event of a tie in any election, there shall be a re-election between the candidates who have tied. All other candidates shall be eliminated. If the position is still tied, the General Meeting shall recess and Committee shall be deemed duly convened notwithstanding any notice requirements stated elsewhere within this constitution. The Committee shall co-opt one of the candidates, and the General Meeting shall resume.
10. Proxy Instructions: any resident may authorise any other individual to vote on his behalf at General Meetings with whatever specific instructions he may determine. A person may only vote on a

Resident's behalf if the terms of the Proxy Instruction are submitted to the Residents' Association email account (mchcommittee@st-andrews.ac.uk) in writing before the commencement of the General Meeting.

11. Recall elections: if a Committee member has had a recall vote called against him, such a vote shall occur at a General Meeting at the earliest convenience. Such a vote shall take the question of "Do we, the residents of McIntosh, believe that this person shall be recalled from his position?". If the response is in the affirmative, the individual shall be recalled from his position effective immediately. Elections for the position may not occur at the same General Meeting, but shall require adequate notice to all members. The vote shall require at least 50% of all Members present and voting.
12. Appeals: if any Resident believes General Meetings are not being conducted in accordance with the terms of this constitution, he shall have the right to appeal to the Committee, who shall determine with a 2/3 majority whether or not a re-election shall take place or a General Meeting re-convened.

### **Article IX: General Provisions, Interpretation, and Committee Policy**

1. Residents may overturn the decision of the Committee with a signed petition of no less than one-fifth of its members. Any such petition shall be transmitted to the Secretary in writing.
2. Residents may hold a recall vote on a Committee member with a signed petition of no less than one-fifth of its members. Any such petition shall be transmitted to the Secretary in writing. Any subsequent vote shall follow the procedure outlined in Article VIII, §11.
3. Any member may appeal to the Committee if he feels dissatisfied with his dealings with the Association or claims to be disadvantaged in any way. Committee shall respond promptly and fairly. In the event that a claim is being made against the Committee, an independent person shall be appointed who is widely deemed to be a fair judge to investigate the complaints; any decisions shall go into effect immediately. (In compliance with the 1994 Education Act, Part II §22.2.m-n.)
4. This Constitution shall be liberally construed and applied to promote its underlying purposes and policies. Whenever uncertainty exists as to the practical application of any provision of this Constitution, the Senior Student shall have the authority to interpret the provisions of this Constitution so as to determine the practical application of any such provision. Notice of any such interpretation shall be recorded in the minutes of the Committee and attached subsequently to this Constitution as Appendix A. Whenever three voting members of the Committee or one-fifth of the Members of the Association disagree with the Senior Student's interpretation of the practical application of any provision of this Constitution, they shall submit a request to the Deputy Senior Student and Secretary for an alternate interpretation; upon the filing of such a request, a stay shall issue enjoining the Senior Student and the Committee from taking actions based upon the Senior Student's interpretation until the Committee disposes of the question or indicates that it will not issue a ruling. Any alternate interpretation shall be binding upon the Committee.
5. The Committee shall publish this constitution at least annually to all available platforms for the pleasure of its members.
6. The Committee shall, from time to time, set forth in writing its policies regarding various issues. Notice of any such policies shall be recorded in the minutes of the Committee and hereafter attached as Appendix B.

## Appendix A: Senior Student Interpretations

**Opting Out – Article III, §2:** Not only may members opt out of membership in accordance with the 1994 Education Act (Part II, §22.2.c.i.), but they shall also have the right to cease to be represented by it (1994 Education Act, Part II, §22.2.c.ii.). In accordance with the Act, any member who exercises his right shall not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of their having done so.

*(Courtney Lewis, September 2015)*

**Membership – Article III, §1.4:** As written in this constitution, any reference to ‘members’ (un-capitalised) shall refer to all classes of membership. References to ‘members’ or ‘Members’ throughout this constitution is intentional, but any ambiguity shall favour an interpretation inclusive of all ‘members’.

*(Courtney Lewis, April 2016)*

**Restriction of Equipment for Residents – Article VI, §2.1:** Although items purchased on behalf of hall must be available to all residents, the Committee may restrict its usage to specific people based on what the items were being used for (particularly with reference to capital assets). Items used for communal use may be restricted (such as a resident borrowing the speakers or projector for personal use), but such restriction is made at the discretion of the Committee. As a general rule, Committee shall willingly grant access to certain items such as the air mattresses for personal use, but would not lend out larger and more expensive items such as the speakers or projector for individual use.

*(Courtney Lewis, April 2016)*

**Use of Hall Subscriptions on Alumni – Article VI, §1.2:** There are instances when a certain amount of funds may be ringfenced for alumni. Such restrictions may be made at various points in the year, including but not limited to a General Meeting along with the initial budget proposal or at the end of the year by the outgoing Committee. Such decisions may not be overturned.

*(Courtney Lewis, April 2016)*

**Use of Finances Exceeding £250 in Emergency Situations – Article VI, §3:** In emergency situations, money may be required immediately for the procurement of goods and services; however, such situations may not allow exception to Section 3 to authorise expenditure greater than £250 by two people only. As Committee members, we understand that the funds allocated to us are not our own but those of our residents and as such, amounts over £250 must require approval by the majority of the Committee as a commitment to our financial fiduciary duties to our members.

*(Courtney Lewis, April 2016)*

**Authorisation of Expenditure for Events – Article VI, §3:** An amount to be authorised for expenditure on an event refers to the overall expenditure for that event and not amounts for individual purchases.

The Committee may only grant authorisation for specific amounts and clearly defined goods or services, and not for events or purchases in general where no maximum or definitions of expenditure have been provided.

Authorisation for an event to be planned does not constitute authorisation for any spending on said event, which needs to be obtained separately and explicitly by means of either recorded permission from the Senior Student and Treasurer (for amounts under £250), or an official Committee vote (for amounts greater than £250).

*(Spencer Percival, November 2018)*

**Prizes and Competitions – Article VI, §2:** Expenditure for the purpose of competitions, including prizes for said competitions, shall be deemed reasonable provided all residents have the possibility of participation and an equal opportunity to win. Prizes may be given to the winners as long as the above conditions are met and the competition benefits the Association's Residents through increasing morale or through improving the Association's reputation.

*(Spencer Percival, February 2019)*



## Appendix B: Committee Positions on Various Matters

**Charity Fundraising in Hall:** The Committee does not support fundraising done in hall that competes with our charitable fundraising efforts. If a charity event is run in hall, it must meet the following criteria: approval by the Committee, the event must be run by members, and at least 30% of proceeds shall be donated through the hall's charitable fundraising efforts to ensure that the total donations given by residents counts towards the hall total. The Committee will happily donate up to the total amount of money via the Charities Campaign to the registered charity of the group's choice. – *March 2016*

**Discrimination:** The Committee shall pursue a firm policy of non-discrimination towards all members. The only exception to this shall be in the event that the member is deemed by any reasonable standard to be an active danger to himself or others (i.e. in the event of too much alcohol). – *April 2016*

**Censorship:** The Committee shall not censor its residents on any issues of representation or services on any online or physical platforms. The only exception to this shall be in the case of threats to other members or extreme cases of anti-social behaviour as legally defined. – *April 2016*

**Renting Out Items to External Parties:** The Committee shall pursue a policy of renting out its capital assets to external parties. Such rentals shall be made subject to the discretion of the Committee. Committee shall usually favour established groups over individuals. Money from such rentals shall by default be donated to the Hall's charity fundraising efforts unless otherwise agreed by the Committee. The Committee shall rent out equipment with the following prices: – *April 2016*

Speakers (more than 2 weeks notice)	£45
Speakers (less than 2 weeks notice)	£60
Fairy lights (per strand)	£5/strand

**Groups Within Hall:** The Committee shall support and encourage the formation of social groups within hall so long as said groups have free membership for all members. In the event of funding, Committee shall determine whether it is prudent and expedient to the operations of the community to fund such activities, but welcomes all groups to talk to the Committee about such possibilities. Any grants made to groups within Hall shall be made at the discretion of the Committee. – *September 2015*

**Use of Communal Areas by Non-Residents:** So long as the Residence Managers have delegated such authority to the Committee (subject to the approval of the Wardennial Team), the Committee shall encourage requests to use Hall facilities for a purpose that will enhance the Residence experience or further the aims of this constitution in any other way. No external organisation shall be authorised to use Hall facilities unless it has at least one Resident affiliated with the organisation who formally assumes liability for damages caused by the event. No external organisation shall be authorised to use Hall facilities for an event that has not been approved by the Residence Managers,

and for which Event Forms have not been submitted at least two weeks in advance. Notwithstanding the forgoing provisions, the Committee, the Wardennial Team and the Residence Managers each reserve the right to deny an application to use Hall Facilities from external parties. – *September 2014*

### **Events Policy:**

- The appropriate paperwork and forms must be filled out and sent to both the McIntosh Residence Managers and Wardens at least 14 days in advance of an event.
- Alcoholic and non-alcoholic drinks should be interspersed and look the same (or very similar) to promote inclusivity
- Drinks need to be premixed — alcohol may not be added afterwards.
- Drinks purchase trips are to be arranged at least 1 full week in advance.
- The authorisation for spending on an event needs to be obtained explicitly, with a figure specified for permitted spending, and authorisation granted by written permission from the Senior Student and Treasurer, or by an official Committee vote.
- If food is to be served at an event, all allergens have to be advertised, or advertised as being available on request. Everyone working an event should be briefed on how to deal with such queries.
- Food left over at the end of an event is not to be stored unless it is unopened.
- All expiry dates of consumables should be checked before serving.
- All events are to be cleaned up in full at the end of the event, unless designated people agree to clean up promptly the next morning, in which case only hazards need to be cleaned up the previous night (including glass bottles being taken out, alcohol and equipment returned to the cupboard, spills cleaned up etc).
- Glass bottles are to be put in the glass recycling bins promptly so that no noise is made after 23:00.
- Spills are to be cleaned up during events using paper towels so that students do not slip on them.
- If someone is sick in the venue, then the event needs to be ended immediately and the venue vacated to protect everyone's health and so that the bio-hazard can be dealt with.
- Not showing up for an agreed shift at an event without a valid reason will count the same as missing a meeting without a valid reason.
- Only Committee members are allowed to be behind the bar and to serve people at events.
- Everyone's IDs are to be checked before serving them alcohol at an event (and they should be given the option of getting their hand stamped to remove the need for successive ID checks).
- If there is worry about a resident's health and safety while consuming alcohol, it is Committee responsibility to make sure they are cut off and taken care of. Hint: this may be as simple as asking, 'Maybe some water this time?'
- Committee members have to do a handover from one shift to the next, briefing the incoming group on the event particulars and any important information which they should be aware of.
- Water has to be available from the bar at all times during events where alcohol is served, for people to serve themselves
- Anyone handling food should wash their hands thoroughly beforehand and regularly thereafter, especially after touching their face, hair, phone or anything else which could be unsanitary.
- Furniture in the hall's common spaces needs to be put back in the correct arrangement at the end of an event.

- Committee members should not move furniture alone or move furniture which they find too heavy even with the help of another person, and likewise with any objects being moved from the Committee cupboard to a venue.
  - The Committee cupboard should remain locked at all times when a member of Committee is not present and accessing it.
  - All recyclable waste produced by an event needs to be appropriately recycled and not just put into general waste.
  - All electrical equipment is to be handled with care. If a Committee Member is not sure how to operate certain equipment, they are to find and wait for a Committee Member who is.
- It is an event organiser's responsibility to make sure that all electrical equipment undergoes the necessary Portable Appliance Testing before being used.

– *March 2019*