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**Constitution of the Stirling University Scottish Nationalist Association**

**1. Name**

a) The name of the society shall be the “Stirling University Scottish Nationalist Association”, hereinafter known as the Society, other abbreviations include ‘SUSNA’

**2. Aims**

 a) The Society’s aims shall be:

1. To promote unity in the Scottish Nationalist movement
2. The furtherance of self-determination of nations.
3. The furtherance of Scottish interests.
4. The furtherance of policies that are of interest to students.
5. To promote the establishment of an independent Scotland.
6. The furtherance of the cause of Scottish Independence within and outwith the University of Stirling.

**3. Membership**

a) Membership shall be open to all registered students at the University of Stirling. The General Meeting (GM) may award honorary membership. Non-students can join the Society but will have non-voting status and be ineligible to run for a Committee position.

b) A fee shall be charged for membership, set annually by the Society Annual General Meeting. The price shall be the same for student and non-student members. The fee must not fall lower than the minimum advised by the Students’ Union.

c) The Society may waive this fee with ED&I Accreditation by submitting such an application to the Communities Zone Executive Committee.

d) To purchase membership to a Society, the ‘Clubs & Societies Membership’ option must also be purchased. This must be paid regardless of the Society’s individual fee.

e) Members of political parties that stand against the SNP or who are members of any party-political club which share the values or promote the interests of parties which stand against the SNP (whether formally affiliated to them or not) are deemed not to be in agreement with the Club’s ‘Aims; they shall not be eligible for membership.

f) Motions of no confidence shall require written notice of one week. The only grounds for a motion of no confidence are that the Executive Committee has failed to act in accordance with the requirements of the constitution. Motions of no confidence are subject to review and justification at the next GM, where a vote will be held by the Ordinary Membership. A two-thirds majority is required to successfully pass the motion of no confidence.

**4. The Committee**

a) The Committee shall consist of the following minimum, core positions that must be held be different members:

1. President
* The President will oversee the work of all other committee members.
* The President will ordinarily chair committee, general, and annual/extraordinary general meetings.
* The President sets the tone and direction of the society.
* The President has responsibility for maintaining the society’s relationship with external SNP societies and branches.
* The President has responsibility for maintaining relations with other societies within the University of Stirling Students Union.
1. Secretary
* The Secretary shall take minutes at all committee meetings and at the AGM and or EGM of the society.
* The Secretary is responsible for the booking of rooms within the University for society events.
* The Secretary is responsible for the publicity of the society, in print and online.
1. Treasurer
* The Treasurer manages the society’s budget, the consent and signature of the Treasurer is required for the release of any society funds.

b) The Committee shall also include the following non-core Committee positions:

1. Vice President
* The Vice-President will assume the responsibilities of the President in their absence or following a termly delegation of responsibilities.
* The Vice-President will assist the president in their various endeavours.
* The Vice-President will, to the best of their ability, attend all Scottish National Party Student events and ensure at least the same number of people as committee positions also attend.
1. Campaigns & Publicity Officer
* The Campaigns and Publicity Officer will organise the campaigns of the society.
* The Campaigns and Publicity Officer will organise the promotion and publicity regarding these campaigns.
* The Campaigns and Publicity Officer will manage any media requests received.
* The Campaigns and Publicity Officer will manage the social media accounts of SUSNA, and will ensure the website remains up to date and relevant.
1. Equalities Officer
* The Equalities Officer shall be responsible for ensuring that issues of diversity and equality are recognised.
* The Equalities Officer shall look to build involvement with under-represented groups in the organisation.
* The Equalities Officer shall be responsible for maintaining ties with LGBT and gender equality rights movements both on campus and nationally.
1. Social Secretary
* The Social Secretary shall be responsible for organising social events for the society.
* The Social Secretary shall be responsible for organising events to promote the society, including Freshers Give it a Go sessions.
1. Independence Officer
* The Independence Officer shall be responsible for promoting Scottish Independence.
* The Independence Officer shall build relationships with local Independence groups, and Independence supporting societies within the University of Stirling Students Union.
* The Independence Officer will liaise with other members of the Executive Committee to ensure that Independence remains a focus for the society, and work to ensure that it is promoted in all society activities
1. Partnership Officer
* The Partnership Officer shall be responsible for securing partnership agreements with external bodies, with the approval of the Executive Committee.
* The Partnership Officer shall be responsible for ensuring that Partnership Agreements are adhered to.
* The Partnership Officer shall be responsible for liaising with Partner Organisations to fulfil the terms of their Agreement with SUSNA.
* The Partnership Officer shall report to the President on matters which is within the remit of the Executive Committee or at the discretion of the President
* The Partnership Officer shall meet with the President and Vice-President periodically to review current and future Partnership requests

In addition, the Society may create and elect any other offices as required.

c) If within the period of an academic semester, a committee member fails to attend three committee or general meetings of the society without having had apologies for their absence accepted, they will at the discretion of the President to be considered to have resigned from their position.

d) Each voting member of the Committee has a single vote. Voting rights are non-transferrable. Unless otherwise stated within this constitution, decisions of the Committee are decided by a simple majority vote on a single item, at a properly convened meeting of the Executive Committee. Decisions are taken by a show of hands or through an online voting system, unless otherwise indicated by this constitution or so wished by a decision of the Committee. In case of an equally divided vote, the casting vote lies with Chair.

e) The quorum for the Committee shall be the presence of at least half of its voting members.

f) The Committee has the power to create relevant subcommittees, of which the President is the Chair. The Chair is to decide upon their composition and to create rules for their operation and membership. A sub-committee need not contain solely those who are members of the Committee. A sub-committee may only act in areas designated upon its creation and under no circumstances may incur expenses that have not been approved by the Executive Committee. The members of a sub- committee are personally liable for any expenses incurred without proper authority.

g) A Committee member will be deemed to have resigned from their position on the Committee only when they do so in writing to the Secretary. Committee resignation does not resign ordinary membership.

h) In instances including but not limited to neglect of responsibilities, inability to perform responsibilities, bringing of the Association into disrepute or any other serious constitutional infraction, the President or two-thirds of the committee may call a Committee vote for the censure of a Committee member. A vote of censure shall only pass if two-thirds of the Committee approve it. If a Committee member is successfully censured, they will be removed from office immediately. The member in question may appeal their censure to the President or Vice-President. Censure from Committee shall not mandate expulsion from ordinary membership of the Association.

**5. Meetings**

a) SUSNA has Ordinary Meetings, Committee Meetings, Sub-Committee Meetings, Campaigns Meetings, and General Meetings. The Chair of the Meeting shall be the most senior Officer in order of precedence, unless the Chair is the subject of a motion of censure, in which case the next most senior Officer, not a party to or subject of the motion, shall be in the chair. Any meeting of the Association not called under the particular provisions given below will be an Ordinary Meeting of the Association.

b) Ordinary Meetings of SUSNA have no powers of administration or decision. The Secretary or their nominee shall attend Ordinary Meetings of the Association and make available the Secretaries record of attendance for signing. If an individual so requests the Secretary or their nominee will provide a separate written confirmation of their attendance.

1. Meetings of the Committee may be held whenever a quorum is present, as described in 4e. Its powers and duties are outlined above. Meetings of the Committee must be notified to the members of the Committee at least 24 hours in advance. The powers and duties of the Committee are defined above, as are the conditions under which a meeting may be called.
2. Committee Business, including but not limited to quorate Committee meetings, discussions on any marked Committee forum (e.g., Slack), private meetings by Committee members, the composition of Committee, and any internal Committee correspondence, is to be regarded as confidential unless otherwise agreed explicitly by Committee. The SUSNA Document Classification System applies. Individuals are taken to accept this non-disclosure agreement upon taking up Committee roles and becoming a member of SUSNA.
3. The Committee is recommended to meet at least once a month, or if a meeting is called by a committee member. Notes and minutes of these meetings should be made available upon request by Club/Society members. They must also be posted within the members zone of the SUSNA website.

d) Sub-Committee Meetings are held and administered subject to the wishes of the Chair of the Sub-Committee and the rules laid down for its operation

e) A Campaigns Meeting of SUSNA is deemed to have been held when political campaigning activity takes place in accordance with the aims expressed in Section 2, under the direction of the Campaigns and Publicity Officer. Campaigning within one calendar day shall count as no more than one Campaigns Meeting.

f) A Policy Discussion Meeting of SUSNA is deemed to have been held when organised and serious discussion of policy or political strategy takes place in accordance with the aims expressed in Section 2, with the authorisation of the Executive Committee and chaired by the President, Vice-President or Campaigns and Publicity Officer.

g) A General Meeting is the general membership body of SUSNA and may make decisions regarding the administration of the Association that is the duty of Executive Committee, and the individual members thereof to take into account in the running of the Association, subject to the constitutional constraints placed upon them.

h) There shall be a General Meeting held at least once per semester. When a date is decided upon members must be notified at least three days in advance of the meeting. General Meetings shall be convened upon receipt of a request signed by eight persons or 10% of the membership (which ever figure is the least).

i) Motions for a General Meeting must be notified to the Secretary no less than three days before the meeting. Motions to amend the Constitution must be received by the Secretary no less than three days before the meeting and must be notified to the membership along with the notice of the meeting.

j) The quorum of a General Meeting is 8 members or 10% of the membership, whichever is less. No substantive motion may be passed unless 8 members or 10% of the membership, if less, vote in favour. Unless otherwise specified, motions shall be passed by a simple majority. Amendments to the constitution require a two thirds majority. The Chair shall have the right to accept amendments to motions at any point during the General Meeting until the vote is called.

**6. Annual General Meeting**

1. The AGM shall be held by the 1st April. This date may be moved to a later date at the discretion of the VP Communities. When informed, the Union will endeavour to send an Officer to oversee.
2. The Committee shall be elected by the procedure outlined in Point 6b.
3. The Treasurer will present a yearly summary of the Club/Society’s financial position.

**7. Elections**

a) The Committee shall be elected at the Annual General Meeting (AGM) or in the case of a vacancy arising mid-term, at an Extraordinary General Meeting (EGM). Candidates must have purchased membership to the Society prior to the election. Candidates must be a member of the Scottish National Party, OR no other UK political party. Candidates must be a Student Member of SUSNA. Candidates must have attended at least 2 SUSNA events in one academic year, or 50% of events, whichever is lower.

b) Procedure for election of Committee Members:

1. A meeting must reach a quorum of 50% +1 of the active student membership before elections can take place.
2. One member of the elected Committee will act as Returning Officer in the election, unless a Union Officer is present to carry out this role. The RO will be tasked with conducting the election, counting the votes and announcing the result. They will abstain from voting. This will ordinarily be the Chair of the Meeting.
3. Each candidate may make a floor speech of up to two minutes outlining their plans for their respective Office over that term. The meeting Chair shall alert the candidate when they have been speaking for one and a half minutes. This will be followed by a reasonable number of questions and the candidate should aim to keep their responses to approximately thirty seconds
4. There will be a secret ballot for all elections regardless of whether the election is contested. Re-Open Nominations will be a valid candidate in all elections.
5. A system of Single Transferable Vote (STV) will be used to determine the winner of the election.
6. The President is responsible for ensuring an updated Committee List, in Excel format, is emailed to the Union as soon as possible.

**8. Affiliations**

a) The society shall be affiliated to the ‘Federation of Student Nationalists (or SNP Students)’ and ‘Stirling Students for Independence’.

b) In regards to the Federation of Student Nationalists (SNP Students), SUSNA reserves the right to appoint a delegate from the society to attend meetings, ordinarily this will be the President, but it is at the Presidents discretion as to whom the delegate will be.

c) The society shall also be affiliated to the University of Stirling Students’ Union and abide by its regulations. The society may be affiliated to such organisations as a GM shall deem desirable, any decision from a GM to affiliate/disaffiliate must be passed with a two-thirds majority. The Club/Society must update their constitution with any organisations that they become affiliated to and any changes to the constitution must be approved by the CZEC or Sabbatical team if the CZEC is for any reason unavailable.

**9. Equipment**

a) An annual inventory shall be submitted to the Students' Union by 31st May each academic year. All new equipment must be added to the inventory throughout the year by completing the appropriate form and submitting it via email to the Activities & Volunteer Coordinator and VP Communities. All property and equipment must be insured through the Union’s policy.

**10. Data Protection**

a) The Club/Society will comply with the relevant data protection, privacy and data handling policies of the Students’ Union, as outlined here: [www.stirlingstudentsunion.com/privacy/](http://www.stirlingstudentsunion.com/privacy/)

b) The SUSNA website, <https://susna.org/legal> contains our relevant data protection, privacy and data handling policies. Each year, members of the Executive Committee are required to complete training on GDPR practices to ensure best-practice is followed. Our data protection systems and processes are available within the SUSNA Google Drive.

**11. Policies**

a) SUSNA may at any time choose to support or remove support from a policy. There are two types of policy that will be relevant to SUSNA, internal and external. Internal shall relate to processes and procedures within SUSNA, and External shall relate to policy which SUSNA will lobby to be adopted by a third-party body.

b) All members of SUSNA, including Associate Members, have the ability to submit a policy to be considered by the Executive Committee for vote at a General Meeting of the societies members. Members should use the form on the SUSNA website, or email the Secretary directly with details of the policy and any supporting information relevant to the policy.

c) The Executive Committee shall consider all submissions at the following Executive Committee Meeting and identify the competence, relevance, and ability for SUSNA to appropriately lobby the policy prior to submitting the policy to a General Meeting. Student Members of SUSNA will decide by vote of simple majority (50%+1) to pass the policy.

d) Policy adopted by SUSNA will be held within a Google Drive file accessible to all members, as well as on the SUSNA website.

**12. Equality, Diversity & Inclusion**

a) The Society will adhere to the [Union’s ED&I Policy.](https://www.stirlingstudentsunion.com/pageassets/aboutus/governanceandplanning/Equality-Diversity-and-Inclusion-Policy-March-2017.docx)

b) The Equalities Officer will ensure that policies submitted to SUSNA are in line with the ED&I Policy of the University of Stirling Students’ Union.

c) The Equalities Officer will produce an Equality and Diversity profile of the Society once per year and submit this to the AGM as part of their Office Bearers Report.

**13. Safeguarding Policy**

a) SUSNA takes the safety of its members seriously. The SUSNA Executive Committee has approved the SUSNA Safeguarding Policy which will cover all members, and those working with SUSNA. You can view the SUSNA Safeguarding Policy on the SUSNA website at <https://susna.org/legal>

**14. SUSNA Partnership Programme**

a) SUSNA will have a Partnership Programme, where external bodies can become sponsors of the society. Partner Organisations will have benefits as outlined in the Partnership Agreement. SUSNA and Partner Organisations will be bound by the terms of their Partnership Agreement.

b) Signed Partnership Agreements will be available within the SUSNA Google Drive and on the SUSNA website for Partner Organisations and the Executive Committee to view.

c) SUSNA must not enter into any Agreement with an organisation or group whos’ aims and views contradict to those held by the Executive Committee and those outlined in this Constitution.

d) SUSNA will seek approval from the University of Stirling Students Union prior to entering into any Agreement with a third party.

e) SUSNA can end the partnership programme by a vote at a quorate meeting of the Executive Committee. To end the Partnership Programme, a two thirds majority of the Executive Committee must vote in favour. Partner Organisations must be consulted prior to a decision being made.

**15. One in Five Charter**

a) SUSNA adopts the One in Five Charter which to aims to:

* Keeping venues accessible.
* Ensuring all needs of members are met.
* Society roles are flexible to empower members
* Where needed, materials are available in a variety of formats.
* SUSNA commits to challenging issues and barriers effecting disabled Scots.

**15. Discipline**

a) Disciplinary matters will be managed by the SUSNA Discipline Sub-Committee. Membership of the Sub-Committee will comprise of the full Executive Committee and up to 3 Ordinary or Associate Members. The Discipline Sub-Committee will oversee disciplinary matters and investigations against members of the society. Investigations will be conducted by the President or Vice-President upon delegation. The President will be the chair of the Sub-Committee. The President or Vice-President under delegation will submit the outcome of the investigation to the Sub-Committee for deliberation.

b) An Investigation must begin within 24 hours of the report being received, with an outcome submitted to a meeting of the Discipline Sub-Committee within 72 hours of the beginning of the Investigation. The President (or Vice-President under delegation) may extend the time period of the Investigation at their discretion.

c) A meeting of the Discipline Sub-Committee must be held within 24 hours of the completion of the investigation.

d) A meeting of the Discipline Sub-Committee will be deemed quorate if 25% +1 of its members are in attendance.

e) Members of the Discipline Sub-Committee will vote on if they deem the conduct of the individual to be a breach of the Member Code of Conduct. There must be a two-thirds majority in favour of deeming the individual to be in breach of the Code of Conduct to apply sanctions.

f) Members can raise a complaint of a breach of Member Code of Conduct or other inappropriate matters in full confidence to any member of the Executive Committee who will raise this immediately with the President and Vice-President via the appropriate reporting channels.

g) All individuals that come under investigation by SUSNA will be notified and reported to the University of Stirling Students Union who may conduct their own separate investigation in which SUSNA will assist where appropriate in line with our Privacy and Data Protection policies. The outcome of any investigation conducted by the SUSNA Discipline Sub-Committee will be shared with the University of Stirling Students Union for the purpose of Safeguarding Students.

h) Should an individuals conduct be deemed inappropriate or in breach of the SUSNA Code of Conduct, the Discipline Sub-Committee Committee may sanction the member to Safeguard other members.

i) The sanctions that the Committee will have available to them include:

* Suspension of rights associated with membership of SUSNA including voting at General Meetings for a period of no longer than two months, unless the offence is deemed to require a longer suspension which is at the discretion of the President
* Suspension of attendance at SUSNA Events, Socials, and Meetings for a period of no longer than 6 weeks.
* Suspension of access to the SUSNA website for a period deemed appropriate by the SUSNA Executive Committee
* As SUSNA cannot cancel a membership, we will liaise with the University of Stirling Students Union to suspend a membership indefinitely should the Executive Committee deem it appropriate.
* This list is not exhaustive and the SUSNA Discipline Sub-Committee may take further action that is not outlined above.

j) Members shall have the opportunity to appeal any decision made by the Executive Committee by contacting the SUSNA Secretary within 48 hours of being notified of the decision. Members may not bring legal proceedings against the Discipline Sub-Committee or any of its members as a result of any decision made.

k) Where no sanction is deemed appropriate or the individual is deemed to be not in breach of the Member Code of Conduct, SUSNA shall retain a record of the investigation for future reference, all data will be held in accordance with our GDPR Policy. Members can request a copy of the investigation report and data held in relation to the investigation in line with GDPR. The Discipline Sub-Committee must anonymise the data of complainants, witnesses, and other relevant parties.

l) Complaints relating to Sexual Assault, Sexual Harassment, or other grievous sexual charges will be handled with confidence. The Equalities Officer will liaise with the complainant throughout the process to provide advice and support. SUSNA should consult with an external authority for assistance with the investigation, and immediately report the matter to the relevant Sabbatical Officer of the University of Stirling Students Union.

m) SUSNA reserves the right to notify any relevant external body, including (but not limited to) the University of Stirling, The University of Stirling Students Union, Police Scotland, and the NCA, of the findings of any investigation where appropriate. Concerned members will not be notified of this, to allow the authority to conduct proper investigation.

**16. Dissolution of the Association**

a) A General Meeting of SUSNA may vote to wind up the Association by a two-thirds majority vote. Where the membership of the Association has declined so that the necessary quota is not possible, a simple two-thirds vote of the membership will suffice. The residual assets of SUSNA on dissolution are to absorbed by the University of Stirling Students Union.

**17. Changes to the Constitution**

a) Changes to the constitution must be passed by a two thirds majority either at an AGM, an EGM or GM of the society. For a constitutional change to be binding it must subsequently be approved by the Communities Zone Executive Committee.

**ADDITIONAL SCHEDULES**

**Schedule I – Membership**

a) Current student members of the Forth Valley Students Association may also hold member of SUSNA under all aforementioned rules.

b) Members of the Forth Valley Students Association will be entitled to vote in all SUSNA meetings as well as stand for election at an EGM or AGM.

c) The University of Stirling Students Union rules will supersede those of the Forth Valley Students’ Association in regards to this Constitution.

d) Where this constitution refers to the University of Stirling Students Union and the University of Stirling in terms of disciplinary matters, the Forth Valley Students Association and Forth Valley College will be notified in addition to the University of Stirling Students Union.