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UHI Students’ Association Constitution

1 Name and Status

1.1 The Students’ Association of the University is established in accordance
with and is subject to the provisions of Article Seventeen of the Articles
of Association of the University of the Highlands and Islands, herein ‘the
university’ or ‘UHI’.

1.2 Otherwise an independent body the Association shall be called: ‘the
University of the Highlands and Islands Students’ Association’, herein,
when not the ‘Association’ – ‘UHISA’.

2 Aims and Objectives

2.1 The main aims and objectives of UHISA shall be to promote the interests
and welfare of its members through: the advancement of education; by
representing its members; and, by working in partnership with the
University. Additionally, UHISA aims to provide support and
development opportunities to meet the diverse needs of the student
community across the Highlands and Islands and wider afield.

2.2 To achieve this UHISA will, cognisant of the UHI Student Charter:-

2.2.1 Ensure student views are represented in the management and
   academic governance of the University.
2.2.2 Promote the educational interests and general welfare, health and
   wellbeing of its members.
2.2.3 Encourage a broad range of students, clubs and societies, as well
   as other relevant social activities, which will embrace the student
   experience.
2.2.4 Support and promote the use of Gaelic in the University.
2.2.5 Act as a channel of communication between its members and the
   University, as well as between its members and other relevant
   bodies.
2.2.6 Cooperate in partnership with the University to continually enhance
   the quality of the student experience.
2.2.7 Promote the interests of UHI students within the parameters of
   charity law and any other relevant legislation.
2.2.8 Ensuring adequate, sustainable resources are available in order
   that the foregoing aims and objectives are achieved.

2.3 UHISA recognises that UHI academic partners have a remit to establish
their own student associations as independent entities; and that they do
and will continue to operate close to their student bodies in both Further Education (FE) and Higher Education (HE). UHISA will work closely with such partner associations, where appropriate, offer assistance to develop them and seek opportunities to work collaboratively with the partner associations and academic partners to improve all aspects of the student experience.

3 **Equal Opportunities**

3.1 UHISA is aware that in exercising its aims and objectives it must have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct prohibited under current equality legislation.

3.2 UHISA will advance equality of opportunity between those people who share a relevant protected characteristic, in terms of current equality legislation, and those who do not have protected characteristics.

3.3 UHISA will foster good relations between persons who share relevant protected characteristics, in terms of current equality legislation, and those who do not have protected characteristics.

3.4 UHISA values the diversity of all of its members and officers; as such, is dedicated to maintaining equal opportunities for all of its members.

3.5 UHISA is committed to maintaining equal access for all of its members, to all the services that are provided. UHISA is cognisant to the aims and objectives of the National Union of Students Liberation Groups.

3.6 No member should be refused access to any club, society or any centrally organised UHISA activity on the grounds of any protected characteristic; with the caveat that, disciplinary measures have been taken or are outstanding against them, either from their academic partner or UHI Executive Office. In turn, no member will harass, victimise or discriminate against any member, officer, or any other third party on the grounds of any protected characteristic whilst on UHI or academic partner premises. Neither is discrimination appropriate during any event hosted by UHISA. If any member of UHISA chooses to behave in such a manner disciplinary action will be taken against them by the appropriate body depending on where and against whom, the alleged behaviour has taken place.

3.7 In the event of an allegation of misconduct against a UHISA Executive member, derived from Section 3 of this constitution, one of UHISA principal office bearers will convene an informal meeting where the issues will be discussed and may be resolved without recourse to further action. If the matter cannot be resolved then the guidance in Section 7, ‘Conduct of Members’, should be followed.
4  Membership

4.1  Ordinary Members
All matriculated students of UHI shall be Ordinary Members of UHISA, unless they have exercised their right to opt out of membership in accordance with s22 of the Education Act 1994. Eligible Sabbatical Officers shall also be classed as Ordinary Members in accordance with paragraph 6.4.3. Ordinary Members shall be the only members entitled to:

4.1.1 Nominate, stand and vote in UHISA Elections.
4.1.2 Vote in General Meetings of UHISA.
4.1.3 a. Vote in referenda
   b. Vote in motions of censure.
   c. Vote in motions of no confidence.
   d. Be appointed as a member of a disciplinary sub-committee.
4.1.4 Form a UHI/UHISA Club or Society.

4.2  Associate Members
All further education students of academic partners and all matriculated students of any further or higher educational institution, with whom UHISA holds a reciprocal agreement, shall be Associate Members unless they have exercised their right to opt out of membership of their institutions’ Student Union/Association in terms of the Education Act 1994.

4.2.1 Associate Members are entitled to attend UHISA meetings and, at the discretion of the chair may speak.
4.2.2 Members of the University staff may apply for Associate Membership and, if accepted, shall be Associate Members.
4.2.3 Associate Members may become members of a UHI Club or Society.

4.3  Life Membership
The following may be included within the membership of UHISA:
4.3.1 Members of UHISA and any former Associate Member.
4.3.2 Members of the University staff and other persons, who in the opinion of the UHISA Executive Committee, would be of service to UHISA.
4.3.3 Full-time Sabbatical Officers of UHISA shall automatically be granted Life Membership of UHISA upon completion of a year in office.
4.3.4 Life Members are entitled to the privileges of Associate Members and such other appropriate benefits as the Executive Committee confers.

4.4 Honorary Membership
Individuals who possess a required skill or other attribute may be appointed Honorary Members for a limited period by the Executive Committee as provided in Schedule Three attached to this Constitution.

4.5 Conduct of Members
All members of UHISA shall act responsibly in a manner that is respectful to others with courtesy, dignity and positive regard when on UHI or UHISA business such that neither organisation is brought into disrepute. Please refer to the full disclosure of conduct in Section 7 of this document.

5 Elections
All Elections will be conducted in accordance with the Election Schedule (Schedule One) within to this constitution.

6 Governance of UHISA

6.1 Student Council. Student Council is the body to which UHISA is accountable. It is the body which can direct policy and future strategy. The Executive Committee develops and implements policy. Day to day management of UHISA is vested to the principal office bearers. The operation of Student Council is at Schedule Seven.

6.2 Executive Committee. The Executive Committee shall consist of members appropriate to the structure of representation approved and operating by the Executive. The powers and composition of the Executive Committee will be determined according to Schedule Three.

6.2.1 The Executive Committee should meet monthly during academic semesters. The standard agenda for meetings is at Schedule Five.

6.2.2 The Executive Committee may form sub committees, including a discipline sub committee, as required in order that UHISA business may be progressed.

6.2.3 All members of the Executive Committee are expected to attend the Student Council in each semester. They are encouraged to attend National Union of Students (NUS) Conferences, gatherings and other collaborative training events to broaden and develop their representative and personal skills.
6.3 **Principal Officer Bearers.** The principal office bearers shall be the President, Depute President and the Vice President. The President and Depute President are full-time paid sabbatical posts whilst the Vice President is a part time paid post.

6.3.1 The term of office of the President, Depute President and Vice President of the Association, often referred to as ‘The Principle Office Bearers’ shall be from 1\textsuperscript{st} July to the 30\textsuperscript{th} June the following academic year. If mutually agreed, a maximum of fourteen days paid extension may be authorised by the UHISA Executive to enable a more complete handover to be conducted by outgoing principal office bearers.

6.3.2 Principal office bearers shall at the time of their election be registered HE students of UHI or be in sabbatical positions with UHISA or an academic partner. Academic partner Sabbatical Officers must have been registered HE students before taking up their academic partner student association post.

6.3.3 Principal office bearers-elect shall be full voting members of the Executive Committee as of the day they are elected and shall be invited to attend meetings pending the start of their period in office. This period is not remunerated.

6.3.4 The principal office bearers should not hold the office for more than two years in total, whether by holding office in two different positions, or by maintaining the same post for both years either over consecutive years or two single year periods.

6.3.5 The duties and remits of the principal office bearers shall be as provided in Schedule Two, UHISA Officer Profiles, attached to this Constitution.

6.3.6 The principal office bearers will be required to join the Protection of Vulnerable Groups Scheme, administered by Disclosure Scotland. They must obtain a scheme record that confirms that they are a suitable person to work with children and vulnerable adults. It is the responsibility of the Sabbatical Officers to obtain the scheme record and this must be completed by 1\textsuperscript{st} June in the year of election and returned to the UHI Student Development Officer or such approved person. However, when the principal office bearer is elected via by-election, an extension on this time frame can be administered at the discretion of the UHI Student Development Officer. A principal office bearer who fails to produce an appropriate scheme record by the 1\textsuperscript{st} June in the year of election that principal office
bearer will be stopped from taking up post either temporarily or permanently depending on the circumstances.

6.3.7 In the event that a scheme record is not supplied by 1st June in the year of election the Executive Committee may either grant a short period of grace for its production if imminent, or offer the post to the candidate with the next highest number of votes.

6.4 UHISA Representatives/Executive Officers

6.4.6 UHISA Academic Partner Representatives are responsible for representing issues raised by Ordinary Members studying at the academic partner they represent. Ordinary Members at each academic partner may elect one representative to the UHISA Executive Committee. All post-graduate Ordinary Members may elect one post-graduate representative, from across the academic partners, to the UHISA Executive Committee.

6.4.7 The term of office of the UHISA Representatives/Executive Officers on the UHISA Executive Committee is from 1st July to 30th June the following year.

6.4.8 The duties and remits of UHISA Representatives or Executive Officers are described at Schedule Two UHISA Officer Profiles attached to this Constitution.

7 Conduct of Members

7.1 Officers of the UHISA Executive Committee shall at all times behave in a manner which befits their office.

7.2 Officers of the UHISA Executive Committee are expected to perform their duties to a high standard, as befits their office.

7.3 Any members of the UHISA Executive Committee charged or reported for any criminal offence, shall advise the President or Depute President as appropriate. Similarly, the principal office bearers are to advise the UHISA Executive Committee, if any charges are raised against them.

7.4 Ordinary Members have a duty to conduct themselves so as not to bring UHI, UHISA or any associated organisation to which they belong into disrepute. Members of clubs and societies, when on business/events, shall conduct themselves with due courtesy and consideration to others.
7.5 The UHI Students Association shall have the power to take disciplinary action against its members, whether Ordinary Members or Executive Committee members. Disciplinary action may take the form of censure or removal from office. The aim of the disciplinary procedure is primarily, to correct unacceptable conduct or performance of individuals of UHISA and other elected or appointed representatives or officers. A censure may be considered for an allegation of:

7.5.1 missing an important meeting,
7.5.2 failing to carry out duties, or
7.5.3 persistent minor misconduct or bad behaviour.

A vote of no confidence leading to dismissal may be considered for:

7.5.4 an allegation of gross misconduct;
7.5.5 theft,
7.5.6 misappropriation of resources,
7.5.7 a principal office bearer being absent without leave,
7.5.8 drunkenness,
7.5.9 use of drugs,
7.5.10 fighting,
7.5.11 endangering people or property, racism and sexism.

Nonetheless, this list is not exhaustive and can include any other behaviour that is deemed inappropriate by the UHISA Executive. Serious allegations of gross misconduct against principal office bearers may result in a vote of no confidence, leading to dismissal being taken by the UHISA Executive Committee. The UHISA Executive Committee shall only conduct this vote if there are nine elected members present. If there are not nine elected members serving on the Executive a discipline sub-committee shall be formed comprising elected Executive Committee members and an appropriate number of ordinary members. The minimum number of people on the discipline sub-committee shall be nine. A simple majority shall win the vote.

7.6 The powers, in respect of ordinary members here set out, are without prejudice to any investigation and action which might be undertaken in respect of a complaint made by UHI, a relevant academic partner or a academic partner’s local student association.
Members may present a written complaint against another member to the UHISA Executive Committee. This must be in writing and submitted to one of the principal office bearers. The UHISA Executive Committee is responsible initiating an investigation into the complaint made.

**In deciding whether a member has a case to answer:**

When a disciplinary issue arises, the UHISA Executive Committee who may form a Disciplinary Sub Committee, for the purpose, and shall determine if there is a case to answer. The Disciplinary Sub Committee will assess the evidence presented and come to a decision. If it is found that there is no case to answer, or if a decision is reached that the matter has been sufficiently dealt with at UHI academic partner level, the matter will be closed and no further action will be taken. If it is deemed that there is a case to be answered, then the processes outline below, are to be followed. In unambiguous cases against a post holder, an opportunity may be offered to the individual to resign from their post.

It is incumbent on the Disciplinary Sub Committee, hearing an allegation of misconduct, to treat the subject:

- fairly,
- to allow all parties a proper opportunity to answer and be heard,
- to act reasonably,
- not to intimidate or harass the subject
- and, then to consider his/her defence objectively.

**Disciplinary Options:**

**Motion of Censure**

A motion of censure can be made against:

- a principal office bearer;
- member of the Executive Committee;
- or, an Ordinary Member, who is an office bearer in any club or society,
The motion of censure requires a two thirds majority of those present and should be voted upon at a UHISA Executive Committee Meeting.

7.8.2.1 Any Ordinary Member may submit a written motion of censure to an appropriate principal office bearer. The motion will be put before the next appropriate Executive Committee meeting. The individual, committee chair or club/society, captain/president or other suitable office bearer will be called upon to provide the Executive Committee with evidence as deemed necessary by the chair. Once the evidence, for and against the motion, has been heard, involved parties will be required to withdraw from the meeting until the Executive has reached its decision.

7.8.2.2 The passage of such a motion shall signify the displeasure of UHISA with the conduct of the member, committee, club or society. A motion of censure against a principal office bearer shall have the status of a formal warning which will remain on the officer’s personal record for a maximum period of six months.

7.9.3 Motion of No Confidence

7.9.3.1 A motion of no confidence is for the sole purpose of removing elected officers. The decision of a motion of no confidence must be taken no later than 21 days from a Principle Office Bearer receiving a motion or petition signed by at least a number equal to the total ordinary member turnout for the most recent full election. If a Vote of No Confidence is lodged then the individual concerned will be suspended (on full pay, if a paid officer) with immediate effect.

7.9.3.2 As soon as possible after the lodging of the motion, a vote will be affected by the UHI Student Development Officer or other suitable officer and will be conducted electronically, with four successive days allowed for voting. To succeed the motion must have majority support in a vote in which at least a number equal to the total ordinary member turnout for the most recent full election, has participated.

7.9.3.3 If a vote of no confidence is passed, the officer shall be removed with immediate effect. The result will be announced publically by the UHI Student Development
If an elected officer is removed from office through a vote of no confidence then:

7.9.3.4.1 There will be a right to appeal.
7.9.3.4.2 There will be no right to claim compensation from UHI or UHISA.
7.9.3.4.3 The individual concerned shall be barred for standing for an elected position for a period of not longer than twelve months.

7.9.3.5 If a principal office bearer is removed as the result of a vote of no confidence, seven days salary will be paid in lieu of notice, in accordance with the Contract of Employment.

7.10 If the conduct and behaviour of members, not on UHISA business, warrants investigation, then this will normally be undertaken by the academic partner or the academic partner’s local student association or UHI, depending on circumstance and following procedures laid down in the Academic Regulations.

7.11 Any appeal against removal from office, must be lodged by the subject within seven days of a vote of no confidence or dismissal decision by the UHISA Executive Committee. An independent sub-committee, consisting of three members of the UHI Foundation, is to be formed to hear the appeal. The hearing shall take place no later than thirty days from any appeal being lodged.

8 Freedom of Information/Data Protection

8.1 UHISA is required to comply with the Data Protection Act 1998. The UHISA Executive should fully understand that any material held by them in the form of e mails, typed or handwritten notes about individuals could be the subject of a Freedom of Information Request by any individual or legal entity. If members of the UHISA Executive wish further advice on this matter, they should contact the UHI Compliance and Equality Officer.

8.2 Under the Data Protection Act 1998, an organisation must have a ‘Data Controller’ and this includes UHISA. There is no requirement under current legislation to name the Data Controller, for UHISA this function will be conducted by a Sabbatical Officer, the coordinating officer, named on a case by case basis.
8.3 Under the Data Protection Act 1998 UHISA qualifies for a permitted exemption as a ‘not for profit organisation’ and does not need to apply for a Registration Number.

8.4 Freedom of Information and Data Protection are complex areas, the UHISA Executive as it is composed from time to time, shall be encouraged to consider carefully the content of emails and other written work and only use the data for the purpose intended. In the event of a Freedom of Information Request being received then the coordinating officer should seek advice from the Information Commissioner’s Office and UHI in order that the request can be met within specified timelines.

9 Funding of UHISA

9.1 UHISA will be funded by a ‘block grant’ from UHI as approved by the University Court. The UHISA Executive Committee shall prepare a funding bid, each financial year, in the format requested by UHI, subject to the proviso that reasonable notice is given.

9.2 The principal office bearers’ salaries will be paid direct by UHI and these costs and other related contributions will be deducted from the block grant by UHI.

9.3 UHI will provide ‘in kind services’ such as human resource, annual audit and accounting costs to UHISA.

9.4 The UHISA block grant funding will be released periodically over the academic financial year.

9.5 UHISA is not permitted to invest funds.

9.6 UHISA is permitted to work collaboratively with appropriate groups for which invoices can be raised to cover all or part of UHISA costs for services provided.

9.7 UHISA shall prepare an Annual Operational Plan, derived from a longer term UHISA Strategy, to be used to inform budget planning with provision made for in year activity, flexibility and unforeseen circumstance.

9.8 UHISA is permitted to place an amount of contingency funding, within the finance records, to cover unexpected expenses or be used to fund or co-fund special or development projects.

10 Interpretation
In the event of a dispute in the interpretation of any part of this Constitution or Schedules, the ruling of the President shall be sought. The President shall be entitled to ask whomever he or she thinks suitable for advice. In the event of a challenge to the President’s ruling the decision of a majority vote of the Executive Committee shall be final.

11 Amendments

This UHISA Constitution and Schedules may be amended by the Executive Committee subject to approval by the University Court.

12 Dissolution of UHISA

UHISA may be dissolved by a decision of the Executive Committee at a meeting called for this purpose, with the consent of the University Court. On dissolution, all assets of the Association will pass to the Court, in order that they may be applied in support of a successor organisation or organisations, or more generally for the promotion of the well-being and improvement of the UHI Student Experience.
UHISA Glossary of Terms

**Academic Partner:** The University comprises a number of local partner colleges who deliver higher education learning to UHI students.

**Academic Partner Student Associations:** These are local student associations or unions funded by academic partners and serve the generality of further and higher education students.

**Clubs and Societies (UHI/UHISA):** Formally organised groups affiliated to UHISA that may or may not receive funding.

**Executive Committee:** The committee formed of all the UHISA elected officers.

**Liberation Groups:** Groups of students who in order to protect their particular characteristics are identified from time to time as requiring specific representation.

**Matriculated Student of UHI:** A student enrolled at the university.

**Meetings:** Formal or informal gathering of representative students and other appropriate people either in person, attending by video conference or telephone conference at which minutes may or may not be taken.

**Motion of censure:** A disciplinary option, which is similar to a formal warning.

**National Union of Students:** The national body representing students in the United Kingdom. UHISA is affiliated to the National Union of Students Scotland.

**Ordinary Member:** A member of UHISA who has not ‘opted out’ of the association. Ordinary Members are HE students of UHI studying full or part-time, under taking studies either campus based or remotely. Ordinary Membership is conferred on Sabbatical Officers.

**Principal Officer Bearers:** Paid elected officers who may be employed either full or part-time by UHISA.

**Student Council:** The bi-annual meeting at which the Members of UHISA hold to account the Executive Committee for actions taken in support of the UHISA Operational Plan. Motions passed at Council shall be incorporated into work strands of the Operational Plan.

**The University Court:** The most senior body of the University to which all senior management groups and committees are accountable.

**UHI Foundation:** The [UHI Foundation](#) is a broadly based group with representation from business, community and public bodies as well as staff and students.
**UHISA Executive Committee:**  A committee comprising of students elected by the UHI student body and conducts the business of the UHISA Students Association.

**UHI Student Charter:**  A document reviewed from time to time that identifies what UHI students can expect from the University and in turn what the University expects of its students.
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Schedule One – UHISA Elections

S1.1 The election of the principal office bearers and all the Executive Committee members shall be by secret electronic ballot and shall be open to all Ordinary Members of the Association. Exceptionally, the use of paper voting via ballot boxes is permitted for by-elections.

S1.2 All UHISA Elections shall include ‘RON’ (Re-Open Nominations) as a candidate.

S1.3 Annual elections shall normally be concluded no later than May of each year. By-elections may be held, if vacant positions remain following the annual election, either immediately after and/or again in the first semester of the subsequent academic year. By-elections held in the subsequent academic year, shall normally be concluded by the end of November of each year; however, it is also possible to call a by-election as and when required.

RETURNING OFFICER

S1.4 The UHI Student Development Officer or such other suitably qualified person as the University Court may appoint, shall act as the Returning Officer.

S1.5 The UHI Student Engagement Manager may act as Deputy Returning Officer.

S1.6 The Returning Officer may appoint nominees from the Elections Committee to act on his/her behalf in the day to day supervision of UHISA Elections.

S1.7 The Returning Officer will be responsible for the following:

S1.7.1 Overseeing the procedure for the acceptance of nominations as well as the timely determination and publication of valid nominations.

S1.7.2 Fixing the polling period and the publication of notices giving information about the arrangements for the Elections.

S1.7.3 Conducting a test or tests as necessary of the voting procedures.

S1.7.4 Supervising and conducting the count, determining and publicising the result.

ELECTIONS COMMITTEE

S1.8 The Executive Committee shall appoint an impartial Elections Committee – which shall be facilitated by the Returning Officer – to oversee the nomination, campaign and election process. The following shall be eligible members; members of UHI Foundation, member of the University staff and members of academic partners.
S1.9 In the interests of impartiality, Executive Committee members are ineligible to serve on the Elections Committee.

S1.10 The Elections Committee shall oversee elections according to rules which the Executive Committee shall approve prior to the election opening.

**NOMINATIONS FOR EXECUTIVE COMMITTEE AND PRINCIPAL OFFICER BEARERS**

S1.11 A candidate may not stand for election to more than one post, at a time, on the UHISA Executive Committee.

S1.12 A candidate’s nomination form for a post on the UHISA Executive Committee, must be supported by at least four Ordinary Members.

S1.13 Such candidates may nominate themselves to represent their Academic Partner. A candidate who is hosted by another Academic Partner is eligible to stand to represent students of their host institution where they study not withstanding that it is not their registered institution.

S1.14 A candidate’s nomination form for a principal office bearer of UHISA, must be supported by at least eight ordinary members.

S1.15 An Ordinary Member may sign the nomination form of more than one candidate.

S1.16 Each completed nomination form must be accompanied by a ‘short’ manifesto prepared by the candidate not exceeding a word count set by the Executive Committee when appointing the Elections Committee, subject to a maximum of 500 words.

S1.17 Each nomination must be submitted electronically to the Returning Officer.

S1.18 The nomination period of a main election shall run for fourteen days and shall close at 12 noon fourteen days before the commencement of the polling period. The nomination period of a by-election shall run from Friday 9am to the following Friday at 12 noon.

S1.19 On closing the nominations, the Returning Officer will inspect all nominations and manifestos/campaign material and verify that they comply with the rules regarding the nomination forms.

S1.20 The Elections Committee will draw up a list of candidates, after the close of nominations and will announce the list at least seven days before the commencement of the polling period and setting out the arrangements for voting. In the case of a by-election proposer will be checked and verified on the afternoon of the close of nominations.
CAMPAIGNING

S1.21 Within seven days of the close of nominations in the case of a main election and on the afternoon of the close of nominations in the case of a by-election, the Returning Officer shall use his/her best endeavours to secure the publication of valid nominations and manifestos, ensuring the prominent exhibition of the candidates and manifestos within each Academic Partner and all other institutions, including Learning Centres and the UHISA website.

S1.22 The campaigning period of 2 weeks in the case of a main election and 1 week in the case of a by-election shall commence on the date of publication of nominations and shall end on the day proceeding the polling period.

S1.23 Any coverage of the Elections by the Association shall be fair and balanced, providing equal exposure to all candidates, as far as practical.

S1.24 Each candidate is eligible to receive a small budget from UHI for canvassing materials. The amount will be determined prior to each Election. Money will be refunded on completion of a UHI Expense Claim Form, which must be supported by receipts. No additional monies shall be spent on canvassing by candidates.

S1.25 No offensive or derogatory elections material may be produced prior to, during, or following the campaign period.

S1.26 The Elections Committee reserve the right to require that any inappropriate election material is removed.

S1.27 ‘Hustings’ shall normally be held on a suitable day selected by the Returning Officer preceding the Elections and shall be chaired by a nominee of the Returning Officer, who may not be a candidate.

S1.28 Each candidate is expected to attend ‘Hustings’ in person or by VC.

VOTING

S1.29 Voting shall usually take place electronically over an appropriate period; the polling period will be determined by the Returning Officer (Usually 4.5 days). This constitution recognises that, on occasion a paper ballot may be appropriate, and is determined at the discretion of the Election Committee.

S1.30 The arrangements for voting shall be publicised within each relevant Academic Partner and on the UHISA website.

S1.31 Ordinary Members of UHISA may vote electronically using their Student Identification (SITS) numbers. When a paper ballot is used, Ordinary Members may only cast one vote in the appropriate category.
S1.32 There shall be a ‘candidate’ on the ballot paper entitled ‘Re-Open Nominations’ (RON).

S1.32.1 RON, for the purposes of the count, shall be treated as a candidate, though it will not receive the publicity allowed to the other candidates in the Election.

S1.32.2 If RON wins the Election, then the Election shall be re-run at a date to be determined by the Returning Officer.

S1.32.3 In the event of a re-run Election, RON shall again appear on the ballot paper.

S1.33 Only votes recorded cumulatively on the last day of the polling period shall be counted.

S1.34 Candidates already in office shall be accorded the same privileges and subject to the same restrictions as the other candidates in the Election.

S1.35 The principal office bearers should not hold the office for more than two years in total, whether by holding office in two different positions, or by maintaining the same post for both years either over consecutive years or two single year periods.

S1.36 There shall be no restriction on the number of times that non-sabbatical members of the Executive Committee may stand for election.

**COMPLAINTS**

S1.37 The procedure for the consideration of complaints relating to Elections shall be as follows:

S1.37.1 No one involved in the candidate’s campaign shall be involved in the appeals procedure.

S1.37.2 Only complaints by a candidate or one of his/her nominators shall be considered.

S1.37.3 Complaints shall be submitted to the Returning Officer for consideration no later than fourteen days from the declaration of the result.

S1.37.4 The Returning Officer shall investigate any complaint, seeking guidance where appropriate and report the findings to the Elections Committee, who shall decide what action shall be taken. This may include the disqualification of any candidate concerned and the calling of a By-election.
Schedule Two – Duties of UHISA Office Bearers/Representatives

S2.1 This schedule exists to provide guidance on the general and specific duties of the Officers and Representatives of UHISA. Areas of responsibility are described relating to each Officer/Representative, however, the list of responsibilities is not intended to be exhaustive.

S2.2 It is the duty of all office bearers/representatives, to ensure that they have adequate business motor vehicle insurance cover, if they intend to use their own vehicle when on UHISA/UHI business.

S2.3 **Duties of Principal Office Bearers (General):**

S2.3.1 To act in a manner consistent with the UHISA Constitution.

S2.3.2 To ensure appropriate control and direction of UHISA management and administration.

S2.3.3 To ensure that resources are deployed in a way that is consistent with the furtherance of the aims outlined in the UHISA Constitution.

S2.3.4 To provide accountability to the membership for decision making and fund allocation in order to meet the aims set out in the UHISA Constitution and the Annual Operational Plan.

S2.3.5 To assess and manage risks to ensure the viability of UHISA.

S2.3.6 To prepare a budgeted operational plan for approval by the Executive Committee.

S2.3.7 To represent the interests of UHISA members on UHI Foundation, University Court and on any other body to which they may be elected or appointed.

S2.3.8 The principal officer bearers as members of the Executive Committee shall also observe the duties set out in S2.4 following.

S2.4 **Duties of members of the Executive Committee (General):**

S2.4.1 To provide the overall political leadership for UHISA.

S2.4.2 To represent the interests of the student body at appropriate internal and external bodies.

S2.4.3 To ensure that the Executive Committee, as individuals, and UHISA collectively adhere to the Education Act 1994.
S2.4.4 To be available for consultation with the student body, both formally and informally, thus, representing their needs and interests appropriately.

S2.4.5 To adhere to and ensure implementation of the UHISA Equal Opportunities Policy.

S2.4.6 To familiarise themselves with and ensure adherence to appropriate operational policies, including but not limited, to the staff student protocol, health and safety and financial procedures.

S2.4.7 To attend appropriate training events and conferences to ensure familiarity with their role and current issues affecting students.

S2.4.8 To attend Executive Committee, Student Council and all other meetings relevant to their role.

S2.5 **The UHISA President:** shall be an equal member of the UHISA Executive Committee, responsible for representing and championing the rights, needs and opinions of all UHI students.

S2.6 **The remit of the UHISA President is as follows:**

S2.6.1 To be the overall representative, spokesperson and ambassador of UHISA to the University and external agencies.

S2.6.2 To maintain close links with Academic Partner Student Associations, Student Representative Committees or other organisations.

S2.6.3 To maintain close links with the local, regional and national communities on issues of mutual concern.

S2.6.4 To coordinate and lead the UHISA campaign agenda for the year.

S2.6.5 To be responsible for the overall financial security of UHISA.

S2.6.6 To be responsible for the democratic structure of UHISA.

S2.6.7 To act as delegate leader to all NUS/NUS Scotland Conferences and gatherings.

S2.6.8 To ensure that all UHISA services are accessible to all students.

S2.6.9 Following discussion with the UHISA Executive Committee, submit responses to Government consultations and actions on behalf of UHISA.

S2.6.10 To coordinate the work of UHISA and the Executive Committee in setting yearly strategic goals and objectives aligned to longer term strategic plans agreed with the student body as determined by Student
Council, referenda, Executive Committee or Principal Office Bearers as appropriate.

S2.6.11 To support the UHISA Depute President and UHISA Vice President in their duties.

S2.6.12 To assume the appropriate responsibilities of the UHISA Depute President or UHISA Vice President in their absence.

S2.6.13 To chair Executive Committee meetings and ensure minutes are taken and promulgated.

S2.6.14 To advocate academic and welfare issues pertinent to the student experience in the management structures of UHI.

S2.7 The UHISA Depute President: shall be an equal member of the UHISA Executive Committee, responsible for representing and championing the rights, needs and opinions of all UHI students.

S2.7 The remit of the UHISA Depute President is as follows:

S2.7.1 To support the UHISA President and UHISA Vice President in their duties.

S2.7.2 To assume the appropriate responsibilities of the UHISA President or UHISA Vice President in their absence.

S2.7.3 To be the accountable officer for the UHISA finances, including presenting audited accounts to Student Council for ‘sign off’.

S2.7.4 To present a financial report every month to the Executive Committee.

S2.7.5 To represent UHISA and its members in the various academic and quality monitoring forums within UHI.

S2.7.6 To engage with external sector agencies related to academic and quality enhancement.

S2.7.7 To advocate academic and quality issues pertinent to the student experience in the management structures of UHI.

S2.7.8 To oversee UHISA’s communications and its communication strategy

S2.8 The UHISA Vice President: shall be an equal member of the UHISA Executive Committee, responsible for representing and championing the rights, needs and opinions of all UHI students and the wider community.

The remit of the UHISA Vice President is as follows:
S2.8.1 To act as the Clubs and Societies focal point and to continually create, develop, support and guide UHISA clubs and societies.

S2.8.2 To campaign to improve the student experience for all UHI students.

S2.8.3 To be responsible for the promotion and awareness raising of physical, sexual and mental health and wellbeing issues within the student body through events, campaigns and materials.

S2.8.4 To champion the personal and professional development of students in their time at UHI; so as to enhance their employability, students experience and wider civic engagement.

S2.8.5 To work with the Student Development Officer in raising the profile of UHISA at ‘Freshers’ and ‘Re-freshers’ events.

S2.8.6 Support the UHISA President and Depute President in their duties.

S2.8.7 To assume the appropriate responsibilities of the UHISA President or Depute President in the event of their absence.

S2.8.8 To work with the Student Development Officer in raising the profile of UHISA at ‘Freshers’ and ‘Re-freshers’ events.

S2.9 UHISA Representatives/Executive Officers: are equal members of the Executive Committee. Each Academic Partner may have two UHISA Representatives; however, only one Representative can vote at Executive Committee meetings.

S2.10 The remit of UHISA Representatives is:

S2.10.1 To canvass the opinions of, and feedback from, the students they represent at their academic partner

S2.10.2 Work with local partner associations, if applicable, on a local issues, events and activities.

S2.10.3 Representatives are required to attend UHISA Executive meetings and if available other such meetings convened by UHI and UHISA.

S2.10.4 UHISA Representatives can be elected for the following roles:

S2.10.1 UHISA Argyll College.
S2.10.2 UHI Scottish Association for Marine Science.
S2.10.3 UHI West Highland College.
S2.10.4 UHISA Lews Castle College.
S2.10.5  UHISA Sabhal Mòr Ostaig.
S2.10.6  UHISA The North Highland College.
S2.10.7  UHISA Perth College.
S2.10.8  UHISA Moray College.
S2.10.9  UHISA Inverness College.
S2.10.10 UHISA Highland Theological College.
S2.10.11 UHISA Orkney College.
S2.10.12 UHISA Shetland College.
S2.10.13 UHISA North Atlantic Fisheries College.
S2.10.14 UHISA Postgraduate.

S2.11 Network Wide Representation: On occasion, UHISA may develop schemes and short term projects to meet a number of requirements. The Executive Committee is authorised to co-opt or appoint suitable students to fill a number of network wide representational roles. Such schemes and projects must have clearly defined objectives, a nominated project officer, time lines, management processes, appropriate funding and final report must be produced.

S2.12 To meet the diverse needs of UHI’s student population, the following additional roles may be considered (however, this list is not exhaustive):

S2.12.1 Disabilities Officer.
S2.12.2 Lesbian, Gay, Bi-sexual and Transgender Officer.
S2.12.3 Administrative Support Officer (minute taker).
S2.12.4 Independent Students Officer.
S2.12.5 Campaigns Officer.
S2.12.6 Mature Student Officer.
S2.12.7 International Student Officer.
S2.12.8 UHI Engagement Officer.
S2.12.9 Equal Opportunities Officer.
Schedule Three - UHISA Executive Committee

MEMBERSHIP

S3.1 The Executive Committee (herein referred to as ‘the Executive’) shall consist of members appropriate to Schedule Two.

S3.2 The term of office for members of the Executive shall be from 1st July to the 30th June of each academic year.

S3.3 Elections for the Executive shall be according to Schedule One.

MEETINGS OF THE EXECUTIVE

S3.4 Meetings shall normally be held monthly. Attendance by video or audio conference shall constitute full attendance at the meetings.

S3.5 The President is the officer responsible for ensuring that agendas and papers for the meetings are circulated one week in advance of each meeting.

S3.6 The quorum that allows an Executive Committee to take place shall be one half of the elected Executive Committee membership plus one.

S3.7 Executive Committee members must send apologies to the President when they are unable to attend a meeting.

S3.8 In attendance at Executive Committee meetings shall be the UHI Student Development Officer and such others as the Executive may deem appropriate.

S3.9 Should an Executive Committee member fail to give apologies on three successive occasions where they have been unable to attend the monthly meetings, they will be deemed to have resigned from their position.

REMIT

S3.10 The Executive Committee, after the Student Council, shall be the primary decision-making body of UHISA.

S3.11 The Executive shall each year establish an operational plan for UHISA, which will incorporate the respective responsibilities of office bearers and others within the Executive Committee, for the achievement of the plan’s objectives. The operational plan should provide direction and guidance for UHISA to meet their objectives. A review of progress, towards the achievement of the objectives, should be made periodically and not less than quarterly. The operational plan must be adopted at an early Executive meeting (subject to appropriate amendments).
S3.12 At an early Executive meeting, the remuneration of the principal office bearers shall be set. Remuneration should align to UHI salary scales.

S3.13 The Executive Committee may appoint Honorary Members of the Association where appropriate.

S3.14 From time to time, the Executive Committee may appoint students to perform tasks, for which, an honorarium payment may be made.

S3.15 The Executive Committee shall assist UHI in appointing student representatives for UHI committees and other relevant bodies and events where there is a need for student representation. These appointed students need not be members of the Executive Committee.

S3.16 The Executive Committee shall oversee UHISA’s finances and budget according to Schedule Four.

S3.17 Each member of the Executive Committee member, shall submit a report of their activities to the Committee at the monthly meetings.

S3.18 The Executive has the power to change the UHISA Constitution and Schedules subject to the approval of the University Court.

S3.19 The Executive should initiate a review of the UHISA Constitution and Schedules quinquennially – on a five yearly basis.

S3.20 The Executive shall hold UHISA Office bearers accountable for their actions.

S3.21 The Executive shall have the power to establish sub-committees for any relevant purpose and shall determine the remit, duration and membership of any such sub-committees.

**AFFILIATIONS**

S3.22 The Executive shall have the power to affiliate the Association to external organisations, provided the affiliation does not bring UHISA into disrepute. UHISA will retain a neutral stance with affiliations to political and religious groups.

**VACANCIES**

S3.23 Where there are vacant non-sabbatical positions on the Executive, the Committee shall have the power to appoint, on a majority vote of the Executive Committee, appropriate Ordinary Members to those positions, until such times as elections can be held. Such appointed members shall have no vote.

**CO-OPTION**
S3.24 The Executive shall have the power to co-opt, on a majority vote of the Executive Committee, individuals as advisors on to the Executive and any sub-committees, for the purpose of receiving such individuals’ expertise in a given field which will be of benefit to UHISA. One such co-opted member shall normally be a non-student member of the UHI Foundation. Such members shall have no vote.

S3.25 Co-opted members shall normally be appointed on a two yearly basis or part thereof. The term of office of such members may be extended as deemed appropriate by the Executive.

S3.26 Co-opted members shall provide support and guidance for UHISA where necessary, as well as promote UHISA both within UHI and to the wider world.

**RESIGNATION OF EXECUTIVE COMMITTEE MEMBERS**

S3.27 In the event of the resignation (or other termination of membership) of an elected member or members of the Executive Committee, a By-election shall be held at the earliest opportunity.

S3.28 Any non-sabbatical officer of the Executive Committee, who ceases to be a registered student of UHI, shall be deemed to have resigned their position forthwith.

S3.29 In the event of the resignation (or other termination of membership) of one of the UHISA principle office bearers, then as far a reasonably possible, the remaining principle officers shall undertake the duties of the other, in addition to their own, until such time as the position can be filled by a By-election.

S3.30 Where a By-election is required for one or more of the principle office bearers, candidates shall indicate in their nomination and campaign material whether they would undertake their duties on a full time (35 hours per week) or on a fractional basis (for example 17.5 hours per week), if elected. Remuneration for officers so elected shall be proportional to that which the candidate has stated upon nomination to the post. A candidate elected to a fractional (0.5 Full Time Equivalent) sabbatical post may continue studies on no more than a half-time basis.

**TERMINATION OF OFFICE OF PRINCIPAL OFFICE BEARERS**

S3.31 Termination of office of principal office bearers can result from the following:

S3.31.1 Resignation in accordance with contract of employment.

S3.31.2 As a result of vote of no confidence.
S3.31.3 As a result of a vote for dismissal, following an act of gross misconduct and voted upon by the UHISA Executive or a discipline sub committee as appropriate.
Schedule Four – Financial Affairs

S4.1 UHISA will operate a bank account ‘UHI Students Association’ which will be managed by the UHI Finance Department, who will process payments in and out, in accordance with standard UHI accounting practice.

S4.2 The UHISA Depute President is the responsible officer for UHISA financial affairs. The UHISA Depute President is to provide each Executive Committee meeting with a financial statement.

S4.3 The UHISA accounts will be audited as part of the UHI ‘in kind services’ at the end of each financial year. The financial year runs from 1st August to 31st July of each year. This is slightly different to the Academic Year/Sabbatical Officer contract dates. The audited accounts are to be presented for approval at Student Council – the aim should be to complete financial approval by the student body at the Semester One Student Council.

S4.4 The rates of repayment for expenses will be agreed by the UHISA Executive at the first meeting of the year. The rates are to be promulgated in the UHISA Executive Committee meetings minutes and a copy posted in the Student Experience Office in Executive Office, Ness Walk.

S4.5 UHISA must exercise caution when expending funding. However to deliver targets in the UHISA Operational Plan, spending must occur.

S4.6 The UHISA accounts will utilize the UHI Finance Department’s budget codes.

S4.7 The UHISA President will be provided with a UHI corporate credit card, when appropriate, for use connected to UHISA business only.

S4.8 UHISA shall not be able to borrow money, whether by loan or credit card application, or by any other means, without the approval of the Executive Committee.

S4.9 The UHISA principle office bearers shall have the authority to approve spend of up to £400 without seeking the approval of the UHISA Executive Committee. Any expenditure greater than £400, must be approved by the UHISA Executive Committee and documented in the form of minutes or similar written proof.

S4.10 Towards the end of the Depute President’s time in office, it is necessary for a budget to be drafted in preparation for the incoming officer.

S4.11 All UHISA Executive Committee travel expenses are to be recorded on the UHISA financial record, held on the ‘u’ drive, by the Depute President, President or Vice President, prior to submission to the UHI Financial Department.
S5.1 The business of each Executive Committee meeting shall be:

a. Welcome and Introductions.
b. Apologies for absence.
c. Minutes of the last meeting.
d. Actions arising.
e. Issues or queries arising from the reports from:
   i. President
   ii. Vice President
   iii. Depute President
   iv. Academic Partner Representatives & Specialist officers
   v. Subject Network Student Officers
f. All tabled business.
g. Any other competent business (AOCB).
h. Date of next meeting (DONM).

S5.2 Any member of the Executive Committee who has or is deemed to have an interest in a particular item, will be required to declare their interest at the outset of the discussion and at the discretion of the Chair, may be required to absent themselves from that particular item. If the Chair has a declaration of interest, chair duties will pass to the Depute President UHISA for that item of business.

S5.3 When a vote takes place, a simple majority will carry the item. The Chair has a vote.
Schedule Six – Code of Conduct for the UHISA Executive

S6.1 All elected and co-opted members of the UHISA Executive have a responsibility to represent and act in the best interests of members of UHISA.

S6.2 UHISA Executive members will at all times, fulfil their duties in accordance with UHISA Equal Opportunities Policy.

S6.3 While carrying out their duties every elected and co-opted member of the UHISA Executive deserves to be treated with respect by their peers.

S6.4 Every elected or co-opted member of the UHISA Executive has the right to fulfil their elected duties without fear of harassment, bullying, intimidation, ridicule, offence or loss of privacy.

S6.5 No elected or co-opted member of the Executive shall use internal and/or external websites, noticeboards, clubs and societies, e mail or any form of media to bully, harass or denigrate a fellow officer. All UHISA business shall be made available to the cohort by the Student Council approved procedures.

S6.6 Differing views and healthy debate are both welcomed and encouraged.

S6.7 The UHISA Executive will not tolerate the harassment of any officer by another or the victimisation of an officer for reporting such behaviour.

S6.8 Harassment can be a single serious offence or repeated, sustained behaviour.

S6.9 Any member of the UHISA Executive who feels they are being bullied or harassed while carrying out their duties is encouraged to come forward as soon as possible and, where possible provide evidence to a principle office bearer. The principle office bearer should then attempt to resolve the matter, through mediation between the parties involved. Where this is not possible and with the consent of the complainant, the matter should be referred to a UHISA Motion of Censure.

S6.10 This Code of Conduct shall apply to the UHISA Executive from the day they are elected.
Schedule Seven – UHISA Student Council

S7.1 There shall be a Student Council of the Association.

PURPOSE

S7.2 The purpose of the Council shall be:

S7.2.1 To provide direction and guidance to the UHISA Executive in the development and implementation of policy.

S7.2.2 To approve amendments to the UHISA Constitution.

S7.2.3 To receive reports from the UHISA Executive Committee, on its planned objectives and activities, in the format of an annual operational plan; subsequently, progression will be disclosed at the second student council event of the academic year.

S7.2.4 To receive the Annual Report and Accounts of the UHI Students’ Association.

S7.2.5 To approve, or not to approve, any resolution notified to the UHISA President not less that 14 days prior to the date of the meeting and which is proposed by at least twenty UHI ordinary members who shall append their signatures, names and student numbers to the resolution or to a copy of the resolution.

S7.3 The meeting of the Council, held in the first semester shall receive a report from the Executive Committee on their planned objectives and activities for the current academic year.

S7.4 The meeting of the Council, held in the second semester, shall receive a report from the Executive Committee on the progress towards the achievement of their planned objectives and activities for the current academic year. The Council shall also receive at this meeting the Annual Report and Accounts of the Students Association for the preceding year if not present at the first Council.

MEMBERSHIP

S7.5 The chair of the Council shall be elected, from amongst its number, at the first meeting, with the Student Development Officer or other independent person present presiding over the election. In the absence of the Chair, the President shall take the chair.

S7.6 The membership of the Council shall be as follows:

S7.6.1 All Officers and Members of the UHISA Executive.
S7.6.2 The President of each Academic Partner Students’ Association (or equivalent). If the President is not a UHI higher education student, then they shall attend in a non-voting capacity but may participate fully in discussion and debate at the meeting.

S7.6.3 One higher education student representative of each Academic Partner appointed by the Academic Partner Students’ Association (or equivalent). In the absence of a functioning Students’ Association at an Academic Partner, the UHISA Executive shall seek to co-opt a higher education student representative from that Academic Partner. If the President of the relevant Academic Partner is not a UHI higher education student, or is not present at a meeting of the General Council, then the UHI higher education student representative shall have full voting rights. If the President of the relevant Academic Partner is a UHI higher education student and is present then the UHI higher education student represent shall attend in a non-voting capacity but may participate fully in discussion and debate at the meeting.

S7.6.4 Two higher education representatives of each club or society currently registered with UHISA.

S7.6.5 All UHI Subject Network Student Officers/Representatives.

**MEETINGS**

S7.7 The Council shall meet at least twice per year, normally once in the first semester and once in the second semester.

S7.8 Meetings of the Council shall be called by the UHISA Executive, who shall give a minimum of 28 days notice of meetings. Notice of meetings of the General Council shall be circulated to all registered UHI students.

S7.9 UHI Academic Partner Students’ Associations and clubs and societies shall notify the names and contact details of their representatives not less than 7 days in advance of the date of the meeting. Any representative notified after this time may only participate and vote in Council meetings at the discretion of the chair.

S7.10 The final agenda and papers for a meeting of the Council shall be circulated to those eligible to attend not later than seven working days in advance of the meeting.

S7.11 Notification of meetings, agendas and papers shall be distributed electronically, by the UHISA President, to all relevant parties’ student UHI e-mail addresses and published on the UHISA website. A list of members of the Council, detailing those who have notified their attendance, shall be
posted on the UHISA website not less than seven days in advance of the meeting.

S7.12 The quorum for a meeting of the Council shall be thirty voting members. Attendance by video conference and/or audio link shall constitute attendance at the meeting. In the event of a meeting not having the required quorum, any business requiring resolution, shall pass to the UHISA Executive Committee for determination.

S7.13 Any determination by the chair at a meeting of the Council may be challenged and will be overturned, if approved by two thirds of those present and eligible to vote.

S7.14 Meetings shall be open to all UHI students who wish to attend as observers.

RESOLUTIONS

S7.15 Resolutions proposed by the UHISA Executive shall require a simple majority of those present and eligible to vote, in order to be approved.

S7.16 Resolutions proposed by twenty or more members of the UHI student body shall require the assent of two thirds of those present and eligible to vote in order to be approved.

S7.17 Amendments to resolutions tabled at the meeting of the Council may be accepted at the discretion of the chair; in which case, the amendments shall be determined before consideration of the substantive resolution. All amendments whether to resolutions proposed by the UHISA Executive Committee or proposed by twenty or more members of the UHI student body, shall require the assent of two thirds of those present and eligible to vote in order to be approved. Notwithstanding the foregoing, substantive resolutions proposed by the UHISA Executive and subsequently amended by the meeting, shall require a simple majority in order to be approved.
Schedule Eight – Complaints

COMPLAINTS FROM STUDENTS WHO HAVE NOT OPTED OUT

S8.1 Ordinary members of the Association who are dissatisfied with any aspect of the Association's work or the actions of Executive Committee members should submit their complaint in writing to the President, who should present the issue at the next scheduled Executive meeting. The Executive should reach a decision about the issue, which the President should convey in writing to the complainant no later than three working days after the Executive meeting. Appropriate action will be carried out at the discretion of the Executive Committee.

S8.2 Ordinary members of the Association, who wish to lodge a complaint against the President, should do so, in writing and present to the Depute President. The Depute President should, similarly, present it to the next UHISA Executive Committee meeting and respond, to the complainant, with the Executive’s decision within three working days. Appropriate action will be carried out at the discretion of the Executive Committee. Complaints against the Depute President or Vice President should be in writing and presented to the President.

S8.3 Should the complainant wish to appeal against a decision made by the Executive, they should direct their appeal to the UHI Secretary, who should respond within fourteen working days. Thereafter the complainant should follow the UHI complaints procedure.

S8.4 At any Executive meeting where there is discussion of a complaint, where the complaint is directed against an individual member of the Executive, that Committee member shall be permitted to provide information to the Executive members as deemed necessary by the Chair, but shall withdraw from the meeting until the Executive reaches a resolution of the complaint.

COMPLAINTS FROM STUDENTS WHO HAVE OPTED OUT

S8.5 Complaints from students who have opted out shall be put directly to the UHI Secretary and thereafter shall be subject to the UHI complaints procedure.
Schedule Nine – UHI Clubs and Societies

S9.1 It is the responsibility of the UHISA Vice President to oversee, guide, co-ordinate and facilitate the formation of UHI Clubs and Societies upon the request of the UHI Student Body. Furthermore, the UHISA Vice President must ensure the sustainability of the said club or society.

S9.2 The UHISA Vice President will select, from the elected members of UHISA Executive Committee, a sub-committee to aid in the determination of whether or not affiliation to UHISA can be granted. The chair, of the said committee, will be the UHISA Vice President, whom is also responsible for the administration of the sub-committee meetings. Additionally, the UHI Student Development Officer, will oversee the conduct of the said committee.

S9.3 Affiliation can be granted, if the following conditions are adhered to:

S9.3.1 A committee must be formed, consisting of: a President (Captain); a Vice President (Vice Captain); a Secretary; and, a Treasurer. These committee members must be UHI students. Names will be verified against SITS Register upon application for affiliation;

S9.3.2 The activities of the club/society will be open to HE and FE students and staff where appropriate;

S9.3.3 A constitution will be written, outlining the policies and practices of the club/society. All clubs and societies affiliating to UHISA are to include within their constitution a section reminding members of the need to conduct themselves responsibly and in an acceptable manner at all times when on activities. Any individual (or individuals) who cause damage will be required to pay for any repair and any individual (or individuals) who’s behaviour falls below an acceptable standard may be required to leave the activity and at their own cost. As a consequence, all members of the said affiliated club/society must sign the UHISA disclaimer form upon registration

S9.3.4 A bank account will be opened in the name of the club/society upon acceptance of our application.

S9.4 It is a requirement for subsequent affiliations that the following conditions are adhered to:

S9.4.1 An Annual General Meeting (AGM) will be held in May of each year, at which time a new committee will be elected, who will then meet to appoint the office-bearers and inform the UHISA Executive Committee of any changes in the committee membership;
S9.4.2 An annual financial report will be submitted to the UHISA Vice President, including the balance to date, showing how much has been raised and spent for the period, to the UHISA Executive Committee after our AGM;

S9.4.3 Should the need arise, the ability to formally audited the club/society accounts, will be required.

S9.4.4 Adherence to any other policies or regulations set out by the UHISA Executive Committee.

S9.4.5 In acknowledgement of the support and advice given by UHISA, the promotion our affiliation to UHISA is necessary, by including the association within your own promotional material.

S9.5 Once affiliation to UHISA has been granted, a funding application can be submitted to the UHI clubs & societies sub-committee. The following conditions for funding apply:

S9.5.1 The claim is a true representation of the activities of our club/society.

S9.5.2 The elected members of the UHI club/society, agree to send a bi-annual financial report, which will include: a balance to date; the amount raised and spent for the period to the UHISA Executive Committee.

S9.5.3 The first of which should be sent to UHISA by 31st October for presentation to the Student Council.

S9.5.4 A further financial report should be sent following the club/society’s Annual General Meeting (AGM) in May.

S9.5.5 In the event of the club or society ceasing to exist, any balance of funds will be returned to UHISA.

S9.5.6 All correspondence should be sent directly to the UHISA Vice President

S9.5.7 Upon receipt of the completed form, the application will be considered at the next UHISA Clubs & Societies Subcommittee meeting.