University of St Andrews Charities Campaign (USACC) Charities Network Constitution

This Constitution was voted in the 2026 AGM.

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The Charities Campaign shall be called the "University of St Andrews Charities Campaign", hereinafter referred to as "USACC" or "the Campaign"

1. Overview

1. Charities Campaign shall facilitate activities for students to engage in charity and fundraising.

2. The Executive Committee shall oversee all aspects of Charities Campaign, including the General Committee and its subgroups.

3. The Charities Campaign shall have the following subcommittees:

    1. CATWALK
    2. Challengers
    3. Events Team
    4. Race2
    5. RAG Week
    6. Cloakrooms

4. The aims, membership, and appointment process for each subcommittee shall be determined annually by the Executive Committee.

2. Committee Structure

2.1. The Charities Campaign committee shall consist of the Executive and General Members.

2.2 Executive Committee

2.2.1. Charities Officer / Convenor:

2.2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.2.1.2. Attend the Opportunities Executive Meetings, Activities Team Meetings and other Elected Officer Meetings.

2.2.2. Vice-Convenor:

2.2.2.1. Line-manage the CATWALK, RAG, Race2, Challengers and Cloakrooms Subcommittees.

2.2.2.2. Adopt all responsibilities of the Charities Officer in their absence.

2.2.2.3. Support the general committee in their activities.

2.2.3. Secretary:

2.2.3.1. Line-manage the Publicity Coordinator, Graphics Coordinator, Outreach Officer, Wellbeing Officer and General Members.

2.2.3.2. Act as first point of contact for the Campaign.

2.2.3.2.1. Communicate with charities and other key societies, networks and students.

2.2.3.2.2. Manage the charities email account.

2.2.3.3. Write the weekly email to be circulated to the mailing list.

2.2.3.4. Oversee the external perception of the Campaign through the website and social media.

2.2.4. Treasurer:

2.2.4.1. Oversee the budget and all spending of Charities Campaign.

2.2.4.2. Co-ordinate with all subcommittees regularly to ensure up to date fundraising and expense records.

2.4.3 Manage the logistical implementation of the chosen fundraising platform for access and use by the Campaign and relevant student participants.

2.2.5 President of Student Opportunities (PresOpps) as the line manager and main conduit between the Student Union and the Campaign.

2.3 General Committee:

2.3.1. Charities Officer (Convenor and Chair), and all other members of the Executive Committee.

2.3.2. CATWALK Director:

2.3.2.1. Oversee all aspects of the CATWALK subgroup.

2.3.3. Challengers Coordinator:

2.3.3.1. Oversee all aspects of the Challengers subgroup.

2.3.4. Events Coordinator:

2.3.4.1. Oversee all aspects of the Events Team.

2.3.5. RAG Week Coordinator:

2.3.5.1. Oversee all aspects of the RAG subgroup and organise RAG Week in semester two.

2.3. 6. Race2 Coordinator:

2.3.6.1. Oversee all aspects of the Race2 subgroup.

2.3.7. Publicity Coordinator:

2.3.7.1. Publicise all activities and events of Charities Campaign, and its nominated charities.

2.3.8. Engagement Officer:

2.3.8.1. Liaise with societies and student groups to support their fundraising efforts and encourage charitable work.

2.3.8.2. Support fundraising through supporting students in using the chosen fundraising platform.

2.3.9. Graphics Officer:

2.3.9.1. Create graphics and other publicity materials for Charities Campaign as required.

2.3.10. Cloakroom Coordinator:

2.3.10.1. Manage the cloakrooms subcommittee.

2.3.10.2. Organise cloakrooms and the relevant volunteers at events as required.

2.3.11. Wellbeing Officer:

2.3.11.1. Support the committee through holding regular office hours, organising socials and signpost members to relevant services when required.

2.3.12. General Member/s:

2.3.12.1. Must be first year student/s.
2.3.12.2. Support other committee members as required.

2.4. Campaign subcommittees- such as RAG Week, Race2, CATWALK, Challengers, Cloakrooms and Events -shall be managed by their respective committees.

2.4.1. These subcommittees will be filled at the Coordinator's discretion, either through interviews or through the AGM / EGM.

3. **Appointments**

1. The Charities Officer shall be appointed through the Association elections.

2. Interviewed positions:

1. The following positions shall be appointed by interview:

3.2.1.1. Vice-Convenor

3.2.1.2. Treasurer

3.2.1.3. Secretary

3.2.1.4. Engagement Officer

3.2.1.5. Publicity Coordinator

3.2.1.6. RAG Week Coordinator

3.2.1.7. Race2 Coordinator

3.2.1.8. Events Coordinator

3.2.1.9. Challengers Coordinator

3.2.1.10. CATWALK Coordinator

3.2.1.11. Cloakrooms Coordinator

3.2.1.12. Wellbeing Officer

2. The interview panel shall consist of the incoming and outgoing Charities Officers, outgoing holder of the relevant position, PresOpps-Elect or Student Engagement Coordinator.

3. All other positions shall be elected at the AGM.

4. Committee positions that fall vacant shall be filled by co-option. All members of the Executive Committee shall be eligible to vote in such co-options.

5. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. **Meetings**

1. All meetings shall operate as outlined in the Laws of the Association.

2. Meetings shall be weekly during the academic year for the General Committee, monthly for the Executive Committee, and at other times if necessary.

3. The Executive Committee may decide to invite members of the General Committee to its meetings where appropriate.

4. Proxy votes at General Meetings shall only be accepted for Executive Committee positions and must be authorised by an Executive Officer.

5. **Finances**

1. The Senior Management Team (SMT) shall be responsible, and act as the final authority, for all business and financial affairs of Charities Campaign.

2. Charities Campaign shall operate in accordance with the relevant statutory laws, as set out in the Charities and Trustee Investment (Scotland) Act 2005 and other relevant legislation.

3. Charities Campaign shall receive an annual grant from the Association, of an amount proposed by the Charities Officer and Treasurer and approved by PresOpps, to cover incentives and administrative expenses.

4. Financial records shall be held by the Association Finance Manager and shall not be removed from the Association building except for audit.

5. All fundraising efforts must conclude by the last day of the Candlemas exam diet, and totals must be confirmed at that point.

5.6. All beneficiaries of the Campaign must be paid by the 1st of June.

6. **Supported Charities**

1. Supported charities shall be elected through the Association elections, following the nomination, application, and shortlisting process described below.

6.2. The election of supported charities shall take place at a specially arranged time, rather than at the AGM.

6.3. Charities Campaign shall support one local charity, one national charity, and one international charity, elected according to the process below.

6.3.1. The local charity must be active in St Andrews, Fife or Dundee.

6.4. Charity nominations

6.4.1. Any Ordinary Member of the Association shall be eligible to nominate a charity.

6.4.2. Nominations shall take place in semester two and shall be open for at least one week.

6.4.3. Nominations should include a statement to explain why supporting the nominated charity is in the best interest of the student population.

6.5. Charity applications

6.5.1. The committee shall confirm that any nominated charity meets the following criteria:

6.5.1.1. Has not been supported in the past year.

6.5.1.2. Has a UK registered charity number and a UK office address.

6.5.1.3. Has no explicit religious or political affiliations.

6.5.1.4. Does not distribute grants to other causes which Charities Campaign could fundraise for directly.

6.5.2. If a nominated charity meets the above criteria, the committee will send an application form to gather further information. The nominated charity must reply within a two-week period, to allow shortlisting to proceed without delay.

6.5.3. The Executive Committee reserves the right to disallow nominations for charities deemed inappropriate to support, including those which fail to meet the above criteria, those which fail to provide sufficient information, and those which are incompatible with Association policies.

6.6. Charity shortlisting

6.6.1. Successfully nominated charities will be shortlisted to a maximum of five local, five national, and five international.

6.6.2. The shortlisting panel shall consist of:

6.6.2.1. Charities Officer

6.6.2.2. Secretary

6.6.2.3. PresOpps

6.6.2.4. President of Wellbeing and Community (PresWell)

6.6.2.5. Three co-opted members of the General Committee

6.6.2.6. A representative from Black, Asian and Minority Ethnic (BAME) Network

6.6.2.7. A representative from the Disabled Student Network (DSN)

6.6.2.8. A representative from the Saints LGBT Network

6.6.2.9. The Gender Equality Officer

6.6.2.10. A member of the Student Engagement Team.

6.6.3. Non-mediatory members of the shortlisting panel shall make decisions based on the following criteria:

6.6.3.1. Charities should be in the interests of the student population.

6.6.3.2. The final shortlist should cover a variety of issues.

6.6.3.3. Charities should be in line with student values as understood by the shortlisting committee.

6.6.4. The minutes from the shortlisting meeting should be made available on the Campaign website as well as in the weekly email.

7. Relation to Other Groups

1. No single person shall represent the Charities Campaign on any legal document. All binding agreements must be signed by a member of the SMT.