

## **Standing Orders of Student Community Action (SCA)**

### **1. STATUS**

- 1.1. SCA operates as a Student Organisation under the Durham Student Organisations (DSO) Framework approved by the University Council.
- 1.2. SCA is part of the University of Durham and therefore the legal body for all legal and contractual matters is the University of Durham, as represented by SCA.
- 1.3. The registered address of the DSO is The Palatine Centre, Stockton Road, Durham, DH1 3LE. All official and legal post should be sent to this address.
- 1.4. The DSO shall use its best endeavours not to bring the University into disrepute.

### **2. UNIVERSITY POLICY**

SCA shall act in accordance with all relevant University policies and regulations.

- 2.1. These standing orders should be interpreted within the DSO Framework agreed by the University Council. Where there is a conflict or perceived conflict between these standing orders and any provision of the DSO Framework, the latter shall take precedence.
- 2.2. Where there is a conflict or perceived conflict between the main body of these standing orders and Annex 1, the former shall take precedence.

### **3. OBJECTIVES**

- 3.1. The objectives of SCA are:

#### 3.1.1. Benefitting Communities:

- a) SCA aims to directly respond to the needs of the community. New projects are set up to address identified areas of need within the local community. SCA encourages students' awareness of and engagement with local community members.

#### 3.1.2. Benefitting Students:

- a) SCA is a student led organisation and thus benefits students through providing opportunities to play both participatory and leading roles in the organisation of volunteering activities, as volunteers, Project Leaders, members of the college ambassador committee, other subcommittees and as members of the student Executive committee, who determine the objectives of the organisation.
- b) Students further their personal development and skills through participation in projects, training and support provided by SCA.
- c) To encourage active participation of students in the communities of Durham City and Stockton-On-Tees, in order to create significant relationships between the University and local communities.
- d) To aim to provide the highest quality and level of professionalism in student led projects, through the support of the SCA office staff.
- e) To share best practices within both the local community and groups within the University .

- 3.2. These objectives will be carried out as follows:

- 3.2.1. To coordinate and oversee the general administration relating to SCA's volunteering projects.
- 3.2.2. To maintain current projects, and create new projects where appropriate in response to local needs.
- 3.2.3. To publicise SCA and communicate effectively with students and the wider community.
- 3.2.4. To establish appropriate branding in order to effectively communicate with students and members of the community and thus further the objectives of SCA.
- 3.2.5. To carry out fundraising activities within the University and wider community.
- 3.2.6. To organise a variety of events for fundraising, social and publicity purposes.
- 3.2.7. To act as a forum for students for the exchange of ideas on community outreach and voluntary projects.
- 3.2.8. To represent student members within SCA and also on a regional or national level, through contribution in national volunteering forums.

#### **4. MEMBERSHIP**

- 4.1. SCA shall not discriminate against any person on the grounds of race, ethnic origin, creed, colour, age, disability, sex, sexual orientation, religion, political or other beliefs.

#### **5. FINANCES AND ASSETS**

- 5.1. The DSO, SCA, is bound by the financial regulations set out in Annex 3 of the DSO Framework. The DSO framework can be found at:  
[http://www.dur.ac.uk/gsu/password/student\\_organisations/dso/framework\\_documents/](http://www.dur.ac.uk/gsu/password/student_organisations/dso/framework_documents/).
- 5.2. The University's financial regulations set out standards in relation to the acceptance of gifts or hospitality to ensure that its officers are not influenced by such actions. These standards, contained in section 9.5 of the University's Financial Regulations, as set out at [http://www.dur.ac.uk/treasurer/financial\\_regulations/corporate\\_governance/code\\_of\\_conduct](http://www.dur.ac.uk/treasurer/financial_regulations/corporate_governance/code_of_conduct), are hereby incorporated into this document.
- 5.3. SCA represents, warrants and covenants that it shall not and shall procure none of its members shall (a) give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with any matter within the scope or arising under the terms of this Standing Order; or (b) subject to the terms of this Standing Order, enter into any business arrangement with any director, employee, agent or any affiliate of a company or organisation without the prior written agreement thereto of that company or organisation; or (c) make any payment or give anything of value to any official of any government or public international organisation, including any officer or employee of any government department, agency, or instrumentality to influence that entity or person's decision, or to gain any other advantage for a company or organisation in connection with this Standing Order.
  - 5.3.1. SCA shall ensure that it acts in accordance with the University's Anti-Bribery and Fraud Prevention Policy available online at:  
<https://www.dur.ac.uk/resources/about/policies/FraudPreventionPolicyFinal2015.pdf>

- 5.4. Annex 3 Section 15 of the DSO Framework covers SCA's responsibilities with regard to physical assets.
- 5.5. All expenditure over £10,000 must be communicated to the Divisional Accounts Team along with copies of invoices.
- 5.6. All reasonable expenses incurred by the members of SCA whilst carrying out SCA's business (or activities) may be reimbursed on the provision of receipts or other appropriate proof of expenditure.
- 5.7. Should sponsorship or funding be obtained then all the guidelines outlined by the issuer should be met and approved by SCA, in accordance with the University's procedures. Any offers of sponsorship should be referred to Experience Durham.

## **6. INSURANCE**

- 6.1. The University will provide insurance cover for SCA. Insurance coverage shall be for the purpose of University events undertaken in the name of the DSO.
- 6.2. DSO Officers must give prompt notification to the University's Insurance Office of any potential new risks, additional property that may require insurance and any event that may give rise to a claim.

## **7. DATA PROTECTION**

- 7.1. Information and records held by SCA will be maintained in accordance with the relevant University policies and the applicable data protection laws and regulations.
- 7.2. SCA and its members shall comply with the terms of the Data Protection Act 1998 (the "DPA") (including the data protection principles enshrined therein). SCA may operate as a data processor (as defined in the DPA) of personal data (as defined in the DPA) being processed on behalf of a data controller (as defined in the DPA). Accordingly, SCA undertakes to ensure that it maintains, and such personal data is fully protected by, appropriate access restrictions and other appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. SCA shall use its best endeavours to ensure that it does not willingly or knowingly place the University in breach of the University's obligations under the DPA and shall establish systems to ensure compliance with such obligations.

## **8. LOGOS**

Any use of the University's logos, and this includes the name of the DSO, must follow the guidelines created by the Marketing and Communications Office, available online at <https://www.dur.ac.uk/marketingandcommunications/local/toolkit/>.

## **9. TERMS OF REFERENCE**

DSO terms of reference for membership shall be set out in Annex 1.

## **10. AMENDMENTS**

- 10.1. Proposed amendments to these Standing Orders must be approved by the Dean of Experience Durham.
- 10.2. Proposed amendments to Annex 1 must be approved by the President of Student Community Action.

## **ANNEX 1**

This should include any specific points relevant to the DSO including:

### **A) Membership**

A.1 Membership of SCA is open to students and staff at the university who are interested in furthering the work of the organisation.

A.2 A person is said to be a member of SCA if they have completed the online volunteer registration form and are therefore registered on the volunteer database.

A.3 No person shall be denied membership of the organisation on the grounds of race, ethnic origin, creed, colour, age, disability, sex, sexual orientation, religion, political or other beliefs.

A.4 Rejections of applications for membership, or the expulsion of a member by the Executive Committee shall only be done on the basis of the volunteering code of conduct, as outlined in Annex 1, section D.

### **B) Governance of SCA:**

- Is there a committee(s);
- How and when are members of the committee(s) elected/appointed;
- How many members will be on the committee, and what are their titles and roles;

### **C) Student Executive Committee**

#### **C.1 Membership**

C.1.1 The Executive Committee shall consist of:

a) President, Vice-President, Colleges Coordinator, Durham Events Coordinator, Educational Projects Chair, Recreational Projects Chair, Community Projects Chair, Queen's Chair, Queen's Events Coordinator plus any other positions as deemed necessary by the association.

b) The aforementioned positions are outlined as follows:

**President:** The President, alongside the Sabbatical Officers, is responsible for coordinating SCA's direction at a high level and for the organisation of the exec. This position requires significant interaction with the Sabbatical Officers, broadly coordinating SCA within the student and local community. The President chairs Exec weekly meetings and is responsible for meeting with members of the Exec regularly to discuss their achievements.

**Vice-President:** The Vice President is responsible for publicising SCA; this includes overseeing poster designs, the website and social media. The Vice President also supports the President in her role, chairing meetings in her absence.

**College Coordinator:** The college coordinator works in partnership with every JCR to develop SCA's presence within their college. They chair the college representative meetings on a regular basis. The college coordinator provides support and advice to all members of the committee and their JCRs, maintaining the partnership between colleges and SCA. They also organise one-offs throughout the year in each college and Durham itself.

Durham Events and Queen's Events Coordinator: The Events Coordinators responsibility is to create and organise events for fundraising, publicity and social purposes. The Events Coordinators can form a committee and chair Events meetings.

Educational, Recreational, Community and Queen's Chair: The Chairs are responsible for overseeing the projects that fall under their respective headings. Each Chair will interact directly with the Project Leaders by chairing group meetings to discuss their progress and any needs they may have.

c) The Exec shall have no fewer than 6 members including the aforementioned positions.

C.1.2 Members of the Executive Committee must:

- a) Be registered as an SCA volunteer
- b) Be elected at the Annual General Meeting

C.1.3 Election to the Executive Committee shall be for one year. The membership shall retire annually but shall be eligible for re-election.

C.1.4 The Executive Committee, through a process of co-option, may fill any vacant position on the committee with someone suitable, subject to validation at the Annual General Meeting. A maximum of 3 members can be appointed through this process.

C.1.5 An election will be held and all members of SCA will be entitled to vote. All nominated candidates will be required to take part in formal hustings, after which a ballot will take place. All candidates, including uncontested positions, will stand against RON (Re-Open Nominations). The form of the ballot will be decided by the Executive Committee and will give all members of SCA the opportunity to vote. This may involve opening a ballot box and/or voting online. The Single Transferrable vote system will be used.

C.1.6 If at any time during the nomination process, the current Executive Committee receives a complaint or has grounds for concern about a candidate, then the Executive Committee, on a majority vote, can remove that candidate from the nomination process. Should the candidate wish to appeal against the decision of the Executive Committee, the issue will come before the SCA staff members including the Dean of Experience Durham, whose decision will be final.

C.1.7 A member of the Executive Committee shall be deemed to have vacated office if:

- a) They resign their office by notice to SCA
- b) They without sufficient reason for more than three consecutive meetings of the Executive Committee have been absent without permission of the President.
- c) They have been requested to resign by all other members of the Executive Committee by a unanimous vote, on the basis of the volunteering code of conduct. This may subsequently lead to the termination of SCA membership according to Annex 1, section A

C.2 Meetings

C.2.1 An Executive Committee meeting shall be subject to quorum of no less than two thirds of its membership. Any decisions made at an inquorate meeting must be validated at the next quorate meeting.

C.2.2 The Executive Committee shall meet as and when needed, usually weekly during term time, but with flexibility during the Easter Term.

C.2.3 Meetings shall be chaired by the President and minutes shall be taken by any member of the exec or SCA staff.

C.2.4 The Durham Campus Sabbatical Officer, the Queen's Campus Sabbatical Officer and the SCA Coordinator may be asked to attend Exec meetings but have no voting powers.

C.2.5 The President shall be required to hold a vote of the Executive Committee, from time to time, in the case of decisions to be made. However, for practical purposes this need not occur for every decision.

C.2.6 In the event of a vote, each member has one vote. In the event of a tied vote, the final decision lies with the President.

C.2.7 After the AGM there will be handover period where the current Executive Committee must make every reasonable effort to inform the incoming Executive Committee about their individual roles and how SCA is run. The current Executive Committee will hold power until the Friday of Epiphany Term. The incoming Executive Committee will have no voting powers until this point.

C.2.8 During Easter Term, the outgoing Executive Committee will take responsibility for the annual SCA awards ceremony, communicating with the new Executive Committee where necessary.

### C.3 Responsibilities

C.3.1 The Executive Committee shall direct the general management of the affairs of SCA. The structure of the management of SCA is shown in Appendix 1.

C.3.2 The Executive Committee may appoint such special or standing committees as may be deemed necessary, determining their terms of reference, powers, duration and composition. All acts and proceedings of such committees shall be reported back to the Executive Committee.

C.3.3 The Executive Committee shall have the right to:

a) Promote such causes deemed important by the Executive Committee relating to social justice and student activism.

b) Terminate the membership of an individual in the case of a member breaking the code of conduct. The member shall have the right to be heard by the Executive Committee before a final decision is made by a unanimous vote.

## D) Student Community Action Project Leaders

### D. 1 Membership

D.1.1 For each project efforts shall be made to appoint individuals to steer the work of that project. These positions can be held by an individual or jointly at the discretion of the Executive Committee and SCA staff.

D.1.2 If no Project Leader can be found for a project in any given year, the executive committee and staff shall discuss whether the project should continue, and the project may be handed over to staff until a new project leader can be found.

## D.2 Meetings

D.2.1 Durham campus Project Leaders shall meet with the Durham Campus Sabbatical Officer individually at least once a term and no less than twice a term as a group. Queen's Campus Project Leaders shall meet with the Queen's Campus Sabbatical Officer no less than once a term individually and no less than twice a term as a group.

D.2.2 Project Leaders will attend meetings with one of the Community, Educational, Recreational and Queen's Chairs at least twice termly.

## D.3 Responsibilities

D.3.1 In relation to projects, Project Leaders shall:

- a) Consider matters referred to them by Exec members and staff
- b) Make recommendations on relevant matters to Exec members and staff
- c) Run their project in line with both SCA policies and University procedures.
- d) Make every reasonable attempt the handover their project to the new Project Leaders, providing all the necessary information via handover notes.

## E) Student Community Action College Ambassadors

### E.1 Membership

E.1.1 Each year individuals shall be appointed to the Colleges Committee. An effort shall be made to appoint individuals from a range of Durham and Queen's Campus colleges and more than one person from a college may be appointed.

E.1.2 Members of the Colleges Committee shall be appointed by either the College Coordinator or the relevant college JCR, MCR, SCR or SRC. The number of college ambassadors is not limited to one per common room and those from different common rooms from the same college have equal representation on the College Committee. Advice from the SCA staff members about the appointment of college ambassadors will be sought, if required.

E.1.3 The Colleges Committee shall consist of:

- a) At least one College Coordinator
- b) At least six members

E.1.4 A member of the Colleges Committee shall be deemed to have vacated office if:



- a) They resign their office by notice to the College Coordinator.
- b) They without sufficient reason for more than three consecutive meetings of the Colleges Committee have been absent without permission of the College Coordinator.
- c) They are no longer a member of SCA.

## E.2 Meetings

E.2.1 The Colleges Committee shall meet no less than three times a term and will be directed by the College Coordinator

## E.3 Responsibilities

E.3.1 The College Committee shall in relation to colleges:

- a) Consider matters referred to them by Exec members and staff
- b) Make recommendations on relevant matters to Exec members and staff
- c) Promote the work of Student Community Action in all colleges including, but not restricted to, raising awareness of SCA, running events in colleges and fundraising for SCA.

## F) Queen's Campus Committee

### F.1 Membership

F.1.1 The Queen's Campus Committee shall consist of:

- a) The Queen's Chair, the College Coordinator and Queen's Events plus any other positions as deemed necessary by the organisation
- b) Not less than three members

### F.2 Meetings

F.2.1 The committee shall meet fortnightly.

F.2.2 Meetings shall be chaired by the Queen's Chair.

F.2.3 In the event of a vote each member shall have one vote. In the event of a tied vote, the final decision shall lie with the President. The President is a member of the committee and is expected to attend meetings at least twice termly.

F.2.4 The Durham Campus Sabbatical Officer and Queen's Campus Sabbatical Officer may attend Committee meetings but have no voting powers.

F.2.5 A member of the Queen's Campus Committee shall be deemed to have vacated office if:

- a) They resign their office by notice to the Queen's Chair.
- b) They without sufficient reason for more than three consecutive meetings of the Queen's Campus Committee have been absent without permission of the Queen's Chair.

c) They are no longer a member of SCA.

### F.3 Responsibilities

F.3.1 To consider matters referred to them by Exec members and staff

F.3.2 Make recommendations on relevant matters to Exec members and staff

F.3.3 Support and promote the work of SCA at Queen's Campus

### G) Annual General Meeting

G.1 Meetings should be held each year (not more than 15 months after the previous Annual General Meeting) at a time and place determined by the Executive Committee.

G.2 At least 21 days notice shall be given before the meeting to every member.

G.3 The meetings shall be chaired by the President of the Executive Committee.

G.4 At the Annual General Meeting the business shall include:

a) The election of the Executive Committee

b) The consideration of an annual report of the work done by or under the auspices of the Executive Committee

c) The transaction of any such other matters that may be from time to time necessary

G.5 A Special General Meeting of the Association may be called at any time by the President of the Executive Committee at his/her discretion.

### H) Rules of Procedure at all meetings

H.1 The quorum at any meeting of SCA, excluding Executive Committee meetings, College Ambassador Committee meetings, and Queen's Campus Committee meetings, will be two thirds of the Executive Committee, plus an equal number of other members, and an equal number of Project Leaders or College Representatives.

#### H.2 Voting

H.2.1 Matters presented at a meeting of SCA shall be approved by a vote of members according to the Single Transferrable Vote system.

H.2.2 In some cases if deemed appropriate by the President, matters presented at a meeting of SCA may be approved by a general aye. If there is any objection from a member of SCA, the Single Transferable Vote system will be used.

H.2.3 In the case of an equality of votes the President shall have a second or casting vote.

H.3 Minutes shall be taken by a nominated member of the Executive Committee or by a staff member. These minutes shall be available to all members by written request to an SCA staff member or the President.

## **I) Finance**

I.1 SCA is a non-profit making organisation. All monies raised by or on behalf of SCA shall be applied to further the objectives of SCA.

I.2 No Member shall be paid a salary, bonus or fee by SCA, for volunteering on SCA projects.

I.3 The SCA staff, with guidance from the Executive Committee, will create and manage the SCA budget including making decisions on expenditure for the year.

I.4 An audited statement of the accounts for the previous financial year shall be submitted by the Executive Committee to the Annual General Meeting.

I.7 All cheques must be signed by two authorised signatories.

## **J) SCA Coordinator**

J.1 The SCA Coordinator is a University employee, line managed by the Head of Student Experience Community and Outreach.

J.2 The responsibilities of the Coordinator shall include but not be limited to:

- a) Supporting the delivery of the DBS process, including processing, checking and recording the status of applications
- b) Have day to day line manager the sabbatical roles of the Durham Officer and the Queen's Officer.
- c) Provide element of continuity between successive 1-year Officer positions.
- d) Help develop new partners within the community to expand the work of SCA.
- e) Oversea SCA's finances and maintain financial records
- f) Apply for grants to support the work of SCA

### **J.3 Terms of Appointment**

J.3.1 The conditions of employment of the SCA Administrator shall be set out in Annex 1 to the DSO Framework.

J.3.2 The appointment of the Coordinator will follow usual Durham University procedures for appointing staff.

J.3.3 The President and a former SCA Employee will sit on the interview panel as full members with voting rights. If either cannot make the interview, the Executive Committee will decide on an appropriate alternative.

## **K) SCA Sabbatical Staff**

K.1 The SCA Durham Campus Sabbatical Officer and SCA Queen's Campus Sabbatical Officer are University employees, line managed by the SCA Coordinator.

K. 2 The responsibilities of the Durham Campus Sabbatical Officer shall include but not be limited to:

- a) Working with the Executive Committee to facilitate their ideas and plans for SCA
- b) Overseeing Project Leaders to ensure projects are run in line with SCA and University procedures
- c) Overseeing the day-to-day administrative business of SCA volunteering
- d) Day-to-day line management of Student Scholars

K.3 The responsibilities of the Queen's Campus Sabbatical Officer shall include but not be limited to:

- a) Working with the Executive Committee to facilitate their ideas and plans for SCA, in particular to work with the Queen's Campus Committee.
- b) Overseeing Queen's Campus projects and Project Leaders ensuring projects are run in line with SCA policies and procedures and University policies and procedures
- c) Giving support to the Durham Campus Sabbatical Officer in day-to-day administrative business
- d) Providing a training schedule for volunteers with SCA

### **K.3 Terms of Appointment**

K.3.1 The conditions of employment of the Sabbatical Officers shall be set out in Annex 1 to the DSO Framework.

K.3.2 The Sabbatical positions are expected to be filled by recent Durham University graduates. If all candidates are deemed unemployable, the positions will be advertised to others.

K.3.3 Advertisement of the sabbatical posts will be a one-round process, with advertisement to Durham university students, staff and alumni occurring simultaneously.

K.3.4 The Executive Committee reserves the right to change the appointment method for these positions if deemed necessary.

K.3.5 The Sabbatical Officers shall hold office from 1 August in the year of their appointment until 31 July in the following year.

K.3.6 If a current sabbatical officer wishes to apply for an alternative sabbatical position in the following year, they should apply by the normal process. No one person can hold sabbatical positions in the university for more than 2 years in total.

K.3.7 The recruitment process shall take place in Epiphany Term.

K.3.8 The President and a former SCA Employee will sit on the interview panel as full members with voting rights. If either cannot make the interview, the Executive Committee will decide on an appropriate alternative.

### **L) Complaints**

L.1 If any member of Student Community Action is dissatisfied with any element of the organisation, they should in the first instance attempt to resolve the situation with the person responsible for the initial grievance, or with an SCA Staff member.

L.2 If a member has raised a complaint in accordance with section L.1 and remains dissatisfied they should raise the matter with the Head of Student Experience Community and Outreach.

L.3 If a member has raised a complaint in accordance with section L.2 and remains dissatisfied then the matter should be referred to the Dean of Experience Durham

### **M) Information Access**

M.1 A copy of these Standing Orders, the most recent annual budget and financial report shall be made available on the Student Community Action website for the inspection of any member of Student Community Action.

M.2 The agenda and minutes of all General Meetings and committees shall be made available to all members for inspection on written request to an SCA staff member or the President.

M.3 Information and records held by Student Community Action should be maintained in accordance with relevant University Policies.

### **N) Interpretation of the Standing Orders**

N.1 The responsibility for interpretation of Annex 1 shall lie with the Student Executive Committee.

N.2 Where a member of Student Community Action disagrees with the interpretation of the Standing Orders, they may complain in accordance with section L of Annex 1.

### **O) Amendment of Annex 1**

N.1 Proposed amendments to Annex 1 of these Standing Orders, following a vote of the Executive Committee, must be submitted to a meeting of the membership by the President of the Student Executive Committee. Amendments shall require a two-thirds majority vote at a General Meeting constituted under Section G of Annex 1.