



CONSTITUTION

1. Name

The body will be called Student Volunteers Abroad (SVA) (Registered Charity number SC 030081)

2. Charitable Objectives

1. To work with local organisations on sustainable projects for the relief of poverty.
2. To promote awareness and education, amongst students, of the social and environmental issues that affect the developing world.
3. To promote cultural links and encourage cultural exchange.

3. Powers

1. To choose to send away student volunteers on environmental and social projects or revoke that privilege, under the conditions that the volunteers:
 - i. Purchase comprehensive personal travel insurance
 - ii. Adhere to agreements signed between volunteers and the SVA (e.g. coordinator/volunteer contracts), with particular attention paid to project specific safety precautions and guidelines.
 - iii. Agree to criminal checks so that the SVA can purchase its own insurance.
2. To ensure through liaison with local partner organisations, that volunteers are provided with accommodation within the host community for the duration of the project.
3. The organisation of projects in host countries and the selection and formation of groups of students to undertake these projects.
4. To research projects and ensure the volunteers will work alongside host non-governmental organisations (NGOs) or not for profit organisations.
5. To ensure that targets are fundraised fairly between volunteers.

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SVA is a Scottish Registered Charity: No. SC 030081

c/o. University of Glasgow SRC, The John MacIntyre Building, University of Glasgow, GLASGOW, G12 8QQ

Email: info@studentvolunteersabroad.org

Website: www.studentvolunteersabroad.org

4. Membership

1. Full membership shall be open to matriculated students of any university.
2. Membership shall run annually, from AGM till the next AGM.
3. Membership fees should be reviewed yearly and approved at the AGM.
4. Membership fees must be paid by the end of January for the following summers project
5. Insurance for SVA should be provided by members from membership fees.
6. Members must agree to the volunteer agreements at the discretion of the board, and reviewed yearly.

5. Termination of Membership

Membership is terminated if:

1. The member dies
2. If SVA ceases to exist
3. The member resigns by written notice to SVA
4. The member is removed from membership by a resolution of the Board that it is in the best interests of SVA that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:

(a) the Board has discussed whether removal of the member is the best action

(b) the member has been given notice at least once of the dissatisfaction of the Board with them

The member must be notified of the removal of their membership in a meeting which includes at least the President or Vice President.

All money fundraised up until the point of membership termination will still go towards project costs.

Membership fee will not be refunded.

6. Management of the Body

1. The society shall be under the democratic control of the membership. This still allows for the membership to delegate finance, etc. to a board, executive or committee

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2. Any significant changes to how SVA is managed or to its policies shall be cleared with the membership and the board. In the event of non-agreement in the membership, ultimate control lies with the Executive Board (President, Vice President, Secretary, Senior Treasurer) who, jointly, are also able to veto a majority vote by the membership.
3. Any member who is a matriculated student shall have full voting rights at General Meeting of the Society.
4. The Society shall have the following office bearers:

President
Vice President
Secretary
2x Board Treasurer
Project Coordinators

Other office bearers shall be determined by the executive board when they take office.

5. Roles of the office bearers are defined in appendix 2 and will be agreed to by the relevant persons at the handover meeting. These roles should be evaluated by each board on a yearly basis.
6. The number of official coordinators to attend board meetings and act as coordinators for each project shall be two.
7. The constitution and other important documents must be made available to all members at the beginning of the year and it is the board's responsibility to ensure the membership is aware of the SVA policies (e.g. fundraising policies). In addition, outgoing board members must provide a document detailing the responsibilities specific to their role. The new board members must sign the document, indicating that they understand their responsibilities.
8. The Executive Board (President, Vice-President, Secretary, and Senior Treasurer), and the Junior Treasurer shall act as trustees for the charity. Additional trustees may be proposed by the Executive Board, and approved by a majority vote of the board.

7. Disqualification and removal of a Board member

A board member shall cease to hold office if he or she:

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1. Becomes unable to carry out their role due to extenuating circumstances.
2. Resigns as a Board member by written notice to SVA.
3. Is absent without notifying the Board from three consecutive meetings and the Board resolve that his or her office be vacated.

8. Arrangements for holding meetings

1. Meetings will be held weekly. The times and venues will be announced at the start of the term.
2. Both coordinators should be at each meeting unless they have explained to the board the reason for their absences.
3. Coordinators and volunteers of projects should meet at least once weekly.

9. Arrangements for electing office bearers

1. The three executive positions of President, Vice President and Secretary will be voted in place on the final pre-departure meeting at the end of the summer term. This will be to enable the new executive a chance to prepare for the coming year however responsibility will ultimately still lie with the existing executive until the official handover at the AGM in October.
2. Voting for Executive positions will be broken down as follows in the interest of fairness to each standing individual: Each project will be allocated **one** counting vote, worked out by an internal majority rules vote by volunteers. Existing board members will be allocated **one** vote each.
3. All other office bearers shall be elected via a process of application and interview with the newly elected executive board.
4. Any member of the society is entitled to stand for a position, unless ineligible because it is reserved in order to secure representation for particular sections of the membership or in the case of outstanding debts. No full member shall be barred from standing for office in the society unless the position is in existence for particular groups
5. All office bearers shall be a matriculated student of Glasgow University and shall not have opted for Student Representative Council (SRC) representation under the Education Act of 1994.
6. **The Annual General Meeting, at which office bearers shall be elected, and the society's accounts submitted and approved by the membership shall be called with not less than 10 working**

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day's notice to the membership. The membership will be given a financial statement on the year's accounts. Reasonable notice will be given by posters or a mailing.

10. Finance and Fundraising

1. All money donated by the volunteers to the body will be considered either Restricted or Unrestricted according to the declared purpose for which they were donated.
2. Restricted funds will be used only on the direct costs of the specific project to which they were donated - namely, materials and equipment, and volunteers' food, accommodation and on-project transport expenses.
3. All other expenditure - for example on printing and photocopying, and on costs resulting from publicising the society and from holding fundraising events, will be from unrestricted funds and membership fees.
4. No money will be paid to any of the members or office bearers as a salary
5. All work carried out by members, volunteers and office bearers will be entirely voluntary and charitable.
6. No member will benefit from any of the proceeds raised as SVA project funds unless the NGO or project includes food, accommodation, travel or training in the project cost.
7. Expenses will be discussed by the membership, as they arise, at any of the weekly meetings.
8. Any expenses will be agreed on by a majority of the members present and cheques will be counter-signed by two office bearers.
9. Accounts will be managed by the treasurer and made available at every weekly meeting for the inspection of any of the members.
10. External training costs for any SVA members can be covered by SVA unrestricted funds as long as the board agrees.
11. Under no circumstance is a SVA project to open a bank account without the knowledge of the board and the supervision of the board treasurer

11. Amendments to the Constitution

1. The membership may amend the constitution at the Annual General Meeting. A majority is required to amend the constitution
2. On receipt of a petition signed by 10 percent of the membership, the Secretary shall give five working days notice of a Exceptional General Meeting to consider submitted constitutional amendments

3. The constitution will be reviewed by the board once a year so as to ensure it remains a working document

12. Dissolution

1. Any residuary assets held by the body after dissolution will be devolved to Student Volunteering Overseas Partnership.
2. If the members resolve to dissolve SVA the Board will remain in office as SVA Board members for an additional six months and be responsible for winding up the affairs SVA.