

# Student Publication Association Constitution

May 2017

## 1. PURPOSE AND OBJECTIVES

### 1.1. Definitions

- 1.1.1. The name of the organisation is the Student Publication Association (the "SPA").
- 1.1.2. A "publication" shall be defined as a newspaper, magazine, or other regularly published journalistic or academic work, including websites that consist primarily of written content.
- 1.1.3. A "student publication" shall be defined as a publication that is produced primarily by students in further or higher education.

### 1.2. Objectives

- 1.2.1. The purpose of the SPA is to support, promote and defend student publications throughout the United Kingdom and the Republic of Ireland.
- 1.2.2. The SPA shall support student publications by:
  - a. Providing assistance, advice and training.
  - b. Facilitating communication and cooperation between publications.
  - c. Enacting policies such as its members determine.

- 1.2.3. The SPA shall promote student publications by:
  - a. Advocating on their behalf.
  - b. Celebrating their work and achievements.
  - c. Championing student journalism in all forms.
- 1.2.4. The SPA shall defend student publications by:
  - a. Assisting publications involved in disputes, such as with their students' unions or universities.
  - b. Actively working to prevent censorship, intimidation or other infringements on the freedoms of the press, speech and information.

## **2. MEMBERSHIP AND OBLIGATIONS**

### **2.1. Conditions of Membership**

- 2.1.1. Membership of the SPA shall be open to any student publication, and to individuals who are part of a student publication that is not a member of the SPA, provided that:
  - a. The publication or individual is affiliated to an institution in the United Kingdom or the Republic of Ireland, or is primarily resident in one of those countries.
  - b. The publication or individual is in good standing with the SPA.
  - c. The publication meets the definitions set out in Section 1.1.
- 2.1.2. Members are expected to:
  - a. Support and uphold the aims and spirit of the SPA.

- b. Take an active interest in the SPA and participate as much as possible.
- c. Assist the Executive Officers in their work for the SPA.
- d. Support and cooperate with other members, and to defend the interests of other members as they would their own.
- e. Encourage non-members to join the SPA.
- f. Adhere to the Editors' Code of Practice for professional and responsible journalism.

2.1.3. Members must avoid bringing the SPA into disrepute.

## **2.2. Publication Membership**

- 2.2.1. Membership of the SPA shall be open to any student publication subject to the Conditions of Membership.
- 2.2.2. Member Publications may resign their membership at any time by writing to the Membership and Communications Officer.
- 2.2.3. Member Publications may have their membership terminated in accordance with Section 6.3.
- 2.2.4. A publication's membership expires one calendar year after approval, when it may be renewed subject to the Conditions of Membership.
- 2.2.5. A public list of current Member Publications shall be maintained by the Membership and Communications Officer.

## **2.3. Individual Membership**

- 2.3.1. Individuals who are part of a Member Publication shall automatically be Individual Members of the SPA.

- 2.3.2. Individual Membership of the SPA shall also be open to individuals who are part of a student publication that is not a member of the SPA, subject to the Conditions of Membership.
- 2.3.3. Individual Members may resign their membership at any time by writing to the Membership and Communications Officer.
- 2.3.4. Individual Members may have their membership terminated in accordance with Section 6.3.
- 2.3.5. Individual Membership expires one calendar year after the individual ceases to be part of a student publication, unless:
  - a. The individual is an Officer of the SPA, in which case their membership shall be extended until they cease to be an Officer.
  - b. The individual is awarded Lifetime Membership.
- 2.3.6. An internal list of Individual Members who are not part of a Member Publication shall be maintained by the Membership and Communications Officer.

## **2.4. Lifetime Membership**

- 2.4.1. The SPA may award Lifetime Membership to an individual who has had a significant impact on the wider student media community in the United Kingdom or Republic of Ireland.
- 2.4.2. Lifetime Membership may be awarded by a majority vote of Member Publications at a General Meeting (see Section 5.1).
- 2.4.3. Lifetime Membership may be removed in accordance with Section 6.3.
- 2.4.4. Winners of the SPA's Outstanding Commitment Award shall automatically be granted Lifetime Membership.

### **3. Officers**

#### **3.1. Requirements and Responsibilities**

- 3.1.1. The SPA shall have a number of Officer positions.
- 3.1.2. Officers must be members of the SPA.
- 3.1.3. All Officers shall be responsible for:
  - a. Attending General Meetings.
  - b. Representing the SPA in a professional manner.
  - c. Upholding and working towards the aims of the SPA, as set out in Section 1.
  - d. Adhering to any policies enacted by the SPA.
  - e. Communicating their activities to the SPA's members at least once every two months.
  - f. Providing a comprehensive handover for their successor.

#### **3.2. Executive Officers**

- 3.2.1. There shall be five Executive Officers, who are primarily responsible for overseeing and managing the SPA.
- 3.2.2. The Executive Committee shall comprise the five Executive Officers.
- 3.2.3. The Executive Officer positions shall be:
  - a. Chair.
  - b. Development Officer.
  - c. Membership and Communications Officer.

- d. Marketing and Events Officer.
  - e. Digital Media Officer.
- 3.2.4. The Executive Officer positions shall be filled through elections at each AGM.
- 3.2.5. No person may serve on the Executive Committee for more than two years.
- 3.2.6. Executive Officers other than the Chair may resign their position at any time by writing to the Chair.
- 3.2.6.1. Vacant positions on the Executive Committee may be temporarily filled by co-option at the direction of the remaining Executive Officers.
  - 3.2.6.2. If the remaining Executive Officers are unable to fill a position then the position shall be temporarily filled by co-option at the direction of the Board of Trustees.
- 3.2.7. The Chair may resign their position at any time by writing to the Board of Trustees.
- 3.2.7.1. If the position of Chair is vacant, the remaining Executive Officers must choose from among themselves someone to temporarily fill the position.
  - 3.2.7.2. If the remaining Executive Officers are unable to choose a Chair then the position shall be temporarily filled by co-option at the direction of the Board of Trustees.
- 3.2.8. If an Executive Officer position is co-opted, a fresh election for the position must be held within no more than two calendar months.
- 3.2.9. Executive Officers who fail to carry out their responsibilities may be removed from their role in accordance with Section 6.2.
- 3.2.10. In addition to their general Officer responsibilities, every Executive Officer shall be responsible for:
- a. Attending Executive Committee Meetings.
  - b. Presenting a report of their activities at every AGM.

- c. Managing any positions that report to them, and being ultimately responsible for those positions.

### **3.3. Chair**

3.3.1. The Chair shall additionally be responsible for:

- a. Being the public face and spokesperson for the SPA.
- b. Overseeing and supporting the other Executive Officers.
- c. Organising and chairing General Meetings and Executive Committee Meetings.
- d. Overseeing any SPA campaigns or lobbying.
- e. Managing the SPA's financial affairs.

### **3.4. Development Officer**

3.4.1. The Development Officer shall additionally be responsible for:

- a. Developing the SPA so that it better meets its aims as set out in Section 1.
- b. Supporting, advising and training Member Publications.
- c. Working with the Membership and Communications Officer to recruit new Member Publications.
- d. Recruiting, training and overseeing the Regional Officers.
- e. Updating and maintaining the constitution and governance of the SPA.

### **3.5. Membership and Communications Officer**

3.5.1. The Membership and Communications Officer shall additionally be responsible for:

- a. Developing and maintaining two-way communications with SPA members.
- b. Organising and releasing a regular newsletter to SPA members and Trustees on behalf of the Executive Committee, detailing the activities of the SPA's members and Officers.
- c. Recruiting new members to the SPA.
- d. Processing membership applications.
- e. Maintaining the public list of Member Publications in accordance with Section 2.2.
- f. Maintaining the internal list of Individual Members in accordance with Section 2.3.
- g. Notifying SPA members of General Meetings.
- h. Recording and making publicly available the minutes of all General Meetings.

### **3.6. Marketing and Events Officer**

3.6.1. The Marketing and Events Officer shall additionally be responsible for:

- a. Organising and overseeing all SPA events, including venue booking, speakers and workshops, attendee registration, and ticket sales.
- b. Organising and overseeing the annual SPA National Conference, including submissions, judging and prizes for the Awards Ceremony.
- c. Managing event sponsorship and budgets in conjunction with the Chair.



- d. Supporting SPA members in matters of sponsorship, advertising and marketing.
- e. Securing advertising, sponsorship and donations for the SPA.
- f. Raising and promoting the profile of the SPA through press and public relations activities.

### **3.7. Digital Media Officer**

3.7.1. The Digital Media Officer shall additionally be responsible for:

- a. Managing the SPA's online and social media presence.
- b. Ensuring the SPA's website is kept up to date.
- c. Providing technical support for Member Publications.

### **3.8. Regional Officers**

3.8.1. There shall be Regional Officers, who are each responsible for organising events and communicating with student publications in a particular geographical region.

3.8.2. Regional Officers must either be part of a publication based within their region, or live for most of the year within their region.

3.8.3. There shall be one Regional Officer for each of the following regions:

- a. Northern England.
- b. The Midlands.
- c. Southeast England.
- d. Southwest England.
- e. London.

- f. Scotland.
  - g. Wales.
  - h. Northern Ireland.
  - i. The Republic of Ireland.
- 3.8.4. Disputes over regions shall be settled by the Executive Committee.
- 3.8.5. In addition to their general Officer responsibilities, every Regional Officer shall be responsible for:
- a. Communicating their activities to the Member Publications in their region.
  - b. Working with the Development Officer to train Member Publications within their region.
  - c. Working with the Membership and Communications Officer to recruit new Member Publications from their region.
  - d. Working with the Marketing and Events Officer to organise events within their region.
- 3.8.6. Regional Officers shall report to the Development Officer.
- 3.8.7. The Regional Officer positions shall be filled following each AGM, according to the following procedure:
- 3.8.7.1. The Executive Committee shall open applications for the positions for no less than two weeks.
  - 3.8.7.2. The Executive Committee shall then by majority vote select a successful candidate for each region.
  - 3.8.7.3. If there are no applicants for a position, the Executive Committee may fill the position through co-option.
  - 3.8.7.4. If the Executive Committee are unable to fill a position through co-option then the position shall be filled by co-option at the direction of the Board of Trustees.

- 3.8.8. A Regional Officer may resign their position at any time by writing to the Development Officer.
  - 3.8.8.1. Vacant Regional Officer positions may be filled by co-option at the direction of the Executive Committee.
  - 3.8.8.2. If the Executive Committee are unable to fill a position then the position shall be filled by co-option at the direction of the Board of Trustees.
  - 3.8.8.3. If a Regional Officer position is co-opted, a fresh application process for the position must be held within no more than two calendar months.
- 3.8.9. Regional Officers who fail to carry out their responsibilities may be removed from their role in accordance with Section 6.2.

### **3.9. Project Officers**

- 3.9.1. There shall, at the discretion of the Executive Committee, be Project Officers who are each responsible for assisting the Executive Committee in particular areas or tasks.
  - 3.9.1.1. Examples of such areas may include administration; liaising with the SPA's alumni; managing the SPA's online presence; or helping to organise the National Conference.
- 3.9.2. Project Officers shall be appointed by a majority vote of the Executive Committee.
- 3.9.3. In addition to their general Officer responsibilities, every Project Officer shall be responsible for:
  - a. Communicating their activities to the Executive Committee.
  - b. Working with the Executive Committee members, Regional Officers or other Project Officers as required for their assigned tasks.
- 3.9.4. Project Officers shall report to the Chair.

- 3.9.5. Project Officers shall remain in position until they resign or are dismissed by a majority vote of the Executive Committee.
- 3.9.6. A Project Officer may resign their position at any time by writing to the Chair.
- 3.9.7. Project Officers who fail to carry out their responsibilities may be removed from their role in accordance with Section 6.2.

### **3.10. Financial Officers**

- 3.10.1. The Chair and one other Executive Officer shall, in addition to their normal duties, be appointed as Financial Officers of the SPA.
  - 3.10.1.1. The second Financial Officer shall be chosen by a majority vote of the Executive Committee.
  - 3.10.1.2. Where the Chair cannot legally be appointed as a Financial Officer, the Executive Committee shall by majority vote choose another Executive Officer to replace the Chair as the first Financial Officer.
- 3.10.2. The Financial Officers shall be legally responsible for maintaining and managing the SPA's financial affairs.
- 3.10.3. Both Financial Officers must be signatories on any bank accounts held by the SPA.
- 3.10.4. Additional Financial Officers may be appointed by the Executive Committee if required.
- 3.10.5. The Chair shall ultimately hold responsibility for the SPA's financial affairs.
- 3.10.6. Financial Officers must legally be able to be financially responsible.
- 3.10.7. Financial Officers must not have any financial conflicts of interest.

## **4. BOARD OF TRUSTEES**

### **4.1. Role and Responsibilities**

- 4.1.1. There shall be a Board of Trustees, which shall exist primarily to guide and advise the Executive Officers and to safeguard the continuation of the SPA.
- 4.1.2. The Board shall check at least once every two months that the Executive Officers are fulfilling their obligations to the SPA as defined by this Constitution.
- 4.1.3. In addition to the Board's responsibilities as defined elsewhere in this Constitution, the Board shall be empowered to act in specific circumstances:
  - 4.1.3.1. Where the Board feels that an Executive Officer is not fulfilling their duties as defined by this constitution, the Board may formally censure the Officer by issuing a statement. The Officer shall be given the right to reply.
  - 4.1.3.2. Where the Board feels that the continuation of the SPA is endangered, the Board may formally recommend a course of action to the SPA's members for a vote.
- 4.1.4. A majority vote of the Board's members is required for the Board to act in these circumstances.

### **4.2. Membership**

- 4.2.1. There may be up to five Trustees.
- 4.2.2. Up to two Trustees may be appointed by unanimous votes of the Executive Committee.
- 4.2.3. Up to three Trustees may be appointed by majority votes of Member Publications at a General Meeting.

- 4.2.4. Trustees shall serve a term of three years from the date of their appointment.
- 4.2.5. Trustees' terms may be renewed by either a unanimous vote of the Executive Committee or a majority vote of Member Publications, subject to the above restrictions.
- 4.2.6. Trustees may not be current Members or Officers of the SPA, or have been a Member or Officer of the SPA more recently than one year ago.
- 4.2.7. A Trustee may resign their position at any time by writing to the Chair.
- 4.2.8. Trustees who fail to carry out their responsibilities may be removed from their role in accordance with Section 6.2.

## 5. MEETINGS

### 5.1. General Meetings

- 5.1.1. The SPA shall hold General Meetings, which shall be open to all members of the SPA.
- 5.1.2. The purpose of a General Meeting shall be:
  - a. To hold elections for vacant positions on the Executive Committee.
  - b. To hold elections for vacant positions on the Trustee Board.
  - c. To discuss and vote on policy motions and constitutional amendments.
  - d. To discuss and vote on dismissals of Officers or Trustees, or termination of membership.
  - e. To discuss and vote on Lifetime Membership awards.
  - f. To discuss and vote on any other pertinent matter.

- 5.1.3. General Meetings may be called by the Chair; by a majority of the Executive Committee; by the Board of Trustees; or by a petition from at least three Member Publications delivered to the Chair.
- 5.1.4. A minimum of one month's notice must be given for a General Meeting.
- 5.1.5. The agenda for the General Meeting must be announced at least two weeks prior to the Meeting.
  - 5.1.5.1. The agenda must in particular contain details of all votes to be held at the Meeting, to allow for remote voting.
- 5.1.6. When a General Meeting is called:
  - 5.1.6.1. The Membership and Communications Officer must clearly notify all Member Publications, Officers and Trustees of the Meeting, including the agenda.
  - 5.1.6.2. The Chair must appoint an impartial Returning Officer, who may not be an Officer of the SPA or a candidate in any possible vote, to oversee any voting.
- 5.1.7. For matters requiring a vote, the following procedure shall apply:
  - 5.1.7.1. Each Member Publication shall have one vote. Delegates from that publication shall decide how the publication is to vote.
  - 5.1.7.2. Individual Members, Lifetime Members and Trustees may not vote.
  - 5.1.7.3. In the event of a tied vote the Chair shall have the casting vote, except where the vote directly concerns the Chair.
  - 5.1.7.4. The Returning Officer may not cast a vote or otherwise be involved in the voting process.
  - 5.1.7.5. Member Publications with delegates present at the meeting may cast their votes in person.
  - 5.1.7.6. Member Publications unable to send delegates to the meeting may cast their votes remotely by writing to the Returning Officer.
  - 5.1.7.7. The Returning Officer shall then add together the votes received in person and in writing.

- 5.1.7.8. Unless otherwise specified, a majority vote shall suffice.
- 5.1.8. For votes that are not elections, votes cast remotely will be accepted provided they are received after the agenda is announced but no later than the end of the in-person voting process.
- 5.1.9. For elections, votes cast remotely will be accepted provided they are received during the in-person voting process.
- 5.1.10. A vote must receive submissions from 25 per cent of Member Publications to be quorate.
- 5.1.11. The minutes of the Meeting shall be recorded by the Membership and Communications Officer and made publically available.

## **5.2. Annual General Meeting**

- 5.2.1. An Annual General Meeting (the "AGM") shall be held once a year.
- 5.2.2. The AGM shall follow the procedure set out for a General Meeting.
- 5.2.3. The purpose of the AGM, in addition to the purpose of any General Meeting, shall be:
  - a. To hear reports from the Executive Officers of their activities since the last AGM.
  - b. To hold elections for all Executive Committee positions.
- 5.2.4. The minutes of the Meeting shall be recorded by the Membership and Communications Officer and made publically available.

## **5.3. National Conference (SPANC)**

- 5.3.1. The SPA shall hold an annual National Conference ("SPANC") to which all SPA members shall be invited.



- 5.3.2. National Conferences shall be held no more than 14 months apart.
- 5.3.3. The purpose of SPANC shall be:
  - a. To host that year's AGM, unless it has already been held.
  - b. To host the Awards Ceremony.
  - c. To host talks and workshops.
  - d. To encourage communication and cooperation between SPA members.
- 5.3.4. SPANC shall be hosted by one of the SPA's Member Publications. The host and location shall be chosen according to the following procedure:
  - 5.3.4.1. Member Publications may bid to host SPANC through an open tender process.
  - 5.3.4.2. The rules and requirements for the tender process, including the window for bids and a range of proposed dates for SPANC, shall be specified by the Executive Committee.
  - 5.3.4.3. The window for bids must be no shorter than one calendar month.
  - 5.3.4.4. The window for bids must not open earlier than eight calendar months before the earliest proposed date for SPANC.
  - 5.3.4.5. The Executive Committee must make a decision within one calendar month of the bid window closing.
  - 5.3.4.6. The Executive Committee shall select the host based solely on the submitted bids.
  - 5.3.4.7. The Executive Committee shall vote on the SPANC tender decision using the Alternative Vote method.
  - 5.3.4.8. Any Executive Committee member who registers a conflict of interest must recuse themselves from the vote on the tender decision.
  - 5.3.4.9. If the Executive Committee is reduced by two or more officers owing to conflicts of interest, the Board of Trustees shall choose from

among themselves one Trustee to participate in the vote on the tender decision.

5.3.5. SPANC shall include an Awards Ceremony to recognise the best student journalism among its membership. The awards process shall be carried out according to the following procedure:

- 5.3.5.1. The rules and requirements for the awards process, including the window for submissions and the awards categories, shall be specified by the Executive Committee.
- 5.3.5.2. The window for awards submissions must last at least one calendar month but no more than three calendar months.
- 5.3.5.3. Submissions must have been published no more than thirteen months before the Awards Ceremony.
- 5.3.5.4. The awards submissions may optionally be shortlisted. The shortlisting panel for a category must not include any SPA members who have any conflict of interest with any of that category's entrants.
- 5.3.5.5. The awards judges will be recruited by the Executive Committee. Judges may not be involved with the SPA.

#### **5.4. Executive Committee Meetings**

- 5.4.1. A meeting of the Executive Committee may be called by the Chair, or by any Executive Officer writing to the Chair.
- 5.4.2. Executive Committee Meetings shall be held as frequently as the Executive Committee sees fit.
- 5.4.3. A minimum of one week's notice must be given for an Executive Committee Meeting.
- 5.4.4. SPA members not on the Executive Committee may attend Executive Committee Meetings, without voting rights, at the discretion of the Chair.
- 5.4.5. For matters requiring a vote, each Executive Officer shall have one vote.

- 5.4.6. In the event of a tied vote, the Chair shall have the casting vote, except where the vote directly relates to the Chair.
- 5.4.7. The quorum for an Executive Committee Meeting shall be a majority of the Executive Officers.
- 5.4.8. The minutes of the Meeting shall be recorded by the Membership and Communications Officer.

## **6. ELECTIONS AND DISMISSAL**

### **6.1. Elections**

- 6.1.1. Elections may be held at General Meetings to fill vacant Executive Committee or those Trustee positions that are elected by the SPA's members.
- 6.1.2. The Chair shall have appointed a Returning Officer prior to the meeting who shall be responsible for overseeing the election process.
- 6.1.3. For elections to Executive Officer positions, any member of the SPA shall be eligible to stand for any position, subject to term limits.
- 6.1.4. For elections to Trustee positions, anyone shall be eligible to stand, subject to the restrictions in Section 4.2.
- 6.1.5. Candidates for any election may stand from the floor, and candidates who are unsuccessful may stand for another position.
- 6.1.6. The elections process shall be made available to watch live over the internet.
- 6.1.7. For all elections, Re-Open Nominations ('RON') shall be a candidate.
  - 6.1.7.1. If RON wins, or if no candidates stand for a position, the position shall be left vacant and another election shall be held to fill it at the next General Meeting.

- 6.1.8. The election for each position shall be held according to the following procedure:
  - 6.1.8.1. Each candidate for the position shall make a speech outlining their experience and policies. The time allowed for the speeches shall be set by the Returning Officer.
  - 6.1.8.2. The Returning Officer shall moderate questions from the floor. Questions may be aimed at all candidates or at an individual candidate.
  - 6.1.8.3. Each candidate shall make a closing statement. The time allowed for the statements shall be set by the Returning Officer.
  - 6.1.8.4. Delegates from each Member Publication shall choose an individual from their publication to cast the publication's vote.
  - 6.1.8.5. For any given vote, if the casting individual is a candidate in that election then they must nominate a proxy from the same publication to vote in their place.
  - 6.1.8.6. Where the casting individual is the only delegate from their publication, they may nominate any other SPA member who is not a candidate to act as proxy for the given vote.
  - 6.1.8.7. Voting shall be by secret ballot. The time allowed for voting shall be set by the Returning Officer.
  - 6.1.8.8. Votes shall be counted by the Returning Officer. The election method used shall be First Past The Post.
  - 6.1.8.9. The winning candidate shall be announced.
- 6.1.9. The results of the elections, including vote counts, shall be recorded by the Membership and Communications Officer and included in the minutes of the meeting.

## **6.2. Dismissal of Officers and Trustees**

- 6.2.1. An Executive Officer may be dismissed from their position by a majority vote of Member Publications at a General Meeting.
- 6.2.2. A Regional Officer may be dismissed from their position by a unanimous vote of the Executive Committee or by a majority vote of Member Publications from that Officer's region.
- 6.2.3. A Project Officer may be dismissed from their position by a majority vote of the Executive Committee or by a majority vote of Member Publications at a General Meeting.
- 6.2.4. A Trustee may be dismissed from their position by a majority vote of Member Publications at a General Meeting.
- 6.2.5. The individual shall be given the opportunity to make a statement prior to any vote.
- 6.2.6. The grounds for dismissal must be stated prior to any vote, and must involve a breach of the individual's responsibilities as set out in this Constitution.

### **6.3. Termination of Membership**

- 6.3.1. A Member Publication may have its membership terminated by a unanimous vote of the Executive Committee or by a majority vote of Member Publications at a General Meeting.
  - 6.3.1.1. A representative of the publication shall be given the opportunity to make a statement prior to any vote.
- 6.3.2. An Individual Member may have their membership terminated by a majority vote of the Executive Committee or by a majority vote of Member Publications at a General Meeting.
  - 6.3.2.1. The individual shall be given the opportunity to make a statement prior to any vote.
- 6.3.3. A Lifetime Member may have their Lifetime Membership removed by a majority vote of Member Publications at a General Meeting.

- 6.3.3.1. The individual shall be given the opportunity to make a statement prior to any vote.
- 6.3.4. If the membership of an Officer is terminated, that individual shall also cease to hold their Officer position.
- 6.3.5. The grounds for termination of membership must be stated prior to any vote, and must involve a breach of the Conditions of Membership (see Section 2).

## **7. POLICY & CONSTITUTION**

### **7.1. Policy**

- 7.1.1. The SPA may adopt policies – aims or statements of intent – that it shall be bound by and work towards.
- 7.1.2. Any Individual Member may propose to adopt or discard a policy.
- 7.1.3. The proposal must be seconded by another Individual Member.
- 7.1.4. Proposals to adopt or discard policies must be delivered to the Chair in writing.
- 7.1.5. Proposals will be debated and voted on at the next General Meeting.
  - 7.1.5.1. A General Meeting must be called if none is scheduled for within two calendar months of the proposal's delivery to the Chair.
  - 7.1.5.2. A motion to propose or discard a policy requires a majority vote of Member Publications in accordance with Section 5.1.
- 7.1.6. Adopted policies automatically lapse after three years, when they may be proposed anew.

### **7.2. Constitution**

- 7.2.1. Any Individual Member of the SPA may propose to amend or dissolve this Constitution.
- 7.2.2. Proposals for amendments to this Constitution, or for its dissolution, must be delivered to the Chair in writing.
- 7.2.3. Proposals will be debated and voted on at the next General Meeting.
  - 7.2.3.1. A General Meeting must be called if none is scheduled for within two calendar months of the proposal's delivery to the Chair.
  - 7.2.3.2. A motion to amend or dissolve this Constitution requires a two-thirds vote of Member Publications in accordance with Section 5.1.
  - 7.2.3.3. The Development Officer must ensure that all official copies of the Constitution are updated within one week of an amendment being passed.
- 7.2.4. Disputes over interpretations of the Constitution shall initially be settled by the Development Officer.
  - 7.2.4.1. An appeal against the Development Officer's decision may be made to the Chair.
  - 7.2.4.2. An appeal against the Chair's decision must be put to a vote of Member Publications at a General Meeting, which must take place within two calendar months of the notice of appeal.
  - 7.2.4.3. There is no appeal to a vote of Member Publications.

## **8. FINANCE**

### **8.1. Accounts**

- 8.1.1. The Chair shall be ultimately accountable for the SPA's financial affairs.

- 8.1.2. Any SPA member may request details of the SPA's finances by writing to the Chair.
- 8.1.3. Any money obtained by the SPA shall be used only for the SPA's stated purposes and objectives.
- 8.1.4. Any expenditure by the SPA should be logged within seven days and a record made publicly available.

## **8.2. Gifts**

- 8.2.1. An Officer of the SPA must register any gifts received by external parties with the Chair.
- 8.2.2. An Executive Officer must return a gift if the current market value exceeds £50.
- 8.2.3. An Executive Officer must return a gift if the Chair deems that the acceptance of a gift would bring the SPA into disrepute.