



# University of St Andrews Students' Association Students' Representative Council Student Services Council

## AGENDA

Tuesday, 2<sup>nd</sup> April 2019 – Large Rehearsal Room – 6:00pm

### 1. Adoption of the Agenda

### 2. Apologies for Absence

- 2.1. Jack Rogan
- 2.2. Flora Smith

### 3. Adoption of Minutes from Previous Meetings

- 3.1. Joint Councils 20<sup>th</sup> November 2018
- 3.2. SRC 27<sup>th</sup> November 2018
- 3.3. Joint Councils 29<sup>th</sup> January 2019
- 3.4. SSC 05<sup>th</sup> February 2019
- 3.5. SRC 12<sup>th</sup> February 2019
- 3.6. Joint Councils 19<sup>th</sup> February 2019

### 4. Matters Arising from Minutes of Previous Meetings

### 5. Open Forum

### 6. Reports of the Sabbatical Officers

- 6.1. Report of the Athletic Union President
- 6.2. Report of the Association President
- 6.3. Report of the Association Director of Events & Services
- 6.4. Report of the Association Director of Student Development & Activities
- 6.5. Report of the Association Director of Education
- 6.6. Report of the Association Director of Wellbeing

### 7. Questions for Association Committees

- 7.1. Questions for Association Alumni Committee
- 7.2. Questions for Association Community Relations Committee
- 7.3. Questions for Association LGBT+ Committee
- 7.4. Questions for Association Lifelong and Flexible Learners Committee
- 7.5. Questions for Association Environment Committee

### 8. Questions for SSC Subcommittees

- 8.1. Questions for SSC Broadcasting Committee
- 8.2. Questions for SSC Charities Committee
- 8.3. Questions for SSC Debates Committee
- 8.4. Questions for SSC Performing Arts Committee
- 8.5. Questions for SSC Postgraduate Committee
- 8.6. Questions for SSC Societies Committee
- 8.7. Questions for SSC Music Committee
- 8.8. Questions for SSC Volunteering Committee
- 8.9. Questions for SSC Design Committee

- 8.10. Questions for SSC ENTS Committee
- 8.11. Questions for SSC On The Rocks Committee
- 8.12. Questions for SSC Member without Portfolio

**9. Questions for SRC Committees and Officers**

- 9.1. Questions for SRC Accommodation Officer
- 9.2. Questions for SRC Member for First Years
- 9.3. Questions for SRC Member for Gender Equality
- 9.4. Questions for SRC Member for Racial Equality
- 9.5. Questions for SRC Member for Students with Disabilities
- 9.6. Questions for SRC Member for Widening Access and Participation
- 9.7. Questions for SRC Arts/Divinity Faculty President
- 9.8. Questions for SRC Science/Medicine Faculty President
- 9.9. Questions for SRC Postgraduate Academic Convener
- 9.10. Questions for SRC Postgraduate Development Convener
- 9.11. Questions for Principal Ambassador
- 9.12. Questions for Rector's Assessor
- 9.13. Questions for SRC Member Without Portfolio

**10. New General Joint Business**

- 10.1. Carve-Ups for SAEC
- 10.2. J. 19-5 Motion to update the University of St Andrews Students' Association's 2017 Sustainability Policy.
- 10.3. J. 19-6 Motion to restructure the Committee of Saints LGBT+

**11. New General SSC Business**

- 11.1. Carve-Ups for Discipline Committee
- 11.2. Carve-Ups for Societies Committee
- 11.3. S. 19-1 A motion to replace the Broadcasting Society (STAR) Constitution
- 11.4. S. 19-2 A Motion to Replace the Music Subcommittee's name to SAM
- 11.5. S. 19-3 A Motion to replace the Music Subcommittee's (MiL or SAM) Constitution
- 11.6. S. 19-4 Motion to Restructure the Societies Committee
- 11.7. S. 19-5 Motion to Include Outgoing UDS Communications Secretary on Interview Panel

**12. New General SRC Business**

- 12.1. Carve-Up for SRC Postgraduate Development Officer

**13. Any Other Competent Business**

**14. Collaborative Solutions**

## **ASSOCIATION OFFICER REPORTS**

### **Association Alumni Officer – Olivia Wiggins**

Since being elected I have met with Olivia, the current Alumni Officer, to discuss the role and the upcoming Alumni Festival Weekend. I have also sat in on a festival planning meeting alongside representatives from the AU, Alumni Committee, Sabbatical team and Development Office. Details regarding catering, the programme of events and the logistics of AU and Student's Association tours were finalised in this meeting. Over the course of Alumni Weekend, I will support Olivia and her team during registration sessions, the Pub Quiz and the Union Showcase. I intend to advertise the AGM for my new sub-committee following the completion of Alumni Weekend.

### **Association Community Relations Officer – Morgan Morris**

Community Relations has been relatively quiet since elections as we have been tying up loose ends with last year with our cycling campaign and our involvement in the alumni festival. Coming up over the next few weeks will be forming this next years committee, applications are open now and working with wellbeing for the May Dip Campaign. We will also be beginning our Your St Andrews booklet for distribution in freshers week - if anybody would like to contribute to this please let me know.

### **Association Environment Officer – Lauren Davis**

April is going to be busy with Environment activities every week! From helping out with Wellbeing Week (8), to Fashion Revolution Week with Sustainable Style, and Earth Year-themed events, it's sure to be a success. Additionally, I will be choosing my Subcommittee in the next week, so I am excited to get to work as I have many plans and ideas for next year.

### **Association LGBT+ Officer – Parker Hansen**

Nothing much to report. Have been working on Pride and on restructuring the current committee. Also partially finished handover with Zelda and will slowly start co-chairing meetings before taking over after the AGM.

### **Association Lifers Officer – Sandra Mitchell**

I'm still currently working away on the UC campaign that I started on before joining councils officially. There has been a further update from Lesley Dunbar, Director of SWAP and a student from Stirling university. It potentially looks like Lone parents may now be getting refused the lone parent grant SAAS because of the way UC is paid. This is something I will be looking into more to find out exactly what is happening.

We are having a carers cuppa in society room D on the 3rd April from 13.30-1500. A student approached us for help in connecting with other students who have caring responsibilities or have experience with caring responsibilities and we felt this might be a good way to try and connect.

We are also having our AGM on the 8th April where we will be putting together our new committee. I'm hopeful that we may have new committee members who are part of the wider student community so we can make more progress on bridging the gap between 'non traditional' and 'traditional' students.

## **SRC REPORTS**

### **SRC Accommodation Officer – Charles Barker**

Handover from Lucy Allat – the previous Accommodation Officer – has 'officially' occurred over spring break. We have agreed to have a transition of a couple of weeks where we both have access to the srcaccommodation@ email due to ongoing commitments of Lucy's which

will be concluding soon (eg the How to Leave guide). This also gives me time to get properly settled in to the position.

I am figuring out what I want from a subcommittee for the next year, and will open applications soon (this should be done by the time the Joint Councils meeting rolls around).

Over the past week, Lucy and I have liaised with CAPOD regarding the hall committee training set to happen on the 29th of April for incoming hall committee members. The main outcomes of that meeting included more time discussing events management and including some basic finance training for all. We're also considering directing members to CAPOD's professional skills curriculum to work on skills not touched on during the training, as the new schedule for the training day is set to be more specialised than before.

There is a senior student forum on the 8th of April scheduled, which will focus primarily on the outgoing hall committees' thoughts on our changes to the training session.

### **SRC Member for First Year – Polina Sevastyanova**

No report submitted.

### **SRC Member for Student Health – Emma Walsh**

I don't have much to report, other than that I've done my handover with Nick and discussed the new options for out of hours at the hospital as well. We also went over how to achieve things in the coming year. In terms of Wellbeing, I've been very busy planning Wellbeing Week and we have about 16 events coming up next week with it which I will be overseeing. After Wellbeing Week is over, I plan to start looking into contacts within the NHS to see about improving the Health Hub.

### **SRC Member for Gender Equality – Leo Capelier**

I have begun to implement my principal agendas of raising awareness of the gender-related support on offer, as well as ensuring there is sufficient and accessible sexual health support. I contacted the design team and asking for a meeting to create a poster outlining where to go for support within the university in addition to support helplines targeting specific gender related issues such as LGBT support, sexual violence and mental health support. This poster will be distributed around all university owned buildings with the hope that it is placed in every toilet cubicle in halls of residence. It is essential to couple helplines with accessible services to ensure students can maintain good sexual health, so I have contacted NHS sexual health scotland explaining the need for a pop-up sexual health clinic at the union and a need for greater awareness of STDs during freshers (e.g. handing out free chlamydia tests).

Despite arranging a time for my handover, my predecessor failed to attend nor make further contact, therefore I arranged a meeting with my line manager to discuss my role and how to go about achieving my aims. Also, I hope to explore the possibility of setting up a meeting (or several) with the heads of gender-related societies to discuss what specifically needs to be tackled in St Andrews.

### **SRC Member for Racial Equality – Zoe Nengite**

Nothing to report.

### **SRC Member for Students with Disabilities – Emily Muller**

No report submitted.

### **SRC Member for Widening Access and Participation – Brittany Swires**

I am in the process of writing an open letter to Admissions regarding the recent changes to paid Ambassador work, as this has caused many students a lot of difficulty. I have also begun to create an anonymous form for people to submit their own opinions on the changes, which

I will attach to the letter. I will be meeting with Ciara as soon as possible for handover. I plan on meeting with Paloma and Nick this week in order to discuss my goals for the Member for WAAP role. I will also be working on a general anonymous form for any students to address their concerns in relation to WAAP. The things I really want to focus on in the immediate future are starting-out grants for incoming students, an online support group for students from widening participation backgrounds, and addressing the damaging changes to Ambassador work.

### **Arts/Divinity Faculty President – Gianluca Giammei/Sophia Rommel**

As I was only recently elected as the next Arts/Divinity Faculty President, I have not done much as of yet. Nonetheless, I have set up a meeting with the Philosophy PGR Class Representative to discuss tutor pay issues across different Schools. What initially started as this Rep advocating for higher tutor pay within the Philosophy Department has now expanded to a body of postgraduate tutors in the Arts advocating for increased tutor pay. The Rep is looking to take this movement further and has asked for my continued support on the above issue. Thus, I hope that our meeting can enable us to discuss the above further, including brainstorming ways of moving forward. This matter is also something I would like to discuss with the current Arts/Divinity Faculty President, Science and Medicine Faculty President and Director of Education (as well as their respective 'incoming counterparts') and I think that the perfect opportunity to do so is at our Handover meeting (which will take place on the 12th of April) – I'm looking forward to it!

### **Science/Medicine Faculty President - Alisa Danilenko/Dennis Goodtzov**

Up to this point nothing substantial has been planned or done. A meeting with the current and future DoEd has been set up with myself and Sophie (Arts/Divinity Faculty President) for April 11th to further assist us with the transition, as well as get us more acquainted with one another. A plan I have set is to email the entire SciMed Faculty from the SciMed Faculty President email account introducing myself and describing my role to them. There is nothing else to report.

### **SRC Postgraduate Academic Convener –Ashley Clayton/Emma Whitefield**

I recently ran an investigation into whether PGT students felt that they were being supported with essay samples from their school, where appropriate or not. I have reported the findings to Academic Monitoring Group which I attended on the 25th of March, and will be continuing to support PGT Representatives where the findings have been negative.

I have written an application on behalf of the Postgraduate society and St Leonard's College for the PG Development fund, to put on another PGR Getaway to The Burn for August of 2019. In the event of a successful application, I will be working towards getting the relevant service units together to provide workshops for this getaway in the coming month.

I have been finding PGT students to engage in the Masters Student "Golden ticket" working group lunch, though this was sadly cancelled.

I will be meeting with the DoEd and Faculty Presidents on Saturday 30th of August to devise a shortlist for the Association's teaching awards.

I am in the process of booking the next PGR and PGT Executive Rep forums for late April.

I have been asked in my role capacity to be a part of the University's Research Committee, which I have accepted.

I will be contacting my successor to organise handover details, and hope she will be shadowing me for some of my upcoming meetings. These include Learning & Teaching Committee, PG Society committee on the 3rd of April, and Research Committee on the 11th

of April.

### **SRC Postgraduate Development Convener – Courtney Aitken/TBA**

Nothing to report.

### **Principal Ambassador – Emma Thompson/Ben McAuley**

Due to some differing timelines, I believe this will be my last report of the year before I hand over to my successor, Ben McAuley! He and his new team will take over on June 1st, but in the interim he will be taking over my spot on Councils.

We are gearing up for our busiest month of the year, with 3 Visiting Days (3th, 10th, 17th April) and our first Offer Holder Day of the year (6th April). This is your warning now to avoid Pret on these days at all costs. Each event will have at least 600 attendees registered, so looking to be quite a hectic month! My deputy, Iain, has also begun preparations for our Summer Schools.

### **Rector's Assessor – Camilla Duke**

Yesterday, the Rector's Committee hosted our These Islands event. We are opening application for the Rector's Fund at the end of this month, with our new, streamlined application, which is very exciting. We are also continuing to work on the Universal Credit campaign, and we are building support amongst the politically active student societies, most recently the Lib Dems. We are hoping to generate a good deal of media coverage to demonstrate how far the campaign has come.

### **SRC Member Without Portfolio – Rowan Wishart**

Nothing to report.

## **SSC REPORTS**

### **SSC Broadcasting Officer- Tom Groves**

Since elections, I have cleaned up our social media accounts, messaging past committee members to regain access to lots of old STAR pages. I rewrote our constitution, the motion for which will be reviewed on 2nd April. I have also restarted the Musicians of St Andrews Facebook group, rebuilt our AutoTrack database, and installed a new microphone arm and wireless mice in the studio.

Currently, committee applications are open until 31st March. Thanks to everyone who helped publicise this, we have already received more applications than any year on record, with an average of roughly three applicants per position.

Coming up, we have a bonfire event on 31st March with a few other societies. Committee interviews are taking place the following week, and we will also be looking for a new web server to save money. We will be at the "Student Experience Showcase" in 601 on 6th April.

### **SSC Charities Officer -Frankie Borderie**

I am currently in the process of planning our AGM where various positions on our Executive committee will be elected as well as some from our subcommittees.

Race2 has breached the £45,000 donation mark and we are extremely pleased with this as it is yet another year where we have increased the money raised from this event.

We have a 'Secret St Andrews' event coming up as part of On The Rocks and we are excited to see the results of this.

### **SSC Debates Officer- Toni Valencia**

The Union Debating Society will be having their AGM on Wednesday, April 10. People were given notice through Facebook event invites and our mailing list has sent out a notification of

our AGM during spring break to give everyone 2 weeks notice.

We will also hold Treasurer interviews on Tuesday, April 2nd and the decision will be announced at the following committee meeting and training session.

The UDS has also sent out our public debates suggestions form for the next academic year to the students through including in the Sabbatical's weekly e-mail, Facebook posts, and our own mailing list. We have also requested School Presidents to include our form in their weekly e-mail.

In regards to competitive debates, we recently sent a team to UCL and our judge broke in this very competitive competition. Our judge also earned the right to judge the final.

### **SSC Performing Arts Officer- Manaal Mahjoub**

I have been working on scheduling the Mermaids AGM with Jamie and Adam, the date of which should be confirmed sometime this week. The Facebook event will go up soon after.

### **SSC Postgraduate Officer – Cameron Rice/Blake Purchase**

The PG Society have hosted a few new events this past month and are planning more new ones in the coming weeks, chief among which is the St Leonard's College Dinner that is to take place on May 2<sup>nd</sup> in Lower College Hall. We will also be seeking to have a bonfire event on the coming weeks as the weather warms up.

### **SSC Societies Officer-Markus Lee**

Committee AGM has been set for the 8th of April. I have recently updated all of the documents accordingly (including standing orders, special rules of orders, affiliation agreements, grants forms etc) and will be presenting them to the committee for approval. Currently I am preparing for societies re-affiliation and am accepting applications for society awards. I have also coordinated with Cash Office staff and Building Supervisors to ensure that society trainings are up to date, and that all of the documents are amended properly.

### **SSC Student Music Officer – Danil Flewelling**

Since I got elected as Music Officer I've been fairly busy. I started by putting together a list of everything we need, then proceeded to order around £1100 worth of gear. I then rewrote the constitution and put forward two motions (attached to this email); one to change MiLs name to SAM (St Andrews Music) and one to update the constitution. Apart from that, I've organized a poetry reading performance for LGBT, and worked to get some musicians to play at the mini freshers fayre on the 6th.

### **SSC Volunteering Officer – Lisa Marie Husby**

We are hosting a Pub Quiz and collaboration with St Can-drews Foodbank Collection on Tuesday April the 2nd. We are also planning to attend the Student Experience Showcase on Saturday the 6th. The coming weeks we will focus on recruiting a new committee, conducting interviews and planning our AGM.

### **SSC Design Team Convener – Mika Schmeling**

No report submitted.

### **SSC ENTS Convener – Paul Lancaster**

Currently in the process of appointing a new Ents convener and committee.

### **SSC Arts Festival Convener- Chloe Ashley**

We are in the last push now as On The Rocks begins on Friday! Everything is going to plan at the moment and the tickets for all of the events are available on the Byre Website. I encourage everyone to look at our programme and go to as many events as you can!

**SSC Member without Portfolio- Gavin Sanford**  
No report submitted.



## **J. 19-5 Motion to update the University of St Andrews Students' Association's 2017 Sustainability Policy.**

THIS SSC & SRC note:

1. The Association President is responsible for representational strategy regarding accommodation, environment, and external campaigns (3.1.11. in the Laws).
2. The Association Environment Officer (3.9. in the Laws) convenes and chairs meetings of the Association Environment Committee; works in cooperation with relevant members of staff; liaises with the University on matters relating to Environment issues; implements Association policy on Environment issues.
3. The Association Environment Committee shall formulate and ensure the execution of Association policy on Environment (3.14. in the Laws).
4. A number of sustainable practices are already in place, following from the University of St Andrews Students' Association's Sustainability Policy (2017).
5. The University of St Andrews has a Sustainable Development Policy & Strategy 2012- 2022 which recognizes and supports the need for an integrated approach to sustainability. The Policy focuses on key areas of improvement such as resource use; waste management; utilities management; environmental management and compliance; travel and transport, among others.
6. The University's 2018-2023 Strategy addresses sustainability and places it alongside social responsibility at its core.
7. The University has a Financial Operating Procedure Sustainable & Responsible Investing policy (January 2014).
8. The University has a Sustainable and Ethical Procurement Policy 2014.
9. The University won the Times Higher Education Award for Outstanding Contribution to Sustainable Development in 2010. It won another award for its Biomass Plant, in the 'Sustainable Development' category for the 2017 Scottish Green Energy Awards. It was shortlisted and highly commended for a Green Gown Award in 2018 in the category 'Campus of the Future' for Eden Campus.

This SSC & SRC believe:

1. The Union has a duty to operate, invest, and conduct its general business in such a way that reflects the ethics, principles and worldview of the majority of the student body, as voted upon by its elected representatives.
2. The SA should endeavour to deliver its agenda with minimal negative impact on the environment and community, with a focus on cost-control.
3. This document improves and thoroughly updates the policy which the SRC and SSC approved in 2017.
4. The proposed Sustainability Policy provides the SA with a structured guide for long-term planning as well as for daily operations and management. Within its framework, the SA can achieve a level of social responsibility and sustainability it is proud of and which fully realizes the expectations of the student body.

This SSC & SRC resolve:

1. To adopt the proposed Sustainability Policy for 2019.
2. To continue to revise the policy annually with the next revision scheduled for January 2020.
3. To recommend the Students' Association Board of Trustees to endorse this policy and ensure its enforcement in all business conducted on behalf of the Students' Association, both in-house and as a contractor.
4. To mandate the Association Environment Officer and the Association President to take charge of the responsibilities laid out in the introductory section of the policy, following Board approval.
5. To encourage the Association Environment Officer and the Association President to continue to work collaboratively with the University and the community, to achieve shared goals of their

respective policies. The opportunities to influence high level strategic decisions and to enable capacity building at an institutional level will be protected through this policy.

**Proposed:**

Paloma Paige, Association President

Lauren Davis, Association Environment Officer

**Seconded:**

Jamie Minns, Director of Student Development & Activities

Adam Powrie, Director of Events & Services

Nick Farrer, Director of Wellbeing

## **Appendix A**

### **University of St Andrews Students' Association's Sustainability Policy (2019)**

#### **1. Introduction**

- 1.1. This Policy applies to the operations and strategic direction of the University of St Andrews Students' Association (SA). It aims to guide decisions and action by providing an ethical standard and an empirical point of reference. It also provides structural and procedural suggestions for day-to-day operations and management in the Union so as to embed the principles laid out in this policy into the very ethos of the institution.
- 1.2. This policy is one which current students should be proud of, and which future students should benefit from. It will be available to all parties including the general public, and will be provided to all sabbaticals, staff, subcommittees and affiliated societies.
- 1.3. The SA Environment Committee is responsible for advising the Association President or management staff, where appropriate, as to how the policy may or may not be achieving its aims. The former is also responsible for collating ideas and suggestions from the student body as to how the SA can improve its policy.
- 1.4. The Association President is responsible for updating this policy every Spring and bringing a motion to Joint Council. Through this process, the advice of the SA Environment Committee and close consultation with permanent staff should inform any changes.
- 1.5. The SA Board of Trustees is responsible for overseeing the enactment and enforcement of the policy at a strategic level.
- 1.6. The next review shall take place at Joint Council in February 2020 and the following SA Board Meeting.

#### **2. Definitions**

- 2.1. Sustainability can be defined as meeting the needs of present generations without jeopardizing the needs of future generations. For the purpose of this paper, sustainability can be divided into three subsets: economic, social, and environmental. These are interlinked not only by their contributions to sustainability, but also by the ethical foundation that must bind them.
- 2.2. In practical terms, economic relates to how investments and means of business have a wider impact on the choices available to future generations; social relates to the responsibility of individuals and institutions to be conscious of the impact their actions have with regard to society and the environment; and environmental relates to using resources wisely and with minimal waste.

#### **3. Policy Statement**

- 3.1. The Union has a duty to operate, invest, and conduct its general business in such a way that reflects the ethics, principles and worldview of the majority of the student body, as voted upon by its elected representatives.
- 3.2. The SA recognizes human-influenced climate change and resource depletion as two of the biggest challenges facing the current generation. We are committed to improving the Union's environmental performance as part of an effort to become more sustainable.

- 3.3. The SA supports the provision and promotion of wider choice in forms including, but not limited to, Fair Trade (as defined in the SA Fairtrade Policy, see appendix b.), vegetarian, and locally-sourced.

#### **4. Implementation**

- 4.1. The SA will actively engage with the University's Environment Team, relevant University units, hall reps, and relevant community groups with the view to bring about practical changes needed for the implementation of elements of this policy.
- 4.2. The Association President will convene a meeting of the Sustainability Policy Core Group every 3-4 weeks; membership will include the Association Environment Officer and their committee, relevant permanent Union staff, and those groups mentioned in 4.1. where relevant. This group will explore areas of collaboration and address areas for improvement. It will also be the forum in which the action log is regularly monitored.
- 4.3. An action plan for the Environment Committee, as well as for management staff and sabbatical officers, is integrated into the policy document (appendix a.). It will be monitored regularly and updated annually.
- 4.4. Within the Union, this policy will be actively promoted among student members and volunteers, as well as staff.
- 4.5. There must be a structural change to staff training such that the principles and practices embedded in this policy become part of daily operations as well as managerial oversight priorities.
- 4.6. Successful implementation of this policy requires a cultural change, not only among staff, but also among students. A culture of actively supporting the initiatives and principles laid out in this policy will be cultivated by the SA and Union, in collaboration with the wider community.

#### **5. Waste & Recycling**

- 5.1. The SA supports and promotes recycling. We are committed to achieving the best possible level of waste minimization.
- 5.2. In commercial venues, first preference is always given to reusable materials such as glass. Disposable crockery and cutlery are not used unless 100% biodegradable, compostable, or recyclable, except in exceptional circumstances.
  - 5.2.1. In commercial venues and at external events, when use of glass would pose a danger to customers and staff, preference is given to biodegradable plastic and polychrome as the alternate materials.
  - 5.2.2. The SA's subcommittees are not reimbursed for disposable crockery or cutlery which is not 100% biodegradable, compostable, or recyclable.
- 5.3. Electronic communication is encouraged as the preferable means of communication to that which uses paper resources.
- 5.4. All paper used internally is FSC certified, or similar, and is recyclable.
- 5.5. All student publications are recyclable (FSC accredited, or similar) and unused copies are recycled. Symbols/text on publications encourage students to recycle.

- 5.6. The use of double-sided printing and photocopying for internal administration is implemented as a standard. When purchasing printing equipment, preference is given to equipment that can handle double-sided printing.
- 5.7. All recyclable materials and food waste are disposed of responsibly where practically possible.
- 5.8. Awareness of recycling facilities in St Andrews, and in the Union building, is promoted through joint publications with University departments/groups and community groups.
- 5.9. A disposal point for batteries is provided in the Union building.
- 5.10. The staff kitchen abides by the same guidelines as do commercial venues (as outlined in this Policy).

## **6. Energy Efficiency & Water Conservation**

- 6.1. The SA endorses energy which comes from environmentally friendly sources.
- 6.2. The SA believes that water is a resource which should be conserved.
- 6.3. The SA shall continue to work with the University towards 100% green energy supply as possible, within reasonable constraints, or to otherwise minimize its energy expenditure.
- 6.4. All lights and computers within the Association building are switched off while the building is vacant, except when required for reasons of security. All existing light fittings and light bulbs are low energy.
- 6.5. Heating and cooling control systems are optimised and regulated to minimise excessive use of energy.
- 6.6. All new white goods purchased are checked for energy and water efficiency.

## **7. Catering & Procurement**

- 7.1. The SA's catering provides, and promotes to students, a range of sustainable foodstuffs. This includes, but is not limited to, Fair Trade, vegetarian, vegan, organic, and locally-sourced.
- 7.2. Where the Union sells ethical products, those products are given priority advertisement, shelf space and stocking wherever possible.
- 7.3. The SA actively promotes Fairtrade (in accordance with the SA Fairtrade Policy) in both cafes, the staff kitchen, and in all catering services.
- 7.4. The SA provides for those with religious, political and/or ethical dietary requirements in the Union, within reason
- 7.5. The Bar Manager and Catering Manager regularly check the statements from suppliers regarding their environmental and ethical procedures, certifications, and/or standards. These must be confirmed as being reputable standards before the Union enters into a business agreement with a supplier.

- 7.5.5. Meat and fish should be procured from sustainable sources which do not employ farming methods involving unnecessary animal cruelty. Certifications, such as Red Tractor Standard holders and Marine Stewardship Council, will be checked before a product is bought.
- 7.6. The SA actively promotes free tap water as a sustainable alternative to bottled water, and that where bottled water is available, it is British produced and bottled in recyclable materials.
- 7.7. Vegeware cups for hot drinks are provided in Rectors' Café and Old Union Diner. Reusable cups for hot drinks are sold and promoted in Rectors' Café.
- 7.8. All cleaning products are environmentally-friendly/biodegradable in addition to meeting COSSH requirements for staff safety.

## **8. Fiscal Practice**

- 8.1. The SA endeavors to be a leader in ethical fiscal practice.
- 8.2. The SA will not accept donations from companies who do not comply with the University's Financial Operating Procedure Sustainable & Responsible Investing policy, as a gesture towards good practice, until the SA creates its own sustainable fiscal policy.

## **9. Travel**

- 9.1. The SA actively encourages environmentally-friendly travel options.
- 9.2. The SA actively engages with groups and business which supports cyclists and which offer valuable services to cyclists.
- 9.2. When travelling on SA-related business, sabbaticals, permanent staff and Association officers are encouraged to choose environmentally-friendly travel options, out-with exceptional circumstances. Video-conferencing is offered as an alternative to travel, where appropriate.
- 9.3. The SA encourages affiliated societies to use environmentally-friendly travel options such as E-car.

## **10. Wider Community and awareness**

- 10.1. As a socially responsible institution, the SA is created for and run by students, but is likewise a valuable contributor to the entire community.
- 10.2. The SA supports student-led initiatives and campaigns, upon the recommendation of the Environment Officer and with the leadership of the Association President.
- 10.3. The SA promotes sustainability initiatives, in line with this policy, to the wider community.
- 10.4. The SA encourages students to voice concerns and opinions to the Association Environment Officer and Committee.

- 10.5. The Environment Committee will use its mailing list, social media, and outreach to publicise changes which have been made in the Association.
- 10.6. The SA encourages the University's careers services to have substantial information and promotions regarding the pursuit of ethical and sustainability careers.

## **Appendix A. Action Plan for 2019-20**

### **Abbreviation table:**

Association President (AP)

Director of Student Development & Activities (DoSDA)

Director of Events & Services (DoES)

Association Environment Officer (EO)

Building Supervisor (BS)

Deputy Building Supervisor (DBS)

Catering Manager (CM)

Bar Manager (BM)

General Manager (GM)

Human Resources Manager (HRM)

Design & Marketing Manager (DMM)

### **SHORT TERM TARGETS**

- 1. To buy a food waste bin for the staff kitchen. **BS**
  - 1.1. new training for cleaning staff **DBS**
  - 1.2. signage in the kitchen **DBS**
- 2. To remove general waste bins from staff offices with the aim of encouraging staff to separate materials into recyclables, waste, and food waste. **BS & GM**
  - 2.1. consult staff and take into consideration options to be flexible according to each office's needs. **AP**
  - 2.2. inform cleaning staff **DBS**
  - 2.3. notify all staff of existing recycling facilities **HRM**
- 3. To amend staff training such that new practice is supported. **HRM & DBS**

- 3.1. ensure that overview of this policy is part of handovers to new councilors and sabbaticals. **HRM & DOSDA**
- 4. To provide a water fountain on the first floor. **BS**
- 4.1. This would be available to non-staff and be similar to that found on the second floor.
- 5. To support all hall committees' elected Environment Representatives and continue to liaise closely with the University to ensure that these representatives receive appropriate training and support to engage their hall's residents in meaningful initiatives. **EO**
- 6. To ensure that 5.2.2. is implemented. **AP**
- 7. To confirm whether the Union's refurbishment achieved BREEAM Excellence.

## **LONG TERM TARGETS**

- 1. To closely follow developments in Fife Council policy and University initiatives so as to improve our recycling facilities. **AP & BS**
- 1.1. Update due at Monday Meetings. **AP & BS**
- 1.2. As facilities are overhauled, options to compost and manage food waste should be explored. **BS**
- 1.3. Options to dispose of Vegeware hot drink cups should continue to be explored. **CM**
- 2. To research feasibility of having only recycled paper stock for internal printers (not Uni Print, not applicable to posters and flyers), with a view to make paper supplies as close to 100% post-consumer recycled as possible. **DMM**
- 3. To collaborate with the University and/or local groups to develop training and workshops to raise awareness for students, members of staff, and members of the community to ensure effectiveness of sustainability policy. **EO**
- 4. To aim to reduce grease wastage in the outgoing water supply by engaging with the University, ScotWater, and Fife Council. **BS**
- 4.1. We note that the University has committed to installing grease traps in 12 of its sites across town already.
- 5. To thoroughly reevaluate the standards of cleaning supplies. **DBS**
- 5.1. A log of certifications should be kept and reported to the SA Sustainability Core Group convened by the AP.
- 6. To encourage the University Shop to provide ethically-sourced and Fairtrade University-branded clothing. **DOES & GM**
- 7. To explore the impact of removing plastic-bottled beverages from the cafes. **CM**
- 8. To create a policy for transparent and ethical investment practice. **AP & GM**
- 9. To explore options to subsidized and streamline student passes for bus travel within the town. **AP & EO**
- 10. To engage with the local government and the local community to help bring about positive change to Environmental policy and sustainability in St Andrews. **AP**



- 10.1. Update due at SAB meetings. **AP**
  
11. To increase connections with Sustainability or Environment and Ethics Officers at other universities. **AP & EO**
  
12. The SA Fairtrade Policy will be updated for 2019-20.

## Appendix B. Students' Association Fairtrade Policy 2018

### STUDENTS' ASSOCIATION FAIRTRADE POLICY

The University of St Andrews Students' Association assigns great importance to the University's role within the international community, and therefore commits to supporting, selling, and promoting Fairtrade goods. This will be achieved by reaching and maintaining Fairtrade status as defined by the Fairtrade Foundation. The Fairtrade Foundation has outlined five foals for a Fairtrade University, and our commitment to them is as follows:

1. Fairtrade products are made available for sale in all Students' Association eateries and bars.
2. Fairtrade products (i.e. tea and coffee) are served at all meetings that require refreshments hosted by the Students' Association, or that take place within Students' Association premises.
3. The Students' Association will promote the sale of (and encourage increased consumption of) Fairtrade products via the following methods:
  - Fairtrade materials will be displayed on notice boards promoting commitment to Fairtrade foods.
  - Materials will be displayed in every place where Fairtrade products are sold.
  - Appropriate information and campaigns will be published on the Students' Association website.
  - The Students' Association will commit to running a series of events during the annual Fairtrade Fortnight (March), and will do this in collaboration with relevant bodies where appropriate.
4. Representatives from the Students' Association, and relevant subcommittees where appropriate, will attend the joint Students' Association and University of St Andrews Fairtrade Steering Group. Its job will be to continuously monitor and improve the approaches and commitment to Fairtrade. This group will include representatives from:
  - Residential & Business Services (including Catering).
  - The University
  - The Students' Association
  - Appropriate societies & subcommittees
  - St Andrews Fairtrade Town Campaign Group
5. The Students' Association Environment Committee will be responsible for the oversight and implementation of the Fairtrade Policy, with regular communication with the Students' Association Food & Beverage Manager.
6. This policy statement will be reviewed on an annual basis.

Date of Composition: 01/02/2014

Date of Amendment: 23/04/2018

Signed

23rd April 2018

Lewis Wood Date

Association President

Date of next review: June 2019

The Five Goals that Fairtrade Universities must aspire to can be found here: 1

<https://www.fairtrade.org.uk/Get-Involved/In-your-community/Universities/Becoming-a-Fairtrade-university>

## **J. 19-6 Motion to restructure the Committee of Saints LGBT+**

### **Notes**

1. As a Subcommittee of the Student Association, all students are automatically members of Saints LGBT+
2. In recent years the LGBT+ Subcommittee's activity has increased significantly.
3. Problems have arisen recently with ability to execute large remits.
4. Many students want to be involved in the projects of the LGBT+ Subcommittee.

### **Believes**

1. The activity and projects of Saints LGBT+ are important to students
2. The current structure of subcommittee management puts excessive pressure on certain officers that can and has been damaging to the wellbeing of these volunteers.
3. Roles with a smaller and more clearly defined remit make committee members feel more motivated and valued, and allow them to better balance volunteering with their studies.
4. Some of the proposed officer roles are still demanding, and interviewing candidates will allow all parties to make an informed decision in subcommittee recruitment.
5. The structure of the Saints LGBT+ committee should facilitate as much student involvement as possible across the different projects of the Group.

### **Resolves**

1. To adopt the new Saints LGBT+ committee structure as outlined in the attached appendices.
2. To open avenues for involvement in Saints LGBT+ to people outside of the committee proper.
3. To appoint some officers, specifically those with very demanding remits (as outlined in the appendices) by process of interview with the LGBT+ Selection Committee, and to appoint all others by process of election.

### **Proposed**

Parker Hansen, Association LGBT+ Officer

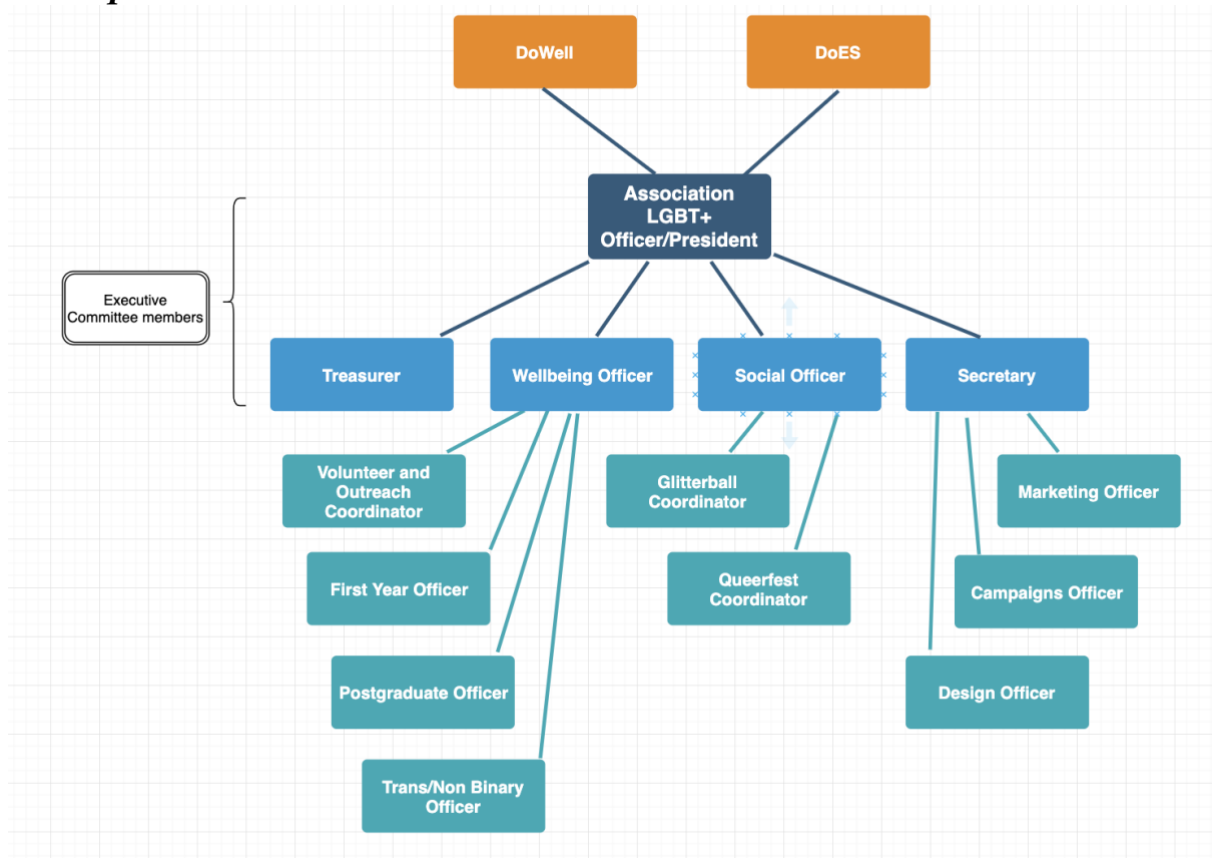
### **Seconded**

Jamie Minns, DosDA

Zoë Ruki Nengite, Member for Racial Equality

Sandra Mitchell, Member for Lifelong and Flexible Learners

**Appendix 1 - Proposed Committee Structure**



**Appendix 2 - Proposed Remits of new Saints LGBT+ Committee**

<p>Secretary</p> <ul style="list-style-type: none"> <li>-Will oversee all subcommittee correspondence</li> <li>-Will keep and update the minutes and will be responsible for appropriate distribution of the minutes to the rest of the Committee and to the Students' Association</li> <li>- shall commit to circulating information about the work of the committee to as many people as possible, in potentially new and innovative ways</li> <li>- Will have access to the Group email account and have the responsibility for its operation, and the distribution of weekly updates to any members on the mailing list, as well as any other important information</li> <li>-Will line manage Marketing Officer, Design Officer, and Campaigns Officer</li> <li>-Will be elected at the AGM</li> </ul>	<p>Wellbeing Officer</p> <ul style="list-style-type: none"> <li>- Will stand in to chair meetings of the Executive in absence of the Association LGBT+ officer</li> <li>- Will oversee training of committee and welfare subcommittee members (i.e. Mental Health First Aid, Got Consent, Queer Peer Support, Nightline, Condom Training)</li> <li>- Will be in charge of the role out of Welfare Initiatives such as; Let's Talk Events, Resource Library, Weekly Office Hours, Queer Peer Support, and Q &amp; A's</li> <li>- Will focus on outreach and engagement of all individuals</li> <li>- Will line manage Community Projects Coordinator, First Year Officer, Postgraduate Officer, and Volunteer Coordinator.</li> <li>-Will be interviewed by LGBT+ Selection Committee</li> </ul>	<p>Social Officer</p> <ul style="list-style-type: none"> <li>- Will be in charge of organizing and executing socials events and parties such as; Safeword Bop, Hummus Party, Fresher's Picnic/Bonfire, etc.</li> <li>-</li> <li>-Will liaise with societies for collaborations</li> <li>- Will work with Wellbeing Officer and Association Groups to ensure that all events are welcoming and accessible</li> <li>-Will be in charge of room bookings with help of President and Treasurer</li> <li>-Will directly manage Glitterball Coordinator and Queerfest Coordinator</li> <li>-Will be interviewed by LGBT+ Selection Committee</li> </ul>	<p>Treasurer</p> <ul style="list-style-type: none"> <li>-Will keep the accounts of the committee and be a signatory on bank accounts</li> <li>-Will work with the President to write a comprehensive budget for the next year</li> <li>-Will provide a finance report at the weekly meeting</li> <li>-Will oversee all committee spending, and ensure the effective use of resources</li> <li>-Will coordinate fundraising and sponsorship for the society</li> <li>- Will be in charge of room bookings with help of President and Social Officer</li> <li>-Will be elected at the AGM</li> </ul>
<p>Marketing Officer</p> <ul style="list-style-type: none"> <li>- Will be in charge of social media accounts</li> <li>- Will be in charge of managing promotion of all society events, including subsidiary subcommittees</li> <li>- Will be in charge of managing promotion of all society events, including subsidiary subcommittees</li> <li>-Will be managed by Communications Officer</li> <li>-Will be elected at the AGM</li> </ul>	<p>Volunteer and Outreach Coordinator</p> <ul style="list-style-type: none"> <li>- Will oversee ISMU's- procuring volunteers to run them.</li> <li>-Will be in charge of appointing individuals to run existing projects and events</li> <li>- Will serve as a point of contact for any new volunteer and outreach projects.</li> <li>-Will oversee a body of volunteers to help</li> </ul>	<p>Glitterball Coordinator</p> <ul style="list-style-type: none"> <li>-Will come up with ideas and discuss all aspects of the ball with the rest of the committee</li> <li>-Will be in charge of contacting/booking venue, performers, security, vendors, etc.</li> <li>-Will organize payment to the necessary parties with the Treasurer and Cash Officer</li> <li>-Will chair subcommittee and delegate tasks to members of the</li> </ul>	

	<p>with events, initiatives, and publications.</p> <ul style="list-style-type: none"> <li>-Will ensure that Saints LGBT+ is finding ways to reach more people in the university, town, and greater Scottish LGBT+ community.</li> <li>-Will be line managed by Wellbeing Officer</li> <li>-Will be elected at the AGM</li> </ul>	<p>subcommittee</p> <ul style="list-style-type: none"> <li>-Will be managed by Social Officer</li> <li>-Will assist with events</li> <li>-Will be interviewed by LGBT+ Selection Committee</li> </ul>	
<p>Campaigns Officer</p> <ul style="list-style-type: none"> <li>-Will be in charge of identifying and rolling out awareness initiatives; as well as working with Festivals and Community Project Coordinators to produce targeted and strategic campaigns</li> <li>-Will manage an annual campaigns calendar</li> <li>-Will liaise with Association Community Relations Officer to ensure that campaigns are reaching St. Andrews residents beyond the student body</li> <li>-Will be line-managed by Communications Officer</li> <li>-Will be elected at the AGM</li> </ul>	<p>First Year Officer</p> <ul style="list-style-type: none"> <li>• Will work to promote first year engagement</li> <li>• Will encourage the LGBT+ committee to run events first years want to see</li> <li>• Will liaise with other committees' first year officers regarding joint events</li> <li>•Will put on at least one event dedicated to first years</li> <li>•Will support other committee members depending on skill set</li> </ul> <p>Will be line-managed by Wellbeing Officer</p> <ul style="list-style-type: none"> <li>-Will be elected at the EGM</li> </ul>	<p>Queerfest Coordinator</p> <ul style="list-style-type: none"> <li>-Will be in charge in the organization and execution of Queer Fest, (including DRAG Walk)</li> <li>-Will chair subcommittees for the festival</li> <li>-Will assist with events</li> <li>-Will be line-managed by Socials Officer</li> <li>-Will be elected at the AGM</li> </ul>	
<p>Design Officer</p> <ul style="list-style-type: none"> <li>-Will be in charge of designing merchandise for the committee AND members of larger community.</li> <li>-Will be in charge of creating all graphics for online events, campaigns, and initiatives.</li> <li>-Will be in charge of designing all physical promotional material for events, campaigns, and initiatives.</li> </ul>	<p>Postgraduate Officer</p> <ul style="list-style-type: none"> <li>-Will work to promote postgraduate engagement</li> <li>-Will encourage the LGBT+ committee to run events postgraduates want to see</li> <li>-Will liaise with other committees' postgraduate officers regarding joint events</li> </ul>		

<ul style="list-style-type: none"> <li>-Will be in charge of maintaining and improving the website.</li> <li>-Will be interviewed by the Selections Committee.</li> <li>-Will be line managed by the Secretary.</li> </ul>	<ul style="list-style-type: none"> <li>-Will put on at least one event dedicated to postgraduates</li> <li>-Will support other committee members depending on skill set</li> <li>-Will be line-managed by Wellbeing Officer</li> <li>-Will be elected at the EGM</li> </ul>		
	<p>Trans/Non-Binary Officer</p> <ul style="list-style-type: none"> <li>-Will work to promote trans/Non-binary engagement</li> <li>-Will run events and initiatives specifically for trans students including trans meetups and the clothing drive.</li> <li>-Will coordinate Traansfest, including creating a subcommittee.</li> <li>-Will work to make sure trans students have access to information and community that they need.</li> <li>-Will ensure that all events run by the Committee are welcoming to trans students.</li> <li>-Will be line-managed by the Wellbeing Officer</li> <li>-Will be elected at the AGM</li> </ul>		

**Appendix 3 - Proposed change as reflected in the Laws of the Students' Association  
Extract from Laws from 18.1.4**

**4. LGBT+ Executive Committee (henceforth known as 'the Executive').**

4.1.1. Remit of LGBT+ Executive Committee is to act as a steering group for the Group, and to supervise the day-to-day running and administration of the Group.

4.1.2. The Executive should meet at least once a fortnight.

4.1.3. Every member of the Executive shall prepare a written report prior the Annual General Meeting.

**4.2. Membership of the Saints LGBT+ Executive Committee**

**4.2.1. Association LGBT+ Officer**

4.2.1.1. Will be elected in the Students' Association Elections.

4.2.1.2. Will have final responsibility for all matters pertaining to the running of the Group.

4.2.1.3. Will chair general meetings and meetings of the Executive.

4.2.1.4. Will liaise with the Association councillors as appropriate

4.2.1.5. Will assist and support all other Executive and non-executive Officers in performing their duties

4.2.1.6. Will be a signatory for the Group's bank account

4.2.1.8. Will be responsible for liaising with, supporting, and developing our existing Alumni networks.

**4.2.3. Wellbeing Officer**

4.2.3.1. Will be selected by the LGBT+ Selection Committee

4.2.3.2. Will take responsibility for all wellbeing events and initiatives

4.2.3.3. Will manage a Wellbeing Subcommittee of non-Executive Officers as deemed appropriate

4.2.3.4. Will ensure that all Executive and Non-Executive committee members, as well as volunteers, receive the appropriate training to carry out their roles safely and effectively

4.2.3.5. Will liaise with other wellbeing groups as appropriate, and focus on outreach and engagement

4.2.3.6. Will chair meetings of the Executive in the absence of the Association LGBT+ Officer

**4.2.3. Social Officer**

4.2.3.1. Will be selected by the LGBT+ Selection Committee.

4.2.3.2 Will take overall charge of all social events and projects

4.2.3.3 Will be in charge of managing the Committee's Schedule, ensuring all events are planned in a timely manner and do not clash with each other or other important dates.

4.2.3.4. Will liaise with Wellbeing Officer to ensure that all events and projects are carried out safely and create an inclusive atmosphere

4.2.3.5. Will manage a Social Subcommittee of non-Executive Officers as deemed appropriate

**4.2.4. Communications Officer**

4.2.4.1. Will be elected at the Annual General Meeting of the Group.

4.2.4.2. Will oversee all subcommittee correspondence, and manage a Communications Subcommittee of non-Executive Officers as deemed appropriate

4.2.4.3. Will keep and update the minutes and will be responsible for appropriate distribution of the minutes to the rest of the Committee and to the Students' Association

4.2.4.4. Will have access to the Group email account and have the responsibility for its operation, and the distribution of regular updates to any members on the mailing list.

4.2.4.5. Will hold a copy of the constitution.

**4.2.5. Treasurer**

4.2.5.1. Will be elected at the Annual General Meeting of the Group.

4.2.5.2. Will keep the accounts of the Group

4.2.5.3. Will ensure that Group budget is submitted correctly and punctually

4.2.5.4. Will coordinate fundraising and sponsorship for the Group where appropriate

4.2.5.5. Will be a signatory for the Group's bank account

**4.2.6. Director of Wellbeing**

**4.2.7. Director of Student Development and Activity**

**4.2.8. Director of Events and Services**

**5. Non-Executive Officers**

**5.1 Non-Executive Officers may include:**

Marketing Officer

Design Officer

Campaigns Officer

Glitterball Coordinator

Queerfest Coordinator



*Volunteer and Outreach Officer  
First Year Officer  
Postgraduate Officer  
Trans and Non-binary Officer*

*5.2. The Executive can approve a creation of other non-executive officers and/or the discontinuation of non-executive officer roles at their discretion, given sufficient notice.*

*5.3. Non-executive Officers can be invited to the regular meetings of the Executive at the discretion of the Executive.*

*5.4. All non-executive positions shall be advertised to the student body and elected at a General Meeting.*

## **6. Membership**

*6.1. The membership of the Group shall consist of all the matriculated students of the University except those who have exercised their right to opt out under the terms of the Education Act 1994.*

## **7. Elections and General Meetings**

*7.1. The Annual General Meeting of the Group shall be held between weeks eight and ten of the Candlemas semester.*

*7.2. An Extraordinary General Meeting shall be held between weeks two and four of the Martinmas Semester.*

*7.3. Additional Extraordinary General Meetings can be called by the Association LGBT+ Officer, or three or more members of the LGBT+ Executive.*

*7.4. Two weeks' notice must be given to all members of a General Meeting, with details of the business to be discussed agreed to date. Any proposed business must be submitted at least three working days in advance.*

## **8. LGBT+ Selection Committee**

*8.1. The LGBT+ Selection Committee shall have the following members:*

*8.1.1. Current Association LGBT+ Officer (Convenor and Chair)*

*8.1.2. Outgoing Association LGBT+ Officer*

*8.1.3. Director of Wellbeing*

*8.1.4. Director-elect of Wellbeing*

*8.1.5. Any outgoing LGBT+ officers or Association Sabbatical Officers that the Convenor deems appropriate.*

*8.2. The LGBT+ Selection Committee shall select the following positions to the LGBT+ Executive after an open advertisement of vacancies and an interview with all candidates:*

*8.2.1. Social Officer*

*8.2.2. Wellbeing Officer*

*8.2.3. Design Officer*

*8.2.3. Non-Executive positions as deemed appropriate for interview selection by the Association LGBT+ Officer together with their Sabbatical line-managers.*

*8.3. The LGBT+ Selection Committee will select positions listed in §8.2. after the Students' Association Elections and before the Annual General Meeting of the Group. S. 19-1 A*

## **S. 19-1 Motion to Replace the Broadcasting Society (STAR) Constitution**

Owner: Tom Groves

In effect from: immediately

Review date: 2nd April 2019

### This SSC notes:

Based on the constitutions publicly available at the time of writing:

1. The length of STAR's constitution is 363 words, as shown in Appendix A.
2. The average length of a subcommittee constitution is 1226 words.
3. STAR's constitution lacks guidelines for:
  - The role of each committee member
  - The frequency of committee meetings
  - Who should chair committee meetings in the absence of the Broadcasting Officer
  - The committee application process
  - Procedure when filling committee positions that fall vacant
  - Finance
4. The positions of Assistant Head of Events, Assistant Head of Programming, Assistant Head of News, and Assistant Head of Tech have been appointed in recent years, despite no mention of any assistant positions in the current constitution.
5. As stated in Association Law (Chapter 21, Section 1.3), a core aim of STAR is to "provide additional broadcasting services as should become desirable in the future".
6. Whilst no modification is intended for the title of SSC Broadcasting Officer, the practice of including an additional title (in this case Station Manager) is in line with current constitutions, notably SSC Performing Arts Officer (Mermaids President).

### This SSC believes:

1. The level of detail in the current constitution does not reflect the quality of services provided by STAR.
2. The updated role descriptions cover all responsibilities that the positions have entailed in recent years, with reasonable extensions to further the development of STAR.
3. The addition of guidelines concerning the appointment of assistant positions in September will increase engagement with first year students, and allow them the opportunity to be part of a subcommittee. Such opportunities should be considered by other subcommittees.
4. Introducing more of a focus on video-based content fits within the existing constitutional bounds.
5. No subcommittee of the Students' Association currently includes a dedicated video position. Together with the general lack of video content produced by students, there is therefore significant potential for a video-based sub-organisation within STAR.
6. Introducing a Head of Production will improve the brand image of STAR.
7. The assistant positions have been effective in helping STAR to run smoothly in recent years.
8. Introducing an Assistant Head of Web position will significantly increase the rate at which STAR's website is updated and improved.
9. The positions of Assistant Head of Programming and Head of Social Media are surplus to requirements, based on feedback and experience from previous committees.
10. The updated position titles, such as Secretary and Station Manager, more effectively convey the responsibilities of the positions to the general population.

### This SSC resolves:

1. To replace STAR's current constitution (Chapter Twenty-Four of the Laws, Appendix A) with Appendix B.

### Proposer

Tom Groves, SSC Broadcasting Officer

Secunder

Jamie Minns, Director of Student Development and Activities

Adam Powrie, Director of Events and Services

Paloma Paige, Association President

## **Appendix A: version of STAR's constitution currently available to the public.**

### Chapter Twenty-Four: SSC Broadcasting Society

#### 1.Aims

- 1.1.To provide a live radio broadcast service in St Andrews, subject to licensing restrictions. This will be a source of communication, information and entertainment in the local area.
- 1.2.To grant all matriculated students of the University the chance to learn about and gain practical experience of broadcast radio.
- 1.3.To provide such additional broadcasting services as should become desirable in future.
- 1.4.To provide a medium for music journalism (Hearing Aid)
  - 1.4.1.Hearing Aid is a music publication that focuses on local and international music trends while simultaneously providing an outlet for the students of St Andrews to express their love for all types of music.
- 1.5 To provide broadcasting society alumni with relevant news and updates concerning the studio and various projects. I would also like to add section
  - 1.5.1 The Head of Internal Communications will be responsible for ensuring the society maintains a strong relationship with recent graduates of St Andrews.

#### 2.Membership

- 2.1.Ordinary membership shall comprise all matriculated students of the University of St Andrews, except those who have exercised their right to opt out of the Students' Association under the provisions of the Education Act 1994.
- 2.2.Other persons shall be eligible for Associate membership with the agreement of the Committee.
- 2.3.Honorary officers and members may be elected by the Committee (provided they are of some status in relation to the Aims), either for life or for a specified length of time, in which case they shall be eligible for re-election.

#### 3.The Committee

- 3.1.The administration of the Society shall be conducted by the SSC Broadcasting Committee, which shall comprise the following members:
  - 3.1.1.SSC Broadcasting Officer (Convenor and Chair)
  - 3.1.2.Director of Events and Services
  - 3.1.3.Deputy Broadcasting Officer
  - 3.1.4.Head of Graphic Design
  - 3.1.5.Head of News
  - 3.1.6.Head of Finance
  - 3.1.7.Head of Internal Communications
  - 3.1.8.Hearing Aid Print Editor
  - 3.1.9.Hearing Aid Online Editor
  - 3.1.10.Head of Music
  - 3.1.11.Head of Events
  - 3.1.12.Freshers Head of Events
  - 3.1.13.Head of Marketing and Outreach
  - 3.1.14.Head of Technology
  - 3.1.15.Head of Web Development
  - 3.1.16.Head of Programming
  - 3.1.17.Head of Social Media

## **Appendix B: proposed constitution.**

### Chapter Twenty-Four: SSC Broadcasting Society (STAR: St Andrews Radio)

#### 1. Aims

- 1.1. To act as a source of entertainment and information relating to St Andrews.
- 1.2. To enable students to learn about, and engage with, a variety of digital media.
- 1.3. To provide an online radio broadcast service, subject to licensing restrictions, titled STAR: St Andrews Radio.
- 1.4. To provide a medium for news-based journalism, in the form of an online organisation titled The Record.
  - 1.4.1. The Record focuses on topics that are likely to concern the local population. From 2019, it shall share content primarily on its own Facebook page, but the content shall remain within the STAR website.
- 1.5. To provide a medium for video-based journalism, in the form of an online organisation titled STARTv.
  - 1.5.1. STARTv shall focus on local community events. It will primarily share content within the STAR YouTube and Facebook profiles, until successful enough to justify a separate account.
- 1.6. To provide a medium for music-based journalism, in the form of a printed magazine titled Hearing Aid.
  - 1.6.1. Hearing Aid is a music publication that focuses on both local and international music trends, while simultaneously providing an outlet for students within St Andrews to express their love for all forms of music.
- 1.7. To provide further broadcasting services as they become desirable.
- 1.8. To have a membership that includes all matriculated students of the University of St Andrews, excluding those who have exercised their right to opt out of Association membership, under the 1994 Education Act.
- 1.9. To ensure that Broadcasting Society alumni are informed of new STAR projects, updates to the broadcasting studio, and opportunities to revisit.

#### 2. Committee Membership

- 2.1. The STAR committee shall be formed of:
  - 2.1.1. SSC Broadcasting Officer (Station Manager) (Convenor and Chair)
  - 2.1.2. Deputy Station Manager
  - 2.1.3. Secretary
  - 2.1.4. Head of Finance
  - 2.1.5. Head of Programming
  - 2.1.6. Head of Marketing
  - 2.1.7. Head of Design
  - 2.1.8. Head of Production
  - 2.1.9. Head of Video
  - 2.1.10. Head of Music
  - 2.1.11. Head of Events
  - 2.1.12. Head of News
  - 2.1.13. Head of Web
  - 2.1.14. Head Technician
  - 2.1.15. Assistant Head of Events
  - 2.1.16. Assistant Head of News
  - 2.1.17. Assistant Head of Web
  - 2.1.18. Assistant Technician
  - 2.1.19. Director of Events and Services (Line Manager)
- 2.2. The administration of Hearing Aid shall be overseen by the Station Manager, Deputy Station Manager, and Head of Finance, along with the following positions, which are separate from the STAR committee:
  - 2.2.1. Hearing Aid Print Editor
  - 2.2.2. Hearing Aid Online Editor

#### 3. Role Descriptions

- 3.1. The Station Manager shall:
  - 3.1.1. Oversee all aspects of STAR, ensuring that the society is consistently working towards the aims as set out in section 1.

- 3.1.2. Chair committee meetings.
- 3.1.3. Encourage collaboration between STAR and other student groups.
- 3.1.4. Act as the main point of contact between STAR and Councils, Union staff, and University staff.
- 3.1.5. Assign tasks to each member of the committee, and motivate the completion of these tasks.
- 3.2. The Deputy Station Manager shall:
  - 3.2.1. Assist the Station Manager wherever possible, and represent STAR whenever the Station Manager is unable to.
  - 3.2.2. Act as the main point of contact between the Hearing Aid and STAR committees.
  - 3.2.3. Ensure that all members of the committee are given a fair and reasonable workload, that does not hinder their university studies.
  - 3.2.4. Actively attempt to secure nominations for various student radio awards.
- 3.3. The Secretary shall:
  - 3.3.1. Take minutes at every committee meeting, and regularly share these minutes both publicly, and directly with both the Union reception staff and the Director of Events and Services.
  - 3.3.2. Maintain a mailing list for current members, and send an email update at least once per week.
  - 3.3.3. Maintain a mailing list for STAR alumni, and send an email update at least once per semester.
  - 3.3.4. Assist with other administrative duties as they arise.
- 3.4. The Head of Finance shall:
  - 3.4.1. Maintain a log of all financial transactions for both STAR and Hearing Aid.
  - 3.4.2. Actively attempt to secure sponsorship deals and grants for both STAR and Hearing Aid.
  - 3.4.3. Be the main point of contact between STAR and the Cash Office.
  - 3.4.4. Ensure that the annual budget is submitted correctly and punctually, and that this budget is adhered to throughout the year.
  - 3.4.5. Take responsibility for the cash box and keys whenever necessary.
- 3.5. The Head of Programming shall:
  - 3.5.1. Act as the main point of contact for all enquiries relating to radio show scheduling.
  - 3.5.2. Help show hosts to improve the quality and content of their shows.
  - 3.5.3. Organise the timetable for shows at the beginning of each semester, and update publicly viewable timetables wherever possible.
  - 3.5.4. Arrange one-off shows where possible.
- 3.6. The Head of Marketing shall:
  - 3.6.1. Manage the public profiles of STAR, namely Facebook, Twitter, Instagram, and Snapchat.
  - 3.6.2. Actively look for new ways in which STAR can reach a larger audience.
  - 3.6.3. Organise the distribution of posters and other physical media.
  - 3.6.4. Order new merchandise.
  - 3.6.5. Oversee the delivery of all purchased merchandise.
  - 3.6.6. Work with show hosts to run competitions and giveaways.
  - 3.6.7. Help show hosts to promote their shows.
- 3.7. The Head of Design shall:
  - 3.7.1. Design publicity material for all STAR events.
  - 3.7.2. Actively look for student artists to design new posters and other marketing content.
  - 3.7.3. Encourage each radio show to produce its own logo, and assist show hosts in doing this if necessary.
  - 3.7.4. Update the studio decor.
- 3.8. The Head of Production shall:
  - 3.8.1. Create all radio imaging for STAR, including station jingles and sweepers.
  - 3.8.2. Help show hosts to create intros and jingles for their shows.
  - 3.8.3. Regularly update the broadcasting software with new imaging content, and ensure that this content is used effectively.
- 3.9. The Head of Video shall:
  - 3.9.1. Create videos showcasing local events.
  - 3.9.2. Manage the STARtv YouTube account.
  - 3.9.3. Actively search for new video content for STARtv.
- 3.10. The Head of Music shall:
  - 3.10.1. Find musicians to perform at live events hosted by STAR.
  - 3.10.2. Respond to requests for publicity from both student and external musicians.
  - 3.10.3. Manage radio content whenever no shows are on air, by regularly uploading songs and updating playlists within the broadcasting software.
- 3.11. The Head of Events shall:
  - 3.11.1. Liaise with the Head of Music, Entertainments Committee, and Music Committee to arrange a live music event at least once per month.

- 3.11.2. Organise a committee social at least once per semester.
    - 3.11.3. Organise a show host social at least once per semester.
    - 3.11.4. Organise some form of training workshop at least once per semester.
    - 3.11.5. Organise a committee dinner towards the end of Martinmas semester.
  - 3.12. The Head of News shall:
    - 3.12.1. Oversee The Record, by managing its public profiles, and uploading written content to the STAR website.
    - 3.12.2. Actively search for new content suitable for coverage.
    - 3.12.3. Manage an active team of writers, and attempt to increase the size of this team.
  - 3.13. The Head of Web shall:
    - 3.13.1. Ensure that the STAR website runs smoothly for all users.
    - 3.13.2. Update content and information on the website whenever necessary.
    - 3.13.3. Actively try to improve the functionality and design of the website.
    - 3.13.4. Manage the domain name registration, web hosting service, and audio streaming server.
    - 3.13.5. Liaise with the Head Technician to maintain and update the studio computers whenever necessary.
  - 3.14. The Head Technician shall:
    - 3.14.1. Ensure that the studio is constantly tidy and fit for use.
    - 3.14.2. Train all show hosts in the use of studio equipment.
    - 3.14.3. Act as the main point of contact for all enquiries relating to technical problems.
    - 3.14.4. Manage the booking of the external recording equipment, and train those borrowing the equipment in its use whenever necessary.
    - 3.14.5. Actively maintain and improve the functionality of the studio, and propose the purchase of new equipment whenever necessary.
  - 3.15. All Assistant positions shall help their respective Head in the completion of their tasks.
  - 3.16. The Hearing Aid Print Editor shall:
    - 3.16.1. Oversee the planning and production of each magazine.
  - 3.17. The Hearing Aid Online Editor shall:
    - 3.17.1. Update the Hearing Aid website, ensuring that new content is created and posted frequently.
    - 3.17.2. Manage the public profiles of Hearing Aid.
4. Meetings
  - 4.1. The STAR committee shall meet at least once per week during term time.
  - 4.2. The Station Manager shall chair the meetings.
  - 4.3. In the absence of the Station Manager, the Deputy Station Manager shall chair the meetings.
5. Committee Applications
  - 5.1. Committee applications shall be open for a minimum of 14 days, and should be publicised to a reasonable extent.
  - 5.2. With the exception of Station Manager, all positions shall be filled by appointment after interview.
  - 5.3. The interview panel shall consist of the incoming Station Manager, the outgoing Station Manager, and the Director of Events and Services.
    - 5.3.1. The interview panel for Hearing Aid positions may include an incumbent of one of these positions, in place of the Director of Events and Services.
  - 5.4. Interviews for Assistant positions shall be held at the beginning of Martinmas semester. All other interviews shall be held in Candlemas semester, following the election of the Station Manager.
6. Committee Vacancies
  - 6.1. Committee positions that fall vacant throughout the year shall be filled according to section 5.
7. Finance
  - 7.1. The finances of STAR shall be run in accordance with the guidelines set by the Management Accountant of the Students' Association.
  - 7.2. STAR shall have one bank account, for which the authorised signatories shall be the Station Manager, the Head of Finance, and up to two nominees of the Cash Office.

## **S. 19-2 A Motion to Replace the Music Subcommittee's name to SAM**

Owner: Danil Flewelling

In effect from: Immediately

Review date: 2nd of April 2019

This SSC notes:

1. The current name of the Music Subcommittee is Music is Love (abbreviated as MiL).

2. The current Facebook username for MiL is StAndrewsMusic.

This SSC believes:

1. The current name is vague at indicating what the subcommittee stands for and does.

2. The current name is unpopular amongst students and members of the committee.

This SSC resolves:

1. The Music Subcommittee be renamed to St Andrews Music (abbreviated as SAM).

Proposer:

Danil Flewelling (Music Officer)

Seconders:

Adam Powrie (DOES)

Jamie Minns (DOSDA)

Paul Lancaster (ENTS Convener)



## **S. 19-3 A Motion to replace the Music Subcommittee's (MiL or SAM) Constitution**

Owner: Danil Flewelling

In effect from: Immediately

Review date: 2<sup>nd</sup> of April 2019

This SSC notes:

1. The current available Music Committee constitution available in the Association laws consists of 613 words. (See Appendix A)
2. The average subcommittee constitution length is 1226 words.
3. The current constitution does not provide descriptions on each of the roles of the committee.

This SSC believes:

1. Several of the roles listed, namely; the Venue Manager, Resources Officer and Mascot are unnecessary.
2. The Roles lack a clear chain of command and span of control.
  - a. Several roles that are labor intensive do not have assistant positions.
  - b. The role names do not accurately define the intensity of the position (for example, convener is music officer and the publicity manager is a director, with two officer positions).
3. The frequency of meetings is too infrequent (2 weeks) and is inaccurate of the actual weekly committee meetings that are currently taking place.
4. The aims are lacking and not accurately convey the current usage of the music subcommittee.
  - a. In previous years the music subcommittee was used as "a fund".
  - b. In recent times the music subcommittee has not lent any money nor equipment out, but has rather run music events.

This SSC resolves:

1. Change the constitution (chapter 20 of the laws) to Appendix B.

Proposer:

Danil Flewelling (Music Officer/Convener)

Seconders:

Jamie Minns (DoSDA)

Adam Powrie (DoES)

Paul Lancaster (ENTS convener)

## **Appendix A:**

### **Chapter Twenty: Music Committee (Music is Love)**

The Committee shall be known as “the University of St Andrews Students’ Association Music Fund” (Music is Love), hereinafter referred to as “the Fund”.

#### 1. Aims

1.1. To provide a focus for students to engage in music and music-related activity within the University, and to promote student music from St Andrews. It shall therefore consist in its membership of all matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students’ Association.

#### 2. The Committee

2.1. The Music Fund (Music is Love) Committee shall have the following members:

2.1.1. SSC Music Officer (Convener and Chair)

2.1.2. Director of Student Development and Activities

2.1.3. Director of Events and Services

2.1.4. Treasurer

2.1.5. Secretary

2.1.6. Publicity Director

2.1.7. Two Publicity Officers

2.1.8. Venue Manager

2.1.9. Resources Officer

2.1.10. Two Events Officers

2.1.11. Student Music Coordinator

2.1.12. Ordinary Member

2.1.13. Artistic Liaison Officer

2.1.14. Social Media Manager

2.1.15. Mascot

2.1.16. SSC Nominee

2.2. The Presidents of the music-related affiliated societies shall remain on the committee without voting rights as long as their respective society remains affiliated to the Association. If new societies that are closely related to ‘St Andrews Music’ become affiliated to the Association, then their President will be added to the Committee.

#### 2.3. Remit

2.3.1. To control the fixed resources of music wherever possible within St Andrews.

2.3.2. To co-ordinate the timings of musical events within the town, with the aim of avoiding unnecessary clashes. To this end, the Committee shall compile a calendar of term time events.

2.3.3. To be competent to provide loans or grants for the staging of music in St Andrews, both for affiliated societies and non-affiliated music groups.

2.3.4. To provide helpful advice to societies or individuals wishing to put on music events.

2.3.5. To be responsible for the promotion of student music within the Association, and the organization of events in conjunction with this promotion.

#### 2.4. Quorum

2.4.1. The quorum shall be three-fifths of committee members.

## 2.5. Meetings

2.5.1. The Committee shall meet formally in open session at least once every two weeks during term time.

2.5.2. The Chair, Treasurer and Secretary shall make themselves available for consultation at least once per week in term time.

2.5.3. All meetings shall be held in accordance with the Standing Orders of the Association.

## 3. Loans

3.1. All loans will be entirely at the discretion of the Committee.

3.2. All loans will be under the terms of the Music Fund (Music is Love) loan contract.

## 4. Annual General Meeting

4.1. The Annual General Meeting shall take place during Semester Two, after the midsemester vacation.

4.2. The positions of Treasurer, Secretary, Publicity Officers, Events Officer, Venue Manager, Resources Officer, Ordinary Member, and Mascot shall be available for election at this meeting.

4.3. The positions of Publicity Officer, Student Music Coordinator and Events Officer will be appointed by interview before the Annual General Meeting by the outgoing SSC Music Officer, the newly elected Music Officer, Secretary and the DoSDA or DoES.

4.4. There shall be 14 days' notice of the AGM and this shall be posted in places which shall be determined from time to time.

4.5. All matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association, shall be ordinary members of the Music Fund and therefore shall be eligible for nomination and each member shall have a vote.

4.6. No person may hold more than one voting position on the Committee at any one time.

4.7. Elections shall be conducted by a secret ballot using the STV system, and all candidates shall run against R.O.N.

## **Appendix B:**

### **Music Committee (St Andrews Music)**

The committee shall be known as St Andrews Music, hereinafter referred to as SAM.

#### **1. Aims**

**1.1** To promote the St Andrews music scene, both within and out with the Students' Association; acting as a liaison between music-based societies, an organizer of events, a promoter of musicians and music related groups, a sponsor for financially challenged musicians, and a network for anything and everything music in St Andrews.

**1.2** Thereby consisting of all matriculated students of the University except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association.

#### **2. Committee and Roles**

**2.1** SAM shall have the following members and roles:

##### **2.1.1** SSC Music Convener (Elected)

The role of the SSC Music Convener is to convene and chair the St Andrews Music subcommittee. The position is in charge of, and not limited to; coordinating the committee, overseeing any major events, being a spokesperson for the committee's behalf at SSC/SRC council meetings, setting up interviews and the AGM, proposing ideas, being an honorary member of all music societies affiliated to the association, acting as the figurehead of the subcommittee, settling disputes and offering solutions, and ensuring the proper management of the subcommittee.

##### **2.1.2** Director of Student Development and Activities (Elected)

The role of the DOSDA is to be a point of consultation for the subcommittee. They specialize with the quality and planning of social media and communication.

##### **2.1.3** Director of Events and Services (Elected)

The role of the DOES is to be a point of consultation for the subcommittee. They specialize with their expertise with planning and running events. They also function as a means of communication to ENTS in the planning of larger events.

##### **2.1.4** Head of Music (Interviewed position)

The role of the head of music is to coordinate the genre officers and music society presidents within the committee, and run much of the music related events. They are effectively the deputy music convener, and expected but not limited to helping with; communicating with other positions on the planning and advertising of events, communicating with music societies, communicating with musicians, and coming up with different events.

##### **2.1.5** Head Technician (Interviewed position)

The role of the head technician is to run the setup of events, and the monitoring of all gear. They are in charge of the tech crew, and coordinate with the head of events with planning that every event is set up properly, run by someone, and taken down properly. They also monitor that gear is taken care of and treated in the right manner, making note of when new items are needed, and speaking with the head of finance and music convener on making purchases. They are also in charge of setting up an email system and troubleshoot any issues within it.

##### **2.1.6** Head of Events (Interviewed position)

The role of the head of events is to plan out every event that is put together by the committee, as well as know of any other music events within the association. They are to communicate with the music officer and convener to gather information on every music event, then note the dates and schedule as necessary, avoiding clashes. They are also to relay the information of events to the head of communication and head of publicity to disseminate events to the public. They are also in charge of working with the general members on gathering ideas and directing them to help with events.

##### **2.1.7** Head of Communication (AGM elected position)

The Head of Communication is in charge of communicating with any and all musicians and music societies within the association. They are to keep an up to date list of any musicians that are available, and work with the head of events, music, and convener to allocate musicians to different events. They are also in charge of taking

minutes at meetings, and sending a weekly committee email on what transpired, as well as a separate weekly email to the public on upcoming music events.

#### **2.1.8 Head of Publicity (AGM elected position)**

The head of publicity is in charge of coordinating the social media officers, and disseminating all music related information to the public. They are to monitor every social media platform, and relay any information discussed with the heads to the social media officers to post on their various platforms. They are also to relay any information gathered from said platforms to the appropriate head.

#### **2.1.9 Head of Finance (AGM elected position)**

The head of finance is to monitor the spending and budget of the subcommittee. They are to work closely with the head of events on the cost accrued from running said events, and the head technician to purchase any new necessary equipment. They are also in charge of helping propose the yearly budget, and will communicate with the cash office to make purchases.

#### **2.1.10 Genre Officers (AGM elected position)**

The role of the genre officers is to each specialize in one genre and find any events and information they can on said genre. In order to gather the information, they are to actively be a part of any societies. They are to then convey the information to the head of music to then further advertise the events and information to the public.

#### **2.1.11 Social media officers (AGM elected position)**

The role of the social media officers is to each specialize in a social media platform, and post any music related content through it. They are to communicate with the head of publicity to make sure they are posting about every upcoming event, as well as appropriate content.

#### **2.1.12 General members (Free to join)**

General member positions are free to join positions that will receive information portraying to the workings of the committee. The head of events will communicate with them to gather ideas and allocate work to help out with the committee. They will receive volunteer hours for any events run.

#### **2.1.13 Tech crew (Free to join)**

Tech crew positions are free to join positions that will help with setting up events. The Head Technician will be in charge of running the crew. Members are expected to learn of the proper care of equipment, and how to set up various events. They will receive volunteer hours for any events run.

#### **2.1.14 Music society presidents (Honorary members)**

As described in Chapter. 4 section 5.6.5 of the Association laws, all music society presidents will be honorary members of the committee. They are to work with the head of music to convey any events they plan on having, as well as ask for help with running some if necessary. They also receive free advertising for their events from the subcommittee.

### **2.2 Meetings**

**2.2.1** SAM will have regular weekly meetings in term time with mandatory attendance of the Convener and Heads.

**2.2.2** Officer positions and Sabbatical officers are welcome to join but are not required.

**2.2.3** Meetings are used to discuss and plan events, make newly gathered information known, propose new projects, and answer questions.

**2.2.4** All meetings shall be held in accordance with the standing orders of the Association.

**2.2.5** The quorum shall be three-fifths of committee members.

## **3. Annual General meeting and Interviews**

### **3.1 Annual General meeting**

**3.1.1** The AGM shall take place in semester two, after the mid semester vacation.

**3.1.2** The positions of Head of Communication, Head of Publicity, Head of Finance, Genre officers, and Social media officers will be available for election at this meeting.

**3.1.3** The AGM will have no less than two weeks prior notice and will be advertised broadly to increase attendance.

**3.1.4** All matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association, shall be eligible for nomination and may vote.

**3.1.5** No person may hold more than one committee position at a time.

**3.1.6** Elections will be conducted using a secret ballot and all candidates will run against RON.

### **3.2 Interviews**

**3.2.1** Prior to the AGM, interviews shall be held for the positions of Head of Music, Head Technician, and Head of Events.

**3.2.2** Interviews will be conducted by the outgoing music convener, newly elected music convener, and DOSDA or DOES.

**3.2.3** Successful applicants will be made known at the AGM prior to voting for other positions.

**3.2.4** Unsuccessful applicants are eligible to run for other committee positions at the AGM.

**3.2.5** No person is eligible to hold more than one committee position.

## **19.4 Motion to Restructure the Societies Committee**

### **S. 19-2 Motion to restructure the Societies Committee.**

Owner: Markus Lee

In Effect From: Immediately

Review Date: 2 April 2019

#### **It is noted that:**

1. The Societies Committee currently has one 'Elections Officer' and two 'Elections Advisers'.
2. The Societies Committee used to send a representative to every society's AGM, however now a representative is only sent if a society requests for it, or if the committee deems it necessary. The remit of Elections Officer and Elections Adviser has therefore been significantly reduced.
3. The Societies Committee currently has the position 'Affiliations Adviser'.
4. The remit of 'Affiliations Adviser' has increased, including managing affiliations, reviewing paperwork and organising training sessions.

#### **It is believed that:**

1. The current number of Societies Committee member works well in organising all the responsibilities of the committee.
2. Reducing the number of Elections Advisers will reduce redundancy of committee members.
3. The workload of Affiliations Adviser could be reduced by creating an entry-level position to the role.

#### **It is resolved to:**

1. Update chapter 25 of the Laws (Appendix A) and replace it with Appendix B.
2. The role of Elections Adviser will be reduced to one member.
3. The role of Affiliations Officer will be created to take over the responsibilities of Affiliations Adviser, and the original role will be replaced as an entry-level position to the role of Affiliations Officer.

#### **Proposer**

Markus Lee – SSC Societies Officer

#### **Secunder**

Paloma Paige – Association President

Jamie Minns – Director of Student Development and Activities

Toni Valencia – SSC Debates Officer

## **Appendix A: Excerpt from Chapter 25 of the Current Laws**

- 1.1. Membership
  - 1.1.1. SSC Societies Officer (Convenor and Chair)
  - 1.1.2. Director of Student Development and Activities
  - 1.1.3. Grants Officer
  - 1.1.4. Grants Adviser
  - 1.1.5. Elections Officer
  - 1.1.6. Secretary
  - 1.1.7. Two Elections Advisers
  - 1.1.8. Affiliations Adviser
  - 1.1.9. Webmaster
  - 1.1.10. Events Officer
  - 1.1.11. University Charities Campaign Societies Coordinator
  - 1.1.12. Two SRC Nominees
  - 1.1.13. Two SSC Nominees
  - 1.1.14. Management Accountant (Non-Voting)

## **Appendix B: Proposed Updated Laws**

- 1.1. Membership
  - 1.1.1. SSC Societies Officer (Convenor and Chair)
  - 1.1.2. Director of Student Development and Activities
  - 1.1.3. Grants Officer
  - 1.1.4. Grants Adviser
  - 1.1.5. Elections Officer
  - 1.1.6. Secretary
  - 1.1.7. Elections Adviser
  - 1.1.8. Affiliations Officer
  - 1.1.9. Affiliations Adviser
  - 1.1.10. Webmaster
  - 1.1.11. Events Officer
  - 1.1.12. University Charities Campaign Societies Coordinator
  - 1.1.13. Two SRC Nominees
  - 1.1.14. Two SSC Nominees
  - 1.1.15. Management Accountant (Non-Voting)



## **S. 19-5 Motion to Include Outgoing UDS Communications Secretary on Interview Panel.**

Owner: Toni Valencia

In Effect From: Immediately

Review Date: 2 April 2019

### **Proposer**

Toni Valencia – SSC Debates Officer

### **Seconders**

Markus Lee – SSC Societies Officer

Tom Groves – SSC Broadcasting Officer

Manaal Mahjoub – SSC Performing Arts Officer

### **It is noted that:**

1. The Union Debating Society appoints their Communications Secretary through an interview process with currently a four-person panel: the outgoing president, the incoming president, the incoming DosDA and the outgoing DoSDA.
2. The interview process requires candidates to submit samples of their ability to produce marketing material for the Union Debating Society in addition to their application statement.

### **It is believed that:**

1. The outgoing Communications Secretary should have gained a lot of experience during their term which should be considered in the panel.
2. The outgoing Communication Secretary also has or should have developed graphic design skills. Therefore, should be able to determine whether the portfolio submitted demonstrates skills suitable for the role.
3. In the event that the outgoing Communications Secretary is re-applying for the position, then they should not be on the panel. Instead, the incoming DoSDA should be added to the panel.
4. Logistically, it would be easier to remain with only four people on the panel to ensure everyone can attend. Further, it would reduce any intimidation as it would be a panel of four instead of five.

### **It is resolved to:**

1. Update Chapter 14, Section 5.8 of the Laws to the following:

“The Communications Secretary will be appointed one week following the AGM based on an application including portfolio and interview, with the panel consisting of the outgoing president, the incoming president, **the outgoing Communications Secretary**, and the outgoing DoSDA. **In the event that the outgoing Communications Secretary is re-applying for the position, the incoming DoSDA should be added to the panel instead of the outgoing Communications Secretary.**”