

J.16-20 A Motion to update the Association Laws to Ensure They Accurately Reflect Current Practice:

This SRC and SSC Notes:

1. The Association Council Laws have been updated sporadically throughout the past semester.
2. Despite this, there are still numerous changes that are required to ensure they accurately reflect the daily practice of the Association.
3. In the Debates section of the Laws, Chapter 14 §2.1.12, there is a mention of an SSC Nominee sitting on the Board of Ten. This role has not been the case in working memory.
4. The President's Forum, mentioned in Chapter 19 §3.3, was intended to be an avenue for affiliated societies and Mermaids to discuss any problems they experience during the semester or an opportunity for collaboration.
5. Chapter 19 §4, Mermaids is the main funding body for plays; however this is not reflected in §4.
6. Chapter 19 §4.1.1 does not accurately reflect the complete list of Mermaids' affiliated societies.
7. Chapter 19 §7 states that the Marketing Officer is interviewed, despite it being an elected position.
8. Chapter 17 §1.1 includes positions that are no longer on committee and is missing some of the positions that are currently on committee.
9. Chapter 4 §5.4.4 and Chapter 23 §4.1.4 reference SRC Education Officer, a position that no longer exists.
10. Chapter 23 §3.3 grammar is incorrect.
11. The role descriptions in Chapter 23 §4 are outdated and do not reflect current practice.
 - 11.1. Chapter 23 §4.2.2-3 are the responsibility of the Employability Officer
 - 11.2. Chapter 23 §4.3 role description for the Outreach Officer is outdated.
 - 11.3. Chapter 23 §4.4, Secretary role description is outdated.
 - 11.4. Chapter 23 §4.5, role description for Treasurer is outdated.
 - 11.5. Chapter 23 §4.6, role description for publicity officer is outdated.
12. Chapter 23 §5.1 states that the employability fund is managed by the Employability committee but in reality it is managed in collaboration with the Careers Center
13. Chapter 13, §2.1.1.7 states that the Events coordinator is elected; however current practice is to interview that position. Events Coordinator needs to be added into the interviewed slots as they lead the Events subcommittee of the Campaign.
14. Chapter 13 §2.1.1.13, the Ball Coordinator title does not accurately reflect the current practice.
15. Chapter 1 §3.7 is outdated because the Town-Gown Liaison Group and St Andrews Festival Committee have been disbanded and the Community Relations Officer no longer sits on the Kate Kennedy Procession Committee.

16. According Chapter 1 §3.6, the Alumni officer is in charge of alumni relations. However, there is no reference to how the Association Alumni Officer would liaise with all the subcommittees and societies alumni officers.

This SRC and SSC Believes:

1. The rolling updates are helpful, however they are often focused on one section at a time.
2. In order to increase accountability and transparency, the Association Laws must be updated.
3. There's no feasible reason why the SSC nominee position should exist, particularly given its purpose isn't outlined in a role description of any kind later in the laws.
4. For the Presidents Forum, two meetings per semester is sufficient as individual issues and collaborations can occur outside of these meetings, over email or individual discussions.
5. That Chapter 19 §4 needs to be updated to reflect the Mermaid's priority to fund plays in St Andrews.
6. In order to increase accountability Chapter 19 §4.1.1 should be updated to accurately reflect the complete list of affiliated societies.
7. Chapter 19 §7 should accurately reflect the list of interviewed positions.
8. Chapter 17 §1.1 should be updated to accurately reflect the current practice.
9. The reference of SRC Education Officer in Chapter 4 §5.4.4 and Chapter 23 §4.1.4 is not accurate to current practice.
10. Chapter 23 §3.3 there are two representatives from the Careers Center at the meetings of the Employability Representative Forum.
11. The role descriptions in Chapter 23 §4 should be updated to reflect current practice
 - 11.1. Chapter 23 §4.2.2-3 are the responsibility of the Employability Officer
 - 11.2. Chapter 23 §4.3 role description for the Outreach Officer should become the Academic Outreach Officer with a specific remit to support employability reps, and not be the point of contact for societies.
 - 11.3. Chapter 23 §4.4, the secretary role should be clarified and working with Alumni officer moved to this role in order to reflect current practice.
 - 11.4. Chapter 23 §4.5, to tackled the problems publicising funding opportunities before and this will become the role of the treasurer as well as publicity officer.
 - 11.5. Chapter 23 §4.6, publicity officer should become point of contact for societies and gains responsibility for social media accounts
12. Chapter 23 §5.1 should reflect current practice to increase accountability and transparency.
13. Chapter 13, §2.1.1.7 should be updated to reflect the current practice. They also hold a lot of responsibility, and as such should be interviewed to ensure that they can handle the remit of the role. Social should be deleted as we do not have an entitled position as such.

14. Chapter 13 §2.1.1.13, the Ball Coordinator should become the Special Events Coordinator because there is no longer an annual ball. Special Event Coordinator should design a major fundraising event on behalf of the Campaign.
15. Chapter 1 §3.7 should be updated and there should be a Bicycle User Group added as this is an important town-gown organisation that the Community Relations Officer is a member of.
16. The Association Alumni Officer should have a forum through which they can interact with the alumni officers from societies and Subcommittees. The easiest way to accomplish this is by creating an Alumni Officers Forum.

This SRC and SSC Resolves:

1. That this motion will make all the necessary changes to all sections of the Laws which are inconsistent with daily practice.
2. To implement the changes, outlined in Appendix A, that were suggested by each of the subcommittees and their heads.
3. To strike § 2.1.12 of Chapter 14.
4. To strike the phrase "at least two times" in §3.3.1 of Chapter 19.
5. To add §4.1.2 and add the phrase "with an emphasis on plays" to §4 to Chapter 19.
6. To add §4.1.1.6, §4.1.1.7, §4.1.1.8 to Chapter 19.
7. To strike "Marketing Officer" from Chapter 19 §7.1.
8. To strike, from Chapter 17, §1.1.6 the "Operations Officer" and to add "Entertainments Spaces Manager" and "Performance Space Manager".
9. To strike Chapter 4 §5.4.4 and Chapter 23 §4.1.4.
10. To change the grammar of Chapter 23 §3.3.
11. To update the role descriptions in Chapter 23 §4 to reflect current practice. See changes to Chapter 23 §4.2.2-3, §4.3, §4.4, §4.5, §4.6 in Appendix A.
 - 11.1. Change all mentions of the Outreach officer in Chapter 23 to the Academic Outreach Officer.
12. To add the phrase "in collaboration with the Careers Centre" to Chapter 23 §5.1.
13. Add the phrase "(Interviewed)" to Chapter 13, §2.1.1.7 and add "Events Coordinator" to §2.1.2.
14. Change Ball Coordinator to "Special Event Coordinator" to Chapter 13, §2.1.1.13 and §2.1.2.
15. To strike §3.7.3.2, §3.7.3.3, §3.7.3.4 in Chapter 1, add a new §3.7.3.2 "St Andrews Bicycle User Group" and correct the numbering.
16. Add to Chapter 1 §3.6.5 to the Association Alumni Officer role description.

PROPOSED:

Sigrid Jorgensen, Association Chair

SECONDED:

Annabel Ekelund, SSC Performing Arts Officer
Kristen Tsubota, SSC Charities Officer
Francis Newman, SSC Employability Officer
Rebecca Ryce, Association Alumni Officer

Appendix A:

Debates:

Chapter 14:

2.1.Membership:

The Officers of the Society shall be:

- 2.1.1. The SSC Debates Officer (Convener & Chair)
- 2.1.2. The Treasurer of the Society
- 2.1.3. The Clerk to the House (Secretary)
- 2.1.4. Inter-Varsity Secretary
- 2.1.5. Schools Secretary
- 2.1.6. Communications Secretary
- 2.1.7. Steward to the House (Social Secretary)
- 2.1.8. Internal Secretary
- 2.1.9. The Chief Whip
- 2.1.10. The Serjeant-at-Arms
- 2.1.11. The Freshers' Representative
- ~~2.1.12. The SSC Nominee~~

Mermaids:

3. Meetings

3.3. Presidents' Forum

3.3.1 The Presidents' Forum shall convene ~~at least~~ two times per semester.

4. Remit of Mermaids

4.1. Mermaids shall be responsible for the promotion of performing arts; **with an emphasis on plays** in St Andrews and the organization of events in conjunction with this promotion.

4.1.1: Mermaids shall allow student groups with a performing arts remit to affiliate with it, and will provide support for their activities.

4.1.1.1: Blind Mirth

4.1.1.2: Just So (Musical Theatre)

4.1.1.3: Gilbert and Sullivan

4.1.1.4: Inklight

4.1.1.5: A Capella Society

4.1.1.6: Comedy Society

4.1.1.7: Opera Society

4.1.1.8: Dance Society

4.1.2: Mermaids shall prioritize the funding of plays first proposed to Mermaids. After evaluating play proposals and granting funds for their implementation, the fund can then be approached by affiliated societies looking for additional funding.

7. Interviewed Positions

- 7.1 The positions of Vice-President, Treasurer, Productions Coordinator, ~~Marketing Officer~~, Fringe Representative, Technical Operations Manager, Box Office Manager and Ball Convener shall be filled by appointment after interview, which will take place before the Annual General Meeting.

Ents:

1. Committee

1.1. The Committee shall be formed of:

- 1.1.1. The Director of Events and Services
- 1.1.2. The Building Supervisor (non-voting)
- 1.1.3. The Deputy Building Supervisor (non-voting)
- 1.1.4. SSC Entertainments Convener
- 1.1.5. Secretary
- ~~1.1.6. Operations Officer~~
- 1.1.7. Events Officer
- 1.1.8. Two Technical Coordinators
- 1.1.9. Social Officer
- 1.1.9 Entertainments Spaces Manager
- 1.1.10 Performance Space Manager

Employability:

Chapter Four: The Student Services Council

5.4. SSC Employability Officer

- 5.4.1. Shall primarily work to represent student opinion on services and support relating to employability and career skills and shall:
- 5.4.2. Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;
- 5.4.3. Serve as a primary student liaison with the Careers Centre;
- ~~5.4.4. Work with the SRC Education Officer on the intersection of learning and teaching with employability;~~

Chapter Twenty-Three-SSC Employability Committee

2.1. Membership:

- 2.1.1. SSC Employability Officer (Convenor & Chair);
- 2.1.2. Director of Student Development & Activities;
- 2.1.3. Academic Outreach Officer
- 2.1.4. Treasurer
- 2.1.5. Secretary
- 2.1.6. Publicity Officer
- 2.1.7. Invited representatives (non-voting).

3. Employability Representative Forum is a forum to discuss employability issues within and between Schools and to share good practice.

- 3.1. Should meet three times per academic year
- 3.2. The Employability Officer is the chair and convenor

3.3. The Employability Officer shall invite Representatives from the Careers Centre to the Employability Representative Forum

3.4. Absence: If the Employability Class Representative is unable to attend an Employability Representative Forum, it is recommended that a representative from the School attends instead.

4. Role Descriptions:

4.1. SSC Employability Officer

4.1.1. shall primarily work to represent student opinion on services and support relating to employability and career skills and shall

4.1.2. Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;

4.1.3. Serve as a primary student liaison with the Careers Centre;

~~4.1.4. Work with the SRC Education Officer on the intersection of learning and teaching with employability;~~

~~4.1.5.~~ 4.1.4 Work with the Association Equal Opportunities Officer to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;

~~4.1.6.~~ 4.1.5. Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and

~~4.1.7.~~ 4.1.6. Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online

~~4.1.8.~~ 4.1.7. Be responsible for the running of the Employability Representatives

Forum and the training of the Employability Class Representatives

~~4.1.9.~~ 4.1.8. Will hold fortnightly surgeries for School Presidents

~~4.1.10.~~ 4.1.9. Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.

~~4.1.11.~~ 4.1.10. Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.

~~4.1.12.~~ 4.1.11. Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship.

4.2. Employability Class Representatives:

4.2.1. Attend Employability and Careers training

~~4.2.2. Deliver Employability training with the careers centre.~~

~~4.2.3. Convene and chair the employability representatives forum.~~

4.2.24. Help facilitate careers events in schools

- 4.2.35. Liaise with School, Student Association and Careers Centre for funding of events
- 4.2.46. Shall engage the student body with employability on campus.
- 4.2.57. Act as a link between the School President, Career Links and the Careers Centre to organise career-specific events for their School's student body.
- 4.2.68. Liaise with other Employability Representatives between Schools
- 4.2.79. Give tri-weekly lecture shouts in sub-honours modules about upcoming events and School specific internship opportunities etc.
- 4.2.81. Make student body aware of Careers Centre surveys on employability and career support during lecture shouts
- 4.3. Academic Outreach Officer:
 - 4.3.1. Will liaise with Schools, Career links and other societies and committees School Presidents with regards to setting up career events
 - 4.3.2. Will be the main point of contact for Employability Class Representatives, outside of the fortnightly committee meetings.
 - ~~4.3.3. Will be the first point of contact for Societies~~
 - 4.3.34. Will submit a report to the Employability Officer twenty-four hours prior to SSC meetings
 - 4.3.45. Will be selected by a panel consisting of the incoming Employability Officer, the outgoing Employability Officer, the Incoming Dosda and the outgoing Dosda
- 4.4. Secretary
 - 4.4.1. Will keep a copy of all correspondence
 - 4.4.2. Will write correspondence not directly relating to the remit of other officers in the committee
 - 4.4.3. Will keep and update the minutes of the committee and the Employability Reps Forum
 - 4.4.4. Will produce a committee newsletter at least once per semester
 - 4.4.5. Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee
 - ~~2. Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee.~~
- 4.5. Treasurer
 - 1. 4.5.1. Will keep the accounts of the committee
 - 4.5.2. Will ensure that committee budget is submitted correctly and punctually

[4.5.3. Will work with the Publicity Officer to ensure that information about funding available for Employability and Careers events, such as the Employability Speaker's Fund, is publicised effectively](#)

4.6 Publicity Officer

4.6.1. Will liaise with the Employability Class Representatives, Employability Officer and Careers Centre regarding career events.

~~4.6.2.3. Will be the first point of contact for Societies and subcommittees wishing to collaborate with the committee.~~

~~4.6.3.2. Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee.~~ [Will manage the committee's social media accounts, and if mandated by the committee, create new social media accounts.](#)

5. Funding:

5.1. Employability Speaker Fund will be managed by the Employability Committee [in collaboration with the Careers centre.](#)

6. Committee:

6.1. The [Academic](#) Outreach Officer, Treasurer, Secretary and Publicity Officer shall be selected through interviews.

Charities:

2. Committees

2.1. Charities Executive

2.1.1. Membership

2.1.1.1. SSC Charities Officer (Convenor and Chair)

2.1.1.2. Vice-Convenor (interviewed)

2.1.1.3. Secretary

2.1.1.4. Treasurer (interviewed)

2.1.1.5. RAG Week Coordinator (interviewed)

2.1.1.6. Race2 Coordinator (interviewed)

2.1.1.7. Events Coordinator ([interviewed](#))

2.1.1.8. Marketing Coordinator

2.1.1.9. Charitable Societies Coordinator (interviewed)

2.1.1.10. Halls Coordinator

2.1.1.11. Cloakroom Coordinator

2.1.1.12. Sponsorship and Development Coordinator

2.1.1.13 [Ball Special Events Coordinator](#) (Interviewed)

2.1.1.14. Director of Student Development & Activities/Director of Events and Services

2.1.1.15. Postgraduate Coordinator

2.1.2. The Vice-Convenor, Treasurer, RAG Week Coordinator, Race2 Coordinator, Charitable Societies Coordinator, [Events](#)

Coordinator, and ~~Ball and Social Special Events~~ Coordinator shall be co-opted by a vote of a panel consisting of the current SSC Charities Officer, the incoming SSC Charities Officer, the previous office bearer of the position and at least one sabbatical officer. The Charitable Societies Coordinator interview panel shall also include the SSC Societies Officer. A sabbatical or sabbatical-elect officer must be present for the co-option to be binding. All interviewed positions must be chosen before the AGM.

Community Relations:

Chapter One: The Students' Association

3.7. Association Community Relations Officer

The Association Community Relations Officer shall:

3.7.1. Have responsibility for areas concerning community relations in collaboration with the Association President.

3.7.2. Convene and chair meetings of the Association Community Relations Committee at least twice a month.

3.7.3. Alongside the Association President, be an Association representative on the following committees:

~~3.7.3.1. St Andrews Community Council;~~

~~3.7.3.2. Town Gown Liaison Group;~~

~~3.7.3.3. St Andrews Festival Committee;~~

~~3.7.3.4. Kate Kennedy Procession Committee; and,~~

~~3.7.3.2 St Andrews Bicycle User Group; and,~~

~~3.7.3.5 3.7.3.3. Any other committees or bodies as required.~~

Alumni

Chapter one:

3.6. Association Alumni Officer The Association Alumni Officer shall:

3.6.1. Convene and chair meetings of the Association Alumni Committee at least twice a month. 3.6.2. Liaise with the Association's subcommittees and affiliated societies to encourage them build connections with their alumni.

3.6.3. Liaise with the Development Office and the Athletic Union on alumni relations.

3.6.4. Be responsible for having minutes kept of Association Alumni Committee meetings, passing them to the Association Chair, and filing them in the General Office, and online.

3.6.5 Chair and Convene the Alumni Officers Forum twice per semester. The Alumni Officer Forum is a forum where societies as well as subcommittee alumni officers can meet with the Association Alumni Officer. The forum is a time where the alumni officers can update the Association Alumni Officer about how their societies and subcommittees are reaching out to, interacting with their alumni and coordinate the planning of the Alumni Festival.