

J20-12 A motion to update the Music Committee's (Music Fund) Constitution

Owner: Ally Addison

In effect from: Immediately

Review date: March 2021

This SSC notes:

1. The Music Committee has been without a Music Officer and has been greatly limited in functionality in recent years compared to in the past.
2. The Music Committee constitution was changed in 2019 but nothing was put into action.
3. The current constitution does not take into account new commitments, such as funding musicians and organising song-writing workshops (See **Appendix A**).
4. There is no funding from the Students' Association specifically for music (only more general funding is available).

This SSC believes:

1. Student music in St Andrews could use more support and specific funding from the Students' Association.
2. The Music Committee could be more effective in how it supports music in St Andrews.
3. The aims of the constitution do not accurately convey the purpose of Music Fund (See **Appendix B**).
 - a. This year, the music subcommittee aims to regenerate itself more as a fund.
 - b. The music subcommittee plans to organise song-writing workshops.
4. The new constitution and structure will allow the committee to function more effectively and with renewed purpose to better support student music in St Andrews.

This SSC resolves:

Update the constitution (Chapter 20 of the Laws) to **Appendix B**.

Proposer:

Ally Addison – SSC Music Officer

Seconders:

Tom Groves – Director of Events and Services

Gavin Sandford – Director of Student Development and Activities

Sophie Tyler – Athletic Union President

Appendices

Appendix A: Current Chapter 20

Chapter Twenty: 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.

AGM.

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

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

Appendix B: Proposed Chapter 20

Chapter Twenty: Music Committee (Music Fund)

The Committee shall be known as “the University of St Andrews Students’ Association Music Fund”, hereinafter referred to as “the Fund”, “Music Fund”, or “MF”.

1. Aims

1. To promote the St Andrews music scene, both within and outside of the Students’ Association and organise events such as gigs, open-mic sessions and song-writing workshops.
2. To promote and provide funding for musicians and music groups.
3. To act as a liaison between music-based societies and provide a network for anything music-related in St Andrews.

2. Membership

4. All Matriculated students, except those that have exercised their right under the Education Act 1994 not to be members of the Students’ Association, will automatically be eligible and be a part of the Fund.

3. The Committee

5. MF Committee shall consist of the following members. They will be assisted by student volunteer members.
 - 1.SSC Music Officer
 1. Convene and chair the St Andrews Music Committee.
 2. Manage the committee, oversee major events, and organise the AGM.
 3. Coordinate their activities with the Director of Events and Services and the Director of Student Development and Activities.
 4. Attend SSC meetings.
 - 2.Head of Tech
 1. Work with the Head of Events to oversee event setup and manage volunteers.
 2. Monitor gear and equipment, and review new equipment needs.
 3. Enforce and monitor the deposit system.
 4. Will be appointed by interview.
 - 3.Head of Events
 1. Oversee and plan events organised by the Fund and manage volunteers.
 2. Keep track of external music events in St Andrews.
 3. Liaise with affiliated student groups to avoid event clashes.
 4. Will be appointed by interview.
 - 4.Secretary
 1. Communicate with affiliated musicians and music societies regarding MF business and send out weekly emails to committee members and volunteers.
 2. Take minutes at meetings.
 3. Keep an up-to-date list of affiliated musicians available to play at events.
 4. Will be elected at the AGM.
 - 5.Publicity Officer
 1. Oversee MF social media channels.
 2. Publicise events.

3. Will be elected at the AGM.
6. Treasurer
1. Monitor the budget of the committee.
 2. Work with Head of Events for event costings.
 3. Work with Head of Tech for equipment costings.
 4. Work with SSC Music Officer for proposing the yearly budget.
 5. Will be elected at the AGM.
7. Genre Officers (20-21 only)
1. *There will be at between 2 and 5 Genre Officers in 20-21. They will be appointed by interview. Each will have a remit that will cover a number of affiliated students and groups in a certain genre, e.g. "Rock", "Classical".*
 2. *The positions will be reviewed and finalised in March 21 and specified in the constitution from then on.*
 3. Will act as a liaison between the committee and affiliated students or groups that fall under their remit.

4. Meetings

6. The Committee will have regular weekly meetings in term time. All members are expected to attend, or inform the other members of their absence beforehand if they cannot. Where possible the Director of Events and Services and Director of Student Development and Activities will attend.
7. Affiliated society presidents will be invited to attend at least once a month, but are not required.
8. Meetings are used to discuss and plan events, make known any new information, propose new projects, and answer questions.
9. All meetings shall be held in accordance with the standing orders of the Association.
10. The quorum shall be three-fifths of committee members.

5. Annual General Meeting

11. The AGM shall take place in semester two, after the mid semester vacation.
12. The AGM will have no less than two weeks prior notice and will be advertised broadly to increase attendance.
13. 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.
14. No person may hold more than one committee position at a time.
15. Unless an election is uncontested, voting shall be by secret ballot, and shall be supervised by a sabbatical officer, who shall act as Senior Elections Officer. All unopposed candidates must run against Re- Open Nominations. Proxy votes will be accepted for Executive posts only. Proxy votes must be authorised by an Election Officer.

6. Interviews

16. The appointment of new committee members will be carried out through a fair and inclusive process of applications and interviews, which will be open to and advertised to all matriculated students.
17. Interviews will be conducted by the following panel:
 1. Outgoing Music Officer
 2. Incoming Music Officer
 3. Director of Student Development and Activities

4. Director of Events and Services

7. Funding

18. MF will have money allocated in their budget for supporting student music, and will allocate this money to students who apply for funding.
19. In order to decide who gets funding, musicians and music groups must go through a short, online application process, detailing what they want to do and how much they think they will need.
20. Applications can be made for:
 1. Equipment
 2. Venue hire
21. Funding applications will be reviewed by the committee, must be proposed and seconded, and must have a majority agreement within the committee.