



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

AGENDA

Tuesday, 23 February 2016 - Committee Room - 6pm

- 1. Adoption of the Agenda**
- 2. Apologies for Absence**
- 3. Reports of the Sabbatical Officers**
 - 3.1. Report of the Athletic Union President
 - 3.2. Report of the Association President
 - 3.3. Report of the Association Director of Events & Services
 - 3.4. Report of the Association Director of Student Development & Activities
 - 3.5. Report of the Association Director of Representation
- 5. New General Joint Business**
 - 5.1. **J.16-7-** A Motion to Clarify Member Discipline and Motions of No Confidence
 - 5.2. **J.16-8-** Motion to redefine the roles of Member Without Portfolio and Employability Officer
 - 5.3. **J.16-9-** A Motion to improve and increase councillor handover training
- 6. New General SRC Business**
- 7. New General SSC Business**
 - 7.1. **J.16-6-** A Motion to Redefine the Aims of Education Committee
- 8. Any Other Competent Business**

J.16-7- A Motion to Clarify Member Discipline and Motions of No Confidence

This SRC and SSC note:

1. In Semester One a motion which altered the frequency in which SRC met was passed (see J.15-26).
2. The number of absences from meetings has not been altered in accordance with this change.
3. There is currently no penalty for failure to submit a report.

This SRC and SSC believe:

1. SRC's absence policy must be proportionate to the number of meetings that will be held.
2. One meeting without acceptable apologies and two meetings with apologies is proportionate given that there will be a minimum of five meetings of SRC per councils session.
3. By introducing a penalty of one non-submission of a report counting as 1/2 a missed meeting this will encourage councillors to submit reports.
4. Both of these measures aim to maintain the accountability of council members to the student population that they are accountable to.
5. The process to pursue a motion of no confidence should be clarified and amended in order to work within the new structure of councils.

This SRC and SSC resolves:

1. To strike chapter 4 of the laws and replace it with the text attached as appendix A.
2. To amend section 6 and 11 of the standing orders to reflect the changes made in appendix B.

Proposed

Zara Evans
Joe Tantillo
Charlotte Andrew
Annie Newman

Appendix A

Chapter Four: Membership of the SRC, SSC, and their Subcommittees

1. Voting Rights

No member shall hold more than one voting place on either or both of the SRC and SSC, or on the Students' Association Executive Committee.

2. Resignation

A member may resign before the expiration of their term of office by giving written notice to that effect to their line manager (relevant sabbatical officer)

3. Absence

3.1. If a member except a Sabbatical Officer, Faculty President, the Postgraduate Convenor and the Rector's Assessor, is absent from one meeting of SRC without adequate apologies or two in total, they shall be removed from office, unless the SAEC reinstates the member, conditionally or unconditionally, within 7 days of the approval of minutes of the meeting triggering this section.

3.2. If a member except a Sabbatical Officer, is absent from two meetings of SSC without adequate apologies or three in total, they shall be removed from office, unless the SAEC reinstates the member, conditionally or unconditionally, within 7 days of the approval of minutes of the meeting triggering this section.

3.3. If an elected member of a specific subcommittee (except for nominees) is absent from two of these subcommittee meetings in one semester and does not submit in writing an explanation satisfactory to the SRC/SSC bodies to which they were elected, they shall cease to be a member.

3.4. If a nominee to a subcommittee of the SRC/SSC is absent from two meetings in one semester and does not submit in writing an explanation satisfactory to the body concerned, they shall cease to be a member of the subcommittee concerned.

4. Non-Matriculation

If a member does not matriculate in the University, they shall cease to be a member of SRC/SSC.

5. Internal Appointments

Any member vacating his/her seat shall vacate any internal appointments for which being a member of SRC/SSC is a prerequisite; their retention of any other internal posts shall be subject to confirmation by SRC/SSC as appropriate.

7. Casual Vacancy

A member elected or co-opted to fill a casual vacancy shall hold office for the unexpired period of their predecessor's term.

Appendix B

Standing Orders

11. Motions of No Confidence

- 11.1. There shall be a motion of no confidence, which shall apply to the ability of a Member to carry out the functions of his/her office.
- 11.2. A motion of no confidence shall be triggered by the presentation of a written motion to the Association Chair, or in the case of a motion against the Association Chair to the Association President, or a petition signed by a number of ordinary members equal to or greater than five per cent of the total valid first preference votes cast in the last election to that office.
- 11.3. A motion of no confidence shall be submitted first to SAEC for consideration and providing that it passes with a majority vote it will be submitted for consideration at the relevant council (SRC/SSC).
- 11.4. The support of two-thirds of the members present in the relevant council and voting shall be required to adopt a motion of no confidence.
- 11.5. In the case that a motion of no confidence is brought against an Association Officer it must be passed through both councils.
 - 11.5.1. In this event an emergency Joint Councils meeting should be held.
 - 11.5.2. If a motion of no confidence against an Association Officer fails in one council but passes in the other the councils shall be deemed as in conflict and the final decision shall be made by SAEC.
- 11.6. A Member against whom a motion of no confidence is adopted shall have no voting or speaking rights in the Councils or any subcommittees thereof.
- 11.7. If a motion of no confidence passes the relevant council the member will be required to submit a letter of resignation no more than 24 hours after the end of the meeting.
- 11.8. A motion of no confidence shall have precedence over all other pending business including a substantive motion.
- 11.9. A motion of no confidence introduced after the deadline for the submission of motions shall be deemed to be of overwhelming importance.
- 11.10. A casual vacancy created by the passing of a motion of no confidence shall be filled by the appropriate procedure as outlined in the laws.

6. Reports of Councillors

- 6.1. Subcommittees and each individual member of the Councils, excluding Sabbatical Officers, shall submit their report electronically to the Chair no later than 96 hours prior to the time specified for a Regular Meeting of a Council.
- 6.2. The form of the report shall be at the discretion of the Councillor.
- 6.3. 'Nothing to report' is an acceptable report.
- 6.4. Notwithstanding §6.5.2., the Chair, at their discretion, may request that any member reformat their report if they feel it is completed to an unacceptable standard.
- 6.5. Any Councillor may amend their report during the Questions for Subcommittees portion of the Agenda or Any Other Competent Business.
- 6.6. If a Councillor fails to submit a report it shall count as 1/2 of an absence.

J.16-8: Motion to redefine the roles of Member Without Portfolio and Employability Officer

THIS SRC AND SSC NOTES:

1. The Member Without Portfolio sits on SSC, but also attends all SRC meetings.
2. The role description for Member Without Portfolio is vague and fails to accurately portray the responsibilities of the position.
3. The Employability Officer sits on SRC but liaises with subcommittee heads and societies.
4. The Employability Officer is an event based position, rather than a representational position.
5. No External Funding has been raised in the past two years.

THIS SRC AND SSC BELIEVES:

1. The Member Without Portfolio is an accessible Union position and helps the Association Chair in both the SRC and SSC.
2. The role of Member Without Portfolio on the SRC should have an equivalent role description and voting status as the Member Without Portfolio on SSC.
3. In order for the Employability Officer to have access to subcommittee heads and societies convener, the Employability Officer should move from SRC to SSC.
4. The Employability Officer role description should be updated to accurately reflect the reality of the role.
5. There is no reason to have both the Director of Representation and Director of Student Development and Activities on the Employability Committee.
6. The responsibilities of the External Funding Officer can be merged under the Employability Officer.

THIS SRC AND SSC RESOLVES:

1. A Member Without Portfolio position to be added to the SRC. The SRC Member Without Portfolio should be added to the membership and role description portions (Chapter 3).
2. To clarify and amend the role of both the SRC and SSC Member Without Portfolio.
3. To change the name of the SRC Employability Officer to SSC Employability Officer. To add Employability Officer to SSC membership and a section for Employability (Chapter 3).
4. Remove all mentions of the Employability Officer in the SRC sections of the Laws (Chapter 2). Re-name all mentions of the SRC Employability Officer to SSC Employability Officer throughout (Chapter 1 and 6).
5. Remove Director of Representation from the Employability Committee.
6. Add a chapter in the Laws for the Employability committee as the new Chapter 22 and renumber the subsequent chapters.
7. To clarify the Employability Officer's responsibility regarding Employability Class Representatives and the Employability Representative's Forum.
8. To merge the role description for the External Funding Officer into the Employability Officer's role description.
9. To strike all mentions of the External Funds Officer from the laws (Chapter 1, 3 and 6)

PROPOSED: Sigrid Jorgensen and Toby Emerson

SECONDED: Nils Turner, Annabel Romanos, Miriam Chappell, Joe Tantillo, Kyle Blain

Changes to laws:

Chapter 1:

3.4.9.7. ~~SRC~~ SSC Employability Officer

Chapter 2: The Student's Representative Council

1.1.24. SRC Member Without Portfolio

1.1.25. Postgraduate Convenor

1.1.26. Arts/Divinity Faculty President

1.1.27. Science/Medicine Faculty President

1.1.28. Education Researcher (non-voting)

1.1.29. The Principal Ambassador or his/her nominee (non-voting)

6.3 SRC Member without Portfolio shall:

6.3.1 Attend all meetings of the SRC, and those of its subcommittee if they wish.

6.3.2 Liaise with all SRC Officers and Members to offer assistance if required

6.3.3 Use social media to post live updates of the SRC meetings

6.3.4 Be a Voting member on SRC

6.3.5. Work with the SSC Member without portfolio to organise Council Socials

Chapter 3: Student Services Council

1.1.19. SSC Employability Officer

1.1.20. SSC Member without Portfolio

1.1.21. SSC Design & PR Team Convener (non-voting)

1.1.22. SSC Entertainments Convener (non-voting)

1.1.23. The Principal Ambassador or his/her nominee (non-voting)

4.1.14. Employability Officer

4.2.14 Employability Committee

5.3 SSC Member without Portfolio shall:

5.3.1 Attend all meetings of the SRC, and those of its subcommittee if they wish.

5.3.2 Liaise with all SSC Officers and Members to offer assistance if required

5.3.3 Use social media to post live updates of the SSC meetings

5.3.4 Be a Voting member on SSC

5.3.5. Work with the SRC Member without portfolio to organise Council Socials

5.14 SSC Employability Officer shall primarily work to represent student opinion on services and support relating to employability and career skills and shall:

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

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

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

5.14.4. 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;

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

5.14.6. 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

5.14.7. Be responsible for the running of the Employability reps Forum and the training of the Employability Class Reps

5.14.8. Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.

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

5.14.10. Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship.

Chapter 6: Elections

1.1.23. SRC Member Without Portfolio

1.1.24. SSC Employability Officer

CHAPTER TWENTY-TWO: SSC EMPLOYABILITY COMMITTEE

1. Aims: The SSC Employability Committee shall be responsible for supporting the SSC Employability Officer in meeting their objectives
2. SSC Employability Sub-Committee
 - 2.1. Membership:

- 2.1.1. SSC Employability Officer (Convenor & Chair);
- 2.1.2. Director of Student Development & Activities;
- 2.1.3. Outreach Officer
- 2.1.4. Treasurer
- 2.1.5. Secretary
- 2.1.6. Publicity Officer
- 2.1.7. SRC Education Officer; and
- 2.1.8. Invited representatives (non-voting).
- 2.2. Meetings:
 - 2.2.1. Employability Sub-Committee Meetings:
 - 2.2.1.1. The SSC Employability Committee shall meet whenever mandated by the SSC or called by the SSC Employability Officer. There shall be at least one meeting per semester.
- 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 shall invite Representative from the Careers center 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. 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. Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and
 - 4.1.7. 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. Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives
 - 4.1.9. Will hold fortnightly surgeries for School Presidents

- 4.1.10. Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.
- 4.1.11. Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.
- 4.1.12. 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.
 - 4.2.4. Help facilitate careers events in schools
 - 4.2.4.1. Liaise with School, Student Association and Careers Centre for funding of events
 - 4.2.5. Shall engage the student body with employability on campus.
 - 4.2.6. Act as a link between the School President, Career Links and the Careers Centre to organize career-specific events for their School's student body.
 - 4.2.7. Liaise with other Employability Representatives between Schools
 - 4.2.8. Give tri-weekly lecture shouts in sub-honours modules about upcoming events and School specific internship opportunities etc.
 - 4.2.9. Make student body aware of Careers Centre surveys on employability and career support during lecture shouts
- 4.3. Outreach Officer:
 - 4.3.1. Will liaise with Schools, other societies and committees 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
 - 4.3.4. Will submit a report to the Employability Officer twenty-four hours prior to SSC meetings
 - 4.3.5. 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 officer
 - 4.4.3. Will keep and update the minutes
 - 4.4.4. Will produce a committee newsletter at least once per semester
- 4.5. Treasurer
 - 4.5.1. Will keep the accounts of the committee
 - 4.5.2. Will ensure that committee budget is submitted correctly and punctually

4.6. Publicity Officer

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

5. Funding:

5.1. Employability Speaker Fund will be managed by the Employability Committee

6. Committee:

6.1. The Outreach Officer, Treasurer, Secretary and Publicity Officer shall we selected through interviews.

6.2. The committee may co-opt additional members as it deems necessary for set periods of time. Co-opted members shall have speaking but no voting rights.

J.16-9- A Motion to improve and increase councillor handover training

THIS SRC AND SSC NOTE:

There is no handover training formally in place for SRC and SSC councillors.

Handover for councillors is therefore dependent on the individual outgoing councillor, not the Union.

Councillor roles may involve up to 20 hours a week of voluntary work and managing a subcommittee.

THIS SRC AND SSC BELIEVE:

Councillor roles can be demanding.

Councillors will work best if equipped for their role.

Councillors will be happier and more confident in their roles if properly trained.

The Students' Association should take responsibility for ensuring that outgoing councillors meet the training needs of incoming councillors, alongside the training already provided by the Students' Association.

THIS SRC AND SSC RESOLVE:

Outgoing SRC Officers of this term will fill out a handover pack for their successor, submitted to the Association Chair and line manager by 7 March in Week 7 of Semester 2.

In future years, outgoing councillors will be recommended to review and update this handover pack.

Incoming councillors will be entitled to 3 half-hour meetings with their predecessors throughout semester 2 to check progress, each with a set topic. Failing this, these meetings are recommended to be held by their line manager.

The SRC and SSC of 2016-17 are recommended to review and formalise these rules for improvements of their effectiveness.

Proposed:

Miriam Chappell, Toby Emerson, Sigrid Jorgensen, Omar Ali

Seconded:

Holly Johnston, Kate Mayer

HANDOVER PACK

Useful contacts

Running/sitting on a subcommittee: tips

Subcommittee structure

Councils: tips

Calendar of year

Successes

Things the outgoing councillor would do differently a second time

Outgoing officer: unfulfilled plan

Attach a file of your annual budget.

HALF HOUR MEETINGS STRUCTURE

Meeting 1

Handover alongside manifesto: how to achieve aims. Outgoing position brings their manifesto and talks about successes, failures, unfinished projects.

Aim: to retain new councillors' focus on their original aims; to demonstrate that unfinished projects are not a mark of failure; to offer the opportunity for continuity should the new councillor wish.

Meeting 2

SRC / SSC meetings: how and why to write a motion.

Aim: to encourage confidence when sitting on Councils, and creativity in issues raised.

Meeting 3

If an Officer: running your subcommittee - its structure, contacts beyond the subcommittee (societies, staff to work with). Calendar for the year: what worked, what needs improvement. Budgeting for the year.

If a Member: sitting on your subcommittee – its structure, contacts beyond the subcommittee (societies, staff to work with). Calendar for the year: what worked, what needs improvement.

Aim: to help the new councillor become comfortable in their committee role, whether as a leader or a member, and have the committee run as effectively as possible.

J.16-6 A Motion to Redefine the Aims of the Education Committee

SRC notes:

1. The aims and purpose of the Education Committee currently require updating and clarification.
2. The Faculty Presidents are optimally placed to have insight into what the aims and purpose of the Education Committee should be, and can reasonably be expected to be.
3. The Education Committee is the sole subcommittee in councils to have education as its remit.

SRC believes:

1. By clarifying and updating the aims and purpose of the Education Committee, the committee will be able to function more efficiently.
2. The proper remit of the Education Committee should be education, and this should be explicit.
3. Subcommittees function best when their remit is clear, well defined and consistent with what it is reasonable to expect that subcommittee to be able to achieve.
4. It will be beneficial for future officers of the Education Committee to have their aims and purpose explicitly codified in the laws.

SRC resolves:

1. To amend the description of the aims and purpose of the Education Committee currently in the Association Laws to the text as follows:

The Education Committee shall:

6.2.2.1 Coordinate and support the academic representation system, including School Presidents and Class Representatives;

6.2.2.2 Work to improve the educational experience of students within the university.

6.2.2.3 The focus of the committee shall be constrained primarily to academic matters, but will include areas of remit crossover; e.g. extenuating circumstances where the educational experience of the students converges with a non-academic remit.

6.2.2.4 Promote student engagement on matters relating to learning, teaching, and research.

6.2.2.5 Ensure the regular sharing of common good practice and themes across academic representatives from different Schools.

6.2.3. Meetings The Education Committee shall meet at least twice a month, with accommodations made to avoid clashes with the School Presidents' Forums.

6.2.4. Education Executive Committee

6.2.5. Membership

6.2.5.1. Director of Representation (Convenor & Chair);

6.2.5.2. Postgraduate Convenor; (A postgraduate position TBC)

6.2.5.3. Arts/Divinity Faculty President; and,

6.2.5.4. Science/Medicine Faculty President.

6.2.6. Remit: The Education Executive Committee shall:

6.2.6.1. Formulate and ensure the execution of SRC policy on education;

6.2.6.2. Keep the SRC informed of University education policy;

6.2.6.3. Coordinate and ensure representation and advocacy within the University education structure; and

6.2.6.4. Set the agenda for the Education Committee and School Presidents' Forum.

6.2.7. Meetings

The Education Executive Committee shall meet as appropriate but no fewer than once a month.

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Proposed: Louise McCaul, Eleanor Mullin

Seconded: Joe Tantillo