



# University of St Andrews Students' Association Executive Committee

## MINUTES

Tuesday April 19th – Committee Room - 6pm

### Present

<b>Member's Name</b>	<b>Position</b>
Sigrid Jorgensen	Association Chair
Chris MacRae	Association Director of Events and Services
Taryn O'Connor	Association Director of Events and Services-Elect
Joe Tantillo	Association Director of Representation
Jack Carr	Association Director of Representation-Elect
Pat Matthewson	Association President
Charlotte Andrew	Association President-Elect
Lewis Wood	SRC Senior Officer
Holly Johnston	SRC Secondary Nominee
Louise McCaul	SRC Tertiary Nominee
Annabel Ekelund	SSC Secondary Nominee

### In Attendance

Ilaria Gidoro	Education and Representation Coordinator (Minutes)
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### Absent

<b>Member's Name</b>	<b>Position</b>
Caroline Christie	Association Director of Student Development and Activities-Elect
Ben Peddie	Athletic Union President-Elect
Pia Szabo	SSC Senior Officer
Kristen Tsubota	SSC Tertiary Nominee

### **1. Adoption of the Agenda**

**The agenda was adopted without dissent.**

### **2. Apologies for Absence**

<b>Member's Name</b>	<b>Position</b>
Kyle Blain	Association Director of Student Development and Activities
Sarah Thompson	Athletic Union President

**The apologies were accepted without dissent.**

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### **3. Adoption of the Minutes of the Previous Meeting**

The minutes of the previous meeting would be circulated electronically.

### **4. Matters Arising from the Minutes of the Previous Meeting**

N/A

### **5. Unfinished General Business**

There was no unfinished general business.

### **6. New General Business**

#### **6.1 Constitutional Changes for SSC Subcommittees Based on Motion S.16-3**

#### **THE SSC NOTES:**

1. Alumni engagement is a long term strategic priority for the Student's Association
2. Several subcommittees already have responsibilities to engage with alumni in their constitution
3. Including this responsibility in all SSC subcommittee constitutions provides consistency across the Student's Association.

#### **THE SSC BELIEVES:**

1. Every SSC subcommittee and all students would benefit from increased alumni engagement
2. An assigned responsibility to do so in subcommittee constitutions would ensure this engagement occurred every year

#### **THE SSC RESOLVES:**

1. To include the responsibility to engage with alumni, whether in a specific role's remit or as a general activity of the subcommittee, in the constitution of each SSC subcommittee
2. To allow SSC subcommittees to interpret "alumni engagement" separately, as best reflects their activities
3. To ask every SSC subcommittee to submit their constitutional amendments to the SAEC before the end of the academic year
4. To exclude the SSC Design Committee from this provision as it does not compliment their current remit

**PROPOSED:** Rebecca Ryce (Association Alumni Officer), Pat Mathewson (Association President) and Charlotte Andrew (Association President-Elect)

**SECONDED:** Kyle Blain (DoSDA), Rebecca Thomas (SSC Debates Officer), Annabel Ekelund (SSC Performing Arts Officer)

## **Constitutional Change for LGBT**

Please see the before and after suggested in the change of our constitution.

Currently:

### **2.1.6. Campaigns & Publicity Officer**

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

2.1.6.2. Will be responsible for preparing publicity for other Executive and nonexecutive members.

2.1.6.3. Will liaise with other LGBT societies regarding such social events as they may be planning and keep the Executive informed, in an effort to build links with other LGBT groups.

2.1.6.4. Will hold a copy of the constitution

Suggested change:

### **2.1.6. Campaigns & Publicity Officer**

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

2.1.6.2. Will be responsible for preparing publicity for other Executive and nonexecutive members.

2.1.6.3. Will liaise with other LGBT societies regarding such social events as they may be planning and keep the Executive informed, in an effort to build links with other LGBT groups.

2.1.6.4. Will hold a copy of the constitution

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

## **Include Alumni Officer into the Laws of the SSC Performing Arts Subcommittee**

### **The SSC Notes:**

1. Mermaids does not have a role that includes alumni engagement.
2. Mermaids is working on the 2017 Mermaids Alumni Festival.
3. Many of our alumni are currently working in the performing arts field.

### **The SSC Believes:**

1. Having the Secretary take on an alumni engagement role would take some of the Mermaids Alumni Festival responsibility off of the Vice President.

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2. Contacting alumni will give Mermaids contacts to provide workshops and career events to students wishing to pursue a career in the performing arts.
3. Building alumni relations will improve our contacts and allow for mentoring schemes that would benefit students auditioning for drama school, interviewing for production companies, etc.

### The SSC Resolves

1. To add alumni engagement to the Secretary's remit.
2. To have the secretary collect contacts and form a database.
3. To have the secretary send out monthly alumni emails.

**PROPOSED:** SSC Performing Arts Officer (Annabel Ekelund)

### Law Changes to Societies

- o Remit

1.1. The Societies Committee shall:

- 1.1.1. Approve affiliation of individual societies.
- 1.1.2. Formulate policy on societies.
- 1.1.3. Ensure that affiliated societies fulfil their role as defined in their constitution.
- 1.1.4. Organise Societies Fairs in consultation with the Director of Student Development and Activities.
- 1.1.5. Liaise with societies about Association facilities and make recommendations to the SSC and SAB as to their provision, ensure that societies abide by their constitutions and Association policy, and approve Association publications concerned with societies.
- 1.1.6. Be the committee responsible for the passing of budgeted and discretionary grants for societies, subject to limitations set by the budget.
- 1.1.7. Encourage Societies to boost alumni engagement by starting semesterly newsletters and maintaining email lists of society alumni

**Laws change for Employability:**

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### 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. 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.

In order to include alumni relations in subcommittees' constitutions, subcommittees had sent proposed changes to be approved by SAEC.

Mr Wood went over the proposed constitutional changes for LGBT.

**There were no objections. The amendment passed.**

Ms Ekelund went over the proposed changes for the Performing Arts subcommittee.

**There were no objections. The amendment passed.**

Proposed changes for the Societies subcommittee were read on the papers.

**There were no objections. The amendment passed.**

Proposed changes for the Employability subcommittee were read on the papers.

**There were no objections. The amendment passed.**

## 6.2 J.16-11 Motion to Add New Positions to the STAR Committee

### THIS SRC AND SSC NOTES:

1. Section 3 of Chapter Twenty-Four of the Laws outlines the current committee positions: SSC Broadcasting Officer (3.1.1), Director of Events & Services (3.1.2), Deputy Broadcasting Officer (3.1.3), Creative Director (3.1.4), News Director (3.1.5), Director of Finance & Sponsorship (3.1.6), Director of Press (3.1.7), Director of Internal Communications (3.1.8), Hearing Aid Print/Online Editor (3.1.9), Head of Music (3.1.10), Head of Events (3.1.11), Director of Technical Operations (3.1.12), Web Developer (3.1.13).

### THIS SRC AND SSC BELIEVES:

1. These titles are vague and prevent the committee from being as efficient as possible.
2. Director of Press has one responsibility: contacting Heads of Events from other societies to get press passes. This responsibility is not demanding and another committee member could complete this task as required.
3. The committee works tirelessly throughout the year to ensure that STAR remains one of the best outlets for student creativity, but subcommittee is still not reaching a significantly large portion of the student body.

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4. Adding two new committee positions would make STAR more accessible for a maximum number of students and build a stronger sense of community.
5. A Freshers Head of Events would host informal events targeted at freshers, making it easier to find out about STAR and the many ways to get involved from the start of their university career.
6. A Head of Publicity would be responsible for all online publicity, as well as responsible for physical publicity such as putting up posters in university buildings, halls of residence, and the union.
7. This new publicity scheme would enable STAR to move beyond social media and reach individuals who are not already familiar with the committee.
8. Hearing Aid is a reputable music magazine that requires a lot of work and dedication throughout the year to regularly publish articles online and print three issues per academic year. Therefore, Hearing Aid should be headed by both a Hearing Aid Print Editor and a Hearing Aid Online Editor.

### **THIS SRC AND SSC RESOLVES**

1. A Fresher Head of Events and Head of Publicity should be added to the committee
2. Section 3.1.7 Director of Press should be removed from Chapter Twenty-Four of the Laws
3. The titles of the remaining positions should be changed to create a more cohesive subcommittee. The final list of the SSC Broadcasting Society committee positions will be as follows: SSC Broadcasting Officer, Director of Events & Services, Deputy Broadcasting Officer, Head of Creative, Head of News, Head of Finance, Head of Internal Communications, Hearing Aid Print Editor, Hearing Aid Online Editor, Head of Music, Head of Events, Freshers Head of Events, Head of Publicity, Head of Technology, Head of Web Development.

### **PROPOSED:**

Charlotte Flatley - SSC Broadcasting Officer

### **SECONDED:**

Chris MacRae - DoES

Joe Tantillo - DoRep

Lewis Wood - Association LGBT Officer

Aine Bennett - Association Community Relations Officer

Mr MacRae introduced the motion. He explained that the points proposed were already happening but they were not in the constitution.

There were no questions.

There was no debate.

**With no objections, motion J.16-11 was approved.**

### 6.3 J.16-12: Motion to Restructure Societies Committee

#### This SSC Societies Committee Notes:

1. The current committee structure consists of one Grants Officer.
2. The laws currently don't include an Affiliations Officer

#### This SSC Societies Committee Believes:

1. The creation of a Grants Advisor, in addition to the Grants Officer, would help efficiency.
2. Affiliations officer is an important position that has existed for the past two years even though it's not in the laws.

#### This SSC Societies Committee Resolves:

1. To strike the current Membership structure of Societies Committee and replace it with Appendix A.

#### Proposed:

Societies Committee

#### Seconded:

Kyle Blain, DoSDA

### Appendix A:

## Chapter Twenty-Five: SSC Societies Committee

### 1. SSC Societies Committee

#### 1.1. Membership

1.1.1. SSC Societies Officer (Convenor and Chair)

1.1.2. Director of Student Development & Activities

1.1.3. Grants Officer

1.1.4. Grants Adviser

~~1.1.4.~~ 1.1.5. Elections Officer

~~1.1.5.~~ 1.1.6. Secretary

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~~1.1.6-1.1.7.~~ Two Elections Advisers

~~1.1.8.~~ Affiliations Adviser

~~1.1.7-1.1.9.~~ Webmaster

~~1.1.8-1.1.10.~~ Events Officer

~~1.1.9-1.1.11.~~ University Charities Campaign Societies Coordinator

~~1.1.10.~~ Marketing Officer

~~1.1.11-1.1.12.~~ Two SRC Nominees

~~1.1.12-1.1.13.~~ Two SSC Nominees

Management Accountant (non-voting)

Ms Jorgensen highlighted the proposed changes.

There were no questions.

There was no debate.

**With no objections, the motion J.16-12 was approved.**

**7. Any Other Competent Business**

There was no other competent business.

**The meeting adjourned.**