



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

## AGENDA

Tuesday 7 October 2014 – School II - 7.00pm

- 1. Adoption of the Agenda**
- 2. Apologies for Absence**
- 3. Adoption of the Minutes of the Previous Meeting**
- 4. Matters Arising from the Minutes of the Previous Meeting**
- 5. Open Forum**
- 6. Reports of Sabbatical Officers**
  - 6.1. Report of the Association President
  - 6.2. Report of the Association Director of Services
  - 6.3. Report of the Association Director of Student Development & Activities
  - 6.4. Report of the Association Director of Representation
- 7. Reports of Officers**
  - 7.1. Report of the Arts/Divinity Faculty President
  - 7.2. Report of the Association Community Relations Officer
  - 7.3. Report of the Association Environment & Ethics Officer
  - 7.4. Report of the Association LGBT Officer
  - 7.5. Report of the Athletic Union President
  - 7.6. Report of the Science/Medicine Faculty President
  - 7.7. Report of the SRC Accommodation Officer
  - 7.8. Report of the SRC Education Officer
  - 7.9. Report of the SRC Equal Opportunities & Welfare Officer
  - 7.10. Report of the SRC Employability Officer
  - 7.11. Report of the SRC External Campaigns Officer
  - 7.12. Report of the SRC Member for First Year
  - 7.13. Report of the SRC Member for Gender Equality
  - 7.14. Report of the SRC Member for International Students
  - 7.15. Report of the SRC Member for Mature Students
  - 7.16. Report of the SRC Member for Private Accommodation
  - 7.17. Report of the SRC Member for Racial Equality
  - 7.18. Report of the SRC Member for Students with Disabilities
  - 7.19. Report of the SRC Member for University Accommodation
  - 7.20. Report of the SRC Member for Widening Access & Participation
  - 7.21. Report of the SRC Postgraduate Convenor
  - 7.22. Report of the SRC Wellbeing Officer
  - 7.23. Any Other Competent Reports

## **8. Unfinished General Business**

### **9. New General Business**

- 9.1. Co-Option of the SRC Member for Widening Access & Participation
- 9.2. J. 14-9 – A Motion to Amend the Constitution of St Andrews Radio
- 9.3. J. 14-10 – A Motion to Amend the Charities Campaign Constitution to Include a Cap on Nominated Charities
- 9.4. J. 14-11 – A Motion to Amend the Laws to Create a More Effective Discipline Policy
- 9.5. R. 14-8 – A Motion to Provide Funding for the “That’s Union” Campaign from the SRC Discretionary Fund

### **10. Open Discussion**

### **11. Any Other Competent Business**

## **J. 14-9**

### **A MOTION TO AMEND THE CONSTITUTION OF ST ANDREWS RADIO**

#### **THIS SSC & SRC NOTES:**

1. STAR's constitution no longer matches the makeup of its committee.
2. Hearing Aid has been a part of STAR for two years but has no official place in the Laws.
3. The aims of STAR as stated in the Association Law (Chapter 21, Section 1.3) state that STAR is established to provide additional broadcasting services as should become desirable in the future.

#### **THIS SSC & SRC BELIEVES:**

1. As a subcommittee, the parameters established for Hearing Aid as an extension of St Andrews Radio fit within the existing constitutional bounds.
2. Placing Hearing Aid in the constitution establishes the publication as an official entity of STAR.

#### **THIS SSC & SRC RESOLVES:**

1. In Chapter 21 of the Laws Strike the existing text under §3.1 and insert the following:

**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 (Convener & Chair)**

**3.1.2. Director of Events & Services**

**3.1.3. Deputy Broadcasting Officer**

**3.1.3.1. Will manage STAR's on/off air broadcasting expansion.**

**3.1.3.2. Will assist and support all other Officers in performing their duties.**

**3.1.3.3. Will chair the committee in the absence of the SSC Broadcasting Officer.**

**3.1.4. Creative Director**

**3.1.4.1. Will manage branding and STAR's public image.**

**3.1.5. News Director**

**3.1.5.1. Will manage on air news shows, and coordinate news podcasts and online articles.**

**3.1.6. Director of Finance and Sponsorship**

**3.1.6.1. Responsible for the management of STAR's finances and assets.**

**3.1.7. Director of Press**

**3.1.7.1. Will be responsible for the management of STAR's social media.**

**3.1.7.2. Will be responsible for the organization of STAR's press coverage of events.**

**3.1.8. Director of Internal Communications**

**3.1.8.1. Will take minutes at committee meetings.**

**3.1.8.2. Will ensure communication between STAR committee and student members.**

**3.1.9. Hearing Aid Print/Online Editor**

**3.1.9.1. Responsible for the management of Hearing Aid.**

**3.1.10. Head of Music**

**3.1.10.1. Will manage the musical output of STAR including but not limited to online playlists.**

**3.1.11. Head of Events**

**3.1.11.1. Responsible for the planning, management and coordination of all STAR events.**

**3.1.12. Director of Technical Operations**

**3.1.12.1. Responsible for the management of all technology necessary for the operation and broadcasting of St Andrews Radio.**

**3.1.13. Web Developer**

**3.1.13.1. Responsible for the management and expansion of the STAR website.**

2. Add in Chapter 21 of the Laws a new §1.4 to read as follows:

**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.**

**PROPOSED:**

Sean McDonald

SSC Broadcasting Officer

**SECONDED:**

Leon O'Rourke

Director of Events & Services

## **J. 14-10**

### **Motion to Amend the Charities Campaign Constitution to Include a Cap on Nominated Charities**

#### **THIS SRC AND SSC NOTE:**

1. The executive committee of the charities campaign have voted in favour of a one-year cap with a two-year hiatus period. (See Appendix A)
2. Two out of three of the nominated charities have been nominated charities for the last 4 years. (See Appendix B)
3. Charities are welcome to run again after the two-year hiatus.
4. There is more financial benefit to a greater number of charities over time if the cap is introduced.
5. With this cap there would be more variety in the nominated charities over the university career of a student.

#### **THIS SRC AND SSC BELIEVE:**

1. It is likely that in a three-year period with a hiatus of only a year, there would be six dominating charities and each year the nominated charities would seesaw between those six charities.
2. In a three-year period with a hiatus of two years, there would be nine different charities, so even if the more dominant charities were nominated every three (or even two) years, there is potential for smaller charities to come along in that one-year gap.
3. There is more potential to spread awareness of charitable endeavours with a larger number of nominated charities over the years.

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

1. Add in chapter 12 of the laws, new §5.3 which reads as follows:

**Any charity holding the title of ‘Official Supported Charity’ of the Charities Campaign will be ineligible to seek nomination for two years following successful election as a supported charity.**

#### **PROPOSED:**

Kyle Blain

SSC Charities Officer

#### **SECONDED:**

Fay Morrice

Director of Student Development & Activities

## Appendix A

### Official minutes of votes made by Charities Executive Committee of Meeting dated 25<sup>th</sup> September 2014

- o *A vote is taken on whether the Charities Campaign should introduce a cap on the number of times a Charity can be a nominated Charity.*

**Yes: 10, No: 0 , Abstain: 0.**

- o *A vote is taken on whether the cap should be for 2 years or 1 year.*

**Two year cap: 6, One year cap: 1, Abstentions: 3**

- o *A vote is taken on whether the cap should come in this year or next.*

**This year: 7, Next year: 3, Abstain: 0**

## Appendix B

### Official Supported Charities of the Charities Campaign 2010 – 2015

#### **2010-2011:** Build Africa

Maggie's Cancer Caring Centre Fife  
TreckStock  
CHAS  
Medecins Sans Frontieres  
RNLI

#### **2011-2012:** CHAS

Maggie's Cancer Caring Centre Fife  
RNLI  
Cancer Research UK  
Medecins Sans Frontieres  
Macmillan Cancer Support

#### **2012-2013:** CHAS

Maggie's Cancer Caring Centre Fife  
Macmillan Cancer Support

RNLI  
Medesins Sans Frontieres  
Families First

**2013-2014:** Maggie's Cancer Caring Centre Fife  
Macmillan Cancer Support  
Medecins Sans Frontieres

**2014-2015:** Families First  
Macmillan Cancer Support  
Medecins Sans Frontieres

## Appendix C

### **Chapter Twelve: University Charities Campaign**

The Charities Campaign shall be called the "University of St Andrews Charities Campaign", hereinafter referred to as "the Campaign"

#### 1. Aims

To provide a focus for students to engage in charity, fundraising activities within the University. 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. 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

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 Coordinator (Interviewed)

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

2.1.2. The Vice-Convenor, Treasurer, RAG Week Coordinator, Race2 Coordinator, Charitable Societies Coordinator, and Ball and Social 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.

2.1.3. Remit of Charities Executive

To act as a steering group for the Committee meetings, and to supervise the day-to-day running and administration of the Campaign.

#### 2.1.4. Meetings

Meetings shall take place at a given time, normally on a weekly basis, and the quorum shall be 3/5.

### 2.2. Charities Campaign Committee

#### 2.2.1. Membership

2.2.1.1. The Charities Executive

2.2.1.2. Other non-voting positions as required

#### 2.2.2. Meetings

2.2.2.1. Meetings shall take place at least every two weeks during term time and shall be chaired by the Convenor or his or her nominee.

2.2.2.2. Meetings shall be conducted in accordance with the Association Standing Orders and Policies.

### 3. The Campaign

3.1. SAB shall be responsible for and act as final authority on all business and financial affairs of the Campaign.

3.2. The Campaign will be undertaken in accordance with the relevant statutory laws as set out in the Charity Trustee and Investment (Scotland) Act 2005 and other relevant legislation.

3.3. The Charities Campaign shall receive an annual grant from the Students' Association of an amount proposed by the Director of Student Development & Activities, Director of Events & Services and SSC Charities Officer, as laid down in the Association budget, to cover administrative expenses and incentives of the Campaign.

3.4. The financial records shall be kept by the Association Finance Department and shall not be removed from the Association Building except for audit.

3.5. An annual presentation shall be organised to pay the beneficiaries of the year's campaigns.

3.6. RAG Week, Race2 and other relevant Campaign subcommittees shall be primarily managed by their relevant subcommittees, which shall be constituted by and in accordance with a working document approved by the Executive provided that such a working document includes committee selection procedures.

#### 4. Annual General Meeting

##### 4.1. General

4.1.1. The Annual General Meeting shall take place during Semester Two and the order of business shall be as follows:

4.1.1.1. Reports of the Executive

4.1.1.2. Election of committee members for the following year.

4.1.1.3. AOCB.

##### 4.2. Voting

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 have the right to vote.

##### 4.2.1. Election of Officers

##### 4.2.1.1. Executive Posts

Nominations for Executive positions must be received by the Convenor at least 24 hours before the start of the meeting or

by a deadline as the Convenor and Director of Student Development & Activities mutually determine.

#### 4.2.1.2. Non-Executive Posts

Nominations for non-executive posts may be made at the meeting.

#### 4.2.1.3. Voting Procedures

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.

### 5. Charities Supported by the Campaign

5.1. The election of these charities shall not take place at the AGM, but instead at a specially arranged time. There shall be one UK charity, one Fife charity, and one international charity elected according to Nominations Policy. From time to time the Campaign may, with the agreement of the Executive, raise funds for groups other than these nominated charities.

5.2. The executive committee reserves the right to disallow nominations for charities that they do not deem appropriate to raise funds for. E.g. Charities which distribute grants to other causes for whom we could be raising funds for directly, charities that do not provide sufficient public information and charities that do not adhere to the policies held by the Students' Association.

### 6. Relation between the Campaign and Societies

6.1. Grants may be made to affiliated societies by the Campaign for the purpose of funding events and activities for the benefit of a UK registered charity.

6.2. No affiliated society shall donate any funds to a UK registered charity unless such funds are processed through the Charities Campaign.

## 7. Contracts with External Bodies

7.1. No single person shall represent the Campaign on a legal document. All binding agreements shall be signed by two or more elected members of the Executive.

## 8. Committee Vacancies

Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by co-option, in which all members of the Executive Committee detailed above shall be eligible to vote, and in the event of a tie, the casting vote will be held by the Chair of the meeting.

## 9. Committee Decisions

Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the Executive Committee shall be eligible to vote and in the event of a tie, the casting vote will be held by the Chair of the meeting.

## **J. 14-11**

### **A Motion to Amend the Laws to Create a More Effective Discipline Policy**

#### **THIS SRC AND SSC NOTES:**

1. Raisin Sunday falls on the 19<sup>th</sup> of October this year.
2. Raisin Sunday repeatedly causes complaints from local residents of St Andrew and recent years have seen the nature of these complaints become more serious.
3. Last year two university staff volunteers were bitten by inebriated students.
4. The university has to spend £8000 on policing for this year's raisin Sunday.
5. Other than providing policing, first aiders, and four members of staff in the ASC centre the university has decided to take a step back from raisin Sunday under the direction of the proctor.
6. There is a call for the students association to take a more hard line stance and visible action in response to misbehaviour during raisin Sunday.
7. There is an ever increasing chance of the university pulling out of raisin all together.
8. The association is currently only able to have a proactive response.
9. The objects of the Association, as set down in the Constitution, include "To promote and maintain good relations between its members, the local community, and the wider world."

#### **THIS SRC AND SSC BELIEVES:**

1. That the disrespectful and often dangerous attitudes and actions of few are ruining this tradition for the many.
2. That we have a responsibility to ensure that the tradition of raisin weekend continues in a safe and fun manner for future students.
3. That we should work with the university and town to ensure this happens.
4. That the best course of action is to have a reactive response to back up our proactive response.
5. That to promote the aim noted in point 9, it should be possible to take action against members who act in such a way as to damage good relations between students and the local community.

**THIS SRC AND SSC RESOLVES:**

1. Strike the existing text in 23 Laws §1 which currently reads:

"Where members violate the Constitution and/or Laws of the Association, break civil or criminal law on the premises, cause damage to the premises, act in such a way as to damage the financial or other interests of the Association, or otherwise act in a way that causes other members distress or nuisance, Member Discipline may be enacted against them."

And insert the following text:

**"Where members violate the Constitution and/or Laws of the Association, break civil or criminal law on the premises, cause damage to the premises, *act in such a way as to damage relations between the Association and the community*, damage the financial or other interests of the Association, or otherwise act in a way that causes other members distress or nuisance, Member Discipline may be enacted against them."**

**PROPOSED:**

David Norris

SRC Wellbeing Officer

**SECONDED:**

Leon O'Rourke

Director of Events & Services

## **R. 14-8**

### **A Motion to Provide Funding for the “That’s Union” Campaign from the SRC Discretionary Fund**

#### **THIS SRC NOTES:**

1. The Union has an upcoming information campaign, titled the “That’s Union” Campaign.
2. A major aim of the campaign is to teach students how to best engage with their union and its representative structures.
3. Its remit to represent the interests of all the students in physical, social and academic matters;
4. Its remit to provide such services for students as the SRC may deem desirable; and,
5. Its authority under 2 Laws §3.3 to appropriate a sum of up to £1000.00 at any meeting.
6. This year’s SRC discretionary fund has a total amount of £2000.

#### **THIS SRC BELIEVES:**

1. That it should support the efforts of the “That’s Union” Campaign.
2. That the “That’s Union” Campaign will benefit the student body by providing them with valuable information that will broaden their knowledge of how the union works, and the representational services the union can provide to the students.
3. That providing funding for the “That’s Union” campaign will assist the campaign in their efforts to engage all students.
4. That providing funding is in the best interest of the SRC as portions of the “That’s Union” campaign will be spent advertising and providing information about the SRC as a whole, as well as, its individual members.

#### **THIS SRC RESOLVES:**

1. To appropriate a sum not to exceed £431.50 from its discretionary fund to cover reasonable expenses arising from the “That’s Union” campaign organised by members of the Association Councils in October 2014.

#### **PROPOSED:**

Joseph F. Tantillo  
Association Chair

#### **SECONDED:**

Pat Mathewson  
Association President

## Appendix A

### Proposed Budget

Printing (Stickers)	£10.00	40 x single sided colour; uniprint @£0.25/sheet
Printing (flyers)	£75.00	4 flyers/A4 sheet; initial run of 2000 flyers (500 sheets 100 GSM at £0.15/sheet)
Sticker paper	£6.50	Priced from Rymans website
Banner	£80.00	Priced from Uniprint
Posters (A3)	£12.00	Subject to VAT at print/design office. 40 A4 posters @ 0.25/sheet 100 GSM = £10.00 + 20% VAT = £12.00
Workshop materials	£6.00	B+W guides for workshop, booklets not exceeding 5 pages @ £0.04/sheet; 30 copies
T-shirts	<b>£242.00</b>	Priced from Image Scotland. £6.05/unit; 40 units.
SUM	<b>£431.50</b>	