



University of St Andrews
Students' Association
Students' Representative Council

MINUTES

Tuesday 6 October 2015 - Committee Room - 6pm

Present

Member's Name	Position
Charlotte Andrew	Association Alumni Officer
Zara Evans	Association Chair
Clare Armstrong	Association Community Relations Officer
Alice Pickthall	Association Environment and Ethics Officer
Sigrid Jorgensen	Association LGBT Officer
Annie Newman	Rector's Assessor
Louise McCaul	Science/Medicine Faculty President
Alexandre Ciric	SRC Accommodation Officer
Omar Ali	SRC Equal Opportunities Officer
Nils Turner	SRC Employability Officer
Toby Emerson	SRC External Campaigns Officer
Jackie Ashkin	SRC Member for Racial Equality
Holly Johnston	SRC Member for First Years
Alice Lecointe	SRC Member for Gender Equality
Aysha Marty	SRC Member for Mature Students
Kate Mayer	SRC Member for Students with Disabilities
Tania Struetzel	SRC Postgraduate Convenor
Miriam Chappell	SRC Welfare Officer
Annabel Romanos	SSC Member without Portfolio

In Attendance

Iain Cupples	Education Advocate
Ilaria Gidoro	Education and Representation Coordinator (Minutes)
Caroline Christie	On The Rocks
Charlie Mogueire	On The Rocks
Robert Dixon	Societies Committee
Joseph Cassidy	The Saint
Annabel Ekelung	-
Melissa Turner	-
Micaiah Lowe	-

Absent

Nicola Kennedy	Principal Ambassador
Adam Stromme	SRC Member for International Students

1. Adoption of the Agenda

It was suggested to move item 9.1 after item 5.

The agenda was amended without dissent.

The agenda was adopted, as amended, without dissent.

2. Apologies for Absence

Member's Name	Position
Eleanor Mullin	Arts/Divinity Faculty President
Chris MacRae	Association Director of Events and Services
Joe Tantillo	Association Director of Representation
Kyle Blain	Association Director of Student Development and Activities
Pat Mathewson	Association President
Sarah Thompson	President of the Athletic Union

3. Adoption of the Minutes of the Previous Meeting

The minutes of the last meeting would be circulated by email.

4. Matters Arising from the Minutes of the Previous Meeting

N/A

5. Open Forum

There was no business in the open forum.

6. Reports of the Sabbatical Officers

6.1 Report of the President of the Athletic Union

Ms Thompson was absent.

6.2 Report of the Association President

Mr Mathewson was absent.

6.3 Report of the Association Director of Events & Services

Mr MacRae was absent.

6.4 Report of the Association Director of Student Development & Activities

Mr Blain was absent.

6.5 Report of the Association Director of Representation

A report from Mr Tantillo was read in absentia. Elections for Sabbs and Council Officers would happen in week 6-7 of the second semester, opening on the 29th of February. The NUS Rules had been approved.

7. Questions for Committees

7.1. Questions for Association Alumni Committee

Ms Andrew stated that they were planning next year's Alumni Festival Weekend. Events forms would go out soon.

7.2. Questions for Association Community Relations Committee

Ms Armstrong added that they were recruiting for a publicity secretary.

7.3 Questions for Association Environment and Ethics Committee

Ms Pickthall stated that Green Week has started with 33 events and more in the planning. She encouraged all to like and share the Facebook page.

7.4 Questions for Association LGBT Committee

-

7.5. Questions for Rector's Committee

-

7.6 Questions for SRC Accommodation Committee

The committee had a new treasurer.

7.7 Questions for SRC Education Committee

The Faculty Presidents stated that the first School Presidents Forum happened recently and that the Education Committee was working hard.

7.8. Questions for SRC Employability Committee

Mr Turner informed that the Education Committee approved a contribution of £750 from the Education Discretionary Fund for a new matching funding model. The Careers' Centre, the employability committee and, potentially, Schools will also contribute, for a final amount of over £3000.

7.9. Questions for SRC Equal Opportunities Committee

Mr Ali stated that they were organising an international faire called Pangea and that they were looking for societies, performers, and speakers to get involved. They were also working on a new website and social media page.

7.10. Questions for SRC External Campaigns Committee

Mr Emerson stated that the committee wanted to start a motion to sell sanitary products in the Union's shop.

7.11. Questions for SRC Wellbeing Committee

Ms Chappell informed that they had a successful speed-family event and that they were looking for an alternative space for Raisin Sunday.

7.12. Any Other Competent Questions

There was no other competent question.

8. Unfinished General Business

8.1. J. 15-17- A Motion To Introduce A Funding Cap for Societies

OWNER: Societies Committee

IN EFFECT FROM: Immediately

REVIEW DATE: December 2015

THIS SSC AND SRC NOTE:

- In the preceding four years, a small number of societies have received a majority of the Association's funding allocated for Societies.
- Some societies receive more Association funding than some SSC subcommittees
- The SSC Societies Committee are in the processes of amending its funding process

THIS SSC AND SRC BELIEVE:

- The current funding mechanism encourages larger, wealthier societies to pursue more ambitious events with Association funding, at the expense of resources available to smaller societies.
- The money allocated for affiliated societies would better serve the Association as a whole if it were distributed across a more diverse range of student activities.
- As well as the value of the aforementioned diversity, there is value to some large and ambitious events to the extent that they are worthy of the Association's financial support.

THIS SSC AND SRC RESOLVE:

- To submit the following amendments to the Laws of the Association to the Students' Association Board, with the recommendation that the same do pass:
 - o To insert into Chapter Nine a new §5.4 with the following text, and renumber accordingly
- 4. *The Committee shall not be competent to authorise funding in excess of £2000 to any society in any academic year without the approval of the SSC. Notwithstanding the provision of 5.3, this provision may not be waived at the Committee's discretion.*

Proposed on the Recommendation of the SSC Societies Committee

Mr Dixon introduced the motion and stated that the title of the motion had been amended at the last SSC into 'A Motion to Introduce a Cap to the Funding Capabilities of the Societies Committee.'

Ms Jorgensen asked whether societies had been told of the changes proposed in this motion. Ms Pickthall asked what the response was. Mr Dixon replied that yes, societies had been told and that one society got in touch saying that they were not in favour.

Ms Newman moved to vote on the amendment. Several attendees seconded.

With no objection, the amendment to the motion passed.

Ms Jorgensen argued that it could be a waste of time for the SSC if the amount of money asked from a society would only be a little over the cap. Mr Dixon stated that the societies committee would decide if the amount of money asked was not enough

for the application to go before SSC. He also pointed out that it is not going to happen often that a society asks for a sum of money above the cap.

With no objection, the motion was adopted.

9. New General Business

9.1 Co-Option of Member For Widening Access & Participation

Ms Ekelung nominated herself.

Ms Turner nominated herself.

Mr Lowe nominated himself.

Ms Turner and Mr Lowe left the room.

Ms Ekelung delivered a speech and responded to questions from the members.

M Ekelung left the room and Ms Turner returned to the room.

Ms Turner delivered a speech and responded to questions from the members.

Ms Turner left the room and Mr Lowe returned to the room.

Mr Lowe delivered a speech and responded to questions from the members.

A vote was called on the co-option of a candidate to the position of Member for Widening Access & Participation.

There were 12 votes for Ms Turner, 3 votes for Ms Ekelung, 0 votes for Mr Lowe and 1 vote for RON. With 16 total valid votes, the quota for election was 9. Ms Turner was duly co-opted.

9.2. J.15-20 - A Motion to Amend Chapter 17: SSC Performing Arts Fund (Mermaids)

Owner: SSC Performing Arts Fund (Mermaids)

In effect from: Immediately after approval

Review date: N/A

THIS SRC AND SSC NOTE:

1. The Students' Association Constitution and Laws regulate the activities of the Students' Association.

2. The most up-to-date version of this chapter of the laws online (from April 2015) contains a number of factual mistakes and inaccuracies.

THIS SRC AND SSC BELIEVE:

1. The proposed amendments will bring the Laws in line with current practise.

THIS SRC AND SSC RESOLVE:

1. To strike the current Chapter 17 and replace with appendix A.

Proposed:

Mermaids Committee

SSC Performing Arts Fund (Mermaids)

The SSC Performing Arts Fund shall be called 'Mermaids: The University of St Andrews Performing Arts Fund', hereafter 'Mermaids'.

- **Aims**

- 1.1. To promote performing arts, both within and outwith St Andrews.

- 1.2. Mermaids shall have a membership that includes all matriculated students of the University of St Andrews, excluding those who have exercised their right under the 1994 Education Act to opt out of Association membership.

2. Committee Membership

- 2.1. SSC Performing Arts Officer (Mermaids President)

(Convenor and Chair)

- 2.2. Vice-President

- 2.3. Secretary

- 2.4. Productions Treasurer
- 2.5. Productions Coordinator
- 2.6. Ball and Fundraising Convenor
- 2.7. Fringe Representative
- 2.8. Barron Manager
- 2.9. Box Office Manager
- 2.10. Costumes Officer
- 2.11. Set and Props Officer
- 2.12. Technical Operations Officer
- 2.13. Marketing Officer
- 2.14. Engagement Officer
- 2.15. Director of Student Development and Activities
- 2.16. Director of Events and Services
- 2.17. Management Accountant (Non-voting)
- 2.18. Building Supervisor (Non-voting)

2.2. The roles of all Mermaids Committee Members shall be laid out in the Roles document, to be reviewed annually.

2.3. Changes to the Committee's membership shall be considered changes to this chapter of the Laws and as such must be approved by the Association Councils.

3. Meetings

3.1. Public Meeting

3.1.1. Mermaids shall convene a public meeting at least once per fortnight, during term time.

3.1.2. Attendance is compulsory for at least one member of every production team currently benefitting from Mermaids funding.

3.1.3. Attendance is open to all other matriculated students of the University of St Andrews, excluding those who have exercised their right under the 1994 Education Act to opt out of Association membership.

3.2. Committee Meeting

3.2.1. The committee shall meet formally at least once per fortnight during term time.

3.2.2. This meeting shall be *in camera*.

3.2.3. The quorum shall be 3/5 of all eligible voting members.

3.2.4. Any committee member that declares a conflict of interest through being involved in a production shall not count as an eligible voting member for the purposes of establishing quorum.

3.3. Presidents' Forum

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

3.3.2. Membership shall consist of the presidents, or producers, of those societies affiliated to Mermaids.

3.3.3. Any society that identifies as a performing arts society- or a society with a performing arts element- is eligible to join, at the discretion of the convenor.

3.3.4. The forum shall act primarily as a point of contact between the Performing Arts Officer- representing Mermaids- and Mermaids' affiliated societies.

3.3.5. The forum aims to promote communication and cooperation between performing arts groups and societies in St Andrews.

4. Remit of Mermaids

4.1. Mermaids shall be responsible for the promotion of performing arts in St Andrews and the organisation 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: Comedy Soc

4.1.1.5: Inklight

4.1.1.6: A Cappella Society

4.2. Mermaids shall provide funding for events involving, or related to, performing arts in St Andrews. This shall be determined by financial, logistical and skills-based merit.

4.2.1. Financial Merit shall be defined as a proposal for which all spending is adequately accounted for, breaking even at an attendance of 66%, unless the committee should vote otherwise.

4.2.2. Logistical Merit shall be defined as Mermaids having the appropriate space, dates, potential actors and resources for the show.

4.2.3. Skills-based merit shall be defined as the potential for the event to provide opportunities for students to enhance their knowledge and skills base, regarding performing arts.

4.3. Mermaids shall coordinate the timings of student productions in St Andrews with the aim of avoiding unnecessary clashes.

4.4. Mermaids shall provide advice to societies or individuals wishing to produce performing arts events.

4.5. Mermaids shall control the fixed assets of drama, including the Barron Theatre, in St Andrews in conjunction with the Association.

4.6. Mermaids shall, wherever possible, encourage the transfer of St Andrews productions to other venues outwith St Andrews.

4.7. Mermaids shall coordinate workshops for the enhancement of skills in acting, directing, movement, voice, makeup, technical capability, future careers in the performing arts and other relevant areas.

4.8. The Performing Art Officer shall receive one free ticket to all events funded or assisted by Mermaids. They should make all due effort to attend every show.

4.9. The committee shall receive two tickets, to be distributed to any other committee members at the discretion of the Box Office Manager. They shall not be allowed to write a review if they use these tickets.

5. Loans And Investments

5.1. All loans and investments will be entirely at the discretion of the Committee, within guidelines laid out by the Association and will be covered by the terms in the investment contract.

6. Annual General Meeting

6.1. The Annual General Meeting shall take place during Semester Two, after the Association elections.

6.2 There shall be 14 days notice of the AGM, and this shall be posted in a public forum.

6.3. The quorum for an AGM shall be twenty-five ordinary members.

6.4. The positions of Engagement Officer, Secretary, Set and Props Officer, Costumes Officer and Marketing Officer shall be elected at the Annual General Meeting.

6.5. A Sabbatical of the Association, who shall be Returning Officer, will supervise the election. They shall accept proxy votes at their discretion.

6.6. Voting shall be by secret ballot, and the STV method.

6.7. All candidates must run against RON (Re-Open Nominations).

6.8. All matriculated students of the University, except those that have exercised their right under the 1994 Education Act not to be members of the Students' Association, shall have the right to vote.

6.9. Nominations for posts elected at the EGM may be made at the meeting, provided the candidate and his/her proposer and seconder are present.

6.10. Any nominations in absentia may be made prior to the meeting, up to 24 hours in advance. They may send in a statement to be read by a nominated person, or the Performing Arts Officer.

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.

7.2. The interview panel will comprise at least four of the incoming and outgoing Performing Arts Officers, the incoming and outgoing Directors of Student Development & Activities, the incoming and outgoing Director of Events and Services and the incumbent of the position being interviewed.

7.3. If a member of the panel is reapplying for the same position under interview then he/she must resign from the panel.

If this situation arises, the remaining members may decide to invite one other person to join the panel.

8. Committee Vacancies

8.1. Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by co-option.

8.2. The chair shall act as returning officer.

8.3. Voting shall be by secret ballot, and the STV method.

8.4. In the event of a tie, the Chair of the meeting will hold the casting vote.

8.5. The Mermaids Committee may also call an Extraordinary General Meeting to fill vacancies at their discretion.

9. Co-option

9.1. Should a position remain unfilled following the AGM, and no person is forthcoming from those eligible to run from the student body from a subsequent reopening and every effort has been made to fill the position from a member outwith the committee, a current member of committee may run for the position, to be held in conjunction with their current position.

9.2. A member on the committee who holds more than one position is still only allowed one vote on committee.

10. Committee Decisions

10.1. Should a consensus be unobtainable at a Committee meeting, a roll-call vote should be taken. In the event of a tie, the Chair of the meeting will hold the casting vote.

11. Mermaids Bank Accounts

11.1. The Performing Arts Officer, Vice-President, Productions Treasurer, Management Accountant and General Manager of the Union should all be signatories on each account held by Mermaids.

11.2. The Barron Manager shall be a signatory on the Barron account.

11.3. The Ball Convenor shall be a signatory on the Events account.

11.4. The Fringe Representative should be a signatory on all accounts to be used by productions at the Edinburgh Festival Fringe.

Ms Jorgenses proposed an amendment, which had previously been approved by SSC: to amend the words “he/she” in point 7.3 into “they”. Ms Ashkin seconded.

With no objection, the amendment passed.

With no further debate and no objections, the motion J.15-20 was adopted.

9.3. J.15-19 - A Motion to Include SSC Arts Festival Committee in the Laws (On the Rocks)

Owner: Director of Student Development and Activities

In effect from: Immediately after approval

Review date: N/A

THIS SRC AND SSC NOTE:

- On The Rocks has been an Association Project within the Students' Association since 2009.
- On The Rocks has been receiving a grant from the Students' Association for seven years - increasing year on year.
- The time and effort attributed within the Association to On The Rocks is equal if not more to our larger subcommittees.

THIS SRC AND SSC BELIEVE:

- On The Rocks is a staple within the Student Calendar and Student Experience.
- The town and gown collaboration forged by On The Rocks has also strengthened year on year.
- On The Rocks collaborate with a vast range of Association and external bodies across the University and on a national level.
- It is the largest student-run arts festival in the UK.

THIS SRC AND SSC RESOLVE:

To make the following changes to the Association Laws:

Chapter one

Add 3.3.5.9 SSC Arts Festival Convener

Chapter Three

Add 1.1.22 (*move others down*) SSC Arts Festival Convener (non-voting)

Add 4.1.11 SSC Arts Festival Convener

Add 4.2.11 SSC Arts Festival Committee (On the Rocks)

Add 5.11

The SSC Arts Festival Convener shall:

5.11.1. Be selected by the SSC Conveners Selection Committee

5.11.2 Convene and Chair the SSC Arts Festival Committee (On the Rocks Committee)

5.11.2. Work in consultation with the Director of Student Development and Activities including during the formulation of On the Rocks' annual budget

Insert Chapter: Appendix A as Chapter 23

Proposed:

Kyle Blain- DoSDA

Chris McCrae-DoES

Joe Tantillo-DoRep

Pat Mathewson-Association President

Chapter Fourteen: SSC Arts Festival Committee (On The Rocks)

- **Aims**

The SSC Arts Festival Committee (On The Rocks) aims to to make the arts accessible to the student and local community - through facilitating and coordinating one student-run arts festival in semester two, herein further referred to as 'the festival', and, to a lesser extent, coordinating and facilitating other student run arts events throughout the academic year.

2. Membership

2.1. Executive Committee

On The Rocks Executive Committee shall have the following members:

2.1.1. SSC Arts Festival Convener (Director & Chair)

2.1.2. Director of Operations

2.1.3 Head of Events

2.1.4. Head of Programming

2.1.5 Head of Publicity

2.1.6. Head of Press

2.1.7. Head of Venues and Tech

2.1.8. Head of Community Events

2.1.9 Head of Administration

2.1.10 Festival Designer

2.1.11 Website Designer

2.1.12 Social Media Officer

2.2 Subcommittees

On The Rocks Executive Committee shall oversee the work of the following subcommittees:

2.2.1. Publicity and Design

The Publicity and Design subcommittee are responsible, at minimum, for ensuring constant and aesthetic branding adhere to the vision of the festival. They choose, design and order all merchandise and promotional material. Manage all of the marketing operations during the weeks leading up to the festival and the week of the Festival itself.

2.2.2. Operations

The Operations subcommittee are responsible, at minimum, for managing grant funding and sponsorship on a local and national level. They also devise the Box Office system subsequent to event confirmation.

2.2.3. Programming

The Programming subcommittee are responsible, at minimum, to coordinate applications from external groups to be part of the Festival and along with the SSC Arts Festival Convener, Director of Operations, Head of Venues and Technical programme and timetable the festival.

2.2.4. Community Events

The Community Events subcommittee are responsible, at minimum, to coordinate events aimed primarily at increasing Town and Gown relations.

2.2.5. Venues and Technical

The Venues and Technical subcommittee are responsible, at minimum, to coordinate venues and technical aspects of the festival - liaising with the SSC Entertainments Committee and Director of Events and Services where appropriate.

2.2.6. Press

The Press subcommittee are responsible, at minimum, to liaise with local press and media outlets, and coordinate social media outlets.

2.2.7. Events

The Events subcommittee are responsible, at minimum, to coordinate and facilitate Festival events throughout the year.

2.3. Meetings

2.3.1. The executive committee shall meet weekly throughout the year prior to the Festival as a minimum. Other meetings can and shall be called by the SSC Arts Festival Convener when necessary.

2.3.2. On The Rocks subcommittees will meet weekly, or bi-weekly, throughout the year prior to the festival as a minimum, from the point at which the full committees are in post.

2.4. Quorum

The quorum shall be three-fifths of the voting membership of the committee.

2.5. Notice

All members of the Committee must be given at least 24 hours notice of any committee meeting.

3. Annual General Meeting

3.1. Procedure

The AGM shall be held during Semester Two after The Festival and shall:

3.1.1. Require 10 days notice.

3.1.2. Be publicised widely in such places and by such methods as the committee shall determine.

3.1.3. Include reports from the SSC Arts Festival Convener, Director of Operations and all other Executive Officers and allow for questions.

3.1.4. Decide on the formation of subcommittee positions available the following year.

4. Interviewed positions

4.1. The SSC Arts Festival Convener will be appointed by the SSC Convener Selection Committee as described in Chapter Three of the Laws.

4.2. All other members of the Executive Committee shall be selected by the SSC Arts Festival Selection Committee, which will be composed of the SSC Arts Festival Convener, the outgoing SSC Arts Festival Convener, a Sabbatical Officer and the outgoing office holder.

5. Subcommittee Application Process

5.1. Any members of the Association may apply to take office in a subcommittee.

5.2. The subcommittee application process is decided upon and distributed by the Executive Committee under the guidance of the SSC Arts Festival Convener and, where appropriate, the Director of Student Development and Activities.

5.3 Interviews will be coordinated where appropriate.

5.4 Applications for Subcommittee positions are taken primarily in semester one but right is given to the SSC Arts Festival Convener to advertise subcommittee openings as appropriate.

6. Committee Decisions

Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the SSC Arts Festival 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.

Ms Pickthall introduced the motion. Ms Newman asked why On The Rocks is not under Marmaid. Ms Christie replied that it is not because it is not only about performing arts.

With no objection, the motion was adopted.

9.4. J.15-21 - A Motion to Give the Athletic Union (AU) President a Vote on SSC

This SSC & SRC Notes:

- The AU President is a sabbatical officer
- The AU President can vote on the SRC
- The AU President cannot vote on the SSC
- The other four sabbatical officers can vote on the SRC & SSC

This SSC & SRC Believes:

- That the AU President is an integral part of the sabbatical team and deserves the same voting rights as the other four sabbatical officers.
- That the AU and the Students' Association have made an effort to work more closely together as organizations, and the input of the Athletic Union President is incredibly valuable to the Students' Association.

This SSC & SRC Resolves:

To strike the text “(non-voting)” from 3Laws §1.1.10. giving the Athletic Union President a vote on the SSC

Proposed:

Joe Tantillo

Kyle Blain

Sarah Thompson

Chris MacRae

Pat Mathewson

With no debate and no objections, the motion was adopted.

10. Open discussion

Ms Newman stated that she read the answers to the questions proposed to SRC members during the previous meeting, and that she was working on solutions.

The meeting adjourned.