



University of St Andrews Students' Association Student Services Council

AGENDA

Tuesday 10 November 2015 - Committee Room - 6.00 pm

- 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 Athletic Union President
 - 6.2. Report of the Association Director of Events & Services
 - 6.3. Report of the Association Director of Representation
 - 6.4. Report of the Association Director of Student Development & Activities
 - 6.5. Report of the Association President
- 7. Questions for Subcommittees**
 - 7.1. Questions for Association Alumni Committee
 - 7.2. Questions for Association Community Relations Committee
 - 7.3. Questions for Association Environment & Ethics Committee
 - 7.4. Questions for Association LGBT Committee
 - 7.5. Questions for SSC Postgraduate Committee
 - 7.6. Questions for SSC Broadcasting Committee
 - 7.7. Questions for SSC Charities Committee
 - 7.8. Questions for SSC Entertainments Committee
 - 7.9. Questions for SSC External Funding Committee
 - 7.10. Questions for SSC Debates Committee
 - 7.11. Questions for SSC Design & PR Committee
 - 7.12. Questions for SSC Music Committee
 - 7.13. Questions for SSC Performing Arts Committee
 - 7.14. Questions for SSC Societies Committee
 - 7.15. Questions for SSC Volunteering Committee
 - 7.16. Questions for SSC OTR Committee
 - 7.17. Any Other Competent Questions
- 8. Unfinished General Business**
- 9. New General Business**

- 9.1. **J.15-26-A** Motion to Reform the Association Councils
- 9.2. **J.15-25-A** Motion to Change of the Name of the Association Environment and Ethics Officer and Subcommittee to Association Environment Officer and Subcommittee

10. Open Discussion

10. Any Other Competent Business

SSC REPORTS

Association Alumni Officer-Charlotte Andrew

This week we are recruiting societies and subcommittees to hold events on the Festival Weekend. Members of the committee will be contacting societies to talk through the logistics of the weekend. We are also launching Alumni lists for societies and subcommittees, so we will also be in contact with regards to the beginnings of that database.

Association Community Relations Officer- Clare Armstrong

This week we are working on our recycling survey, which will be put out for four weeks beginning on 23rd November. If you have anything you would like to add to it (or are interested in seeing the full results once it is completed) please let us know as soon as possible. Other than this, our main priority is still to assess the impact on Community Relations that Raising has had, and to work with the university to produce a coordinated strategy to reduce this for next year, as well as keeping on top of general anti-social behaviour complaints. Finally, we are working with the Union shop to find a sustainable source for subsidised bike lights, and are in the final stages of putting together a cycle safety campaign focused on bike lights, as this was a major point of concern raised at the last Community Council.

Association Environment and Ethics Officer- Alice Pickthall

Lots of things brewing for E&E at the moment. I met with ComRels and Transition to talk about a recycling survey that will be promoted towards the end of the semester. We presented our motion to change the name of the officer and subcommittee to Environment last week for SRC. We will have had a meeting by Tuesday about developing an Environmental Policy for the Association with Bruce, members of the Environment Team and Transition.

Association LGBT Officer-Sigrid Jorgensen

- Freshers event last week went great! We met some new faces and we are looking into making it a weekly or biweekly thing.
- This week we have two events, this first one is a joint event with PG subcom on Thursday Nov 12th. The second is a social with the committee on Wednesday Nov 11th.
- We are looking for contestant for dRAG Walk, please email saintslgbt@
- Open Door stickers are now up in the school of IR and there is one on Joe's office door.
- Anonymous email is going really well and is being used regularly.
- Reminder: 5 Lesbians Eating A Quiche performance is on Sunday Nov 22nd at 7:30 pm in the large rehearsal room

SSC Broadcasting Officer- Bruce Kerr

-NO REPORT SUBMITTED-

SSC Charities Officer-Amy Christison

- Plans for Christmas Fayre under way, held on 2nd December in 601. Taking applications for societies to run stalls for their chosen charities. Hoping to get sub-committees to run stalls also. Working in collaboration with Bubble TV who have arranged a lot of musical entertainment for the event.
- RAG week have got a rough running order of the week now, have 49 events taking place from various different societies, charities.

SSC Debates Officer- Alyssa Muzyk

-NO REPORT SUBMITTED-

SSC Design Team Convener

-NO REPORT SUBMITTED-

SSC Entertainments Convener- Lavin Tian

Ents has been busy with events, deadlines and trainings. The DJ trainings are quite successful and we have a few new DJs covering the needs for events. Last lighting training session was great, and we are running a sound training over the weekend. More events coming up in November- club nights, stage events, shows and live music- don't miss them!

SSC External Funding Officer-Tierney Riordan

-NO REPORT SUBMITTED-

SSC Music Officer-Ipek Ozsoy

-NO REPORT SUBMITTED-

SSC Member without Portfolio- Annabel Romanos

-NO REPORT SUBMITTED-

SSC Performing Arts Officer- Joanna Bowman

- Christmas Ball sold out! Dealing with disgruntlement and the like at the moment, which isn't fun but comes with the territory!

- Freshers Drama Festival this week: the newest people to Mermaids put on plays entirely by themselves (directed, produced, teched, acted, designed etc) by newbies. See six plays for a tenner, as well as Blind Mirth, G&S, and Just So things. Mermaids social on Saturday in Sandy's with ~free wine~
- About to appoint a new Fringe rep, and pass shows for next semester, so it's all go go go with theatre

SSC Postgraduate Officer-Aline Heyerick

The Postgraduate Society has had a busy 2 weeks, planning and organising upcoming events. The bus trip to Braemar and the Linn of Dee on October 31 was very well received by the attendees. The next bus trip will be held on December 13, to the Edinburgh Christmas market, and the January, February, and March bus trips are in their planning stages.

The presale link for November Graduation Ball tickets was sent out to graduating students via email on October 31, with the link and promotional material being released to the general postgraduate public via the November 8 edition of the Sunday Postgraduate. The preparations for the ball continue, and we have gained an extra person for the team taking care of the design and decorations on the night.

On Thursday November 12 a joint social will be held with LGBT+, and on November 19 a stress-free relaxing event in collaboration with Wellbeing is planned in Sandy's Bar.

With 2 exciting January events in the pipeline (including laser tag) we are also looking towards making St Andrews' darkest, emptiest month a little brighter for postgraduates.

SSC Societies Officer-Robert Dixon

The Re-affiliation Deadline has passed, and we are underway with finalising affiliation, and contacting the societies who haven't re-affiliated.

We're in the process of implementing our new affiliation policy as discussed in our memorandum last week, by means of amendment to our Special Rules of Order. Grants have been made in the last two weeks to the Vegetarian Society, Singapore Society, Hong Kong Society, and the newly-established Pathology Society.

SSC Volunteering Officer-Julian Valladares Urruela

We are hosting our Christmas social on the 28th of November in the Beacon Bar. Also, throughout that week we will be sending Christmas letters to all of our projects and will attempt to organise Christmas activities in certain projects. Furthermore, we have started planning the events for Give Back Weekend and have decided to change the aim from "publicity" to activities rewarding our current volunteers. We will still

organise one off projects, but are primarily concern will be planning activities for our volunteers to do awesome stuff with the people they volunteer with.

SSC On The Rocks Convener- Caroline Christie

- On The Rocks' first semester event Mörder is on the 11th November in the St Andrews Castle. Tickets to the interactive murder mystery are available on the union website
- Event applications are open. The deadlines for applications are the 18th November and 6th January
- Submitted a grant application from Fife Council and have secured approximately £500 of sponsorship from local businesses
- Have a programming drop-in session every Thursday from 11am-1pm in the Union Main Bar

J.15-26- A MOTION TO REFORM THE ASSOCIATION COUNCILS

This SRC/SSC notes:

1. Reforming the Association Councils, specifically the SRC, has been a recurring theme over the past fifteen years.
2. Historically there have been efforts to reform the SRC in 1999, 2000, 2001, 2003, 2010, 2012 and 2014.
3. A mini workshop was held with this year's SRC to try to get a better idea of what the perceived problems are.

This SRC/SSC believes:

1. The Officers/Members of the SRC are frequently very successful in their individual roles and there are some wonderful projects happening as the result of their hard work.
2. However, the SRC is currently a body which focuses on legal and administrative changes and does not wholly fulfil its purpose as being a 'representative body'.
3. Ideally, the SRC would have more meaningful discussions about representative issues which effect the student body.
4. The way in which the SRC currently operates is not conducive to this kind of meaningful discussion.
5. Previous efforts to reform the SRC have focussed primarily on the SRC and neglected looking at how reformation of the SRC's relationship with SAEC and SSC could have a positive impact.
6. Changing the relationship of the SRC to the SAEC and SSC would provide an environment in which the representative functions of the SRC would be better fulfilled.
7. The SAEC should be expanded and devolved more administrative power to allow the SRC to focus less on legal changes and more on representative issues.
8. The SRC should meet at least five times an academic year, and whenever necessary, so that there is more substantive representative business to be discussed.
9. The Association Councils should be reformed.

This SRC/SSC resolves:

1. To report the following amendments to the Laws and Standing Orders to SAB with the recommendation that they pass.
2. To implement these changes upon the dissolution of these Association Councils.

Proposed

Zara Evans
Association Chair

Annie Newman
Rector's Assessor

Charlotte Andrew
Association Alumni Officer

Seconded

Pat Mathewson
Association President

Joe Tantillo
DoRep

Sarah Thompson
AU President

Kyle Blain
DoSDA

Chris MacRae
DoES

Chapter Two: The Students' Association Executive Committee

10. Students' Association Executive Committee

10.1. Membership

- 10.1.1. Association President
- 10.1.2. Association Director of Events & Services
- 10.1.3. Association Director of Student Development & Activities
- 10.1.4. Association Director of Representation
- 10.1.5. Association Chair (Convener & Chair)
- 10.1.6. Athletic Union (AU) President
- 10.1.7. SRC Senior Officer & Nominee to SAB
- 10.1.8. SSC Senior Officer & Nominee to SAB
- 10.1.9. SRC Secondary Nominee to SAEC
- 10.1.10. SSC Secondary Nominee to SAEC
- 10.1.11. SRC Tertiary Nominee to SAEC
- 10.1.12. SSC Tertiary Nominee to SAEC

10.2. Remit

The SAEC shall:

- 10.2.1. Coordinate areas of joint activity of SRC and SSC.
- 10.2.2. Ensure that decisions of General Meetings and referenda are implemented.
- 10.2.3. Instruct the Association Chair in matters relating to steering meetings of the SRC or SSC.
- 10.2.1. Pass changes to the Students' Association Laws in consultation with the SRC and SSC.
 - 10.2.1.1. Changes to the Students' Association Laws that concern subcommittees of SSC must be referred to SAEC after being passed by SSC.
 - 10.2.1.2. Changes to the Students' Association Laws that concern subcommittees of SRC may be considered by SAEC for approval by board.
 - 10.2.1.2.1. Motions concerning SRC may be 'reclaimed' by SRC for discussion at the next meeting of SRC, provided it has not already been discussed by SAEC, if 1/5 of SRC Councillors make a written request that it is reclaimed.
 - 10.2.1.3. The SAEC will provide councillors with regular reports, at least bi-monthly, detailing their activity and the motions passed.

10.2.2. Act as an arbitrating body between the SRC and SSC when called upon to do so by one of these bodies and finally determine disputes between the SRC and SSC in areas of joint competency.

10.2.3. Set up ad hoc advisory committees as required.

10.2.4. Approve the membership structure of the Association Community Relations Committee, Association Environment & Ethics Committee, SRC Accommodation Committee, SRC Employability Committee, SRC External Campaign Committee, and SRC Wellbeing Committee, after a submission from the Chair of the respective committee.

10.2.5. Review the remit of all Association, SRC, and SSC subcommittees on an annual basis.

10.2.6. Carry out such functions as may be referred to it by the SRC and SSC.

10.2.7. Have power to confer with other bodies and to transact any necessary business in urgent matters which are the concern of the SRC and the SSC, including ratification of minutes and expenditure, provided that in every such case a full report shall be submitted to the next meeting of the SRC or the SSC and that any such action shall not be in contravention of any previously determined policy of the SRC or the SSC.

10.2.8. Ensure implementation of SRC/SSC policy and have the authority to direct officers and committees to take action to ensure implementation.

10.2.9. Discuss and help implement strategy concerning SRC/SSC.

10.2.10. Meet at least once per semester to discuss amendments to the Constitution & Laws.

10.2.11. Meet once a year to discuss the award of honorary life memberships and other such awards it shall deem appropriate.

10.2.12. Be competent to call emergency meetings of the SRC and SSC as it deems necessary, following the guidelines laid down by the Standing Orders of the Association.

10.2.13. Determine fees for Associate Membership of the Association.

All executive action shall be consistent with standing policy, and shall be reported at the earliest possible date to the relevant body.

10.3. Meetings

10.3.1. The SAEC shall meet at least 3 times a month.

10.3.2. It shall be chaired by the Association Chair; failing him/her, the Association President.

10.3.3. Meetings may be called by three members of the committee or the Association Chair.

10.4. Quoracy

10.4.1. Quoracy shall be three-fifths of the membership.

10.4.2. There must be a non-sabbatical student majority.

Chapter Three: The Students' Representative Council

1. Composition of the Students' Representative Council (SRC)

The membership of the SRC shall be:

1.1. Elected Officers:

- 1.1.1. Association President
- 1.1.2. Association Director of Events & Services
- 1.1.3. Association Director of Student Development & Activities
- 1.1.4. Association Director of Representation
- 1.1.5. Association Chair
- 1.1.6. Association Alumni Officer
- 1.1.7. Association Community Relations Officer
- 1.1.8. Association Environment & Ethics Officer
- 1.1.9. Association LGBT Officer
- 1.1.10. President of the Athletic Union
- 1.1.11. SRC Accommodation Officer
- 1.1.12. SRC Employability Officer
- 1.1.13. SRC Equal Opportunities Officer
- 1.1.14. SRC External Campaigns Officer
- 1.1.15. SRC Wellbeing Officer
- 1.1.16. SRC Member for First Years
- 1.1.17. SRC Member for Gender Equality
- 1.1.18. SRC Member for International Students
- 1.1.19. SRC Member for Mature Students
- 1.1.20. SRC Member for Racial Equality
- 1.1.21. SRC Member for Students with Disabilities
- 1.1.22. SRC Member for Widening Access and Participation
- 1.1.23. Postgraduate Convenor
- 1.1.24. Arts/Divinity Faculty President
- 1.1.25. Science/Medicine Faculty President

1.2. The immediate past President and past Directors of the Association, so long as they are ordinary members of the Association (non-voting).

1.3.The President-Elect and Directors-Elect of the Association, after being elected and prior to taking office (non-voting).

1.4.The Faculty Presidents-Elect and Postgraduate Convenor-Elect, after being elected and prior to taking office (non-voting).

1.5.The Rector's Assessor, so long as they are a matriculated student of the University. If elected, they will be a full voting member of the SRC; if unelected, they will be a non-voting member.

1.6.The Principal Ambassador or their nominee (non-voting).

1.7.Student Advocate (Education) (non-voting).

2.Aims of the SRC

The functions of the SRC shall be to represent the students of the University in all matters affecting their interests, and in particular the following:

2.1.To represent the interests of all the students in physical, social and academic matters.

2.2.To afford a recognised means of communication between the students and University authorities.

2.3.To maintain good relations with other universities and colleges, and with the general public.

2.4.To nominate student representatives to University bodies when invited to do so.

2.5.To advise and make representations to the SSC and SAB on matters relevant to student activity.

3.Meetings of the SRC

3.1.Ordinary meetings of the SRC shall be held at least five times an academic year during term time, excluding the revision and exam weeks. An emergency meeting of the SRC may be called on direction of the SAEC or any five members of the SRC, in writing to the Association Chair. At least 24 hours written notice must be given.

3.2.All meetings, and those of SRC subcommittees, shall be conducted in accordance with the Standing Orders of the Association.

3.3.Any quorate meeting of the SRC may pass up to £1,000 of expenditure within their budget per written motion. Any quorate meeting of an SRC subcommittee may pass up to £500 of expenditure within their budget per written motion.

1.MEETINGS

1.1.Regular Meetings

- 1.1.1. The Students' Association Executive Committee (SAEC) shall hold regular meetings at least three times a month in term time, excluding precessional and revision weeks.
- 1.1.2. The Student Representative Council (SRC) shall hold regular meetings at least 5 times an academic year, excluding precessional and revision weeks.
- 1.1.3. The Student Services Council (SSC) shall hold regular meetings at least once a month in term time, excluding precessional and revision weeks.
- 1.1.4. The Chair shall announce a schedule of regular meetings of the Councils at the commencement of each semester and after the March elections diet; such announcement shall constitute notice of the meetings.

1.2.Special Meetings

- 1.2.1. The Chair shall provide at least 24-hours' notice of special meetings and shall clearly post notice of any such special meeting at reception, online, and in other appropriate fora.

1.3.Joint Meetings

- 1.3.1. When the Councils are convened jointly, the quorum and voting on substantive motions shall be considered as if the Councils were convened separately.
- 1.3.2. When the Councils are convened jointly, voting on procedural motions shall be determined as if the Councils formed a single body.

1.4.Call to Order

- 1.4.1. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of.
- 1.4.2. If a quorum is not present within half an hour of the time fixed for the start of a meeting, the Chair shall deem the meeting to have failed to have been duly constituted and within 48 hours give notice of a special meeting to conduct the business listed on the agenda for the meeting.

1.5.*In Camera* Proceedings

- 1.5.1. The Councils may, with the assent of two-thirds of members present and voting, adjourn *in camera* for the discussion of any extraordinary business that may require secrecy.
- 1.5.2. The adoption of a motion to adjourn *ex camera* shall require the support of more than one-thirds of members present and voting.
- 1.5.3. If the Councils adjourn *in camera*, the Chair shall direct the galleries to be cleared; and during the discussion of such motion the doors shall remain closed.
- 1.5.4. The entire proceedings of an *in camera* session are secret; a Member may subsequently comment on the nature of subjects discussed, but these comments may in no way refer to what was transacted in the closed session unless the Councils, with the assent of two-thirds of members present and voting, release the injunction on secrecy in these proceedings.
- 1.5.5. Minutes shall be maintained in an *in camera* proceeding, but these minutes shall not be circulated except to members of the relevant Council and the Administrator.

1.6.Recesses

- 1.6.1. All meetings, after sitting for two continuous hours, shall recess for a period of 10 minutes, unless otherwise ordered by the Councils.
- 1.6.2. The Councils may recess for a period of up to 30 minutes at any time.

1.7.Cancelation

- 1.7.1. The Chair may cancel a meeting and provide notice of the same if any of the following conditions are met:
 - 1.7.1.1. A sufficient number of members submit apologies to the Chair to preclude a quorum from assembling.
 - 1.7.1.2. There is no business (including reports required by these Standing Orders) for the agenda.

1.7.1.3. The cancellation is issued concurrently with notice of a joint meeting of the Council that was scheduled to meet and the other Council.

2. QUORUM

2.1. Quorum

2.1.1. Three-fifths of directly elected members shall constitute a quorum to do business in each of the Councils.

2.1.2. A principal exercising a proxy is not to be counted in determining whether a quorum is present.

2.2. Quorum Calls

2.2.1. If, at any time during a legislative proceeding of the Councils, a question shall be raised by any Member as to the presence of a quorum, the Chair shall forthwith call the roll and shall announce the result.

2.2.2. If a Member present in the chamber in which the Councils have convened fails to respond to a quorum call, the Chair may visually ascertain his presence and record said Member as present.

2.2.3. If the presence of a quorum is ascertained in a quorum call, no Member may request a consecutive quorum call unless some business has intervened.

2.3. Business in the Absence of a Quorum

2.3.1. If, at any time during a legislative proceeding of the Councils, a quorum call ascertains that a quorum is not present, no motion shall be in order except a motion to fix the time to which to adjourn, a motion to adjourn, and a motion to recess.

3. ATTENDANCE

3.1. Register of Attendees

3.1.1. The names of all Members present, all persons in attendance, all Members absent with valid apologies, and all Members absent without valid apologies shall be recorded in the minutes.

3.2. Attendance of Non-Members

3.2.1. It shall be in order for any matriculated student who has not exercised their right to opt out of the Students' Association to attend a meeting of the Association. Except as otherwise provided, they shall be allowed to speak only at the discretion of the Chair.

3.2.2. Notwithstanding the provisions of Section 3.2.1, the Chair may limit the number of matriculated students in attendance of a meeting if, in his judgement, the legal capacity of the room in which the meeting has convened has been reached.

3.2.3. Members of the Association in attendance of a meeting shall sit in an area designated by the Chair and in no case sit at the table where the Members have convened.

4. AGENDA

4.1. Circulation of Agenda

4.1.1. The Chair shall ensure that the Agenda appears and is circulated at least three days in advance of each regular meeting.

4.1.2. The Agenda must be posted in public fora at least 24 hours in advance of the meeting.

4.2. Discretion to Determine Order of Motions

4.2.1. The Chair shall, at his discretion or on the direction of the the Students' Association Executive Committee, determine the order of consideration of duly submitted motions at a meeting within the confines of Section 5, subject to appeal and motions to postpone consideration thereof.

4.2.2. The Students' Association Executive Committee may act as a steering Committee for the Councils.

5. ORDER OF BUSINESS

5.1. Regular Meetings

5.1.1. The order of business for regular meetings of the Councils shall be:

**J.15-25- A MOTION TO CHANGE OF THE NAME OF THE ASSOCIATION
ENVIRONMENT AND ETHICS OFFICER AND SUBCOMMITTEE TO ASSOCIATION
ENVIRONMENT OFFICER AND SUBCOMMITTEE**

Owner: Environment and Ethics Subcommittee

In effect from: From the Start of Semester 2

This SRC & SSC Notes:

1. The position is currently called Association Environment and Ethics Officer.
2. The current remit is:
 - a. 3.8 The Association Environment & Ethics Officer shall:
 - i. 3.8.1. Have special responsibility for those areas concerning Environment & Ethics, environmental and ethical issues.
 - ii. 3.8.2. Convene and chair meetings of the Association Environment & Ethics Committee.
 - iii. 3.8.3. Coordinate his/her activities with the Association President.
 - iv. 3.8.4. Work in cooperation with relevant members of staff
 - v. 3.8.5. Liaise with the University on matters relating to Environment & Ethics issues
 - vi. 3.8.6. Implement Association policy on Environment & Ethics issues.
3. Have spoken to other members of staff in different bodies (Transition, Environment Team) across the university who support a change in name.

This SRC & SSC Believes:

1. The current usage of the term 'ethics' in the laws is not well defined, which poses challenges when determining the practice of the Association Environment and Ethics Officer.
2. Removing 'ethics' from the position would not affect the current practice of the Association Environment and Ethics Officer or Subcommittee, the presence or lack thereof does not impact whether or not the association continues to be ethical.

This SRC & SSC Resolves:

1. To change all references of Association Environment and Ethics Officer and Association Environment and Ethics Subcommittee in the laws to Association Environment Officer and Association Environment Subcommittee.
2. To remove all references to 'Ethics' concerning the Association Environment and Ethics officer in the Association Laws.

Proposed: Environment and Ethics Committee