

## **E21-07: A motion to update the Music Committee's (Music Fund) Constitution**

Owner: Juan Pablo Rodriguez

In effect from: Immediately

Review date: April 2022

### **It is noted that:**

1. The Music Committee has been in a period of transition and has been greatly limited in its capacity to direct the music scene in recent years.
2. The Music Committee constitution was changed in March, but the pre-existent positions of the committee do not account for the division of labour required to fulfil the Fund's purposes adequately.
3. The current constitution does not to consider new commitments, such as the active role in the organisation and coordination of the music scene together with music-oriented societies (See Appendix A).

### **It is believed that:**

1. Student music in St Andrews could use more support and specific funding from the Students' Association.
2. The Music Committee could be more effective in how it supports music in St Andrews.
3. The new constitution and structure will allow the committee to function more effectively and with renewed purpose to better support student music in St Andrews.

### **It is resolved to:**

1. Create new positions on the subcommittee which will allow for smoother running and allow more students to be involved if they so wish.
2. To update Chapter 18 of the Association Subcommittee Constitutions to remove the current Music Subcommittee Constitution (Appendix A) and replace it with the proposed Music Subcommittee Constitution (Appendix B)

### **Proposer:**

Juan Pablo Rodriguez (Music Officer/Convener)

### **Seconders:**

Tom Groves, Director of Events and Services

Gavin Sandford, Director of Student Development and Activities

Bhavya Palugudi, SRC Environment Officer

## **Appendices**

### **Appendix A**

#### **Chapter 18: Music Subcommittee (Music Fund)**

##### **2. Aims**

- 2.1. Promote the St Andrews music scene, both within and beyond the Association.
- 2.2. Organise events such as gigs, open mics, and songwriting workshops.
- 2.3. Provide and promote funding for student musicians and music groups.
- 2.4. Act as a liaison between music-based societies and provide a network for anything related to music in St Andrews.

##### **3. Committee**

###### 3.1. Music Officer (Convenor and Chair)

- 3.1.1. Oversee all aspects of the committee and help to organise major events including the AGM.

###### 3.2. Secretary

- 3.2.1. Keep accurate minutes of all meetings, ensuring they are shared with the committee and the Association, and available in an accessible format online.
- 3.2.2. Regularly communicate the activities of the subcommittee to student musicians and related societies.
- 3.2.3. Maintain the mailing list and send a weekly email.
- 3.2.4. Maintain a list of active musicians available to perform at events.

###### 3.3. Treasurer

- 3.3.1. Plan the annual budget in collaboration with the Music Officer.
- 3.3.2. Oversee all subcommittee spending, ensuring the committee keeps to the annual budget.

###### 3.4. Head of Tech

- 3.4.1. Work with the Head of Events to set up events and manage relevant volunteers.
- 3.4.2. Maintain all equipment belonging to the subcommittee and propose the purchase of new equipment.
- 3.4.3. Oversee the lending of equipment.

###### 3.5. Head of Events

- 3.5.1. Organise MF events throughout the year and manage relevant volunteers.
- 3.5.2. Monitor external music events in St Andrews.
- 3.5.3. Liaise with other student groups to avoid event clashes.

###### 3.6. Publicity Officer

- 3.6.1. Manage all MF social media accounts.
- 3.6.2. Create publicity materials and work with the Head of Events to ensure events are effectively promoted.

3.7. Genre Officers (2020-21 only)

- 3.7.1. There shall be between two and five Genre Officers in 2020-21, appointed by interview.
- 3.7.2. Each Genre Officer shall have a remit covering a range of student groups within a certain genre, for example, Rock Officer, or Classical Officer.
- 3.7.3. The positions shall be reviewed and finalised in March 2021 and specified in the constitution thereafter.
- 3.7.4. Shall act as a liaison between MF and other groups within their remit.

3.8. DoES (line manager)

3.9. DoSDA (line manager)

**4. Appointments**

4.1. The Head of Tech and Head of Events shall be appointed through an application and interview process, the panel for which shall include:

- 4.1.1. Incoming Music Officer
- 4.1.2. Outgoing Music Officer
- 4.1.3. DoES
- 4.1.4. DoSDA

4.2. The Secretary, Publicity Officer, and Treasurer shall be elected at the AGM, according to the process defined in the Laws of the Association.

## Appendix B

### Chapter 18: Music Subcommittee (Music Fund)

#### 2. Aims

- 2.1. Promote the St Andrews music scene, both within and beyond the Association.
- 2.2. Organise events such as gigs, open mics, **festivals, and music-related workshops.**
- 2.3. Provide and promote funding for student musicians and music groups.
- 2.4. Act as a liaison between music-based societies and provide a network for anything related to music in St Andrews.
- 2.5. **Provide access to quality instruments for students.**
- 2.6. **Incentivise the music culture in St Andrews.**
- 2.7. **Be a reference point for town and gown relations.**

#### 3. Committee

##### 3.1. Music Officer (Convenor and Chair)

- 3.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

##### 3.2. Vice-President

- 3.2.1. **Shares the lead of the committee with the Music Officer.**
- 3.2.2. **Contact point between the Music Fund and other subcommittees or institutions such as the Music Centre.**

##### 3.3. Secretary

- 3.3.1. Keeps accurate minutes of all meetings, ensuring they are shared with the committee and the Association, and are made available in an accessible format online.
- 3.3.2. Maintain the mailing list and send a weekly email.
- 3.3.3. Maintain a list of active musicians available to perform at events.
- 3.3.4. **Maintain a data base for the 'Learn an Instrument Buddy' scheme.**

##### 3.4. Treasurer

- 3.4.1. Plan the annual budget in collaboration with the Music Officer.
- 3.4.2. Oversee all MF spending, ensuring the committee keeps to the annual budget.
- 3.4.3. **Oversee applications for grants with the Music Officer.**

##### 3.5. Head of Tech

- 3.5.1. Assess, fix, and maintain all equipment belonging to the subcommittee.
- 3.5.2. Oversee with the Treasurer the purchase of new equipment.
- 3.5.3. Oversee the lending of equipment.
- 3.5.4. **The Head of Tech will be in charge of their own subcommittee which will set up the equipment for our events.**

##### 3.6. Head of Events

- 3.6.1. Organise regular MF events throughout the year such as Open Mics.
- 3.6.2. **Work together with Societies Music Officer to liaise with other student groups to avoid event clashes.**

### **3.7. Marketing Officer**

- 3.7.1. Manage all MF social media accounts.
- 3.7.2. Create graphics for our events.

### **3.8. Web Development Officer**

- 3.8.1. In charge of developing and managing the web page of the Music Fund.

### **3.9. Festivals Officer**

- 3.9.1. In charge of organising the 'St Andrews Music Festival', which will take place during the Candlemas Semester.
- 3.9.2. Will oversee their own subcommittee which will help in the organisation of the event.
- 3.9.3. Main point of contact with On the Rocks.

### **3.10. Societies Music Officer**

- 3.10.1. Main point of contact with music-oriented societies.
- 3.10.2. In charge of elaborating and updating the calendar of music events with the Head of Events.
- 3.10.3. Shall act as a liaison between MF and other groups within their remit.

### **3.11. Radio Officer**

- 3.11.1. Main point of contact between the Music Fund and STAR.
- 3.11.2. In charge of preparing the weekly Music Fund Radio Programme.

### **3.12. Halls Music Officer**

- 3.12.1. Point of contact between the Music Fund and the committees of student halls.
- 3.12.2. Responsible for the implementation of the programme to renovate and create Music Rooms within student halls together with the committees of said halls.
- 3.12.3. Work with Treasurer and Head of Tech in the assessment and purchase of equipment for halls.

### **3.13. DoES (line manager)**

### **3.14. DoSDA (line manager)**

## **4. Appointments**

- 4.1. All positions of the committee with the exception of Music Officer shall be appointed through an application and interview process, the panel for which shall include:
  - 4.1.1. Incoming Music Officer
  - 4.1.2. Outgoing Music Officer
  - 4.1.3. DoES
  - 4.1.4. DoSDA
- 4.2. The system to appoint members of committee shall be reviewed by the incoming Music Officer in 2022 to assess its effectiveness.

## **5. Subcommittees**

### **5.1. Tech Subcommittee**

- 5.1.1. Will be in charge of setting up the equipment used in gigs and open mics.
- 5.1.2. Comprised of volunteers.

### **5.2. Festivals Subcommittee**

- 5.2.1. Under the supervision of the Festivals Officer, will be in charge of aiding the aforementioned officer in the process of organising the First St Andrews Music Festival
- 5.2.2. Members of the subcommittee will be appointed through an application and interview process overseen by the Festivals Officer and the Music Officer.

### **5.3. *Ad hoc* Subcommittees**

- 5.3.1. The Music Fund may create, with the consent of the Committee, ad hoc subcommittees with defined jurisdictions, which shall continue and have the power to act for a fixed term of up to twelve months, and which shall operate in the same manner as a standing subcommittee.