



**University of St Andrews  
Students' Association  
Students' Representative Council  
Student Services Council**

**AGENDA**

Tuesday, 26<sup>th</sup> April 2016 - Committee Room - 6pm

- 1. Adoption of the Agenda**
- 2. Apologies for Absence**
- 3. Reports of the Sabbatical Officers**
  - 3.1. Report of the Athletic Union President
  - 3.2. Report of the Association President
  - 3.3. Report of the Association Director of Events & Services
  - 3.4. Report of the Association Director of Student Development & Activities
  - 3.5. Report of the Association Director of Representation
- 4. New General Joint Business**
  - 4.1. Constitutional Changes for SSC Subcommittees Based on Motion S.16-3
  - 4.2. J.16-13 Motion to Restructure the St Andrews Voluntary Service (SVS) Committee
  - 4.3. J.16-14 A Motion To Amend the Constitution of the Postgraduate Society of the University of St Andrews
- 5. New General SRC Business**
  - 5.1. Co-option of SRC Accommodation Officer
  - 5.2. Co-option of SRC Member for Age Equality
  - 5.3. Co-option of SRC Postgraduate Development Officer
- 6. New General SSC Business**
- 7. Any Other Competent Business**

S.16-3: A MOTION TO INCLUDE ALUMNI ENGAGEMENT IN THE CONSTITUTION OF ALL SSC SUBCOMMITTEES.

**THE SSC NOTE:**

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

**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)

**Proposed changes to Laws:**

**STAR:**

Chapter 24:

1. Aims

- 1.1. To provide a live radio broadcast service in St Andrews, subject to licensing restrictions. This will be a source of communication, information and entertainment in the local area.
- 1.2. To grant all matriculated students of the University the chance to learn about and gain practical experience of broadcast radio.
- 1.3. To provide such additional broadcasting services as should become desirable in future.
- 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.

1.5. To provide broadcasting society alumni with relevant news and updates concerning the studio and various projects. I would also like to add section

1.5.1. The Head of Internal Communications will be responsible for ensuring the society maintains a strong relationship with recent graduates of St. Andrews.

## **Design Team:**

Chapter 16:

### 7. Alumni Engagement

7.1 The Design Team will keep an alumni data base where the contact information for previous members of the committee who have graduated stored. This contact information will be utilized in a bi-annual newsletter directed at the alumni in order for them to see how the Design Team has progressed and what we have accomplished through projects and workshops over the course of the term. This data base will also be open to the current committee members to utilize for potential networking opportunities for internships or job openings in the areas of design and marketing.

## **On the Rocks:**

Chapter 15:

### 2.2 Subcommittees

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

#### 2.2.8. Admin

2.2.8.1. The Admin subcommittee is comprised of the Head of Admin and the SSC Arts Festival Convener. They are responsible, at minimum, for maintaining all On the Rocks resources and for alumni engagement.

## **J.16-13 Motion to Restructure the St Andrews Voluntary Service (SVS) Committee**

### **This SSC SVS Committee notes:**

- The current committee structure, as detailed in Section 5 of Chapter Twenty Two of the Laws outlines the committee as: 5.3.1. SSC Volunteering Officer (Convener and Chair), 5.3.2. Secretary, 5.3.3. Treasurer, 5.3.4. Events Manager, 5.3.5. Fundraising Coordinator, 5.3.6. The Project Officers: 5.3.6.1. Youth Officer, 5.3.6.2. Youth with Special Needs Officer, 5.3.6.3. Adults with Special Needs Officer, 5.3.6.4. Elderly Officer, 5.3.6.5. Environment Officer, 5.3.6.6. Animal Welfare Officer, 5.3.6.7. Awards Officer, 5.3.6.8. Website Officer. 5.3.7. Director of Student Development & Activities.
- The current committee structure does not accurately reflect how the committee is run.
- Alumni engagement is not currently in our constitutional remit as dictated by The Laws.

### **This SSC SVS Committee believes:**

- The Events Manager is also responsible for publicity, and the title should reflect this.
- The term 'Special Needs' is not socially sensitive, and does not reflect how our projects are currently referred to. Our projects are referred to as 'Youth/Adults with Additional Needs'
- The Awards Officer was responsible for helping people achieve the Saltire Award.
- Not enough students apply for the Saltire Award to warrant an Awards Officer.
- A Development Officer position was introduced responsible for helping to maintain and introduce projects and plan Give Back Week(end).
- Development Officer is a position we will continue to need.
- The Development Officer should also be responsible for alumni engagement.

### **This SSC SVS Committee resolves:**

- To restructure and rename committee positions in Section 5. The new final list of positions will be: 5.3.1. SSC Volunteering Officer (Convener and Chair), 5.3.2. Secretary, 5.3.3. Treasurer, 5.3.4. Events and Publicity Manager, 5.3.5. Fundraising Coordinator, 5.3.6. Development Officer, 5.3.7. The Project Officers: 5.3.7.1. Youth Officer, 5.3.7.2. Youth with Additional Needs Officer, 5.3.7.3. Adults with Additional Needs Officer, 5.3.7.4. Elderly Officer, 5.3.7.5. Environment Officer, 5.3.7.6. Animal Welfare Officer, 5.3.7.8. Website Officer. 5.3.8. Director of Student Development & Activities.
- To add alumni engagement as the responsibility of the Development Officer to Chapter 5. This will read:  
'5.9. It will be the responsibility of the Development Officer to actively encourage and maintain alumni engagement.'

**Proposed:** St Andrews Voluntary Service Committee.

**Seconded:** Kyle Blain.

## **J.16-14: A Motion to Amend the Constitution of the Postgraduate Society of the University of St Andrews**

**Owner:** Postgraduate Society of the University of St Andrews

**In effect from:** immediately

### **This SSC & SRC Note:**

1. The SRC Postgraduate Development Officer was added to the Postgraduate Committee, and to the SRC;
2. The SRC Postgraduate Academic Convenor has undergone significant changes to the role
  - Part of the tasks have been appointed to the new Postgraduate Development Officer position
  - The role holder is no longer provided with a stipend by St Leonard's College
3. The Postgraduate Committee currently has several members who help out with events and attend meetings, outside of the elected positions.

### **This SSC & SRC Believes:**

1. Changes to the Postgraduate Society Constitution are needed to take into account the changed role and name for the Postgraduate Academic Convenor, and the new role of the Postgraduate Development Officer.
2. The reduced link between St Leonard's College and the Postgraduate Academic Convenor, makes it no longer sensible for them to be the main liaison between the Postgraduate Committee and St Leonard's College.
3. The workload associated with liaising between the Postgraduate Committee and St Leonard's College is sufficiently large and important to merit the creation of a position on the committee responsible for these activities: the St Leonard's Liaison Officer.
4. In order to make the position of the ordinary members on the Postgraduate Committee more official, to acknowledge their efforts for the Postgraduate Committee, and to decrease the threshold for new members to get involved, we believe the creation of two Member Without Portfolio would be a useful addition to the Postgraduate Committee.

### **This SSC & SRC Resolves:**

1. To amend the constitution of the Postgraduate Society of the University of St Andrews, as proposed in the attached files.
2. Upon approval, the Postgraduate Committee will advertise the co-option of the St Leonard's Liaison Officer and the Members Without Portfolio.

**Proposed: the Postgraduate Committee**

**Seconded: Robert Aston (Association Equal Opportunities Officer)**

# Constitution of the Postgraduate Society of the University of St Andrews

## Aims

We, the postgraduate students of the University of St Andrews, in order to create the 'home society' for postgraduates in St Andrews to host events, advocate for academic concerns, and foster a postgraduate community, establish this constitution of the Postgraduate Society Committee of the University of St Andrews.

## Remit

The Postgraduate Society shall hold several events during the year for the recreational benefit of the postgraduates of St Andrews. One of these will be an annual ball, usually held during the Summer Vacation. The Postgraduate Society shall be competent to make loans or grants to individuals or bodies endeavouring to provide entertainment to the postgraduate community.

The Committee shall take special responsibility, via the Postgraduate Society President, the Postgraduate [Academic](#) Convenor, and [Postgraduate Development Officer](#), for ensuring that SSC and SRC take sufficient account of the needs and wishes of postgraduate students during vacation periods.

## Article I – Name

The organisation shall be known as the Postgraduate Society of the University of St Andrews.

## Article II – Members

### *Section 1:*

The membership of the Postgraduate Society Committee shall consist of postgraduate students elected at the Annual General Meeting (AGM) to be held no later than two weeks after formal teaching has ended in Semester 2.

### *Section 2:*

The duties and responsibilities of the Committee are:

- a. To act as the official voice and to promote the interests of postgraduate students;
- b. To consider any proposal or request that a postgraduate student or group may present in the best interest of the postgraduate community;
- c. To uphold and defend the Constitution of the Postgraduate Society Committee.

### *Section 3: Resignation*

A Committee member may resign if he or she finds that they are no longer able to fulfil the requirements of membership. Resignation will take effect immediately upon announcement. Discussion and questions regarding resignation may be dealt with in confidence via communication with the Postgraduate Society President.

### *Section 4: Quorum*

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

### *Section 5: Membership*

All matriculated postgraduate students of the University of St Andrews, save those who have exercised their right under the Education Act of 1994 to cease to be members of the Students' Association, shall be deemed to be ordinary members of the society. All Sabbatical Officers shall also be deemed to be ordinary members of the society.

### *Section 6: Extraordinary Membership*

The committee may award extraordinary membership of the Society to such individuals as it deems fit.

*Section 7: Annual General Meeting*

- a. Procedure- The AGM shall:
  - i. Require 14 days notice;
  - ii. Be publicised widely in such places and by such methods as the committee shall determine from time to time;
  - iii. Be open to all members of the Society, although only ordinary members shall be eligible to vote, propose, second, or stand for elections.
- b. Business- The order of business shall be:
  - i. Report of the Postgraduate Society President;
  - ii. Report of the Postgraduate Academic Convenor;
  - iii. Report of the Postgraduate Development Officer;**
  - iv. Report of the Postgraduate Treasurer;**
  - v. Election of the Postgraduate Society Treasurer;**
  - vi. Election of the Postgraduate Society Publicity/Marketing Officer;**
  - vii. AOCB.**
- c. Elections- No one shall hold more than one position on the Committee at any one time. Elections shall be conducted by a secret ballot using the STV system. Candidates who are unable to attend the meeting in person may submit a statement to the Postgraduate Society President prior to the AGM that is accepted as proxy-nomination.

*Section 8: Extraordinary General Meeting*

- a. Procedure- The EGM shall be held during Semester One no later than Week 4, and shall:
  - i. Require 14 days notice;
  - ii. Be publicised widely in such places and by such methods as the committee shall determine from time to time;
  - iii. Be open to all members of the Society, although only ordinary members shall be eligible to vote, propose, second, or stand for elections.
- b. Business- The order of business shall be:
  - i. Report of the Postgraduate Society President;
  - ii. Report of the Postgraduate Academic Convenor;
  - iii. Report of the Postgraduate Development Officer;**
  - iv. Report of the Postgraduate Society Treasurer;**
  - v. Elections of all non-Association voting posts except for the Postgraduate Society Treasurer and Publicity/Marketing Officer;**
  - vi. AOCB.**
- c. Elections- No one shall hold more than one position on the Committee at any one time. Elections shall be conducted by a secret ballot using the STV system. Candidates who are unable to attend the meeting in person may submit a statement to the Postgraduate Society President prior to the AGM that is accepted as proxy-nomination.

**Article III – The Postgraduate Society Committee**

*Section 1:*

The Postgraduate Society Committee shall adopt a structure to lead the Postgraduate Society.

1. SSC Postgraduate Society President
2. SRC Postgraduate Academic Convenor
- 3. SRC Postgraduate Development Officer**
4. Treasurer
5. Ball Convenor
- 6. St Leonard's Liaison Officer**

7. Event Convenor
8. Publicity/Marketing Officer
9. Secretary
10. Member without Portfolio
11. Member without Portfolio
12. Association Director of Student Development & Activities
13. Association Director of Representation.

*Section 2:*

The Postgraduate Society President shall, in addition to those responsibilities set out in Chapter Three Section 5.8. of the Students' Association Laws:

- a. Represent postgraduate students' interests to the SSC,
- b. Provide leadership to the Postgraduate Society,
- c. Convene and chair the Committee meetings,
- d. Be responsible for all external Committee correspondence,
- e. Sit on the Student Services Council,
- f. Serve as the liaison with postgraduate officers in other societies and subcommittees of the Students' Association,
- g. Write "The Sunday Postgraduate" in consultation with the SRC Postgraduate Academic Convenor and SRC Postgraduate Development Officer, and
- h. Perform any additional duties as needed.

*Section 3:*

The SRC Postgraduate Academic Convenor shall:

- a. Represent postgraduate students' interests to the SRC and the University,
- b. Convene and chair the Postgraduate Executive Forum consisting of all Postgraduate Executive Reps at least three times per year,
- c. Serve as the Postgraduate Senate Representative on Academic Council, and sit on the Students' Representative Council, and
- d. Perform any additional duties as laid out in Chapter 2 Section 6.2 of the Students' Association Laws.

*Section 4:*

The Postgraduate Development Officer shall:

- a. Liaise with the University on non-academic postgraduate matters (Capod, Student Services, Library, Accommodation, Registry, Careers, and others as needed).
- b. Coordinate with Students' Association SRC subcommittees regarding postgraduate representation, and
- c. Perform any additional duties as needed.

*Section 5:*

The Treasurer shall:

- a. Serve as the liaison with accounting in the Students' Association,
- b. Oversee the reimbursement process, and
- c. Perform any additional duties as needed.

*Section 6:*

The Ball Convenor shall:

- a. Serve as the liaison with hotel partners for Postgraduate Society balls,
- b. Propose ball themes, decorations, and entertainment options,
- c. Explore different venue options and present ideas via 'ball proposal(s)' to the Committee, in consultation with the Postgraduate Society President, and
- d. Perform any additional duties as needed.



Section 7:

The St Leonard's Liaison Officer shall:

- a. Liaise with St Leonard's College regarding the postgraduate student experience,
- b. Convene meetings between Postgraduate Committee members, the Provost, the St Leonard's College Administrative Officer, and other St Leonard's College management, at least 3 times a year,
- c. Provide an annual report to the Postgraduate Committee of the proceedings and ongoing relationship with the College, and
- d. Perform any additional duties as needed.

Section 8:

The Event Convener shall:

- a. Organise small- and medium-scale events,
- b. Liaise with other societies and subcommittees of the Students' Association as necessary to organize joint events in consultation with the Postgraduate Society President,
- c. Coordinate the Postgraduate Society's alumni engagement, and
- d. Perform any additional duties as needed.

Section 9:

The Publicity/Marketing Officer shall:

- a. Design publicity for the events of the Postgraduate Society,
- b. Develop marketing strategies for advertising the events of the Postgraduate Society, and
- c. Perform any additional duties as needed.

Section 10:

The Secretary shall:

- a. Keep detailed minutes of the meetings of the Postgraduate Society Committee, and
- b. Perform other duties as needed.

Section 11:

Members without Portfolio shall:

- a. Provide support to other elected officers as needed
- b. Perform any additional duties as needed

**Article IV - Meetings**

The Committee shall meet at least once a week during teaching weeks. In the event of extenuating circumstances, meetings may be cancelled by a consensus of the Committee.

**Article V - Parliamentary Authority**

The Postgraduate Society Committee shall be governed by this Constitution and the Standing Orders of the Students' Association.