



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

**AGENDA**

Tuesday, 28 October 2014 – School II - 7.00pm

- 1. Adoption of the Agenda**
- 2. Apologies for Absence**
- 3. Reports of Sabbatical Officers**
  - 3.1. Report of the Association President
  - 3.2. Report of the Association Director of Services
  - 3.3. Report of the Association Director of Student Development & Activities
  - 3.4. Report of the Association Director of Representation
- 4. New General Joint Business**
  - 4.1. J.14-13 A Motion to Amend the Postgraduate Society Constitution
- 5. Any Other Competent Business**
- 6. New General SRC Business**
- 7. New General SSC Business**

## **J. 14-13**

### **A Motion to Amend the Postgraduate Society Constitution**

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

1. The Postgraduate Society is a vital component to the University of St Andrews' postgraduate community,
2. The Postgraduate Society is led by the Postgraduate Society Committee,
3. The Postgraduate Society is a vital component for the postgraduate community over the summer months.
4. The Postgraduate Society Committee approved changes in the Postgraduate Society Constitution at their meeting on 17 October 2014.

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

1. To further improve the Postgraduate Society's ability to represent, entertain, and advocate for postgraduate student concerns, the Postgraduate Society may update its previous Constitution to better articulate its role within the postgraduate community and within the Students' Association.

#### **THIS SRC AND SSC RESOLVE:**

To report amendments to effect the following changes to the Laws to SAB with the recommendation that the same do pass:

1. The Postgraduate Society Committee's previous Constitution be struck entirely, and replaced with the attached text.

#### **PROPOSED:**

Tania Strützel

SRC Postgraduate Convenor

#### **SECONDED:**

David van Brussel

SSC Postgraduate 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 endeavoring to provide entertainment to the postgraduate community.

The Committee shall take special responsibility, via the Postgraduate Society President and the Postgraduate Convenor, 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 fulfill 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 Convenor;
  - iii. Report of the Postgraduate Treasurer;
  - iv. Election of the Postgraduate Society Treasurer;
  - v. Election of the Postgraduate Society 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.

*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 Convenor;
  - iii. Report of the Postgraduate Society Treasurer;
  - iv. Elections of all non-Association voting posts except for the Postgraduate Society Treasurer and Publicity/Marketing Officer;
  - v. 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 Convenor
3. Treasurer
4. Ball Convener
5. Event Convener
6. Publicity/Marketing Officer
7. Secretary
8. Association Director of Student Development & Activities
9. 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 Convenor and
- h. Perform any additional duties as needed.

#### *Section 3:*

The SRC Postgraduate 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.
- d. Perform any additional duties as laid out in Chapter 2 Section 6.2 of the Students' Association Laws.

#### *Section 4:*

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 5:*

The Ball Convener 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.

*Section 6:*

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.

*Section 7:*

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.

*Section 8:*

The Secretary shall:

- a. Keep detailed minutes of the meetings of the Postgraduate Society Committee;  
and
- b. Perform other 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.