



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

AGENDA

Tuesday, 3 February 2015 – Union Board Room - 6.00pm

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. Officer Announcements

5. New General Joint Business

- 5.1. J.15-1 A Motion To Amend The Students' Association Laws To Reflect Current Practise
- 5.2. J.15-2 A Motion To Amend The Composition Of The Education Committee
- 5.3. J.15-3 A Motion To Make Changes To The Structure Of The Students' Representative Council
- 5.4. J.15-4 A Motion To Amend The Standing Orders Of The Students' Association
- 5.5. J.15-5 A Motion To Recruit The Students' Association Elections Committee And Approve The Dates Of The Students' Association Elections 2015
- 5.6. J. 15-6 A Motion To Amend The Association LGBT Committee Constitution

6. Any Other Competent Business

7. New General SRC Business

- 7.1. R.15-1 A Motion To Provide Funding For The Rectorial Installation's Torchlit Procession From The SRC Discretionary Fund

8. New General SSC Business

Briefing Paper: Changes to the Students' Representative Council (SRC)

The proposed changes to the Laws come after J.14-4 (A Motion to Reform the Structure of The Students' Representative Council) was presented to both Councils by petition in April 2014.

The changes are split into four parts:

- Motion to Amend the Students' Association Laws to Reflect Current Practise (yellow highlighter)
- Motion to Amend the Composition of the Education Committee (green highlighter)
- Motion to Make Changes to the Structure of the Students' Representative Council (purple highlighter)
- Motion to Amend the Standing Orders of the Students' Association

These motions are submitted together with Chapters 1-6 of Students' Association Laws that colour-code factual changes made by the by the above motions as indicated above (typographical changes and reordering is not necessarily indicated). **Please look at changes to the Laws in advance of the Joint Councils meeting and/or bring them with you on a digital device, as the changes in Chapters 1-6 of Students' Association Laws will not be printed!!!**

While these above-mentioned changes come in response of the student petition, they are not bringing forward an SRC reform in the true sense. The Executive Committee are mandated to review the proposed changes in October 2015 and the Students' Representative Council is encouraged to seek further suggestions how to increase its effectiveness.

30 January 2015

Ondrej Hajda

Director of Representation

J. 15-1

A MOTION TO AMEND THE STUDENTS' ASSOCIATION LAWS TO REFLECT CURRENT PRACTISE

Owner: Executive Committee

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 Laws published online (from July 2014) 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 update remits of Sabbatical Officers and the Association Chair to reflect current practise and amend Chapter One of the Laws accordingly.
2. To reaffirm the existence of Association LGBT Officer and the Association LGBT Committee and amend Chapter One of the Laws accordingly.
3. To reaffirm the split of the Association Postgraduate President position to Postgraduate Convenor and SSC Postgraduate Officer and amend the Laws accordingly.
4. To reaffirm the existence of the SRC Member for Gender Equality as a full member of the SRC and the SRC Equal Opportunities Committee and amend the Laws accordingly.
5. To formalise the Faculty Presidents-elect and Postgraduate Convenor-elect as non-voting members of the SRC until they took office on 1 July of the year they were elected and amend the Laws accordingly.
6. To formalise the SSC Postgraduate Officer-elect as a non-voting member of the SSC until they took office on 1 July of the year they were elected and amend the Laws accordingly.
7. To strike “, excepting Senate Representatives” in 1. Voting Rights in Chapter Four and insert “Committee.”
8. To strike the text of 1.4.2.2. in Chapter Six and insert:
“1.4.2.2. The Association President and Directors shall take office on July 1st

following their election. The term of office shall follow at least 2 weeks of training with their predecessors.”

9. To strike the text of 1.4.2.3. in Chapter Six and insert:
“1.4.2.3. The Postgraduate Convenor, SSC Postgraduate Officer, Faculty Presidents, and School Presidents shall take office on July 1st following their election.”
10. To strike the text of 1.4.2.4. in Chapter Six
11. To remove the idea of regular “duties” set by Students’ Association Executive Committee from responsibilities of elected officers and amend the Laws accordingly.
12. To remove all mentions of “Education Research” in the Laws and replace them with “Student Advocate (Education)”.
13. To mandate the Association Chair to correct typographical mistakes in the Laws.

PROPOSER:

Ondrej Hajda

Director of Representation

SECONDER:

Fay Morrice

Director of Student Development & Activities

J. 15-2

A MOTION TO AMEND THE COMPOSITION OF THE EDUCATION COMMITTEE

Owner: Education Committee

In effect from: Immediately after dissolution of this SRC

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 role of SRC Education Officer was removed from the SRC in 2010 following the reorganisation of Sabbatical Officers' remits and reinstated again in 2013.
3. Since 2014, the Education Committee comprises of all School Presidents, Faculty Presidents, Postgraduate Convenor, SRC Education Officer (Secretary), and the Director of Representation (Convenor & Chair).

THIS SRC AND SSC BELIEVE:

1. The creation of the Faculty Presidents role was very beneficial for further development of student academic representation.
2. The reorganisation of the Education Committee following the creation of the Faculty Presidents role created a direct link between School Presidents and the Students' Representative Council.
3. The responsibilities of the SRC Education Officer were partially spread amongst the responsibilities of the Faculty Presidents.

THIS SRC AND SSC RESOLVE:

1. To remove the position of SRC Education Officer and amend the Laws accordingly.
2. To mandate the Director of Representation to ensure that the current responsibilities of the SRC Education Officer are spread across other positions.
3. To mandate the Director of Representation and the current SRC Education Officer to advertise and appoint an officer responsible for developing the language correction scheme in cooperation with the ELT.

PROPOSER:

Ondrej Hajda

Director of Representation

SECONDER:

Darya Smirnova

SRC Education Officer

Charlotte Potter

Arts/Divinity Faculty President

Katy Rae

Science/Medicine Faculty President

J. 15-3

A MOTION TO MAKE CHANGES TO THE STRUCTURE OF THE STUDENTS' REPRESENTATIVE COUNCIL

Owner: Executive Committee

In effect from: Immediately after dissolution of this SRC

Review date: October 2015

THIS SRC AND SSC NOTE:

1. The Students' Association Constitution and Laws regulate the activities of the Students' Association.
2. The Students' Representative Council represents the legally recognised voice of the student body at the University of St Andrews.
3. The Director of Representation was mandated in April 2014 to bring an SRC Reform Proposal to Association Councils for consideration.

THIS SRC AND SSC BELIEVE:

1. There should be a degree of flexibility in the membership of Association and SRC subcommittees that would best enable them to fulfil the subcommittee's aims.
2. That Association and SRC subcommittees should be the primary generator of business for the Students' Representative Council.
3. That the Students' Representative Council should oversee the activities of its subcommittees and receive regular reports from their Officers.
4. There should be a further discussion about the effectiveness of the Students' Representative Council.

This SRC and SSC resolve:

1. To change the frequency of ordinary SRC meetings to at least once a month and amend the Laws accordingly.
2. To increase the frequency of Association and SRC subcommittee meetings and amend the Laws accordingly.
3. To reaffirm Officers' responsibility for ensuring that minutes of their subcommittee meetings are being taken, passed onto the Association Chair and the Students' Association Reception, and uploaded online on the Students' Association website.

4. To task the Association Chair to send out Association and SRC subcommittee minutes together with other meeting papers to all members of the Students' Representative Council.
5. To mandate Association and SRC Officers to determine a suitable membership of their subcommittee in consultation with their Sabbatical Officer, openly advertise for these positions, and select the best candidates in accordance with the Laws.
6. To task the Executive Committee to review the membership of all Association and SRC subcommittees on an annual basis.
7. To task the Executive Committee to approve the membership of following subcommittees on an annual basis: Accommodation, Community Relations, Employability, Environment & Ethics, External Campaigns, and Wellbeing.
8. To remove the following positions from the SRC and amend the Laws accordingly: SRC Member for Private Accommodation, SRC Member for University Accommodation.
9. To reorder Chapter Two of the Laws to make more logical sense.
10. To encourage all elected officers to explore different ways to increase the effectiveness of the Students' Representative Council.
11. To mandate the Executive Committee to review the proposed changes in October 2015.

PROPOSER:

Ondrej Hajda

Director of Representation

SECONDER:

Leon O'Rourke

Director of Events & Services

J. 15-4

A MOTION TO AMEND THE STANDING ORDERS OF THE STUDENTS' ASSOCIATION

Owner: Executive Committee

In effect from: Immediately after the dissolution of Councils

Review date: N/A

THIS SSC & SRC NOTES:

1. The Standing Orders have not been updated since 2013.
2. The Standing Orders govern the conduct of all Association Councils and Subcommittees.

THIS SSC & SRC BELIEVES:

1. The Standing Orders are in need of amending in order to facilitate better production from the Association Councils.
2. The recommended amendments will improve the production of the Councils specifically the SRC.
3. The recommended amendments will allow for individual members and students to have more time to read reports, motions, and agendas.
4. Some of the changes will bring the Standing Orders in line with current practice.
5. There are going to be potential changes to the SRC and these amendments will be beneficial should those changes pass.

THIS SSC & SRC RESOLVES:

1. In §1.1.1. of the Standing Orders of the Student's Association strike *shall hold regular meetings every fourteen days in term time* and insert the following **shall hold regular meetings at least once a month in term time.**
2. In §1.2.1. of the Standing Orders of the Students' Association strike *shall clearly post notice of any such special meeting on the front doors of the Union, in the Union General Office* and insert **shall clearly post at reception.**
3. In §4.1.1. of the Standing Orders of the Students' Association strike *shall ensure that the Agenda appears and is circulated at least two days in advance* and insert **shall ensure that the Agenda appears and is circulated at least three days in advance.**

4. In §5.1.1.7. strike *Reports of Officers* and insert **Question for Subcommittees**.
5. In §5 insert a new point **5.1.1.10. labelled Open Discussion** and renumber accordingly.
6. In §6.1.1. strike *no later than 72 hours prior* and insert **no later than 96 hours prior**.
7. Strike §8.6. in its entirety.
8. Insert a **new §7 labelled Motions** and renumber accordingly. Text to read as follows:

7 MOTIONS

7.1. Motion Format

7.1.1. All motions submitted to the Chair must include a motion title including R, S, or J heading.

7.1.2. The motion must list an Officer or a subcommittee responsible for implementation of the proposed motion.

7.1.3. The motion must include a date by which the changes take effect and a date upon which the motion will be reviewed by the Councils.

7.2. Motion Submission

7.2.1. A Motion may be submitted in the following ways: A petition with at least 25 signatures of matriculated students, a proposal by at least 4 members of Councils, a referral from an SRC/SSC/Association subcommittee, or a referral from SRC or SSC.

9. In §6 insert a new §6.5. to read as follows:

6.5. Reports of Councillors

6.5.1. Subcommittees and each individual member of the Councils, excluding Sabbatical Officers, shall submit their report electronically to the Chair no later than 72 hours prior to the time specified for a Regular Meeting of a Council.

6.5.2. The form of the report shall be at the discretion of the Councillor.

6.5.3. Notwithstanding §6.5.2., the Chair, at their discretion, may request that any member reformat their report if they feel it is completed to an unacceptable standard.

6.5.4. Any Councillor may amend their report during the Questions for Subcommittees portion of the Agenda or Any Other Competent Business.

PROPOSED:

STUDENTS' ASSOCIATION EXECUTIVE COMMITTEE

J. 15-5

A MOTION TO RECRUIT THE STUDENTS' ASSOCIATION ELECTIONS COMMITTEE AND APPROVE THE DATES OF THE STUDENTS' ASSOCIATION ELECTIONS 2015

THIS SRC AND SSC NOTE:

1. The Students' Association Elections 2015 are due to take place in Semester 2 before Week 8.
2. An open advertisement for members of the Elections Committee was issued on 28 January.

THIS SRC AND SSC BELIEVE:

1. An impartial Elections Committee shall oversee the Students' Association Elections 2015.
2. A member of the Elections Committee shall not stand for a position in the Students' Association Elections 2015, endorse a candidate, or get involved in campaigning for any candidates.

THIS SRC AND SSC RESOLVE:

1. The nominations period for Students' Association Elections 2015 will be open online between 19 February and 26 February.
2. The campaigning for Students' Association Elections will be permitted only between 27 February and 6 March in accordance with the Elections Rules.
3. The voting for Students' Association Elections 2015 will be open online for 42 hours between 23pm on 4 March and 5pm on 6 March.
4. To mandate the Director of Representation to recruit an Elections Committee to ensure the smooth running and impartiality of the Students' Association Elections 2015.
5. To task the Elections Committee to review Chapter 6 (Elections) of the Students' Association Laws (including a list of positions for elections).
6. To task the Elections Committee to submit a draft of the Elections Rules for the Students' Association Elections 2015 to the Students' Representative Council in Week 3 and Student Services Council in Week 4.

PROPOSER:

Ondrej Hajda

Director of Representation

SECONDER:

Fay Morrice

Director of Student Development & Activities

J. 15-6

A MOTION TO AMEND THE ASSOCIATION LGBT COMMITTEE CONSTITUTION

THIS SRC AND SSC NOTE:

1. The current Association LGBT Committee run a multitude of events which require a high level of organization.
2. The current Association LGBT Committee is split into two sides (Social and Welfare) who at times contribute independently to the Group
3. The Welfare Officer and Vice President currently chair the Welfare and Social Sides of the committee respectively in absence of the President
4. The LGBT Committee approved the proposed amendments at their meeting on 29 January.

THIS SRC AND SSC BELIEVE:

1. The Association LGBT Committee will benefit from having a Vice President (Social) and Vice President (Welfare) to chair the Social and Welfare sides of the committee in absence of the President
2. That the positions of Vice President (Social) and Vice President (Welfare) should be interviewed in order to ensure a high level of organisation is maintained when planning events

THIS SRC AND SSC RESOLVE:

1. To amend the titles of Vice President and Welfare Officer to Vice President (Social) and Vice President (Welfare) respectively
2. To have the positions of Vice President (Social) and Vice President (Welfare) appointed by the LGBT Selection Committee before the Annual General Meeting

PROPOSED:

Fallon Sheffield

Association LGBT Officer

SECONDED:

Ondrej Hajda

Director of Representation

Chapter Sixteen: Association LGBT Group (Saints LGBT)

Motto: The official motto of the society shall be: ‘Libertas, Aequalitas, Sodalitas’, translated from the Latin as ‘Liberty, Equality, Fellowship’.

Mission Statement: The University of St Andrews Students’ Association Lesbian, Gay, Bisexual and Transperson Association Group (‘Association LGBT Group’ or the ‘Saints LGBT’) will exist with the purpose of providing all possible support and resources for the student body and will endeavor to foster a sense of social inclusion. Such support and resources will be accessible to the entire student body, regardless of their sexuality, gender, age, ethnicity, religious beliefs, political stance, educational background or social class. The Group is opposed to any form of discrimination on the basis of sexual orientation or gender identity; be that homosexual, bisexual, heterosexual, transsexual, transgender or other. It further commits itself to alleviating, and where possible eliminating, the effects of the existence of such prejudice.

1. Name

The official name of the subcommittee shall be: ‘The University of St Andrews Students’ Association Lesbian, Gay, Bisexual and Transperson Association Group (hereafter known as the ‘LGBT Association Group or the ‘Saints LGBT’).

2. LGBT Executive (the ‘Executive’)

2.1. Membership

2.1.1 Association LGBT Officer

2.1.1 Will be elected in the Students’ Association Elections.

2.1.2 Will have final responsibility for all matters pertaining to the running of the Group

2.1.3. Will chair General Meeting and meetings of the Executive

2.1.4. Will liaise with the Association officers as appropriate

2.1.5. Will assist and support all other Executive and non-executive Officers in performing their duties

2.1.6. Will have access to the Group email account and have the responsibility for its operation, upkeep and for granting access to LGBT Executive members

2.1.7. Will be a signatory for the Group’s bank account

2.1.2.-Vice President (Social)

2.1.2.1 Will be selected by the LGBT Selection Committee.

2.1.2.1. Will chair meetings of the Executive in the absence of the Association LGBT Officer

2.1.2.2. Will assist and support all other Executive and non-executive Officers in performing their duties

2.1.2.3. Will chair the Social Subcommittee and be overall responsible for organizing social events

2.1.2.4. Will have access to the Group email account and have the responsibility for its operation

2.1.3. Vice President (Welfare)

2.1.3.1 Will be selected by the LGBT Selection Committee

2.1.3.1. Will take responsibility for all welfare and counselling issues

2.1.3.2. Will liaise with other welfare providers as appropriate

2.1.3.3. Will ensure that welfare, information and guest speaker meetings are correctly organised

2.1.3.4. Will assist the Campaigns & Publicity Officer with welfare-orientated campaigns where deemed necessary

2.1.3.5. Will chair the Welfare Subcommittee and be overall responsible for organising welfare events

2.1.5.6. Will have access to the Group email account and have the responsibility for its operation

2.1.4. Secretary

2.1.4.1 Will elected at the Annual General Meeting of the Group.

2.1.4.2. Will keep a copy of all correspondence

2.1.4.3. Will write correspondence not directly relating to the remit of other Executive members

2.1.4.4. Will keep and update the minutes and will be responsible for appropriate distribution of the minutes to the rest of the Executive and non-executive Officers

2.1.4.5 Will have access to the Group email account and have the responsibility for its operation

2.1.4.6. Will hold a copy of the constitution

2.1.5. Treasurer

2.1.5.1 Will elected at the Annual General Meeting of the Group.

2.1.5.2. Will keep the accounts of the Group

2.1.5.3. Will ensure that Group budget is submitted correctly and punctually

2.1.5.4. Will deal with such affiliations and subscriptions as the Executive may deem appropriate

2.1.5.5. Will coordinate fund raising and sponsorship for the society

2.1.5.6 Will be a signatory for the Group's bank account

2.1.5.7 Will have access to the Group email account and have the responsibility for its operation

2.1.6. Campaigns & Publicity Officer

2.1.6.1 Will be elected at the Annual General Meeting of the Group.

2.1.6.2. Will be responsible for preparing publicity for other Executive and non-executive members

2.1.6.3. Will liaise with other LGBT societies regarding such social events as they may be planning and keep the Executive informed, in an effort to build links with other LGBT groups

2.1.6.4. Will hold a copy of the constitution

2.1.7. Director of Representation

2.2. Remit of LGBT Executive is to act as a steering group for the Group, and to supervise the day-to-day running and administration of the Group.

2.3. The Executive should meet at least once a fortnight.

2.4. Every member of the Executive shall prepare a written report prior to the Annual General Meeting.

3. Non-Executive Officers

3.1. The Executive can approve a creation of other non-executive Officers as required.

3.2. Non-executive Officers can be invited to the regular meetings of the Executive at the discretion of the Executive.

3.3. All non-executive positions shall be advertised to the student body and elected at a General Meeting.

4. Membership

4.1. The membership of the Group shall consist of all the matriculated students of the University except those who have exercised their right to opt out under the terms of the Education Act 1994.

5. External Affiliations

5.1. The Group shall be affiliated to IGLYO (International Lesbian, Gay, Bisexual, Transgender and Queer Youth and Student Organisation)

6. Elections and General Meetings

6.1. The Annual General Meeting of the Group shall be held between weeks eight and ten of the Candlemas semester.

6.2. An Extraordinary General Meeting shall be held between weeks two and four of the Martinmas Semester.

6.3. Additional Extraordinary General Meetings can be called by the Association LGBT Officer, or three or more members of the LGBT Executive.

6.4. Two-weeks' notice must be given to all members of a General Meeting, with details of the business to be discussed agreed to date. Any proposed business must be submitted at least three working days in advance.

7. LGBT Selection Committee

7.1. The LGBT Selection Committee shall have the following members:

7.1.1. Current Association LGBT Officer (Convenor & Chair)

7.1.2. Outgoing Association LGBT Officer

7.1.3. Director of Representation

7.1.4. Director-elect of Representation

7.1.5. Outgoing Executive member

7.2. The LGBT Selection Committee shall select the following positions to the LGBT Executive after an open advertisement of vacancies and an interview with all candidates:

7.2.1. Vice President (Social)

7.2.2. Vice President (Welfare)

7.3. The LGBT Selection Committee will select positions listed in §7.2. after the Students' Association Elections and before the Annual General Meeting of the Group.

8. Finance

8.1. The finances of the Group shall be run in accordance with the guidelines set down by Management Accountant

8.2. The Group shall have one bank account

8.3. In accordance with current charities regulations, the authorised signatories for this account shall be the Association LGBT Officer, Treasurer and up to two nominees of the Students' Association Cash Office.

8.4. Subsequent signatories may be added or removed with joint approval of the Director of Representation, Association LGBT Officer and Treasurer.

9. Constitution

9.1. A copy of this constitution shall be available at every General Meeting of the Group.

R. 15-1

A MOTION TO PROVIDE FUNDING FOR THE RECTORIAL INSTALLATION'S TORCHLIT PROCESSION FROM THE SRC DISCRETIONARY FUND

THIS SRC NOTES:

1. The university's Rector, Catherine Stihler, is being installed on February 20th.
2. The installation is usually accompanied by a torchlit procession in honor of the new Rector, which is set to occur on February 19th.
3. 200 torches for use in this procession will cost £720 pounds in total, and the Principal's Office has offered to pay for half of the torches.
4. The Rector's Assessor is a non-voting member of the SRC.
5. This year's SRC discretionary fund began with £2000, and has only been authorized for use once, for £431.50 for That's Union.

THIS SRC BELIEVES:

1. That it should support the Rectorial installation effort.
2. That the Rector shares the interests of the SRC and serves as a valuable student advocate.
3. That we shouldn't let the torchlit procession tradition die because it's always fun and pretty.

THIS SRC RESOLVES:

1. To appropriate a sum not to exceed £360 from its discretionary fund to cover half of the cost of torches for the Rectorial Installation Torchlit Procession, organized by members of the Association Councils in October 2014.

PROPOSED:

Annie Newman

Rector's Assessor

SECONDED:

Fallon Shieffeld

LGBT Officer