

S. 19-3 A Motion to replace the Music Subcommittee's (MiL or SAM) Constitution

Owner: Danil Flewelling

In effect from: Immediately

Review date: 2nd of April 2019

This SSC notes:

1. The current available Music Committee constitution available in the Association laws consists of 613 words. (See Appendix A)
2. The average subcommittee constitution length is 1226 words.
3. The current constitution does not provide descriptions on each of the roles of the committee.

This SSC believes:

1. Several of the roles listed, namely; the Venue Manager, Resources Officer and Mascot are unnecessary.
2. The Roles lack a clear chain of command and span of control.
 - a. Several roles that are labor intensive do not have assistant positions.
 - b. The role names do not accurately define the intensity of the position (for example, convener is music officer and the publicity manager is a director, with two officer positions).
3. The frequency of meetings is too infrequent (2 weeks) and is inaccurate of the actual weekly committee meetings that are currently taking place.
4. The aims are lacking and not accurately convey the current usage of the music subcommittee.
 - a. In previous years the music subcommittee was used as "a fund".
 - b. In recent times the music subcommittee has not lent any money nor equipment out, but has rather run music events.

This SSC resolves:

1. Change the constitution (chapter 20 of the laws) to Appendix B.

Proposer:

Danil Flewelling (Music Officer/Convener)

Seconders:

Jamie Minns (DoSDA)

Adam Powrie (DoES)

Paul Lancaster (ENTS convener)

Appendix A:

Chapter Twenty: Music Committee (Music is Love)

The Committee shall be known as “the University of St Andrews Students’ Association Music Fund” (Music is Love), hereinafter referred to as “the Fund”.

1. Aims

1.1. To provide a focus for students to engage in music and music-related activity within the University, and to promote student music from St Andrews. It shall therefore consist in its membership of all matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students’ Association.

2. The Committee

2.1. The Music Fund (Music is Love) Committee shall have the following members:

2.1.1. SSC Music Officer (Convener and Chair)

2.1.2. Director of Student Development and Activities

2.1.3. Director of Events and Services

2.1.4. Treasurer

2.1.5. Secretary

2.1.6. Publicity Director

2.1.7. Two Publicity Officers

2.1.8. Venue Manager

2.1.9. Resources Officer

2.1.10. Two Events Officers

2.1.11. Student Music Coordinator

2.1.12. Ordinary Member

2.1.13. Artistic Liaison Officer

2.1.14. Social Media Manager

2.1.15. Mascot

2.1.16. SSC Nominee

2.2. The Presidents of the music-related affiliated societies shall remain on the committee without voting rights as long as their respective society remains affiliated to the Association. If new societies that are closely related to ‘St Andrews Music’ become affiliated to the Association, then their President will be added to the Committee.

2.3. Remit

2.3.1. To control the fixed resources of music wherever possible within St Andrews.

2.3.2. To co-ordinate the timings of musical events within the town, with the aim of avoiding unnecessary clashes. To this end, the Committee shall compile a calendar of term time events.

2.3.3. To be competent to provide loans or grants for the staging of music in St Andrews, both for affiliated societies and non-affiliated music groups.

2.3.4. To provide helpful advice to societies or individuals wishing to put on music events.

2.3.5. To be responsible for the promotion of student music within the Association, and the organization of events in conjunction with this promotion.

2.4. Quorum

2.4.1. The quorum shall be three-fifths of committee members.

2.5. Meetings

2.5.1. The Committee shall meet formally in open session at least once every two weeks during term time.

2.5.2. The Chair, Treasurer and Secretary shall make themselves available for consultation at least once per week in term time.

2.5.3. All meetings shall be held in accordance with the Standing Orders of the Association.

3. Loans

3.1. All loans will be entirely at the discretion of the Committee.

3.2. All loans will be under the terms of the Music Fund (Music is Love) loan contract.

4. Annual General Meeting

4.1. The Annual General Meeting shall take place during Semester Two, after the midsemester vacation.

4.2. The positions of Treasurer, Secretary, Publicity Officers, Events Officer, Venue Manager, Resources Officer, Ordinary Member, and Mascot shall be available for election at this meeting.

4.3. The positions of Publicity Officer, Student Music Coordinator and Events Officer will be appointed by interview before the Annual General Meeting by the outgoing SSC Music Officer, the newly elected Music Officer, Secretary and the DoSDA or DoES.

4.4. There shall be 14 days' notice of the AGM and this shall be posted in places which shall be determined from time to time.

4.5. All matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association, shall be ordinary members of the Music Fund and therefore shall be eligible for nomination and each member shall have a vote.

4.6. No person may hold more than one voting position on the Committee at any one time.

4.7. Elections shall be conducted by a secret ballot using the STV system, and all candidates shall run against R.O.N.

Appendix B:

Music Committee (St Andrews Music)

The committee shall be known as St Andrews Music, hereinafter referred to as SAM.

1. Aims

1.1 To promote the St Andrews music scene, both within and out with the Students' Association; acting as a liaison between music-based societies, an organizer of events, a promoter of musicians and music related groups, a sponsor for financially challenged musicians, and a network for anything and everything music in St Andrews.

1.2 Thereby consisting of all matriculated students of the University except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association.

2. Committee and Roles

2.1 SAM shall have the following members and roles:

2.1.1 SSC Music Convener (Elected)

The role of the SSC Music Convener is to convene and chair the St Andrews Music subcommittee. The position is in charge of, and not limited to; coordinating the committee, overseeing any major events, being a spokesperson for the committee's behalf at SSC/SRC council meetings, setting up interviews and the AGM, proposing ideas, being an honorary member of all music societies affiliated to the association, acting as the figurehead of the subcommittee, settling disputes and offering solutions, and ensuring the proper management of the subcommittee.

2.1.2 Director of Student Development and Activities (Elected)

The role of the DOSDA is to be a point of consultation for the subcommittee. They specialize with the quality and planning of social media and communication.

2.1.3 Director of Events and Services (Elected)

The role of the DOES is to be a point of consultation for the subcommittee. They specialize with their expertise with planning and running events. They also function as a means of communication to ENTS in the planning of larger events.

2.1.4 Head of Music (Interviewed position)

The role of the head of music is to coordinate the genre officers and music society presidents within the committee, and run much of the music related events. They are effectively the deputy music convener, and expected but not limited to helping with; communicating with other positions on the planning and advertising of events, communicating with music societies, communicating with musicians, and coming up with different events.

2.1.5 Head Technician (Interviewed position)

The role of the head technician is to run the setup of events, and the monitoring of all gear. They are in charge of the tech crew, and coordinate with the head of events with planning that every event is set up properly, run by someone, and taken down properly. They also monitor that gear is taken care of and treated in the right manner, making note of when new items are needed, and speaking with the head of finance and music convener on making purchases. They are also in charge of setting up an email system and troubleshoot any issues within it.

2.1.6 Head of Events (Interviewed position)

The role of the head of events is to plan out every event that is put together by the committee, as well as know of any other music events within the association. They are to communicate with the music officer and convener to gather information on every music event, then note the dates and schedule as necessary, avoiding clashes. They are also to relay the information of events to the head of communication and head of publicity to disseminate events to the public. They are also in charge of working with the general members on gathering ideas and directing them to help with events.

2.1.7 Head of Communication (AGM elected position)

The Head of Communication is in charge of communicating with any and all musicians and music societies within the association. They are to keep an up to date list of any musicians that are available, and work with the head of events, music, and convener to allocate musicians to different events. They are also in charge of taking

minutes at meetings, and sending a weekly committee email on what transpired, as well as a separate weekly email to the public on upcoming music events.

2.1.8 Head of Publicity (AGM elected position)

The head of publicity is in charge of coordinating the social media officers, and disseminating all music related information to the public. They are to monitor every social media platform, and relay any information discussed with the heads to the social media officers to post on their various platforms. They are also to relay any information gathered from said platforms to the appropriate head.

2.1.9 Head of Finance (AGM elected position)

The head of finance is to monitor the spending and budget of the subcommittee. They are to work closely with the head of events on the cost accrued from running said events, and the head technician to purchase any new necessary equipment. They are also in charge of helping propose the yearly budget, and will communicate with the cash office to make purchases.

2.1.10 Genre Officers (AGM elected position)

The role of the genre officers is to each specialize in one genre and find any events and information they can on said genre. In order to gather the information, they are to actively be a part of any societies. They are to then convey the information to the head of music to then further advertise the events and information to the public.

2.1.11 Social media officers (AGM elected position)

The role of the social media officers is to each specialize in a social media platform, and post any music related content through it. They are to communicate with the head of publicity to make sure they are posting about every upcoming event, as well as appropriate content.

2.1.12 General members (Free to join)

General member positions are free to join positions that will receive information portraying to the workings of the committee. The head of events will communicate with them to gather ideas and allocate work to help out with the committee. They will receive volunteer hours for any events run.

2.1.13 Tech crew (Free to join)

Tech crew positions are free to join positions that will help with setting up events. The Head Technician will be in charge of running the crew. Members are expected to learn of the proper care of equipment, and how to set up various events. They will receive volunteer hours for any events run.

2.1.14 Music society presidents (Honorary members)

As described in Chapter. 4 section 5.6.5 of the Association laws, all music society presidents will be honorary members of the committee. They are to work with the head of music to convey any events they plan on having, as well as ask for help with running some if necessary. They also receive free advertising for their events from the subcommittee.

2.2 Meetings

2.2.1 SAM will have regular weekly meetings in term time with mandatory attendance of the Convener and Heads.

2.2.2 Officer positions and Sabbatical officers are welcome to join but are not required.

2.2.3 Meetings are used to discuss and plan events, make newly gathered information known, propose new projects, and answer questions.

2.2.4 All meetings shall be held in accordance with the standing orders of the Association.

2.2.5 The quorum shall be three-fifths of committee members.

3. Annual General meeting and Interviews

3.1 Annual General meeting

3.1.1 The AGM shall take place in semester two, after the mid semester vacation.

3.1.2 The positions of Head of Communication, Head of Publicity, Head of Finance, Genre officers, and Social media officers will be available for election at this meeting.

3.1.3 The AGM will have no less than two weeks prior notice and will be advertised broadly to increase attendance.

3.1.4 All matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association, shall be eligible for nomination and may vote.

3.1.5 No person may hold more than one committee position at a time.

3.1.6 Elections will be conducted using a secret ballot and all candidates will run against RON.

3.2 Interviews

3.2.1 Prior to the AGM, interviews shall be held for the positions of Head of Music, Head Technician, and Head of Events.

3.2.2 Interviews will be conducted by the outgoing music convener, newly elected music convener, and DOSDA or DOES.

3.2.3 Successful applicants will be made known at the AGM prior to voting for other positions.

3.2.4 Unsuccessful applicants are eligible to run for other committee positions at the AGM.

3.2.5 No person is eligible to hold more than one committee position.