



Papers for Executive Committee Meeting

Monday 3rd May 2021
11am - MS Teams

Contents of Papers:

- 1. Draft minutes of SAEC Meeting, 14th April 2021**
- 2. Draft minutes of SAEC Meeting, 20th April 2021**
- 3. E21-07: A motion to update the Music Committee's (Music Fund) Constitution**



University of St Andrews Students' Association Executive Committee

14th April 2021 – 17 00 – MS Teams

Present

Member's Name	Position
Dan Marshall	Association President
Emma Walsh	Association Director of Wellbeing
Gavin Sandford	Association Director of Student Development and Activities
Sophie Tyler	Association Athletic Union President
Maitreyi Tusharika	Association Chair
Ananya Jain	SRC Senior Officer
Sarah Johnston	SRC Secondary Officer
Sandra Mitchell	SRC Tertiary Officer
Amy Feakes	SAF Senior Officer
Andrew Longworth	SAF Secondary Officer
Chloe Fielding	SAF Tertiary Officer

In Attendance

Iain Cupples Student Advocate (Education)/HR Manager

Absent

Amy Gallacher Association Director of Education

1. Adoption of the Agenda

The agenda was adopted without dissent.

2. Apologies for absence

a. Tom Groves - Director of Events and Services

3. Adoption of Minutes from the Previous Meetings

None

4. Unfinished General Business

2.1.1. None

5. New General Business

a. Maitreyi Tusharika (MT) welcomes the committee to the first executive meeting. MT says the first thing to be discussed are the John Honey Award nominations which will be done *in camera* so the discussion will not be recorded. MT asks if there are any objections to this. There are no objections.

- b. MT says that since Ananya Jain (AJ) was nominated for the award, AJ must leave the call for the duration of the discussion, but AJ will be called back in when discussing motions. AJ leaves the call.

6. John Honey Award Nomination Discussion

- a. Not recorded. (*in camera*)

7. Motion to update the Lifelong and Flexible Learners subcommittee structure and constitution.

- a. Sophie Tyler (ST) proposes motion to move to debate, Amy Feakes (AF) seconds. MT asks if anyone has any points to bring up. ST motions to move to vote, Emma Walsh (EW) seconds. MT tries to put poll in chat and says that she will take a few minutes. Meanwhile, AF asks if EW can send through files for John Honey awards. EW says that tomorrow they will film themselves recording the nominations and awards, explaining what each person did and what the award is and then will send through to the Executive Committee.
- b. MT, having technical difficulties with the form, asks about various online forms. GS suggests a motion to drop the standing orders to pass the motion at hand, to pass the motions without having to do proper votes if people are okay with that.
- c. GS proposes motion to suspend the standing orders. ST seconds. Standing orders were suspended.
- d. MT asks if anyone has objections to the motion at hand, none, unanimously passed. Sandra Mitchell's (SM) motion passed.

8. Motion to update the committee structure and constitution of the BAME student's network.

2.1.2.

- a. AJ introduces their motion, saying there are three changes that they are seeking to make to the BAME subcommittee. The changes have been voted on and approved by the subcommittee. The first change is regarding postgraduate representation (their postgrad rep says it would be beneficial to have both a PGR and PGT representative to cover different issues). The second point is to move their education officer to become a member of the BAME subcommittee's executive committee member as their role has been instrumental and they think having them on executive would be beneficial. The third point is to replace the photography coordinator with a visual content creator to create digital content with graphics to have someone else besides marketing officer.
 - b. MT asks if there are questions. Sarah Johnston (SJ) says rewording postgraduate teaching to postgraduate taught to alleviate confusion between PhD students. AJ says they are happy to change that, the wording was just from the current postgrad rep so will change it if the acronym is incorrect.
 - c. MT asks for objections to the amendment. There are none. ST proposes motion to move to vote and Dan Marshall (DM) seconds this.
 - d. AJ's Motion is unanimously passed.
9. AF quickly brings up the Helping Hands Award and the request to change the name. AF suggests a 'Gives Back award'. DM thinks it would be good to change the name; EW says they like the name 'giving back'.

10. Motion to update the environmental subcommittee structure and constitution.

- a. MT tries to call in Bhavya Palugudi, the environment officer, to discuss the motion they have brought to the executive committee. They do not answer the call from MT to join the meeting. MT says the motion can still be voted upon if there are no questions or objections.
- b. MT asks if there are questions or objections to this motion. There are none.
- c. ST proposes a motion to move straight to voting. DM seconds this.
- d. There are no objections to this motion and the motion is unanimously passed.

11. AOCB

- a. MT asks if anyone has anything else to bring up. MT says there is a meeting scheduled for 20 April at 5:00pm, reminds them to share HLM post.

12. Meeting adjourned.



University of St Andrews Students' Association Executive Committee

20th April 2021 – 17 00 – MS Teams

Present

Member's Name	Position
Dan Marshall	Association President
Emma Walsh	Association Director of Wellbeing
Gavin Sandford	Association Director of Student Development and Activities
Sophie Tyler	Association Athletic Union President
Maitreyi Tusharika	Association Chair
Ananya Jain	SRC Senior Officer
Sandra Mitchell	SRC Tertiary Officer
Amy Feakes	SAF Senior Officer
Andrew Longworth	SAF Secondary Officer

In Attendance

Iain Cupples Student Advocate (Education)/HR Manager

Absent

Amy Gallacher Association Director of Education

- 1. Adoption of the Agenda**
 - a. The agenda was adopted.
- 2. Apologies for absence**
 - a. Tom Groves- Director of Events and Services
 - b. Chloe Fielding- SAF Tertiary Officer
 - c. Sarah Johnston- SRC Secondary Officer
- 3. Adoption of Minutes from the Previous Meetings**
 - a. None.
- 4. Unfinished General Business**
 - a. None.
- 5. New General Business**
- 6. Motion to Make a Change to the Wellbeing Subcommittee Constitution**
 - a. Maitreyi Tusharika (MT) invites Emma Craig (EC) (Student Health Officer) to introduce the motion.
 - b. EC says their subcommittee did not have much of a wellbeing constitution, so they decided they wanted to clarify a few points, they are proposing a more structured one.

- i. The first point is to implement a practice of inviting membership of certain members of student groups like Got Consent, CoppaFeel so that they are invited to sit on wellbeing committee and submit reports each week, ideally making the committee a space for representative issues and giving members the ability to focus on publicity and events. The proposal is to give these new members existing interviewed membership. There are currently ten interviewed roles into the constitution. This would also create a separate wellbeing forum where societies, groups, and hall committees that are interested in wellbeing can meet and EC would still chair this forum to moderate (but it would be separate from the Wellbeing Subcommittee. The Forum would be a place to work on more representative issues and general upkeep of wellbeing issues where there has not been space for it previously on the subcommittee for the maintenance of such responsibilities in current setup. EC continues by saying that the Saint Sport Wellbeing and Equal Opportunities Officer who sits on the wellbeing committee could replace the current interviewed representative of health and fitness, giving the reasoning that there were a lot of duplication of efforts between the two roles. EC says it's easier to have the saint sport intern sit on the committee instead. EC says those would be the significant changes to how the committee currently runs and exists, but it is not in the constitution.
 - c. MT thanks EC and asks for questions. Amy Feakes (AF) asks how often wellbeing forum plans to meet. EC says up to groups how they want to use the forum. EC provisionally said one month, but if the Forum had interest in meeting more often they could but it would likely be trialed to see how people want to use the space, asking at the beginning of semester how they want to use it. AF thanks EC.
 - d. Andrew Longworth (AL) asks about why they are having two publicity officers and the reasoning behind it. EC says the role of publicity is too much for one person, and would provide for better communication between outreach, events, and design officers and would function more efficiently with two.
 - e. AF proposes to move to debate, Sophie Tyler (ST) seconds. MT asks if there are any points of debate. There are none. AF proposes to move to voting, Emma Walsh (EW) seconds this proposal. MT puts the voting in the chat to allow everyone to vote.
 - f. The motion unanimously passes with 9 votes, MT congratulates EC.
7. **Motion to Make Changes to the Disabled Students Network Constitution**
- a. MT invites Jane Yarnell (JY) (SRC Disability Officer) into the call to introduce the motion.
 - b. JY says the changes would add a few positions to DSN subcommittee constitution, as some positions overworked so this would double each of those roles and additionally, they seek to add someone directly in charge of academic accessibilities as well. MT asks questions about the motion. There are no questions.
 - c. ST motions to move to debate, AF seconds. AF motions to move to vote, ST seconds this motion.
 - d. MT puts the voting in the chat. DM says will message MT Amy Gallacher's (AG) proxy vote as they cannot resubmit the form.
 - e. The motion has majority (despite difficulty with AG's vote)/unanimously passed (with AG's vote), MT congrats JY.
8. Gavin Sanford (GS) says HLM nominations close on Friday, encouraging the committee to still nominate people, continuing that it will be a lot to read through and will need all hands-on deck, as they are unsure how many nominations to expect. AF asks when the next meeting will be in advance because of exams. GS asks MT, MT

says the 3rd of May is when it is around, but GS will send out a Doodle Poll to find out availability.

9. MT brings up the possibility to have different debates for constitution debates may not require an entire meeting. ST says did previous Association Chair's exit interview and they did not think it was the best system. MT asks if everyone is happy to continue to have meetings even if there are just a few constitution changes or not much business. AF says people change constitutions in flow so it will likely be more consistent when people do it (such as after breaks) so should be a bit more even. MT thanks everyone.
10. Adjournment.

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, SAF Music Officer

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)

3. Aims

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

4. Committee

4.1. Music Officer (Convenor and Chair)

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

4.2. Secretary

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

4.3. Treasurer

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

4.4. Head of Tech

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

4.5. Head of Events

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

4.6. Publicity Officer

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

4.7. Genre Officers (2020-21 only)

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

4.8. DoES (line manager)

4.9. DoSDA (line manager)

5. Appointments

- 5.1. The Head of Tech and Head of Events shall be appointed through an application and interview process, the panel for which shall include:
 - 5.1.1. Incoming Music Officer
 - 5.1.2. Outgoing Music Officer
 - 5.1.3. DoES
 - 5.1.4. DoSDA
- 5.2. 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.