



# University of St Andrews Students' Association Students' Representative Council

## AGENDA

Tuesday 4 February 2014 - Committee Room - 7.00pm

- 1. Adoption of the Agenda**
- 2. Apologies for Absence**
- 3. Adoption of the Minutes of the Previous Meeting**
- 4. Matters Arising from the Minutes of the Previous Meeting**
- 5. Open Forum**
- 6. Reports of Sabbatical Officers**
  - 6.1. Report of the Association President
  - 6.2. Report of the Association Director of Services
  - 6.3. Report of the Association Director of Student Development & Activities
  - 6.4. Report of the Association Director of Representation
- 7. Reports of Officers**
  - 7.1. Report of the Arts/Divinity Senate Representative
  - 7.2. Report of the Association Community Relations Officer
  - 7.3. Report of the Association Environment & Ethics Officer
  - 7.4. Report of the Association LGBT Officer
  - 7.5. Report of the Association Postgraduate President
  - 7.6. Report of the Athletic Union President
  - 7.7. Report of the Science/Medicine Senate Representative
  - 7.8. Report of the SRC Accommodation Officer
  - 7.9. Report of the SRC Education Officer
  - 7.10. Report of the SRC Equal Opportunities Officer
  - 7.11. Report of the SRC Employability Officer
  - 7.12. Report of the SRC External Campaigns Officer
  - 7.13. Report of the SRC Member for Ethnic Minorities
  - 7.14. Report of the SRC Member for First Year
  - 7.15. Report of the SRC Member for Gender Equality
  - 7.16. Report of the SRC Member for International Students
  - 7.17. Report of the SRC Member for Mature Students
  - 7.18. Report of the SRC Member for Private Accommodation
  - 7.19. Report of the SRC Member for Students with Disabilities
  - 7.20. Report of the SRC Member for University Accommodation
  - 7.21. Report of the SRC Member for Widening Access
  - 7.22. Report of the SRC Wellbeing Officer
  - 7.23. Any Other Competent Reports

## **8. Unfinished General Business**

### **9. New General Business**

- 9.1. J. 23 - A Motion to Modernize the Remits of the Executive Committee and Councils
- 9.2. J. 24 - A Motion to Amend Referenda and General Meetings
- 9.3. J. 25 - A Motion to Rename the SRC Member for Widening Access
- 9.4. J. 26 - A Motion to Amend the Postgraduate Society Constitution
- 9.5. J. 27 - A Motion to Approve the Rules & Regulations of the 2014 Students' Association Elections
- 9.6. J. 28 - A Motion to Change the Composition of the SRC Education Committee
- 9.7. J. 29 - Motion to Create A Non-Voting Member Position for the Principle Ambassadors
- 9.8. R. 21 - A Motion to Make Supplemental Appropriations for Councils Administration
- 9.9. R. 22 - A Motion to Reduce the Amount of Paper Used in the SRC

### **10. Any Other Competent Business**

## J. 23

### A MOTION TO MODERNIZE THE REMITS OF THE EXECUTIVE COMMITTEE AND COUNCILS

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

1. The ongoing review of the governance of the Association; and,
2. That the Laws do not reflect current practice.

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

1. That the remits of the various bodies that manage the Students' Association are largely in line with current practices;
2. That there are a number of anachronisms and ambiguities that should be addressed;
3. The remits of the Councils must be updated to eliminate anachronisms left over from before changes undertaken between 2001 and 2003, which transferred virtually all of the 'student activities' functions from the SRC to the SSC/UMC and stripped the SSC/UMC of most of its trading, union management, and financial responsibilities; and,
4. SAEC's interaction with the Councils must be clarified;

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

To recommend the following amendments to the Laws to SAB with the recommendation that the same do pass:

1. Add to 1 Laws § 3.9.2.4 'and finally determine disputes between the SRC and SSC in areas of joint competency';
2. Strike 1 Laws § 3.9.2.8;
3. Add to 1 Laws § 3.9.2.9 'and have the authority to direct officers and committees to take action to ensure implementation';
4. Strike 1 Laws § 3.9.2.10;
5. Strike 1 Laws § 3.9.2.11;
6. Strike from 1 Laws § 3.9.3.3 'President' and insert 'Chair';
7. Strike 2 Laws § 2.3;
8. Strike 2 Laws § 2.4;
9. Strike from 2 Laws § 2 'be responsible for the ordinary internal management of the Union and its buildings' and insert 'be responsible for overseeing and managing the provision of services and social activities for students';
10. Strike from 2 Laws § 2.3 'Union' and insert following 'policy' 'concerning the Association's buildings, facilities, and services';
11. Strike 2 Laws § 2.4;
12. Strike 2 Laws § 2.5;
13. Add to Chapter 2 of the Laws a new § 2.7 to read 'Oversee and manage the affairs of its subcommittees';
14. Add to Chapter 2 of the Laws a new § 2.8 to read 'To promote social activity and unity amongst the students';
15. Add to Chapter 2 of the Laws a new § 2.9 to read 'To provide such services for students as the SSC may deem desirable'.

#### **PROPOSED**

Edward Woodhouse  
Director of Representation

#### **SECONDED**

Kelsey Gold  
Director of Student Development & Activities

## PROPOSED CHANGES – J. 22

### Chapter One: The Students' Association

...  
3. Remits of Association Sabbatical Officers, Officers and Subcommittees

...  
3.9. Students' Association Executive Committee

...  
3.9.2. Remit

The SAEC shall:

...  
3.9.2.4. Act as an arbitrating body between the SRC and SSC when called upon to do so by one of these bodies **and finally determine disputes between the SRC and SSC in areas of joint competency.**

...  
~~3.9.2.8. Ensure fine details of SRC/SSC business are amended and reported.~~

3.9.2.9. Ensure implementation of SRC/SSC policy **and have the authority to direct officers and committees to take action to ensure implementation.**

3.9.2.10. ~~Guarantee efficient inter-meeting communications.~~

3.9.2.11. ~~Authorise the submission of late business to SRC and SSC where appropriate~~

3.9.3 Meetings

...  
3.9.3.3. Meetings may be called by three members of the committee or the Association **President Chair.**

### Chapter Two: The Students' Representative Council

...  
2. Aims of the SRC

The functions of the SRC shall be to represent the students of the University in all matters affecting their interests, and in particular the following:

...  
~~2.3. To promote social activity and unity amongst the students.~~

~~2.4. To provide such services for students as the SRC may deem desirable.~~

### Chapter Three: The Student Services Council

...  
2. Responsibilities of the SSC

The SSC shall ~~be responsible for the ordinary internal management of the Union and its buildings~~ **be responsible for overseeing and managing the provision of services and social activities for students** and shall:

2.1. Be the Union Management Committee

2.2. Have the power to make such rules consistent with the Constitution and Laws for regulating the use of Association premises. Such rules shall be made known to the members of the Association and staff to whom they apply.

2.3. Be responsible for formulation of ~~Union~~ policy **concerning the Association's buildings, facilities, and services** and ensuring its application.

~~2.4. Discipline members when the situation should arise as prescribed in the relevant chapter of the Laws.~~

~~2.5. Be responsible for ensuring that those statutory laws affecting the operation of the premises are upheld.~~

2.6. Liaise with the SRC on matters relating to student interest.

2.7. Oversee and manage the affairs of its subcommittees.

2.8. Promote social activity and unity amongst the students.

2.9. To provide such services for students as the SRC SSC may deem desirable.

## J. 24

### A MOTION TO AMEND REFERENDA AND GENERAL MEETINGS

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

1. The ongoing review of the governance of the Association;
2. The Charities and Trustee Investment (Scotland) Act 2005; and,
3. That the Laws provide for ambiguity in the relationship between SAB and referenda and general meetings.

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

1. That students should be able to use referenda and general meetings to express their will and change Association policy; and,
2. That the Charities and Trustee Investment (Scotland) Act 2005 and relevant OSCR guidance require the trustees of a registered charity to manage and control the charity and to act in the best interests of the charity.

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

To recommend the following amendments to the Laws to SAB with the recommendation that the same do pass:

1. Strike 7 Laws § 5 and insert the following:
  - 5.1. Referenda may be called by both the SRC and SSC or a signed petition of 5% of the Ordinary Membership of the Association.
  - 5.2. Four weeks' notice must be given from the passage of any motion to call a referendum before the beginning of the voting in that referendum.
  - 5.3. Only Ordinary Members of the Association in good standing may vote in referenda.
  - 5.4. A referendum shall only be binding if 1/5 of eligible voters cast a vote.
  - 5.5. A simple majority shall determine the outcome of any referendum.
  - 5.6. A referendum may overturn a decision passed by a quorate General Meeting, and shall then be binding on the Students' Association until such a time as it is revoked by another referendum.
  - 5.7. Notwithstanding the foregoing provision, referenda shall be subject to the Association's financial cascade policy as determined from time to time by SAB.
  - 5.8. Notwithstanding the two foregoing provisions, in extraordinary circumstances SAB shall have the authority to disregard the results of a referendum if it determines that implementing the outcome of the referendum would not be in the best interests of the Association or would not be consistent with the purposes of the Association.
2. Add to Chapter 7 of the Laws a new § 2.6 to read 'Notwithstanding the foregoing provision, the decisions of general meetings shall be subject to the Association's financial cascade policy as determined from time to time by SAB.
3. Add to Chapter 7 of the Laws a new § 2.7 to read 'Notwithstanding the two foregoing provisions, in extraordinary circumstances SAB shall have the authority to disregard the decisions of general meetings if it determines that implementing the decision would not be in the best interests of the Association or would not be consistent with the purposes of the Association.'

#### **PROPOSED**

Edward Woodhouse  
Director of Representation

#### **SECONDED**

Kelsey Gold  
Director of Student Development & Activities

## J. 25

### A MOTION TO RENAME THE SRC MEMBER FOR WIDENING ACCESS

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

1. The SRC currently has a serving Member for Widening Access
2. A number of items this year have focussed on participation, rather than access.
  - 2.1. These have included accommodation bursaries and inter-library loan fees.
3. The university working-group focuses on both Widening Access *and* Widening Participation.
4. The Member for Widening Access is already expected to engage with issues regarding participation.
5. The university itself has groups the Member for Widening Access works with, such as the student ambassadors.

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

1. That each member's role should be accurately reflected in his or her job title.
2. Access is only a part of the problem for students from lower economic backgrounds, and increasing participation via projects focussed on inclusion and integration are also vital to creating a more equal environment.
3. The job of the Member for Widening Access is *neither* focussed on access *nor* participation issues, but both.
4. Renaming a title, whilst a small change, increases clarity and gives a clearer idea of the Student Representative Council's beliefs and aims.

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

To recommend the following amendments to the Laws to SAB with the recommendation that the same do pass:

1. Strike all references in the Laws to 'SRC Member for Widening Access' and insert 'SRC Member for Widening Access and Participation'.

#### **PROPOSED:**

Ben Anderson  
SRC Member for Widening Access

#### **SECONDED:**

Chloe Hill  
Association President

## **J. 26**

### **A MOTION TO AMEND THE POSTGRADUATE SOCIETY CONSTITUTION**

#### **THIS STUDENTS' REPRESENTATIVE COUNCIL AND STUDENT SERVICES COUNCIL 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. Recent developments within the academic representation of postgraduate students calls for according role expansion, and
4. The role of the Postgraduate President has been divided into two new roles within the proposed Election Rules 2014.

#### **THIS STUDENTS' REPRESENTATIVE COUNCIL AND STUDENT SERVICES COUNCIL 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 STUDENTS' REPRESENTATIVE COUNCIL AND STUDENT SERVICES COUNCIL 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**

Scott Schorr  
Postgraduate President

#### **SECONDED**

Teddy Woodhouse  
Director of Representation



## **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 living in St Andrews to host events, advocate for academic concerns, and foster postgraduate community, establish this constitution of the Postgraduate Society Committee of the University of St Andrews.

### **Remit**

The Postgraduate Society shall hold at least four 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 Week 4 of Semester 1.

#### *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 and By-Laws 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.

#### *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 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 Society Treasurer;
  - iii. Report of the Postgraduate Convener;
  - iv. Elections of all non-Association voting posts;
  - 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.

### **Article III – The Postgraduate Society Committee**

#### *Section 1:*

The Postgraduate Committee shall adopt a structure to lead the Postgraduate Society. A recommendation is provided below:

1. Postgraduate Society President\*
2. Vice President, Academic Relations (*ex officio* Postgraduate Convener)
3. Vice President, Finance\*
4. Vice President, Ball Convener\*
5. Vice President, Event Convener
6. Vice President, Pub Convener
7. Vice President, External Relations
8. Secretary\*
9. Parliamentarian
10. Association Director of Student Development & Activities
11. Association Director of Representation.

\*The above positions provide a recommendation to future Postgraduate Presidents and Committees on how to structure themselves. They may also consult Appendix A. Positions marked with an ‘\*’ are required. Positions not marked with an ‘\*’ are recommended.

#### *Section 2:*

The Postgraduate Society President shall, in addition to those responsibilities set out in Chapter Three of the Laws:

- a. Provide leadership to the Postgraduate Society,
- b. Be responsible for all external Committee correspondence,
- c. Sit on the Student Services Council, and
- d. Perform any additional duties as needed.

#### *Section 3:*

The Vice President, Finance 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 4:*

The Vice President, 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 Association Postgraduate President.

#### *Section 5:*

The Vice President, Academic Relations shall:

- a. Represent postgraduate student interests within the Students’ Association and the University,

- b. Convene and chair the Postgraduate Forum consisting of all Postgraduate Executive Reps at least twice per semester,
- c. Serve as the Postgraduate Senate Representative on Academic Council, and
- d. Sit on the Students' Representative Council

*Section 6:*

The Secretary shall:

- a. Keep detailed minutes of the meetings of the Postgraduate Society Committee;
- b. Collaborate with the President in writing "The Sunday Postgraduate" (or alternative newsletter) and
- c. Perform other duties as needed.

*Section 7:*

The Parliamentarian shall:

- a. Interpret, enforce, and defend the Constitution and By-Laws should they need clarification;
- b. Chair the Committee meetings;

**Article IV – Standing Sub-Committees**

*Section 1:*

The Committee shall have a number of standing sub-committees as outlined in the By-Laws. These standing sub-committees shall be charged with the specific duties of the Committee.

*Section 2:*

Each standing Sub-Committee shall be chaired by an appropriate Committee Vice President.

**Article V - Meetings**

*Section 1:*

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.

*Section 2:*

Standing sub-committees are encouraged to meet at least bi-weekly during teaching weeks.

**Article VI - Parliamentary Authority**

*Section 1:*

The Postgraduate Committee shall be governed by this Constitution and duly passed by-laws and the Standing Orders of the Students' Association. The most recent version of *Robert's Rules of Order, Newly Revised* may be treated as a pervasive authority in the event that these documents do not clearly identify a course of procedure.

*Section 2:*

The Parliamentarian shall ensure that the Constitution and By-Laws in addition to proper parliamentary procedure are adhered to at all times.

**Article VII- By-Laws**

*Section 1:*

The Committee shall adopt a body of By-Laws, which may be amended at any time by a two-thirds majority vote.

*Section 2:*

This Constitution shall take precedence over the By-Laws of the Postgraduate Society Committee.

## Appendix A

Postgraduate Society President	Vice-President (Ball Convener)	Vice-President (Event Convener)	Vice-President (Pub Convener)	Vice-President (Academic Relations) <i>ex officio</i> Postgraduate Convener	Vice-President (External Relations)
Vice-President (Finance)	Formal Balls – Finance Officer	Academic & Non-Academic Events – Finance Officer	Pub Team – Finance Officer		Chamber of Ideas Representative
Social Media Officer	Formal Balls – Venues Officer	Academic & Non-Academic Events – Venues Officer	Pub Team – Venues Officer		External Partnerships Representative
Marketing Officer	Formal Balls – Decorations Officer	Academic & Non-Academic Events – Decorations Officer	Pub Team – Quiz Officer		
Committee Social Officer (Internal)	Formal Balls – Drinks/Catering Officer	Academic & Non-Academic Events – Speakers Officer	Pub Team – Movie Nights Officer		
Secretary + Co-Editor	Formal Balls – Publicity Officer	Academic & Non-Academic Events – Publicity Officer	Pub Team – Publicity Officer	Athletic Union Representative (Taught or Research Postgraduate)	
Audiovisual Officer (Video + Photos)	Formal Balls – Entertainment Officer	Academic & Non-Academic Events – Bonfire Officer		Mature Students Representative (Taught or Research Postgraduate)	
				Employability Officer	

## **J. 27**

### **A MOTION TO APPROVE THE RULES & REGULATIONS OF THE 2014 STUDENTS' ASSOCIATION ELECTIONS**

#### **THIS SRC & SSC NOTE:**

1. Annual elections are held in Semester 2 of the academic year, and
2. Rules and regulations governing the expected manner of candidates and Elections Committee are required.

#### **THIS SRC & SSC BELIEVE:**

1. The attached rules reflect the beliefs of the Councils that our elections should be open to all students on an equal basis; information for voters should be full, transparent, and accurate; and campaigning should not cause nuisance to voters or to members of the University or town communities, and
2. The proposed changes to positions within the Laws of the Students' Association are to the benefit of the Councils' effectiveness.

#### **THIS SRC & SSC RESOLVE:**

1. To approve the attached version of the Rules & Regulations for the 2014 Elections (Appendix I),
2. To adopt the conforming amendments to the Laws of the Students' Association (Appendix II),
3. To mandate the Director of Representation (as the Senior Elections Officer) to ensure the publication of voter information materials, as provided for by Appendix I, and
4. To consider the composition of the Councils as a standing item of business, to return annually to the last sitting of each Council before the scheduled date of the next elections.

#### **PROPOSED**

Teddy Woodhouse  
Director of Representation

#### **SECONDED**

Daniel Palmer  
Director of Events & Services

## Elections 2014 Rules & Regulations

Version: TW 02.02.14

### Important Dates.

Annual General Meeting: Sunday, 23 February at 18.30 (Venue 2).

Candidate mixer: Sunday, 23 February at 21.00 (Venue 2).

Nominations open: Monday, 24 February at 09.00 (Online).

Nominations close (AU President, DoES, DoRep, DoSDA, SA President only): Wednesday, 26 February at 17.00 (Online).

Sabbatical candidates' meeting: Wednesday, 26 February at 17.30 (Venue TBC).

Nominations close (all other posts): Friday, 28 February at 17.00 (Online).

All candidates' meeting (incl. sabbatical candidates): Friday, 28 February at 17.30 (Venue 1).

General hustings: Monday-Tuesday, 3-4 March at TBC (Venue TBC).

Sabbatical candidates' debate: Wednesday, 5 March at TBC (Venue TBC).

Polls open: Wednesday, 5 March at 23.00 (Online).

Polls close: Friday, 7 March at 18.00 (Online).

Results (School Presidents): Friday, 7 March at 21.00 (Venue 1).

Results (All other posts): Friday, 7 March at 21.30 (Venue 1).

SRC Handover & Mixer (all SRC positions): Tuesday, 11 March at 19.00 (Venue 2).

### Important Information.

The Elections Office will be open from Monday, 24 February in the Students' Association Committee Room for: Monday to Friday, 10.00-16.00, and Sunday (2 March), 13.00-16.00.

The Elections Committee will be [9 people; all four sabbs; DoRep as Snr Officer; SA President as Deputy Snr Officer; others chosen by volunteer process].

saelect@st-andrews.ac.uk; @saelect for Twitter.

The Elections Committee reserves the right to make changes to the rules but will ensure that all candidates are informed of any alterations by email. New rules will come into effect immediately, unless otherwise stated.

### General Principles.

The rules and regulations for the Students' Associations elections are designed as guidance on how to stand as a candidate and get involved. We have developed these rules with the ambitions that:

- Our elections should be **open to all** students on an equal basis;
- Information for voters should be **full, transparent, and accurate**; and
- Campaigning **should not cause nuisance** to voters or to members of the University or town communities.

## **Section 1. Positions Elected.**

1.1. *Sabbaticals* — The following sabbatical (full-time) positions are up for election:

- Association President,
- Athletic Union President,
- Director of Events & Services,
- Director of Representation, and
- Director of Student Development & Activities.

1.2. *Association Officer positions* — The following part-time Association-level positions are up for election:

- Association Chair,
- Community Relations Officer,
- Ethics & Environment Officer, and
- LGBT Officer.

1.3. *SRC positions* — The following positions are up for election on the Students' Representative Council:

- Accommodation Officer,
- Member for Private Accommodation,
- Member for University Accommodation,
- Education Officer,
- Postgraduate Convenor,
- Employability Officer,
- Equal Opportunities Officer,
- Member for Students with Disabilities,
- Member for Ethnic Minorities,
- Member for Gender Equality,
- Member for International Students,
- Member for Mature Students,
- Member for Widening Access,
- External Campaigns Officer,
- Wellbeing Officer, and
- Member for First Years.

INFO BOX: There are two types of positions on the SRC: officers and members. Officers chair their own respective subcommittees of the SRC, and members will form part of those subcommittees but do not chair a subcommittee.

1.4. *SSC positions* — The following positions are up for election on the Student Services Council:

- Broadcasting Officer (St Andrews Radio),
- Charities Officer (Charities Campaign),
- Debates Officer (Union Debating Society),
- Music Officer (Music is Love),
- Performing Arts Officer (Mermaids),
- Volunteering Officer (SVS),
- Societies Officer,
- External Funding Officer, and
- Member without Portfolio.

INFO BOX: There are two types of positions on the SSC: officers and convenors. The officers are the elected heads of the SSC subcommittees, while convenors are appointed heads of SSC subcommittees where that role requires an extraordinary amount of specialist knowledge. The two current convenor roles are the Design & PR Team Convenor and the Ents Convenor.

1.5. *Academic Representatives* — The following positions are up for election on the School Presidents' Forum:

- Art History School President,
- Biology School President,
- Chemistry School President,
- Classics School President,
- Computer Science School President,
- Divinity School President,
- Earth Sciences & Geology School President,
- Economics & Finance School President,
- English School President,
- Film Studies School President,
- Geography & Sustainable Development School President,
- History School President,
- International Relations School President,
- Management School President,
- Mathematics & Statistics School President,
- Medicine School President,
- Modern Languages School President,
- Philosophy School President,
- Physics & Astronomy School President,
- Psychology & Neuroscience School President,
- Social Anthropology School President,
- Arts/Divinity Faculty President, and
- Science/Medicine Faculty President.

INFO BOX: Remember the Senate Reps? We've merged that role with the new Faculty Presidents to bring academic representation into a singular system and better integrate the Senate Reps into the Association's activities.

## **Section 2. Nominations.**

2.1. *Eligibility* — An individual can run for any position listed above, as long as s/he is:

- Is matriculated St Andrews student,
- Is not currently banned from the Union Building,
- Has not outstanding personal debts to the Association,
- (For Postgraduate President only) is a postgraduate student,
- (For AU President only) is a committee member of one of the Athletic Union's constituent clubs and be in good standing with the Athletic Union and the University,
- (For School Presidents only) be entering into an Honours year of study within the relevant School as a Single Honours or Joint Honours student, and
- (For Senate Reps/Faculty Presidents only) be a student enrolled in one of the relevant constituent Faculties.

2.2. *Limitation* — No one may run for more than one position within the Students' Association elections.

2.3. *Process* — Each nomination must be self-nominated and seconded by another two matriculated student who is not banned from the Union Building. No member of the Elections Committee (listed on the first page) may propose, second, actively support, campaign against someone, or run as a candidate in any of the races mentions in Section 1 until the results of the first election are announced.

2.4. *True candidacy* — Nominations will only be accepted by candidates making a true reflection of their own character. Nominations on behalf of other students or as impersonations of another individual will not be accepted.



2.5. *Supplementary information* — Nominations must include:

- For sabbatical (Section 1.1) candidates only:
  - Statement (up to 250 words) explaining why people should vote for you,
  - Photograph of your likeness,
  - A list of any relevant positions previously held or student group memberships (optional),
  - Mobile phone number and SaintMail address, and
  - Some optional additional information that may be required as part of the Elections Committee's voter information services. This information will be made clear to you at the close of nominations for sabbatical candidates.
- For all other candidates:
  - Statement (up to 100 words) explaining why people should vote for you,
  - Photograph of your likeness,
  - A list of any relevant positions previously held or student group memberships (optional), and
  - Mobile phone number and SaintMail address.

2.6. *Timing* — Nominations will open for all candidates on [[date above]]. Nominations will close for all Section 1.1 positions on [[date above]]. Nominations for all other positions will close at [[date above]].

2.7. *Information meeting attendance* — Candidates are required to attend the [[sabb meeting]] and [[all candidates meeting]]. If a candidate cannot attend the meeting, the candidate must inform the Elections Committee before the start of the meeting and, for Section 1.1 candidates, must send a named campaign delegate.

2.8. *Withdrawal* — A candidate may withdraw from the race at any time up until the start of voting by notifying the Elections Committee by email.

### **Section 3. Hustings & Debates.**

3.1. *General hustings* — All candidates are expected to participate in their husting. Sabbatical candidates are asked to provide a 4-minute speech, followed by 6 minutes of questions. All other candidates are asked to prepare a 2-minute speech, followed by 3 minutes of questions.

INFO BOX: Hustings are important, because they give voters the chance to compare candidates and you the chance to prove yourself. The chair of the hustings is responsible for encouraging lively and good-humoured debate, though they can rule out irrelevant questions and ask someone in the audience to leave if necessary.

Hustings for all candidate will be on Monday and Tuesday of Elections Week. All candidates will find out their designated husting time by Friday evening at the end of nominations. If you cannot make your time, please inform the Elections Committee to make alternative arrangements.

3.2. *Halls hustings* — All sabbatical candidates are encouraged to participate in the hustings held in the halls of residence around town. Candidates are expected to participate in at least half of the organised hustings, unless prior notice is given to the Elections Committee for inability to attend for a good reason.

INFO BOX: Timings for halls hustings will be given to sabbatical candidates at the [[sabbs meeting]]. Candidates will be informed of speech length and amount of time for questions will also be determined at that meeting, according to the number of candidates and time availability.

3.3. *Sabbatical debate* — The sabbatical debate will take place on Wednesday of Elections Week [[time, place]]. The debate will consist of a separate debate for each position, with candidates being given 2 minutes for an opening speech, followed by questions from the floor to be answered by all candidates, concluding with a 1 minute closing speech.

3.4. *School President hustings* — Hustings for School Presidents are organised by the outgoing School President, unless that individual is running for re-election, in which case the hustings will be organised by the Elections Committee. Candidates will be informed of the alternative arrangements.

#### **Section 4. Budget.**

4.1. *Allocation* — All purchases related to publicity material need to be recorded and counted towards each candidate's budget. Sabbatical candidates may spend no more than £100. All other candidates may spend no more than £35.

4.2. *Authorisation* — The authority to authorise any purchase lies with the Elections Committee. Candidates should provide a receipt to the Election Committee for reimbursement and authorisation. Candidates will be penalised for unauthorised spending.

INFO BOX: If you can't afford the budget to run a campaign, we will help with the costs. Candidates are encouraged to let Iain Cupples (Student Advocate [Education]) or Jillian Cowan (Management Accountant) know as soon as possible. Evidence of financial hardship will be required, and this will be handled in complete confidence.

4.3. *Reimbursement, sabbatical candidates* — All sabbatical candidates are entitled to 50% reimbursement of their budget, regardless of first preference votes won. Any sabbatical candidate who participates in his/her general hustings and in the sabbatical debate (or provides prior notice with a good reason for absence) will be reimbursed his/her full budget, regardless of first preference votes won.

4.4. *Reimbursement, all other candidates* — All other candidates will have 50% their entire budget reimbursed, if they have participated in their general hustings or given prior notice with a good reason for absence.

4.5. *Reimbursement, time limit* — Budgets will be repaid for up to one calendar month after the election results are announced.

#### **Section 5. Campaigning.**

5.1. *Time period* — Campaigning starts at the designated end of the [[all candidates meeting]] and ends when polls close at [[time above]]. Campaigning outside of this time period is not allowed.

5.2. *Definition* — Campaigning is understood as any public activity by a candidate or an individual on his/her team relating to the elections where one could reasonably expect a student who is not a member of the candidate's campaign team to hear or witness said activity. The exact enforcement of this definition in rules arbitration lies with the Elections Committee. References in the rules to activities that a candidate may not do apply to his/her whole team.

INFO BOX: While campaigning is prohibited outside of the designated period, you can start to prepare your campaign and assemble a campaign team in advance if you want. You can also print your materials in advance, although they must be stored with the Elections Committee until the start of campaigning.

5.3. *Campaign team, eligibility* — Only ordinary, life, and honorary members of the Students' Association are allowed to campaign for any candidate. (All matriculated students are automatically ordinary members.) Members of University or Union staff are not allowed to campaign. Students who also work for the University or the Union can campaign only when off duty.

5.4. *Campaign team, size* — Until the start of campaigning, campaign teams may not be larger than thirty people, not including the candidate him/herself.

5.5. *Campaign team, online groups* — If a candidate maintains a private online group (e.g., Facebook, Google Group), the candidate must ensure that the Senior Elections Officer or Deputy Senior Elections

Officer is invited as a member of said group by no later than Sunday of Elections Week, or 12 hours after the creation of the group, whichever is later. Access is treated confidentially and used only to ensure rule compliance.

INFO BOX: There is a lot you're not allowed to do as a candidate, but there's even more that you are allowed to do. If you have any doubt about any aspect of your campaign activity or campaign team, the Elections Committee is here to provide guidance and to support candidates as best as possible to ensure a fair and thriving elections process.

Any questions, contact any member of the Elections Committee or email saelect@.

5.6. *Unfair advantages prohibited, personal contacts* — No candidate may use personal or work contacts to gain an unfair financial advantage over other candidates.

5.7. *Unfair advantages prohibited, positions held* — No candidate may use any position of responsibility (e.g., society positions) to actively advertise their campaign but may continue to serve in their role without referencing the elections.

5.7. *Unfair advantages prohibited, endorsements* — No affiliated societies or subcommittees may officially endorse any candidate.

5.8. *Prohibited activity, antisocial behaviour* — Candidates should be aware that when campaigning, they are not just representing themselves but also the Association, the University, and its students. No candidate should engage in a conflict with a competitor or with the townfolk, play unsociably loud music or other disturbances, pester people, or be abusive to other candidates.

5.9. *Prohibited activity, personal attacks* — Candidates are encouraged to share and debate ideas related to the positions up for election, using constructive criticism where relevant. No candidate may use a personal attack on any other candidate for any reason.

5.10. *Prohibited activity, halls of residence* — Halls of residence are people's homes, and candidates should not intrude or annoy students in their own homes. Candidate are not allowed to disturb residents at dinner or request that they are allowed to address the dining hall. Hall hecklings for sabbatical candidates will be organised centrally by the Elections Committee; candidates should not try to contact Residence Managers or Wardens individually for information. Candidates are allowed to display publicity (e.g., flyers, posters, etc.) in halls of residence, but are not allowed to flyer individual rooms or flats.

5.11. *Prohibited activity, academic venues* — No candidate may campaign in lectures, seminars, tutorials, or lab classes. No candidate should ask to speak before or after lectures, or use the lecture theatre as a vehicle for campaigning.

5.12. *Prohibited activity, University Libraries* — No candidate may campaign actively inside any of the University Library's sites (including flyering desks or handing out publicity material), namely – the Main Library, St Mary's Library, JF Allen Library, Purdie Library, and Martyrs Kirk. Candidates may hand in one poster to the library staff for display in the Main Library. Posters can be hung on the old railings on the southeast corner of the main Library building but not on the railings opposite the main entrance. Any posters put up by students must be removed at the end of campaigning. Candidates may campaign outside the Main Library by keeping to the gravel, but noise must be kept to a minimum and no music should be played during campaigning. Candidates should not block the entrance to the building.

5.13. *Prohibited activity, Union Building* — No candidate may campaign if causing a disruption to the Union's commercial services or nuisance to paying customers. No candidate may campaign in the Elections Office. Candidates may submit one poster to the Elections Committee to be posted in the Students' Association: candidates are not permitted to put up any other posters inside the Union Building. No campaigning is allowed inside the Union Building on the Friday of Elections Week as it is a polling station.

5.14. *Prohibited activity, online campaigning* — No candidate may engage in any online campaigning that automatically includes an individual without their consent to be a part of it. Specifically, Facebook groups are prohibited. (Facebook groups may be used for private campaign organising.) No candidate may use any society, School, or any other mailing list to harvest email addresses, phone numbers, or any other data for campaign purposes. No candidate may use any pre-existing social media group or website to promote his/her campaign.

5.15. *Prohibited activity, public property* — No candidate may mark or deface any public property (e.g., pavements, walls) with chalk or anything else. Candidates may only post publicity where they have received explicit permission to do so from the relevant person or body.

5.16. *Prohibited activity, motor vehicles* — No candidate may use a car or any other vehicle to promote his/her campaign.

5.17. *Prohibited activity, et cetera* — No candidate may engage in blackmail, bribery, and harassment in relation to his/her campaign. No candidate should break the law (e.g., flyposting) or do anything that would bring the candidate or the Students' Association into disrepute while campaigning. Candidates should be mindful to ensure their safety and the safety of their team members.

## **Section 6. Publicity.**

6.1. *Budgeting compliance* — All publicity, online or physical, must be budgeted and, as a part of this, matched to receipts as relevant. As such, all publicity should be validated to the Elections Committee. Unauthorised publicity is prohibited and subject to penalty.

INFO BOX: Candidates are encouraged to be innovative and creative with their publicity tactics. Posters, stickers, banners, campaign websites, paid web ads, and social media profiles/pages are all common forms of publicity – subject to the rules in this section.

While your publicity must be budgeted, the materials to create your publicity are not required to be declared. This includes pens, paper, glue, scissors, glitter, string, tape, paint, and face paint. Recycled items that candidates acquire for free, such as cardboard boxes, may not be charged either – subject to the discretion of the Elections Committee.

If you have any questions on compliance with this section, please contact the Elections Committee or email [saelect@](mailto:saelect@). In particular, we encourage candidates to 'preview' printed materials with the Elections Committee digitally before printing to ensure your stuff meets the standard.

6.2. *Budget limitation* — The budget allocated to each candidate may only be used for publicity for that candidate. Candidates cannot refer to other candidates in their publicity.

6.3. *Students' Association and Athletic Union resources* — No candidate may use any Students' Association or Athletic Union resources to help his/her campaign.

6.4. *Poster sizes* — Posters for sabbatical candidates may not exceed the size of an A3 sheet of paper. Posters for all other candidates may not exceed the size of an A4 sheet of paper.

6.5. *Required elements* — Each printed poster and flyer must contain the date of the election and an encouragement to recycle. Posters and flyers for AU President candidates must also contain the Saints Sport logo.

6.6. *Regulation of banners* — Banners must be properly secured when put up, and no candidate may use any hanging weights (e.g., water bottles) as they pose a safety risk. The Elections Committee reserves the right to ask candidates to move or take down any banners.

6.7. *Edible goods* — All costs of production and/or purchase of any edible goods (e.g., cakes or sweets) must be reported to the Elections Committee and deducted from the candidate's budget. No candidate is permitted to give out free or discounted alcohol as a way of promoting his/her campaign.

6.8. *Offensive material* — No publicity should contain anything offensive. The Elections Committee retains the right to define what qualifies as offensive.

### **Section 7. Rule Breaking.**

7.1. *Rule compliance* — By electronically signing the online nominations form, candidates agree to comply with the Elections Rules.

7.2. *Rule monitoring* — It is the responsibility and authority of the Elections Committee to ensure a fair elections process by monitoring compliance and deciding when rule breaking occurs. With exception of the right to appeal mentioned in 7.6 and 7.7, the decisions of the Elections Committee are final.

7.3. *Notification limit* — The Elections Committee should be informed of any alleged rule breaking within 48 hours of the alleged infraction. Any individual may submit a report of rule breaking, and the Elections Team may ask for further information and information of any witnesses to help reach a decision. The final deadline for complaints about rule breaking is 5pm on the Tuesday following the elections results.

7.4. *Result notification* — The Elections Committee will notify the informant of Section 7.3 of the Elections Committee's judgement by the end of the day of the submitted report. In the event of an affirmative decision by the Elections Committee that rule breaking occurred, the Elections Committee will separately notify the candidate in question.

7.5. *Rule breaking by team member* — If someone other than the candidate or his/her campaign manager has broken a rule, the candidate or campaign manager must have taken every reasonable step to prevent it and should attempt to rectify and compensate for rule breakings.

7.6. *Right to appeal* — Any candidate (except a candidate for AU President, see 7.7) found guilty of rule breaking by the Elections Committee may appeal that decision by submitting his/her case, in writing, to the Chair of the Students' Association Board, Kevin Dunion. Appeals must be made on the basis of:

- Bias or prejudice,
- Information not known at the time, or
- Procedural irregularity.

7.7. *Right to appeal, AU President* — Any candidate for AU President found guilty of rule breaking by the Elections Committee may appeal that decision by submitting his/her case, in writing, to Malcolm MacLeod, Vice-Principal (Enterprise & Engagement). Appeals must be made on the basis of:

- Bias or prejudice,
- Information not known at the time, or
- Procedural irregularity.

7.8. *Penalties* — In response to rule breaking, the Elections Committee may, depending on the severity of the case, issue punishments such as written warnings, fines, disqualification of part or all of budget reimbursement, or disqualification from the election.

### **Section 8. Voting & Results.**

8.1. *Voting method* — Each student shall have a single transferable vote for every election. Voting will be conducted online.

8.2. *Public polling station* — A polling station shall be made available in the front reception of the Union Building on Friday of Elections Week.

8.3. *Results Verification* — Results are subject to verification by a nominee of the Students' Association Board and of the University Court that the process was fair. Candidates may challenge the results if they believe they were unfair by submitting an appeal according to the process detailed in sections 7.6 and 7.7.

## J. 27 – APPENDIX II

*Legend:*

AC – Accommodation	EX – External Campaigns
CR – Community Relations	PG – Postgraduate
ED – Education	WB – Wellbeing
EE – Environment & Ethics	
EY – Employability	xxC – Committee
EO – Equal Opportunities	xxO – Officer

1. *Generally* – Replace all references to ‘Elections Officers Committee’ with ‘Elections Committee’.

*In Chapter 1:*

2. Amend §3.4.9 (DoRep Sabbatical Team) to the following:

3.4.9.1. Postgraduate **Society** President  
3.4.9.2. ~~Senate Representatives~~ **Postgraduate Convenor**  
3.4.9.3. Faculty Presidents  
3.4.9.4. Association LGBT Officer  
3.4.9.5. SRC Education Officer  
3.4.9.6. SRC Equal Opportunities Officer  
3.4.9.7. SRC Employability Officer  
3.4.9.8. SRC Wellbeing Officer

3. Amend §3.7.3 (EEO remit) to replace the Director of Representation with the Association President.
4. Amend §3.11.1.2 (EEC membership) to replace the Director of Representation with the Association President.

*In Chapter 2:*

5. Amend §1.1 (SRC Elected Membership) to the following:

- 1.1.1. Association President
- 1.1.2. Association Director of Events & Services
- 1.1.3. Association Director of Student Development & Activities
- 1.1.4. Association Director of Representation
- 1.1.5. Association Chair
- 1.1.6. Association Community Relations Officer
- 1.1.7. Association Environment & Ethics Officer
- 1.1.8. Association LGBT Officer
- 1.1.9. President of the Athletic Union
- 1.1.10. SRC Education Officer
- 1.1.11. SRC Accommodation Officer
- 1.1.12. SRC Equal Opportunities Officer
- 1.1.13. SRC External Campaigns Officer
- 1.1.14. SRC Employability Officer
- 1.1.15. SRC Wellbeing Officer
- 1.1.16. SRC Member for First Year
- 1.1.17. SRC Member for Widening Access
- 1.1.18. SRC Member for Students with Disabilities
- 1.1.19. SRC Member for International Students
- 1.1.20. SRC Member for Mature Students
- 1.1.21. SRC Member for Part-Time Students
- 1.1.22. SRC Member for Ethnic Minorities
- 1.1.23. SRC Member for University Accommodation
- 1.1.24. SRC Member for Private Accommodation
- 1.1.25. ~~Association~~ Postgraduate ~~President~~ **Convenor**
- 1.1.26. Arts/Divinity ~~Senate Representative~~ **Faculty President**
- 1.1.27. Science/Medicine ~~Senate Representative~~ **Faculty President**
- ~~1.1.28. SRC Member for Postgraduate Taught Courses (non-voting)~~
- ~~1.1.29. SRC Member for Postgraduate Research Courses (non-voting)~~
- 1.1.30. Education Researcher (non-voting)

- 6. Amend §4.2 (listing SRC subcommittees) to reference the SRC Wellbeing and SRC Employability Committees.
- 7. Amend §5.1.2 and §5.1.5 (ACO remit) to include Association President instead of Director of Representation.
- 8. Amend §5.2 (ACC Membership) to include Association President and remove Director of Representation.
- 9. Strike §5.7.16 (SRC Member for Part-Time Students as EOC Member).
- 10. Strike §5.10.3 (EXO remit re: attending CHESS meetings).
- 11. Amend §5.11.1 (EXC membership) to include the EYO and the WBO and remove the two SRC nominees.
- 12. Amend §5.13.1.4 (EYC membership re: PG President) to reference Postgraduate Convenor, or his/her designate from the elected Postgraduate Society Committee.



13. Strike §6.1 (Senate Representatives) and replace with:

- 6.1. Faculty Presidents – The Faculty Presidents shall:
- 6.1.1. Inherit the title of ‘Senate Representatives’ and be elected accordingly;
  - 6.1.2. Represent the views of the SRC, in conjunction with the other student members, to the Academic Council and Senatus Academicus;
  - 6.1.3. Represent the views of his/her constituency to both the SRC and the Senatus Academicus;
  - 6.1.4. Be full members of the SRC Education Committee and SRC Education Executive Committee;
  - 6.1.5. Attend the School Presidents’ Forums; and
  - 6.1.6. Liaise with the Director of Representation and the SRC Education Officer on campaigns relating to education.

14. Strike §6.2 (Members of Student Groups).

15. Add a new section, §6.2, as follows:

- 6.2. Postgraduate Convenor – The Postgraduate Convenor shall:
- 6.2.1. Inherit the title of ‘Postgraduate Senate Representative’ and be elected accordingly;
  - 6.2.2. Represent the views of the SRC and of his/her constituency, in conjunction with the other student members, to the Academic Council and Senatus Academicus;
  - 6.2.3. Sit *ex officio* as a member of the SSC Postgraduate Committee;
  - 6.2.4. Be a full member of the SRC Education Committee and the SRC Education Executive Committee;
  - 6.2.5. Serve as the postgraduate student member to the University’s Learning & Teaching Committee;
  - 6.2.6. Convene and chair the Postgraduate Forum;
  - 6.2.7. Liaise with the Director of Representation in supporting academic representatives at the postgraduate level; and
  - 6.2.8. Liaise with the Director of Representation on campaigns relating to education and academic issues relevant to the postgraduate community.

*In Chapter 3:*

16. Amend §1.1.10 (SSC membership re: PG Pres) to refer to the Postgraduate Society President.
17. Amend §4.2.9 (Postgraduate Committee as SSC subcommittee) to remove reference to St Leonard’s College.
18. Amend §5.10 (defining PG President role) as follows:

- 5.10. The ~~Association~~ Postgraduate **Society** President shall have special responsibility for the SSC Postgraduate Committee (~~the St Leonard’s College~~ Postgraduate Society) and shall:
- 5.10.1. Convene and chair the SSC Postgraduate Committee;
  - 5.10.2. Work in consultation with the ~~Association President~~ **Director of Representation** and the Director of Student Development & Activities, including during formulation of the Society’s annual budget;
  - 5.10.3. Call the SSC Postgraduate Committee AGM; **and**
  - 5.10.4. Carry out other duties numbered in the Postgraduate Society Constitution.**

*In Chapter 4:*

19. Amend §1 to remove reference to Senate Representatives.

*In Chapter 6:*

20. Amend §1.1 (positions for election) to remove the Association Postgraduate President, SRC Member for Part-Time Students, and the Senate Representatives; to rename the SRC Equal Opportunities & Welfare Officer to SRC EOO; and to add the Postgraduate Society President, the Postgraduate Convenor, and the Faculty Presidents as relevant.
21. Amend §1.3.2 (eligibility) to clarify that two Faculties exist within each Faculty President constituency.
22. Amend §1.3.4 (limit to candidacies) to remove reference to Senate Reps.
23. Amend §1.4.2.2 (handover date: Jul 1) to include the Postgraduate Society President and the Postgraduate Convenor.
24. Amend §1.4.2.3 (handover date: Aug 1) to change to the Faculty Presidents.
25. Add a new §1.4.2.4: 'The School Presidents shall take office at the end of the next consecutive examination diet.'
26. Amend §4.1.4 (when Senior Elections Officer casts tie-breaking ballot) to refer to the beginning of voting rather than beginning of nominations.
27. Amend §4.3 (nominations process) to the following: 'Nominations of all candidates for election shall be made online according to the requirements set out in these Laws and in the election rules.'
28. Strike §4.4.2 (requiring printing to occur in General Office).
29. Strike §4.5.6 (detailing time requirements for hustings).
30. Strike §4.7.2 (voting papers must come from Elections Cmte).
31. Strike §4.7.3 (staffing of ballot boxes and vote counting).

## **J. 28**

### **A MOTION TO CHANGE THE COMPOSITION OF THE SRC EDUCATION COMMITTEE**

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

1. The current SRC Education Committee was returned to its function in the last year, and
2. The SRC Education Committee has requested the following review of its composition.

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

1. The SRC Education Committee should retain the authority to serve as the Students' Association main representative body on thematic issues relating to teaching and research within the University, and
2. The SRC Education Committee should work in closer relationship with the School Presidents system.

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

1. To adopt the following revision to the Laws of the Students' Association.

#### **PROPOSED**

Ondrej Hajda  
SRC Education Officer

#### **SECONDED**

Teddy Woodhouse  
Director of Representation

### **5.3. SRC Education Officer.**

The SRC Education Officer shall have special responsibilities -for those areas concerning education and shall:

5.3.1. Convene and chair meetings of the SRC Education Executive Committee.

5.3.2. Coordinate his/her activities with the Director of Representation.

5.3.3. Work in close cooperation with the ~~Education Researcher/~~Student Advocate (Education).

**5.3.4. Implement SRC policy regarding education issues.**

~~5.3.5-4.~~ Liaise with the University Library and IT Services on student matters.

~~5.3.5.~~ Implement SRC policy regarding education issues, and run regular campaigns on topics including plagiarism and promotion of the Class Rep system.

~~5.3.6.~~ Coordinate a program of training for staff student council representatives.

**5.3.6. Be a member of the:**

**5.3.6.1. Library Strategy Advisory Group (LSAG);**

**5.3.6.2. Student Library Users Group (SLUG); and**

**5.3.6.3. Postgraduate Forum.**

5.3.7. Be responsible for having minutes kept of SRC Education Committee ~~meetings~~, SRC Education Executive Committee and Student Opinion on Academic Council (SOAC) Advisory Group ~~passing them to the Association Chair,~~ and filing them in the General Office and online.

### **5.4. SRC Education Committee.**

**5.4.1. Membership – Membership of the SRC Education Committee shall include all the School Presidents and the Membership of the SRC Education Executive Committee, as detailed in §~~5.5.1.~~**

**5.4.1.1. Chair & Convenor – The Director of Representation shall chair and convene the SRC Education Committee.**

**5.4.2. Remit – The SRC Education Committee shall:**

**5.4.2.1. Support the academic representation system, including School Presidents and Class Representatives;**

**5.4.2.2. Ensure the regular sharing of common good practice and themes across the Schools; and**

**5.4.2.3. Promote student engagement on matters relating to learning, teaching, and research.**

**5.4.3. Meeting – The SRC Education Committee shall meet no fewer than five times each semester, with accommodations made to avoid clashes with the School Presidents' Forums.**

### **5.5. SRC Education Executive Committee.**

**5.5.1.~~5.4.1.~~ Membership – Membership of the SRC Education Executive Committee shall include::**

5.54.1.1. SRC Education Officer (Convener & Chair),

5.54.1.2. Director of Representation,

~~5.4.1.3. SRC Member for Widening Access~~

5.54.1.34. ~~Association Postgraduate President~~ **Postgraduate Convener,**

**5.5.1.4. Postgraduate Society Member, elected by the Society Committee and who shall be a taught postgraduate if the Postgraduate Convener is a research postgraduate or a research postgraduate if the Postgraduate Convener is a taught postgraduate;**

~~5.4.1.5. Arts/Divinity Senate Representative~~

~~5.4.1.6. Science/Medicine Senate Representative~~

5.54.1.47. Arts/Divinity Faculty President, and

5.54.1.58. Science/Medicine Faculty President.

**5.5.2. In attendance – The following individuals are invited to regularly attend the SRC Education Executive Committee without voting rights:**

**5.5.2.1. Member for Widening Access, and**

~~5.54.2.21.9. Education Researcher~~ **Student Advocate (Education).** ~~(non-voting)~~

~~5.54.32. Remit – ÷~~

The SRC Education Executive Committee shall:

5.4.2.1. Formulate and ensure the execution of SRC policy on education;

5.4.2.2. Keep the SRC informed of University education policy; ~~and~~

5.4.2.3. Coordinate and ensure representation and advocacy within the University education structure; **and**

**5.4.2.4. Set the agenda for the SRC Education Committee.-**

~~5.54.3. Meetings – ÷~~

~~The SRC Education Executive Committee shall meet every two weeks during term, and at any other times when necessary. no more than seven days before each meeting of the SRC Education Committee.~~

**5.65. Student Opinion on Academic Council (SOAC) Advisory Group.**

~~5.65.1. Membership – The Student Opinion on Academic Council (SOAC)~~

Advisory Group shall include the following members:

~~5.65.1.1. SRC Education Officer (Convener & Chair);~~

~~5.65.1.2. Association President;~~

~~5.65.1.3.~~ Director of Representation;

~~5.65.1.4.~~ Association ~~Postgraduate President~~**Postgraduate Convenor**;

~~5.5.1.5.~~ Arts/Divinity Senate Representative;

~~5.5.1.6.~~ Science/Medicine Senate Representative;

~~5.5.1.7.~~ SRC Member for Widening Access;

~~5.65.1.58.~~ Arts/Divinity Faculty President; and

~~5.65.1.69.~~ Science/Medicine Faculty President.

~~5.65.2.~~ Remit – The Student Opinion on Academic Council (SOAC) Advisory Group shall:

~~5.65.2.1.~~ Ensure consistency in the Students' Association delivery of academic representation across all levels;

~~5.65.2.2.~~ Instil confidence within the student representatives on the Academic Council to fully advocate the student perspective;

~~5.65.2.3.~~ Inform student representatives on the Academic Council with sufficient information to fully advocate the student perspective; and

~~5.65.2.4.~~ Inform student representatives outwith the Academic Council on the proceedings of the body in a timely and regular manner.

~~5.65.3.~~ Meetings – The Advisory Group shall meet no less than three days in advance of every meeting of the Academic Council.

~~5.65.4.~~ Structure – The Advisory Group shall act as a subsidiary body of the SRC Education Committee.

## **J. 29**

### **MOTION TO CREATE A NON-VOTING MEMBER POSITION FOR THE PRINCIPLE AMBASSADORS**

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

1. That in the last 2 years various SRC members have worked closely with the Ambassador team on various projects, including the University's Open days and the 'Beyond Fife' schools project.
2. That there are a number of areas where SRC projects overlap with, or share common interests with, projects run by the Ambassadors.

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

1. That joint efforts between different groups is vital to further the aims and objectives of the SRC.
2. That a seat for the principle Ambassadors would mean they have regular involvement with the SRC, and gain a better understanding of the Students' Association.
3. The SRC should be actively seeking to work with other bodies out with the Association.
4. Closer work with the Ambassadors will make the transition between successive council members and Ambassadors easier.

#### **THIS SRC AND SSC RESOLVES:**

To recommend the following amendments to the Laws to SAB with the recommendation that the same do pass:

1. To create a non-voting member position on the SRC for the principle Ambassadors, to be filled as they choose (i.e. by one person or alternating between the principle Ambassadors).

#### **PROPOSED:**

Chloe Hill  
Association President

#### **SECONDED:**

Ben Anderson  
SRC Member for Widening Access

## **R. 21**

### **A MOTION TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR COUNCILS ADMINISTRATION**

#### **THIS SRC NOTES:**

1. That the SRC & SSC General Fund (hereinafter 'General Fund') exists to provide for the administration of the Councils, including, but not limited to, general administrative expenses, publicity, and social activities;
2. That the Association's annual budget, as approved by SAB on 26 September 2013, appropriated a sum of £2500 to the General Fund;
3. That the budgeted amount for the General Fund in the current financial year is £1500 less than the budgeted amount in the previous financial year;
4. That in early October the Association Chair, in consultation with the Management Accountant, set an initial budget (hereinafter 'Initial Councils Budget') anticipating £2,508.12 in expenditure from the General Fund for the current financial year;
5. That the Councils spent 51% more than budgeted for in the Initial Councils Budget for general administrative expenses in the first two quarters of the current financial year;
6. That the Councils spent 19% more than budgeted for in the Initial Councils Budget for social activities in the first two quarters of the current financial year;
7. That the Initial Councils Budget does not divide expenditure for publicity into quarterly expenditure;
8. That the Councils will likely underspend the amount budgeted for publicity in the Initial Councils Budget over the course of the current financial year;
9. That, in recognition of the overspend on first semester activities, the Association Chair, in consultation with the Management Accountant, recast the budget (hereinafter the 'Recast Councils Budget') (attached hereto as Appendix 1 and incorporated hereby by reference as if set out in full) anticipating £3,001.76 in expenditure for the current financial year;
10. That the Recast Councils Budget creates a £501.76 deficit in the General Fund; and,
11. Its authority under 2 Laws § 3.3 to appropriate a sum of up to £1000.00 at any meeting.

#### **THIS SRC BELIEVES:**

1. That the Association Chair did not make appropriate assumptions in creating the Initial Councils Budget;
2. That no other reasonable appropriations mechanism exists to prevent a deficit in the General Fund;
3. That the Recast Councils Budget makes all feasible reductions to expenditure without degrading the Councils ability to carry out their functions;
4. That the Councils should undertake general administration to function effectively;
5. That the Councils should publicize their activities to increase the transparency and accessibility of their activities; and,
6. That the Councils should encourage social interaction and cohesion of their members to improve their ability to work effectively together.

#### **THIS SRC RESOLVES:**

1. To appropriate a sum not to exceed £502.00 from its discretionary fund to the General Fund.

#### **PROPOSED**

Maxwell Baldi  
Association Chair

#### **SECONDED**

Edward Woodhouse  
Association Director of Representation



**R.21 – APPENDIX 1: RECAST COUNCILS BUDGET**

<b>OVERVIEW</b>				
<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>RECAST</b>
Administration Semester 1	£626.64	£947.61	51%	£947.61
Administration Semester 2	£654.98	£0.00	N/A	£972.75
Publicity	£104.50	£14.32	-86%	£62.70
Social Activities Semester 1	£726.00	£862.70	19%	£862.70
Social Activities Semester 2	£396.00	£0.00	N/A	£156.00
<b>TOTAL EXPENDITURE</b>	<b>£2,508.12</b>	<b>£1,824.63</b>	<b>-27%</b>	<b>£3,001.76</b>
<b>APPROVED BUDGET</b>	<b>£2,500.00</b>	<b>£2,500.00</b>	<b>0%</b>	<b>£2,500.00</b>
<b>SRC DISCRETIONARY</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0%</b>	<b>£502.00</b>
<b>SURPLUS/DEFICIT</b>	<b>-£8.12</b>	<b>£675.37</b>	<b>8420%</b>	<b>£0.24</b>
<b>SURPLUS/DEFICIT %</b>	<b>-0.325%</b>	<b>27.015%</b>	<b>8420%</b>	<b>0.008%</b>

<b>ADMINISTRATION</b>				
<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>RECAST</b>
<b>Semester 1 (x11)</b>				
Minutes Secretary	£410.15	£682.36	66%	£682.36
Printing	£134.75	£199.08	48%	£199.08
Sundry Expenses	£0.00	£66.17	N/A	£66.17
Sundry Overrun (15%)	£81.74	£0.00	N/A	£0.00
<b>Total Semester 1</b>	<b>£626.64</b>	<b>£947.61</b>	<b>51%</b>	<b>£947.61</b>
<b>Semester 2 (x10)</b>				
Minutes Secretary	£347.05	£0.00	N/A	£579.57
Printing	£122.50	£0.00	N/A	£181.30
Sundry Expenses	£0.00	£0.00	N/A	£60.00
Association AGM	£100.00	£0.00	N/A	£25.00
Sundry Overrun (15%)	£85.43	£0.00	N/A	£126.88
<b>Total Semester 2</b>	<b>£654.98</b>	<b>£0.00</b>	<b>N/A</b>	<b>£972.75</b>
<b>TOTAL ADMINISTRATION</b>	<b>£1,281.62</b>	<b>£947.61</b>	<b>-26%</b>	<b>£1,920.36</b>

<b>PUBLICITY</b>				
<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>RECAST</b>
Poster Runs	£45.00	£7.00	-84%	£7.00
Hoodies/Jackets	£50.00	£7.32	-85%	£50.00
Sundry Overrun (10%)	£9.50	£0.00	N/A	£5.70
<b>TOTAL PUBLICITY</b>	<b>£104.50</b>	<b>£14.32</b>	<b>-86%</b>	<b>£62.70</b>

<b>SOCIAL ACTIVITIES</b>				
<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>RECAST</b>
<b>Semester 1</b>				
Bar Socials	£240.00	£356.30	48%	£356.30
Christmas Dinner	£420.00	£506.40	21%	£506.40
Sundry Overrun (10%)	£66.00	£0.00	-100%	£0.00
<b>Total Semester 1</b>	<b>£726.00</b>	<b>£862.70</b>	<b>19%</b>	<b>£862.70</b>
<b>Semester 2</b>				
Bar Socials	£360.00	£0.00	N/A	£120.00
Sundry Overrun (10%)	£36.00	£0.00	N/A	£36.00
<b>Total Semester 2</b>	<b>£396.00</b>	<b>£0.00</b>	<b>N/A</b>	<b>£156.00</b>
<b>TOTAL SOCIAL ACTIVITIES</b>	<b>£1,122.00</b>	<b>£862.70</b>	<b>-23%</b>	<b>£1,018.70</b>

## **R. 22**

### **A MOTION TO REDUCE THE AMOUNT OF PAPER USED IN THE SRC**

#### **THIS SRC NOTES THAT:**

1. While agendas are currently printed out for every member of the SRC, many choose to read the week's agenda on laptops instead.
2. Members can currently 'opt-out' of having their agenda printed.

#### **THIS SRC BELIEVES THAT:**

1. If members had to opt-in to having the agenda printed less paper would be wasted at meetings.

#### **THIS SRC RESOLVES:**

1. To print agendas for meetings as and when they are requested.
2. To ask incoming Members at the first meeting of a new SRC.

#### **PROPOSED**

Callum Bryce

SRC External Campaigns Officer

#### **SECONDED**

Dominyka Urbonaite

Association Environment & Ethics Officer