



# University of St Andrews Students' Association Student Services Council

## AGENDA

Tuesday 13 October 2015 - Committee Room - 6.00 pm

- 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 Athletic Union President
  - 6.2. Report of the Association Director of Events & Services
  - 6.3. Report of the Association Director of Representation
  - 6.4. Report of the Association Director of Student Development & Activities
  - 6.5. Report of the Association President
- 7. Questions for Subcommittees**
  - 7.1. Questions for Association Alumni Committee
  - 7.2. Questions for Association Community Relations Committee
  - 7.3. Questions for Association Environment & Ethics Committee
  - 7.4. Questions for Association LGBT Committee
  - 7.5. Questions for SSC Postgraduate Committee
  - 7.6. Questions for SSC Broadcasting Committee
  - 7.7. Questions for SSC Charities Committee
  - 7.8. Questions for SSC Entertainments Committee
  - 7.9. Questions for SSC External Funding Committee
  - 7.10. Questions for SSC Debates Committee
  - 7.11. Questions for SSC Design & PR Committee
  - 7.12. Questions for SSC Music Committee
  - 7.13. Questions for SSC Performing Arts Committee
  - 7.14. Questions for SSC Societies Committee
  - 7.15. Questions for SSC Volunteering Committee
  - 7.16. Any Other Competent Questions
- 8. Unfinished General Business**
  - 8.1. J.15-17-A Motion to Limit the Funding Capabilities of the SSC Societies Committee

**9. New General Business**

9.1. S.15-2 - A Motion To Provide Sanitary Products At Cost Price In Your Union Shop

9.2. J.15-22 A Motion To Amend Chapter 14: SSC Design & PR Team Committee

**10. Open Discussion**

**11. Any Other Competent Business**

## **SSC REPORTS**

### **Association Alumni Officer-Charlotte Andrew**

This week members of the Alumni committee have been working on the initial outline of the Alumni Festival Weekend next year. We will be holding an event next week to promote societies and subcommittees hosting events and to inform them of what we expect and what we can offer them. We've also been in contact with John Burnet and Macintosh to help with their Alumni events in Semester 2.

### **Association Community Relations Officer- Clare Armstrong**

This week we are working on several things:

- 1) We are recruiting for a new Publicity Secretary, and will be conducting interviews once applications close on Saturday 10th October.
- 2) We are now putting our Raising awareness campaign - this includes an online countdown as well as posters in the Union and Library etc.
- 3) By the time of this report we will have carried out our cycle safety pledge outside the library.
- 4) We are creating a cycle safety awareness campaign focusing on promoting the subsidised bike lights sold in the Union shop.
- 5) We are looking into collaborating with the Christmas Societies Fayre to invite local businesses and organisations along to the December event.

### **Association Environment and Ethics Officer- Alice Pickthall**

Week Four was Green Week, a joint collaboration between Transition, Environment Team and Environment and Ethics Subcommittee. This year has seen over 33 events, from societies including VegSoc, Enactus and On The Rocks, as well as community groups such as StAndEn (St Andrews Environmental Network) and the Botanics. As well as coordinating the programme and publicity for the week, Environment and Ethics has hosted our own events, including a film screening and plastic bag swap.

### **Association LGBT Officer-Sigrid Jorgensen**

Week 4:

-EGM Wednesday October 7th 7-9pm in Beacon Bar! Everyone is welcome to join us!  
-Rainbow Karaoke was a big success and an incredible end to SHAG Week  
-Auditions for Five Lesbians Eating a Quiche are complete and mark the beginning of Saints LGBT+ expanding our events and visibly expanding our inclusivity.  
-Open Door training was completed Monday the 28th of September and I have received wonderful feedback from it. Mira, the IR school president, has helped me spread the message among the student body. I am currently trying to get all of the school presidents to meet with me and discuss the possibility of working together to convince other schools to get involved in the program.

### **SSC Broadcasting Officer- Bruce Kerr**

-NO REPORT SUBMITTED-

### **SSC Charities Officer-Amy Christison**

Race2 Launch has happened, pleased with sales, going to try and sell 30 more spaces  
Catwalk models have been cast  
MASquerade ball marketing has begun, early bird tickets on the 21st

### **SSC Debates Officer- Alyssa Muzyk**

It has been a wonderful few weeks for debating. We have hosted two public debates since the last meeting on economics and the Queer Question Time Panel discussion with LGBT, and we are looking forward to next week's Russia debate, which we plan to advertise heavily as we have some very impressive speakers coming up for this one. The following week we will be holding our internal competition for novice debaters, which should be lots of fun.

We have also been sending teams to competitions, with 6 teams attending Edinburgh Cup last weekend, and several teams geared up to represent St Andrews both at the Strathclyde President's Cup in Glasgow, and the Bogwall Novice Debate Tournament in Edinburgh. Beyond this, we have started up our new schools programme and all seems to be going very well, with us being able to help out students at 8 different schools across Fife. Plans are underway for our Alumni Event in London and we will be rolling out our Alumni Careers Network in the next week.

### **SSC Design Team Convener- Karla McDougall**

The highlight of the week for the Design Team was the society social we held. Many students attended and the atmosphere was very inclusive. We also held another Creative Workshop to much success. We are in the midst of attempting to make some changes to our Constitution to help it better reflect current practice, which we'd appreciate your support with.

### **SSC Entertainments Convener- Lavin Tian**

Nothing much happened since the last SSC. We helped several events including Bodikka and the Russian Society's concert. We are expecting our new sound mixing console, which increased our capabilities to handle more complicated events. We have many people interested in DJ so we are running our DJ drop in sessions on Fridays and Saturdays. Hot Dub Time Machine comes back on Oct 22— please come and enjoy!

### **SSC External Funding Officer-Tierney Riordan**

-NO REPORT SUBMITTED-

### **SSC Music Officer-Ipek Ozsoy**

-NO REPORT SUBMITTED-

### **SSC Member without Portfolio- Annabel Romanos**

-NO REPORT SUBMITTED-

### **SSC Performing Arts Officer- Joanna Bowman**

Had our first play! It sold out the Barron and went really well. We have Equus in the Byre on the 13th and 14th – please come along and see it. We are embarking on a new demographics project to work out who is seeing the shows and when. We are also currently planning our proposals schedule for next semester and OTR. We have decided to do a Shakespeare Festival at the end of next year to commemorate 400 since Shakespeare's death.

### **SSC Postgraduate Officer-Aline Heyerick**

The Postgraduate Society had a well-attended welcome reception in collaboration with St Leonard's College on October 1st. We organised a successful bus trip to Glamis Castle and Glen Isla, and are looking into organising an extra trip based on requests of attendees. The current committee work focuses on finalising the preparations for the Postgraduate Gala on October 16, and the PhD Movie night in collaboration with St Leonard's College on October 12, and collecting funds to pay for the screening of the PhD Movie 2. We are also busy with the organisation of the November Graduation ball. The co-option of an Events convener was postponed until next week (October 14), as the votes for standing candidates were tied. We are still looking to co-opt a Secretary.

### **SSC Societies Officer-Robert Dixon**

-NO REPORT SUBMITTED-

### **SSC Volunteering Officer-Julian Valladares Urruela**

SVS successfully managed to match each applicant to a volunteering project this year. These first weeks of the year were used to advertise our projects and get enough applicant to fill them. Applications were due on week 2 and were carefully reviewed by each project officer on week 3. On week 4 we had our volunteering training which was hosted in the Rehearsal Room of the Union and the attendance to this event was an all-time high. Approximately 80 volunteers showed up to the training and we managed to cover important novelties for this year such as the new awards given out by the Union for volunteering. This week SVS will be discussing the possibility of having an event during RAG week and organizing Give Back week at some point during second semester.

## J.15-17

### **A Motion to Limit the Funding Capabilities of the SSC Societies Committee**

**OWNER:** Societies Committee

**IN EFFECT FROM:** Immediately

**REVIEW DATE:** December 2015

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

- In the preceding four years, a small number of societies have received a majority of the Association's funding allocated for Societies.
- Some societies receive more Association funding than some SSC subcommittees
- The SSC Societies Committee are in the processes of amending its funding process

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

- The current funding mechanism encourages larger, wealthier societies to pursue more ambitious events with Association funding, at the expense of resources available to smaller societies.
- The money allocated for affiliated societies would better serve the Association as a whole if it were distributed across a more diverse range of student activities.
- As well as the value of the aforementioned diversity, there is value to some large and ambitious events to the extent that they are worthy of the Association's financial support.

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

- To submit the following amendments to the Laws of the Association to the Students' Association Board, with the recommendation that the same do pass:
    - To insert into Chapter Nine a new §5.4 with the following text, and renumber accordingly
4. *The Committee shall not be competent to authorise funding in excess of £2000 to any society in any academic year without the approval of the SSC. Notwithstanding the provision of 5.3, this provision may not be waived at the Committee's discretion.*

**Proposed on the Recommendation of the SSC Societies Committee**

## S.15-2

### **A MOTION TO PROVIDE SANITARY PRODUCTS AT COST PRICE IN YOUR UNION SHOP**

#### **THIS SSC NOTES:**

1. In the United Kingdom, tampons and menstrual pads are taxed at a rate of 5%, and are classed by HM Revenue and Customs as “non-essential, luxury items”.
2. Menstruation is not a luxury; it is a biological process that affects many students at St Andrews.
3. Sanitary products are essential items because without them, those who menstruate would have no way of pursuing a normal, flexible, private or public life and would risk jeopardising their health.
4. In Students' Unions around the UK, tampons and menstrual pads are sold at cost price, allowing the institution to absorb the VAT cost and provide cheaper products to the student body as a public service.
5. Some Unions have been able to take this one step further. The Edinburgh University Students' Association (EUSA) recently introduced a program whereby sanitary products are provided to students free of charge.

#### **THIS SSC RESOLVES**

1. To mandate the Association to stock a range of sanitary products in Your Union Shop.
2. To sell them to students at cost price, without generating profit for the organisation, as a public service.
3. To absorb VAT charges on behalf of students, as tampons are not luxury items.
4. To mandate the Director of Events and Services (DOES) and the Director of Representation (DoRep) to investigate whether it would be financially tenable to provide sanitary products for free, as the Union already provides condoms free of charge to students.
5. To mandate the DOES and the DoRep to report the results of this investigation back to councils for further consideration.

#### **PROPOSED**

Toby Emerson – SRC Member for External Campaigns

#### **SECONDED**

Alice Lecointe – Member for Gender Equality

Sigrid Jorgensen – Association LGBT Officer

Miriam Chappell – Wellbeing Officer

Clare Armstrong – Association Community Relations Officer

Holly Johnston – Member for First Years

Alice Pickthall – Association Environment and Ethic Officer

Ipek Özsoy – Music Officer (Music is Love)



## **J.15-22**

### **A MOTION TO AMEND CHAPTER 14: SSC DESIGN & PR TEAM COMMITTEE**

Owner: SSC Design & PR Team

In effect from: Immediately after approval

Review date: N/A

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

1. The Students' Association Constitution and Laws regulate the activities of the Students' Association.
2. The most up-to-date version of this chapter of the laws online (from 2013) contains a number of articles that are not in line with current and/or best practice.

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

1. The proposed amendments will bring the Laws in line with current practice, and improve them where necessary.

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

1. To strike the current Chapter 14 and replace with the updated version of Chapter 14.

Proposed:

Design Team Committee

## 1.Aims

The SSC Design Team aims to provide the opportunity for students with an enthusiasm for design to learn graphic design skills, and to participate in design-related activity and workshops.

To offer design and promotional services, wherever needed, to the Association and its affiliated societies.

The SSC Design & PR Team aims to advertise or assist in advertising and promotional activity for the events, services and representational functions of the Association and its affiliated societies.

## 2.Committee

### 2.1.Design Team Membership

The Design Team Committee shall have the following members:

- 2.1.1.SSC Design & PR Convener (Convener & Chair)
- 2.1.2.Vice-President
- 2.1.3.Secretary
- 2.1.4.Treasurer
- 2.1.5.Marketing Officer
- 2.1.6.Web Coordinator
- 2.1.7.Special Projects Coordinator
- 2.1.8.PR-Offline Head
- 2.1.9.PR-Online Head
- 2.1.10.Social Coordinator
- 2.1.11.Director of Student Development & Activities
- 2.1.12.Director of Events & Services

### 2.2.PR Team Membership

The PR Team Committee will be a sub-committee to the Design Team Committee. The PR Team will focus on publicising the Association's events, and as directed by either the SSC Design Team or Director of Events and Services. Its actions and spending shall be monitored by the SSC Design Team Committee. Its membership shall be:

- 2.2.1.SSC Design & PR Convener (Convener & Chair)
- 2.2.2 Online Head
- 2.2.3 Offline Head
- 2.2.4 Director of Events & Services
- 2.2.5 SSC Design Team Special Projects Coordinator
- 2.2.6 SSC Entertainments Committee Events Officer (non-voting)
- 2.2.7 Other appointed committee members as deemed necessary to fulfil the workload, as appointed by the SSC Design Team Committee.

### 2.3.Meetings

1. The committee shall meet fortnightly throughout the year, and at other times as necessary.
2. The SSC Design Convener will take the chair.
3. In the absence of the SSC Design Convener, the Vice-President will chair.
  3. Quorum  
The quorum shall be three-fifths of the voting membership of the committee.
  4. Notice  
All members of the Committee must be given at least 24 hours notice of any committee meeting.
3. Annual General Meeting
  - 3.1 Procedure
  - 3.2 The AGM shall be held during Semester Two and shall:
    - 3.3.1. Require 14 days notice.
    - 3.3.2. Be publicised widely in such places and by such methods as the committee shall determine from time to time.

- 3.3.3. Shall elect all Design Team Committee positions  
~~3.2.3 Shall not elect PR Team Committee positions~~
- 3.3.4. Be open to all matriculated students of the University of St Andrews, except those who have exercised their right to opt out of the Students' Association under the provisions of the Education Act 1994.
- 3.3. Business  
The order of business shall be:
31. Report of the SSC Design Convener
  32. Report of the Vice-President
  33. Report of the Marketing Officer
  34. Report of the Online Head of PR Team
  35. Report of the Offline Head of PR Team
- 3.4. Elections
- 3.4.4.1. AOCB.
  - 3.4.4.2. No person shall hold more than one position on the Committee at any one time.
- 3.5. Elections
- 3.5.1. Elections shall be conducted by a secret ballot using the STV system
4. Interviewed positions
- 4.1 The SSC Design & PR Convener will be appointed by the SSC Convener Selection Committee as described in Chapter Three of the Laws.

4.2 The following committee members will be appointed by the SSC Design Team Selection Committee, which will be composed of the SSC Design Team Convener, the Vice-President, the Director of Event & Services and the outgoing office holder:

Online Head of PR Team

Offline Head of PR Team

## 5. Committee Vacancies

5.1 Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by an EGM ~~co-option from the SSC Design Team Selection Committee.~~

## 6. Committee Decisions

Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the Design Team Committee shall be eligible to vote and in the event of a tie, the casting vote will be held by the Chair of the meeting.