



University of St Andrews Students' Association Student Services Council

AGENDA

Tuesday 17 February 2015 – The Union Board Room - 6.00pm

- 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 Director of Representation
 - 6.2. Report of the Association Student Development & Activities
 - 6.3. Report of the Association President
 - 6.4. Report of the Association Director of Events & Services
- 7. Reports of Officers**
 - 7.1. Report of the Arts/Divinity Faculty President
 - 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 Athletic Union President
 - 7.6. Report of the Rector's Assessor
 - 7.7. Report of the Science/Medicine Faculty President
 - 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 First Year
 - 7.14. Report of the SRC Member for Gender Equality
 - 7.15. Report of the SRC Member for International Students
 - 7.16. Report of the SRC Member for Mature Students
 - 7.17. Report of the SRC Member for Private Accommodation
 - 7.18. Report of the SRC Member for Racial Equality
 - 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 & Participation
 - 7.22. Report of the SRC Postgraduate Convenor
 - 7.23. Report of the SRC Wellbeing Officer
 - 7.24. Any Other Competent Reports

8. Unfinished General Business

9. New General Business

- 9.1. **S. 15-1 A Motion To Allow For Free Access to Rooms In The Union**
- 9.2. **J. 15-7 A Motion To Amend The SSC Debates Subcommittee Constitution**
- 9.3. **J. 15-8 A Motion to Approve the Rules & Regulation for the Students' Association Elections 2015**
 - 9.3.1. **Amendments to J.15-8: Motion to Approve the Rules & Regulation for the Students' Association Elections 2015**
- 9.4. **J. 15-9 A Motion to Formalise the Widening Access & Participation Group as a Subcommittee of the Equal Opportunities Committee**
- 9.5. **J. 15-10 A Motion To Change Entertainments Committee's Structure**
- 9.6. **J. 15-11 A Motion To Create An Association Alumni Officer**

10. Open Discussion

11. Any Other Competent Business

S. 15-1

A MOTION TO ALLOW FOR FREE ACCESS TO ROOMS IN THE UNION

This Student Services Council Notes:

1. Redevelopment has created new rooms on the top floor of the Union for society use.
2. New rooms in the Union are used by societies, subcommittees, and students.
3. At the current point in time, rooms in the Union that are available to book through the Reception Desk.
4. When rooms are not booked for a specific group, rooms in the Union are kept locked.
5. Prior to Redevelopment, rooms in the Union were kept unlocked for use by societies, subcommittees, and students.
6. Societies and students have expressed dismay and are piqued with their inability to use rooms in the Union for impromptu and ad hoc activities.
7. The mission statement of the St Andrews Students' Association states that the Association carries out three main roles, one of which is "activities" with the description of "supporting student development through [a] wide range of subcommittees and societies".
8. The mission statement of the St Andrews Students' Association states that the Association carries out three main roles, one of which is "places" with the description of "running and support a wide range of... facilities for students".
9. Chapter Two of the Laws states that the responsibilities of the Student Services Council shall include the power to "make such rules...regulating the use of Association premises" and that such rules shall be made down to "members of the Association and staff to whom they apply" as found in §2.2.
10. Chapter Two of the Laws states that the responsibilities of the Student Services Council shall include the responsibility for "formulation of policy concerning the Association's buildings, facilities, and services and ensuring its application" as found in §2.3.
11. Chapter Two of the Laws states that the responsibilities of the Student Services Council shall include the "promotion of social activity and unity amongst the students" and to "provide such services for students as the SSC may seem desirable" as found in §§2.6-2.7 inclusive.
12. The SSC Societies Committee has passed a motion mandating the SSC Societies Officer to bring a motion to SSC with the effect of requiring that rooms be left unlocked in the Union, hereafter attached as Appendix A.

This Student Services Council Believes:

1. Rooms in the Union should be kept unlocked for the use of societies, subcommittees, and students.

2. It is unreasonable to keep rooms locked and bar access to facilities if they are empty and unused.
3. Societies and students understand the importance of vacating a space for a group who has already booked the room.
4. Societies, subcommittees, and students should be allowed to use available and unused rooms in the Association.
5. The Association should fulfil its aims to the best of its ability to support student activities through the use and free access to facilities with regard to rooms in the Union.
6. The SSC has received concerns from societies and students and should address said concerns through the formulation of policy that accurately reflects the desires of the student body as set forth in Chapter Two §2.

This Student Services Council Resolves:

1. To keep rooms on the top floor unlocked for student activities as the default state at any time that the building is accessible by students except in cases of extraordinary need as may be determined from time to time by the Management Team with unanimous consent of the sabbatical officers.
2. To direct the Director of Events and Services to inform all relevant personnel of this change.

PROPOSED:

Courtney Lewis
SSC Societies Officer

SECONDED:

Kyle Blain
SSC Charities Officer

APPENDIX A: A Motion to Allow for Free Access to Rooms in the Union

This Societies Committee Notes:

Redevelopment has created new rooms on the top floor of the Union for society use.

New rooms in the Union are used by societies, subcommittees, and students.

At the current point in time, rooms in the Union that are available to book through the Reception Desk.

When rooms are not booked for a specific group, rooms in the Union are kept locked.

Prior to Redevelopment, rooms in the Union were kept unlocked for use by societies, subcommittees, and students.

Societies have expressed dismay at the inability to use rooms in the Union for impromptu activities.

The mission statement of the St Andrews Students' Association states that the Association carries out three main roles, one of which is "activities" with the description of "supporting student development through [a] wide range of subcommittees and societies".

The mission statement of the St Andrews Students' Association states that the Association carries out three main roles, one of which is "places" with the description of "running and support a wide range of...facilities for students".

This Societies Committee Believes:

Rooms in the Union should be kept unlocked for the use of societies, subcommittees, and students.

The Societies Committee should take the concerns of societies and students and pass said concerns on to the appropriate body.

The Association should fulfil its aims to the best of its ability to support student activities through the use and free access to facilities with regard to rooms in the Union.

It is unreasonable to keep rooms locked and bar access to facilities if they are empty and unused.

Societies understand the importance of vacating a space for a group who has already booked the room.

Societies, subcommittees, and students should be allowed to use available and unused rooms in the Association.

This Societies Committee Resolves:

To mandate the Societies Officer to bring to the SSC a motion with the effect of requiring that rooms be left unlocked.

J.15-7

A MOTION TO AMEND THE SSC DEBATES SUBCOMMITTEE CONSTITUTION

THIS SSC & SRC NOTE:

1. The current SSC Debates Subcommittee Constitution is not entirely reflective of the scope of the Subcommittee's responsibilities and roles on the Board of Ten
2. The current SSC Debates Subcommittee Constitution does not address the imbalance in the presence of various genders in terms of official speakers at Public Debates
3. The SSC Debates Subcommittee Board of Ten approved the proposed amendments at their meeting on 28th January 2015

THIS SSC & SRC BELIEVES:

1. An updated constitution that outlines the roles of the Debates Board of Ten roles more extensively is preferable to the current outdated constitution
2. An extensive effort should be made by the Subcommittee to include and encourage the presence of more genders at Public Debates in order to increase their participation in debating, a traditionally male dominated exercise
3. This addition to the constitution will improve the current gender imbalance in debating, and will ensure that in the future this prioritization is maintained

THIS SSC & SRC RESOLVES:

1. To update the SSC Debates Subcommittee constitution to reflect current practice
2. To add a clause ensuring that more than one gender is always included as an official speaker in the weekly Public Debates

PROPOSED:

Charlotte Andrew
SSC Debates Officer

OTHER SIGNATORIES:

Fay Morrice Annie Newman
DOSDA SRC Member for Gender Equality

Fallon Sheffield
Association LGBT Officer

Chapter Thirteen: Union Debating Society

The Society shall be known as "The University of St Andrews Union Debating Society", hereinafter "the Society", and shall take for its motto:
"pro amicitia et literis."

1. Membership

1.1. The membership of the Society shall consist of all the matriculated students of the University except those who have exercised their right to opt out under the terms of the Education Act 1994. Only ordinary members shall have voting rights in elections to the Board and shall be the only members eligible for election to the Board of Ten.

1.2. All members shall also be members of the House and shall have speaking and voting rights in the House, save where the vote is of a constitutional or binding nature.

1.3. Membership shall be entirely free of charge. At the first debate that the Convener chairs in that capacity, the Convener shall swear upon the sword of the Society the following oath:

"I, (Convener's name), Convener, swear to uphold and protect the ancient traditions and rights of this House of the University of St Andrews Union Debating Society; and especially, I swear to guard the right of every matriculated student of this seat of learning to attend debates and speak his or her mind in any capacity at no charge or fee whatsoever. This being one of the chief glories of this House."

2. The Debates Board

2.1. Membership

The Officers of the Society shall be:

1. The SSC Debates Officer (Convener & Chair)
2. The Treasurer of the Society
3. The Clerk to the House (Secretary)
4. Inter-Varsity Secretary
5. Schools Secretary
6. Communications Secretary
7. Steward to the House (Social Secretary)

8. Internal Secretary
9. The Chief Whip
10. The Serjeant-at-Arms
11. The Freshers' Representative
12. The SSC Nominee
13. Director of Student Development & Activities

2.2 Remit

The responsibility of the Board is the organisation of all matters concerning the Society.

2.3 Quorum

The quorum shall be three-fifths of the members of the Board.

2.4 Meetings

2.4.1. Meetings of the House and of the Board must occur at least once a fortnight, during term-time, excepting exams.

2.4.2. All members of the Board must attend all meetings of the House and Board, or send apologies in writing (electronically or hand written) to the Clerk of the House at least 24 hours in advance.

2.4.3. All meetings of the House and Board must be clearly advertised at least five days before the meeting.

2.4.4. All members of the Board must report to meetings of the Board on their actions and planned activities.

3. *Responsibilities of the Officers*

N.B. All officers must read and sign a copy of the Constitution on being elected to their position.

N.B. Officers elected at the AGM may be elected as a job-share, provided it is clear that only one person, to be declared at the meeting, is able to vote in Board meetings and is ultimately responsible for fulfilling the role. Any other member of the job-share shall be invited to attend board meetings, and shall be expected to assist in the role to which they have been elected.

3.1. The Convener

The Convener shall:

- 3.1.1. Chair meetings of the Board, or appoint a nominee to do so. The Convener shall have a deliberative and casting vote on the Board.
- 3.1.2. Be responsible for the smooth running of the Society and the setting of the calendar of events.
- 3.1.3. Represent the Society on such external bodies as shall from time to time be determined.
- 3.1.4. Have the power to make such decisions as he/she deems necessary in the absence of the Board; or where it is inappropriate to call its members together. All decisions taken by the Convener will be reported to the Board at the earliest possible occasion.
- 3.1.5. Arrange the carving up of a Deputy Convener, who shall fulfill the duties of the Convener in the event that he/she is unable to fulfill his/her position, by the end of the session in which he/she was elected.
- 3.1.6. The Convener shall appoint a Father or Mother of the House.

Other Officers

3.1.6. The Treasurer shall be responsible for the Society's finances and the sound maintenance thereof (which shall be in line with all Association regulations, and include a monthly update of the Society's finances), and be responsible for co-ordinating the raising of all sponsorship for the Society. They will also co-head a Freshers' subcommittee with the Freshers' representative, responsible for fundraising and organising other activities.

3.1.7. The Clerk to the House shall have secretarial duties, including the recording of all events and decisions in the House and of the Board. The Clerk shall advise the Convener in constitutional matters. Furthermore, the Clerk shall be charged with the protection and preservation of the Society's minutes in conjunction with the University Library. Finally, the Clerk is charged, at the beginning of every meeting of the House, to read the minutes of the previous debate in a humorous and topical fashion until motioned to cease. The clerk must also take attendance at every meeting of the Board and House.

3.1.8. The Inter-Varsity Secretary shall have duties including the co-ordination of the selection of debaters for Inter-Varsity and other competitions and convening Inter-Varsity debating competitions in St Andrews.

3.1.9. The Schools' Secretary shall have duties including the Society's participation in the organisation of all schools debating competitions and events, and all matters pertaining to schools debating in the area.

3.1.10. The Communications Secretary shall have duties including all aspects of publicity for the Society, including the production of the Freshers' Guide, the Society's internet presence, the website, weekly emails and maintaining a consistent and positive external image of the Society.

3.1.11. The Serjeant-at-Arms shall have duties including the enforcement of order within the House, the production of Order Papers, organising clothing orders and all aspects of the Society's alumni relations.

3.1.12. The Chief Whip shall be responsible for all aspects of debating and public speaking training within the Society.

3.1.13. The Internal Secretary will be responsible for the organisation of all internal competitions, and shall also assist the Convener in finding and confirming guest speakers for formal public debates.

3.1.14. The Steward to the House shall be responsible for all aspects of the Society's hospitality and shall be responsible for the planning of all social events, including the annual Gaudeamus Party to follow the Magstrand Debate at the end of the second semester.

3.1.15. The Freshers' Representative (non-voting member) shall be responsible for the representation of all first year debaters which includes any person who has not actively competed or participated within the society for more than a year. They will also co-head a Freshers' subcommittee alongside the Treasurer, responsible for fund raising and organising other activities. Moreover, they shall assist the Convener and Deputy Convener in the smooth-running of the society. The election will take place during the first semester of each academic year and not during the Annual General Meeting (AGM). The election will take place within the Board of Ten, the Convener shall retain her/his deliberate and casting vote privileges, and should be advertised at least 5 days in advance to all members of the society.

3.1.16. The Deputy Convener will be charged with the duty of assisting the Convener in the smooth running of the society.

3.1.17. The Father/Mother of the House (non-voting member). This role is honorary and should be appointed to a non-Board member who has shown continued dedication to the society. While honorary, the Father or Mother of the House shall do their best to assist the society in any way

that is fitting. The holder of this position is not subject to the rules regarding attendance.

4. Minutes

4.1. Minutes shall be taken by the Clerk to the House, or the Clerk's nominee, who shall be responsible for their lodgement in the University Library.

4.2. Upon arrival at the Board they shall be signed by the Clerk and the Convener and shall form the only authoritative record of the proceeding of the Society.

5. Annual General Meeting (AGM)

5.1. The AGM of the Society shall be held following the Students' Association annual diet of elections and before the end of teaching in the second semester. The AGM shall be called for the purposes of:

5.1.1. Presentation of reports of the outgoing Officers.

5.1.2. Annual statement of the Society's accounts and finances.

5.1.3. Valediction of the outgoing Convener.

5.1.4. Election of all positions other than SSC Debates Officer, Association Director of Student Development and Activities, Fresher's Representative, Deputy Convener, Father/Mother of the House and the SSC Nominee.

5.1.5. Any other competent business to be discussed.

5.2. There shall be no less than 14 days' notice of the AGM and this shall be posted in places which shall be determined from time to time by the Board.

5.3. The AGM shall be chaired by the new convener or his/her nominee.

5.4. The quorum for the AGM shall be as laid down in the Standing Orders of the House.

5.5. The method of election to the board shall be that determined by the Convener, subject to the approval and monitoring of the Association's Elections Officer's Committee.

6. Extra-Ordinary Meetings

6.1. Extra-Ordinary Meetings may be called by the Convener or by means of request, in writing, to the Convener, signed by five members of the Board or twenty ordinary members of the Society.

6.2. A written request for an Extra-Ordinary Meeting must state the purpose and proposed agenda of such a meeting, allowing that other business may be discussed.

6.3. The form of an Extra-Ordinary Meeting must be acceptable to both the Convener and the petitioners.

6.4. An Extra-Ordinary Meeting must occur not more than two weeks from the receipt of such a request and must be advertised for not less than five days.

6.5. Only ordinary members of the Society shall have voting rights at an Extra- Ordinary Meeting.

6.6. The quorum for an Extra-ordinary Meeting shall be as laid down in the Standing Orders.

6.7. The resolutions of an Extra-Ordinary Meeting shall be binding upon the Convener and the Board, subject to the oversight of the Students' Association.

7. Elections

7.1. Elections of members of the Board shall be governed by Chapter Six of the Laws of the Association.

7.2. The Board shall have the power to co-opt, or elect in the house, members in order to fill casual vacancies. Such a co-option shall require five days' notice and the same circulation as for the AGM in subsection 5.2 of this chapter.

8. Standing Orders of the House

The House shall be governed by the Standing Orders laid down by the Board, as ratified by the SSC.

9. Resignations and Dismissal

9.1. A member of the Board who wishes to resign must send a letter of resignation to the Convener and to the Clerk of the House.

9.2. Any matter regarding resignation must be dealt with within seven days of the receipt of the letter, during term-time.

9.3. A member of the Board shall be deemed to have vacated his or her position if three consecutive meetings have been missed, or five in a term of office, without accepted written apologies.

9.4. If a member of the Board has failed to uphold the responsibilities of their position, but yet has not met the automatic dismissal requirements above, the board may call a motion of no confidence in that member. If the motion is adopted by three quarters of the total membership of board, the Convener is mandated to submit a motion to the next meeting of the SSC, asking for removal of this officer.

10. Gender in Public Debates

In every formal public debate there must be an extensive attempt to have a diversity of genders as official speakers. This applies unless the Convener and Internal Secretary have both exhaustively invited a varied range of speakers without success, and if there has been no success in exhaustively seeking out a variety of willing university students or debaters.

J.15-8

Motion to Approve the Rules & Regulation for the Students' Association Elections 2015

THIS SRC AND SSC NOTE:

1. The Association Councils approved the dates for the Students' Association Elections 2015 at their meeting on 3 February.
2. The Association Councils asked the Elections Committee to submit Rules & Regulations for the Students' Association Elections 2015 to the next meeting of the SRC and the SSC for approval

THIS SRC AND SSC BELIEVE:

1. Members of the Elections Committee shall be absolutely impartial and cease to be a member of the Elections Committee if they nominate, propose, second, or endorse any candidate in the Students' Association Elections.
2. The Elections Committee, time-to-time, shall have the power to amend the Rules & Regulations for the Students' Association Elections and inform the candidates about such changes to make sure that the conduct of the elections is in line with our three basic principles:
 - 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.

THIS SRC AND SSC RESOLVE:

1. To strike Chapter 6 of the Students' Association Laws and insert text in Addendum A. (*with major changes highlighted in bold*)
2. To approve the Rules & Regulations for the Students' Association Elections 2015 (Addendum B).
3. To delegate the authority to make changes to the Rules & Regulations for the Students' Association Elections 2015 to the Elections Committee as long as all candidates are informed about the changes.

PROPOSER:

Ondrej Hajda
Director of Representation

SECONDER:

Leon O'Rourke
Director of Events & Services

Addendum A: Chapter 6 (Elections)

1. General Elections

1.1. Elected SRC, SSC, and Association positions:

The following positions shall be put up for election in March of each year:

- 1.1.1. Association President
- 1.1.2. Association Director of Student Development & Activities Association
- 1.1.3. Association Director of Events & Services
- 1.1.4. Association Director of Representation
- 1.1.5. Association Chair
- 1.1.6. Association Alumni Officer**
- 1.1.7. Association Community Relations Officer
- 1.1.8. Association Environment & Ethics Officer
- 1.1.9. Association LGBT Officer
- 1.1.10. Arts/Divinity Faculty President
- 1.1.11. Science/Medicine Faculty President
- 1.1.12. Postgraduate Convenor
- 1.1.13. SRC Accommodation Officer
- 1.1.14. SRC Equal Opportunities Officer
- 1.1.15. SRC External Campaigns Officer
- 1.1.16. SRC Employability Officer
- 1.1.17. SRC Wellbeing Officer
- 1.1.18. SRC Member for First Years
- 1.1.19. SRC Member for Gender Equality
- 1.1.20. SRC Member for International Students
- 1.1.21. SRC Member for Mature Students
- 1.1.22. SRC Member for Racial Equality
- 1.1.23. SRC Member for Students with Disabilities
- 1.1.24. SRC Member for Widening Access and Participation
- 1.1.25. SSC Charities Officer
- 1.1.26. SSC Debates Officer
- 1.1.27. SSC External Funding Officer
- 1.1.28. SSC Music Officer
- 1.1.29. SSC Performing Arts Officer

- 1.1.30. SSC Postgraduate Officer
- 1.1.31. SSC Societies Officer
- 1.1.32. SSC Volunteering Officer
- 1.1.33. SSC Broadcasting Officer
- 1.1.34. SSC Member without Portfolio

1.2. Conduct

- 1.2.1. All Association elections shall be conducted in accordance with the Constitution and Laws of the Association.
- 1.2.2. Elections to the Senatus Academicus shall be conducted in accordance with Senate regulations (presently Ordinance 111, page 124, section IV).

1.3. Eligibility

- 1.3.1. Only ordinary members of the Association shall be eligible as electors, proposers, seconders or candidates for election.
- 1.3.2. For Faculty President elections, electors, candidates, proposers and seconders must be members of the relevant faculties.
- 1.3.3. For Postgraduate elections, electors, candidates, proposers and seconders must be matriculated as postgraduate students.
- 1.3.4. No person shall stand for election to more than one Association position during the same election period.
- 1.3.5. No student may hold sabbatical office for more than two years in total.

1.4. Dates of Elections

1.4.1. Voting shall not take place on a Saturday or Sunday.

- 1.4.2. Elections for SRC and SSC positions shall be held annually, during Semester Two.
 - 1.4.2.1. Except as otherwise provided, the elected members shall take office at the start of Week Eight of Semester Two. The term of office shall include a period of training with the previous elected members during Semester Two.
 - 1.4.2.2. The Association President and Directors shall take office on July 1st following their election. The term of office shall follow at least 2 weeks of training with their predecessors.
 - 1.4.2.3. The Postgraduate Convenor, SSC Postgraduate Officer, Faculty Presidents, and School Presidents shall take office on July 1st following their election.

1.4.3. Notice of Elections

Seven days notice of nomination and election arrangements and regulations shall be posted in places as the Elections Committee shall from time to time determine.

2. SRC and SSC Co-options

2.1. The SRC shall have the power to co-opt any SRC position, and the SSC any SSC position, until the next relevant election if:

2.1.1. Insufficient nominations are received in the relevant elections.

2.1.2. A member should resign their post.

2.2. In the case of more than one candidate being co-opted at one meeting, successful candidates may not vote in following co-options.

3. Association Co-options

3.1. The positions of Association Chair, Association Community Relations Officer, Association Environment & Ethics Officer, and Association LGBT Officer, shall be co-opted by both the SRC and SSC in successive meetings.

3.2. If in the case of a candidate for an Association position being co-opted by either the SRC or SSC, their co-option shall not be complete until the other of the SRC and SSC has agreed. If one rejects the candidate, they must re-apply for the approval of the other again if they wish to re-attempt co-option.

4. Method of Election for SRC, SSC and Association posts

4.1. Duties of the Senior Elections Officer

The Senior Elections Officer shall:

4.1.1. Be the Returning Officer for all Association elections.

4.1.2. Supervise the conduct of the elections with the assistance of a scrutineer appointed by the University Court.

4.1.3. Submit a written report on the elections to the SRC and SSC.

4.1.4. Cast their vote before voting opens open and place their vote in a secure and sealed location. This vote will not be counted except in the case of a draw, in which case it shall be the casting vote.

4.1.5. Be carved up from the Elections Committee.

4.2. Restrictions on Elections Committee Members

4.2.1. The Elections Committee members shall not be eligible to propose or second candidates.

4.2.2. If an Elections Committee Member nominates themselves for any position in the Students' Association Elections, proposes or seconds a candidate, or publicly endorses a candidate, they shall immediately cease to be a member of the Elections Committee.

4.2.3. An Elections Officer standing for election in any constituency shall from the time of their nomination, be relieved of all duties connected with the election in that constituency.

4.3. Nominations of Candidates

4.3.1. Nominations of all candidates for election shall be made online according to the requirements set out in these Laws and in the election rules.

4.4. Election Campaign Expenses

4.4.1. The Elections Committee shall determine financial limits and rules for the election expenses of candidates for each campaign, subject to ratification by the SRC and SSC.

4.4.2. All expenses shall be dealt with internally by the Elections Committee.

4.4.3. The Election Rulebook, dealing with financial matters, shall be available from the Elections Office during Nominations Week.

4.5. Heckling of Candidates

4.5.1. All candidates shall be given written notice of, and be required to attend, hecklings.

4.5.2. Each candidate for election shall be present for heckling at the appropriate meeting.

4.5.3. Any candidate who fails to attend the appropriate heckling meeting shall be declared not eligible for election, provided always that the Elections Committee may waive this requirement in the case of illness certified to their satisfaction or on other grounds approved by them.

4.5.4. Hecklings shall take place during the week before (but not the night before) the polling date.

4.5.5. The Chair shall rule out of order any question which does not bear directly upon the bona fide working of the SRC, SSC or Association, and shall have the power to require any person who persists in asking such questions to withdraw from the meeting.

4.6. Re-Open Nominations

4.6.1. All candidates shall be required to stand again R.O.N. (Re-Open Nominations) except in the case of co-options.

4.6.2. If R.O.N. wins, then another election will be organised as soon as may be conveniently arranged, in which the defeated candidate(s) may stand again.

4.7. Voting

4.7.1. In all elections, voting shall be by secret ballot.

4.8. Validity of Elections

4.8.1. Any question relating to the validity of elections on any grounds, other than in terms of paragraph 4.8.4. of this chapter, shall not be considered unless it has been submitted in writing to the Senior Elections Officer not later than 48 hours after the declaration of the result of the election.

4.8.2. No question relating to the validity of elections in terms of paragraph 4.8.4. of this chapter shall be considered unless it has been submitted to the Senior Elections Officer within nine days of the date of election.

4.8.3. On receipt of a question relating to the validity of the elections, the Senior Elections Officer shall organise a meeting of the Elections Committee within two working days.

4.8.4. If the Committee is satisfied that there has been a breach of the regulations concerning an election for a position, it shall have the power to declare that election null and void. A fresh election shall then be held as required. If the Committee is satisfied that an objection is invalid or trivial, it shall have the power to dismiss that objection and uphold the result of the election.

4.9. Code of Conduct

4.9.1. The Code of Conduct for elections (the Election Rulebook), as ratified by the SRC and SSC, shall detail the rules and regulations of all Association elections and shall be binding on all parties, and shall be permanently in effect.

4.9.2. This Code of Conduct shall override the relevant parts of the Laws until such a time as the Laws can be amended.

4.9.3. The Elections Committee has the right to make changes to the Code of Conduct (Election Rulebook) but will ensure that all candidates are informed of any alterations.

4.10. Appeal

4.10.1. The decision of the Elections Committee shall be binding upon all parties and shall be final unless an appeal is submitted to the Chair of SAB within seven days of the committee's decision. The decision of the Appeal Committee shall be final.

4.10.2. No election shall be considered completed while any objection is outstanding.

Addendum B: Rules & Regulations for the Students' Association Elections 2015

Important Dates.

- **Nominations open:** Thursday 19 February at 9am (Online).
- **Annual General Meeting & Candidates' Mixer:** Sunday 22 February at 7pm (Rehearsal Room, Students' Association).
- **Nominations close:** Thursday 26 February at 5pm (Online).
- **Sabbatical candidates' meeting:** Thursday 26 February at 5.30pm (TBC).
- **All candidates' meeting (incl. sabbatical candidates):** Friday 27 February at 5.30pm (TBC).
- **General hustings:** Monday-Tuesday 2-3 March at TBC (TBC).
- **Sabbatical candidates' debate:** Wednesday 4 March at 7pm (Parliament Hall).
- **Polls open:** Thursday 5 March at 12am (Online).
- **Polls close:** Friday 6 March at 6pm (Online).
- **Results (School Presidents):** Friday 6 March at 9pm (TBC).
- **Results (All other posts):** Friday 6 March at 9.30pm (TBC).
- **New SRC & SSC Mixer:** Tuesday 10 March at 7pm (TBC).

Important Information.

The Elections Office will be open in Weeks 5 and 6, Monday to Friday, 10am-5pm, in the Students' Association Beacon Bar (top floor of the Union).

The Elections Committee will consist of 9 people:

- Ondrej Hajda (Senior Elections Officer)
- Leon O'Rourke (Deputy Senior Elections Officer)
- Fay Morrice
- Emma Robertson
- Michael Thadani
- Andrew Carruthers
- Bridget Holmes
- Liam McDonald
- Kay Kiladze

You can email the Elections Committee at saelect@st-andrews.ac.uk and engage with the Committee on Twitter via [@saelect](https://twitter.com/saelect) and on [Facebook \(TBC\)](#). We aim to uphold the tradition to use #saelect as the designated elections hashtag.

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
- Director of Student Development & Activities

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

- Association Chair
- Alumni Officer (*pending approval from the SSC*)
- Community Relations Officer
- Environment & Ethics Officer
- LGBT Officer

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

- Accommodation Officer
- Art/Divinity Faculty President
- Employability Officer
- Equal Opportunities Officer
- External Campaigns Officer
- Member for First Years
- Member for Gender Equality
- Member for International Students
- Member for Mature Students
- Member for Racial Equality
- Member for Students with Disabilities
- Member for Widening Access & Participation
- Postgraduate Convenor
- Science/Medicine Faculty President
- Wellbeing Officer

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 part-time 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)
- Postgraduate President (Postgraduate Society)
- Societies Officer (Societies Committee)
- Volunteering Officer (SVS)
- External Funding Officer
- 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. *School Presidents* — The following positions are up for election on the Education Committee:

- 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

INFO BOX: The Arts/Divinity and Science/Medicine Faculty Presidents (see 1.3.) are also full members of the Education Committee, but also sit on the Students' Representative Council, and represent students in their respective faculties to the Academic Council and *Senatus Academicus*.

1.6. *Departmental Convenors* – The following positions are up for election in the School of Modern Languages:

- Arabic/Persian Convenor
- Comparative Literature Convenor
- French Convenor
- German Convenor
- Italian Convenor
- Russian Convenor
- Spanish Convenor

Section 2. Nominations.

2.1. *Eligibility* — An individual can run for any position listed above, as long as they:

- Are matriculated student at the University of St Andrews
- Are not currently banned from the Union Building
- Have not outstanding personal debts to the Association
- (For Postgraduate Convenor and Postgraduate Society President only) are a postgraduate student
- (For School Presidents only) are entering into an Honours year of study within the relevant School as a Single Honours or Joint Honours student
- (For Departmental Convenors only) are entering into an Honours year of study within the relevant Department in the School of Modern Languages as a Single Honours or Joint Honours student
- (For Faculty Presidents only) are an undergraduate student enrolled in one of the relevant constituent Faculties
- (For AU President only) have been a committee member for at least one year of an AU affiliated club or have served as an officer of the Athletic Union for at least one year, and are in good standing with the Athletic Union and the University

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 students who are 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 mentioned 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 (visible only to the Elections Committee)
- Mobile phone number and SaintMail address

- 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 (visible only to the Elections Committee)
- Mobile phone number and SaintMail address

2.6. *Timing* — Nominations will open for all candidates on [[date above]]. Nominations will close on [[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 hustings. 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 candidates 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 4 March from 7pm in the Parliament Hall. 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 husting 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 encourage 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. Any sabbatical candidate who participates in their general husting and in the sabbatical debate (or provides prior notice with a good reason for absence) will be reimbursed their full budget, regardless of first preference votes won.

4.4. *Reimbursement, all other candidates* — All other candidates will have 50% of their entire budget reimbursed, if they have participated in their general husting 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 their 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 their entire 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.) Staff at the University of St Andrews and 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 themselves.

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 12 hours after submitting their nomination to the Elections Committee, 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 or other 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 subcommittees of the Students' Association 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. Candidates 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 and King James 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.

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, page, or website to promote their 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 their campaign.

5.17. *Prohibited activity, et cetera* — No candidate may engage in blackmail, bribery, and harassment in relation to their 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 by 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@. 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.

INFOBOX: We now permit candidates to engage in 'slating' (or collaboratively campaigning under a single banner) in our elections. However, to ensure a fair and equal elections process, there are some rules for paid publicity: if a candidate wishes to refer to a slate of candidates to which they belong, they must include their own name and cannot name other candidates. Free online publicity may refer to multiple candidates, as long as it complies with other rules within this booklet (e.g. no personal attacks or offensive references to other candidates). As always, we recommend submitting your publicity in advance to the Elections Committee for approval to ensure it complies with the rules.

6.3. *Students' Association and Athletic Union resources* — No candidate may use any Students' Association or Athletic Union resources to help their 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 voting (5 & 6 March) 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 their 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 Committee 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 their 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 their case, in writing, to the Chair of the Students' Association Board, Chris Marks. 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

their case, in writing, to Professor Verity Brown, 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* — Voting shall be conducted online. Each student shall have a single transferable vote for every election with the exception of the following races:

- *Arts/Divinity Faculty President, Science/Medicine Faculty President*: Only matriculated undergraduate students in the respective faculties shall have a single transferable vote in the race for the respective Faculty President.
- *Postgraduate Convenor, SSC Postgraduate Officer*: Only matriculated postgraduate students shall have a single transferable vote in the race for Postgraduate Convenor and SSC Postgraduate Officer.
- *School Presidents*: Only matriculated students taking credits in the respective School/Department shall have a credit-weighted single transferable vote in the race for the respective School President.
- *Departmental Convenors*: Only matriculated students taking credits in the respective programme shall have a credit-weighted single transferable vote in the race for the respective Departmental Convenor.

8.2. *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.

Amendment from the SRC (Passed on 10 February)

To insert the following text in Chapter 6 of the Laws: “1.3.6. No student may hold the same elected position on the SRC or SSC for more than two consecutive years.”

Proposer:

Tania Strützel
Postgraduate Convenor

Secunder:

Katy Rae
Science/Medicine Faculty President

J. 15-9

A Motion to Formalise the Widening Access & Participation Group as a Subcommittee of the Equal Opportunities Committee

Owner: Equal Opportunities Committee
SRC Member for Widening Access & Participation

In effect from: Immediately

Review date: N/A

THIS SRC AND SSC NOTE:

1. SRC Member for Widening Access & Participation is a member of the Equal Opportunities Committee.
2. The Widening Access & Participation Group was set up informally in 2013.

THIS SRC AND SSC BELIEVE:

1. The Students' Association should actively take part in the University widening access & participation initiatives.
2. The Students' Association should formalise the existence of the Widening Access & Participation Group that should bring together different groups in promoting widening access & participation initiatives at the University.
3. The Students' Association should have regular presence at the University Visiting Days.

THIS SRC AND SSC RESOLVE:

1. To mandate the SRC Member for Widening Access & Participation in consultation with the Sabbatical Officer to consider the best way to ensure Students' Association presence at the University Visiting Days.
2. To insert the following text after 6.5.3. in Chapter 2 (Students' Representative Council):

“6.5.4. Widening Access & Participation Group

6.5.4.1. Membership

6.5.4.1.1. SRC Member for Widening Access & Participation (Convenor & Chair)

6.5.4.1.2. Association President

6.5.4.1.3. SRC Equal Opportunities Officer

6.5.4.1.4. Principal Ambassador (or their nominee)

6.5.4.1.1. Other members by invitation of the Group

6.5.4.2. Remit

6.5.4.2.1. Ensure that matters relating to widening access & participation are brought to the attention of the Equal Opportunities Committee and the SRC.

6.5.4.2.2. Ensure that students coming from a widening access & participation background are well represented.

6.5.4.2.4. Liaise regularly with the Widening Participation Steering Group, University Admissions, the Principal Ambassador, the Association President, the Director of Representation, and other elected officers.

6.5.4.2.6. Promote the Students' Association and higher education in general, in areas in Fife and beyond.

6.5.4.2.8. Promote widening access & participation volunteer opportunities to our student population.

6.5.4.3. Meetings

The Widening Access & Participation Group shall meet every two weeks during term-time and at other times as required.”

PROPOSED:

Nicola Kennedy SRC Member for Widening Access & Participation

SECONDED:

Pat Mathewson Association President
Ondrej Hajda Director of Representation
Roddy McGlynn SRC Equal Opportunities Officer

J. 15-10

A MOTION TO CHANGE ENTERTAINMENTS COMMITTEE'S STRUCTURE

THIS SRC AND SSC NOTE:

1. After Redevelopment the previous Venue 1 will be divided into the clubbing space and the performance space.

THIS SRC AND SSC BELIEVE:

1. It would be more efficient to separate the responsibility of running the two venues for two people
2. Communication between the Ents Crew and the venue users would be more effective if the venue managers are more specialised in certain type of events (eg. Performance and club nights)
3. Mermaids Performing Arts Fund's shows are likely to be the main users of the performing space. The presence of the Technical and Operational Officers at the committee meetings will ease the communications between both groups.

THE SRC AND SSC RESOLVE:

1. Dismiss the position of the "Operations Officer" and replace with the "Performing Space Manager" and "Entertainments Space Manager". The new committee structure becomes effective after the AGM in April.
2. Invite the Mermaids Technical and Operational Officer to sit on the committee for matters that they are included.
3. Change the Entertainments Committee Constitution 3., 4., 5., as follows

"3. Remits

3.1. The SSC Entertainments Convener shall:

- 3.1.1. Be the Entertainments Crew Representative on the SSC
- 3.1.2. Chair Ents Meetings
- 3.1.3. Be responsible for the functioning of the SSC Entertainments Committee, and the wellbeing of all Entertainments Crew members.
- 3.1.4. Coordinate all activities relating to recruitment and awareness of the Crew.
- 3.1.5. Sit on the SSC Entertainments Selection Committee
- 3.1.6. Represent and act on behalf of the Entertainments Committee outwith meetings, relating to both events and the functioning of the Crew.

3.2. The Secretary shall:

- 3.2.1. Minute the committee, user groups and crew meetings and distribute minutes accordingly.

- 3.2.2. Maintain an Ents Calendar of events, including their technical requirements and event details.
- 3.2.3. Manage the Ents email account, and the crew's online presence (website, wiki, twitter, facebook etc).
- 3.2.4. Produce Crew Passes.

3.3. The Performance Space Manager Shall:

- 3.3.1. Be responsible for the smooth running of events in the Performance Space, including the arrangement of appropriate technicians and equipment.
- 3.3.2. Assist the Events Officer with the management of events in the Entertainment Venue and Bar spaces.
- 3.3.3. Attend User Groups and assume responsibility for events in the Performance Space thereafter.
- 3.3.4. Be the primary point of contact for all enquiries regarding events taking place in the Performance Space.
- 3.3.5. Facilitate relations and projects between Ents and other subcommittees, both as users and for potential collaborations.

3.4. The Entertainment Spaces Manager shall:

- 3.4.1. Be responsible for the smooth running of events in the Entertainment Venue and Bar spaces, including the arrangement of appropriate technicians and equipment.
- 3.4.2. Assist the Operations Officer with the management of events in the Performance Space.
- 3.4.3. Attend User Groups and assume responsibility for events in the Entertainment Venue and Bar spaces thereafter.
- 3.4.4. Be the primary point of contact for all enquiries regarding events taking place in the Entertainment Venue and Bar spaces.
- 3.4.5. The Entertainments Officer shall act as Deputy to the SSC Entertainments Convenor.

3.5. Events Officer

- 3.5.1. Organize events originating from the Entertainments Subcommittee, including recurring events in the Entertainment Venue and Bar spaces and any further events which the Entertainments Subcommittee wishes to hold on a regular or individual basis in said venues.
- 3.5.2. Liaise with the Director of Events and Services, Entertainments Subcommittee, Design and Marketing Officer and other relevant parties for any required advertising, hires and purchases relating to events.
- 3.5.3. Maintain an up-to-date list of DJs available for events both within and outwith the Association building.
- 3.5.4. Provide DJs for events as required.

3.5.5. Be responsible for the training of new DJs.

3.6. The Technical Co-ordinator (two positions) shall:

- 3.6.1. Maintain an inventory of assets and consumables under the control of the SSC Entertainments Committee
- 3.6.2. Identify, arrange and record necessary maintenance on equipment under control of the SSC Entertainments Committee, both in and out of house
- 3.6.3. Work with the Director of Events and Services to ensure all kit required for hires is in working order and to search for potential sources of new/second-hand kit as appropriate
- 3.6.4. Be able to conduct introductory training across the whole range of Ents activities
- 3.6.5. Coordinate with the senior members of the Crew further training in areas out with their areas of expertise
- 3.6.6. Maintain Crew Training Records, and an up to date list of training requirements and interests
- 3.6.7. Maintain Crew H&S Documentation

3.6. Social Officer shall:

- 3.6.1. Arrange crew socials
- 3.6.2. Maintain interest from new/existing members through social activities and communications
- 3.6.3. Be a point of contact for any issues which new crew members may have

4. Temporary Members

- 4.1. The standing Committee may appoint up to two additional, temporary, non-voting members by majority decision to sit on the committee for the particular matter they were included for only.–
- 4.2. The Technical Officer of the Performing Arts Subcommittee (Mermaids) may sit on the committee as a temporary, non-voting member for the particular matter they were included for only.

5. Quorum

5.1. Quorum, consisting of 6/9 of the (voting) committee will be required only for decision-making processes.

5.2. A simple majority decision is enough to constitute a decision.”

PROPOSED:

SSC Entertainments Convener
Lavin Ge Tian

SECONDED:

Leon O'Rourke
Director of Events & Services

J. 15-11

A MOTION TO CREATE AN ASSOCIATION ALUMNI OFFICER

THIS SRC NOTES:

1. The Association's Strategic Plan holds 'engaging with alumni in a meaningful way' as a core objective of our three year strategy.
2. Substantial efforts are currently underway to make a student-driven alumni approach a reality, including the forthcoming Alumni Festival Weekend in April 2015.
3. Leadership on this front has relied primarily on the efforts of sabbatical officers.

THIS SRC BELIEVES:

1. Successful engagement with alumni has the potential to significantly enhance the Association and the delivery of its mission.
2. It is in the interest of the Association to ensure that a long-term approach is taken with respect to alumni engagement, and year on year progress is essential to this end.
3. Engagement efforts will only be successful if adequately resourced and supported.

THIS SRC RESOLVES:

1. To create the post of an Association Alumni Officer, to be line managed by the Association President.
2. To empower the officer to liaise with the Development Office, Athletic Union and all relevant societies and subcommittees to enhance the Association's alumni engagement objectives.
3. To task the officer with the annual execution of the Alumni Festival Weekend.
4. To allow the officer to assemble a committee as necessary to fulfill these and any other duties that may arise.
5. To insert the following text in Chapter 1 of the Laws and renumber accordingly: "2.2.2. Association Alumni Officer".
6. To insert the following text in Chapter 1 of the Laws and renumber accordingly: "3.1.17.1. Association Alumni Officer".
7. To insert the following text in Chapter 1 of the Laws and renumber accordingly: "3.6. Association Alumni Officer

The Association Alumni Officer shall:

- 3.6.1. Convene and chair meetings of the Association Alumni Committee at least twice a month.
- 3.6.2. Liaise with the Association's subcommittees and affiliated societies to encourage them build connections with their alumni.
- 3.6.3. Liaise with the Development Office and the Athletic Union on alumni relations.
- 3.6.3. Be responsible for having minutes kept of Association Alumni Committee meetings, passing them to the Association Chair, and filing them in the General Office, and online."
8. To insert the following text in Chapter 1 of the Laws and renumber accordingly:

“3.10. Association Alumni Committee

3.10.1. Membership

In consultation with the Association President, the Association Alumni Officer will submit a proposed membership structure of the Committee to SAEC for approval.

3.10.2. Remit

3.10.2.1. Support the Association Alumni Officer in meeting their objectives.

3.10.2.2. Enhance the Association’s engagement with alumni.

3.10.2.3. Oversee the execution of an annual Alumni Festival Weekend.

3.10.3. Meetings

The Association Alumni Committee shall meet every fortnight during term-time and at other times when necessary.”

9. To insert the following text in Chapter 2 of the Laws and renumber accordingly: “1.1.6. Association Alumni Officer”.
10. To insert the following text in Chapter 3 of the Laws and renumber accordingly: “1.1.6. Association Alumni Officer”.
11. To insert the following text in Chapter 6 of the Laws and renumber accordingly: “1.1.6. Association Alumni Officer”.
12. To strike 3.1 in Chapter 6 of the Laws and insert the following text instead: “3.1. The positions of Association Chair, Association Alumni Officer, Association Community Relations Officer, Association Environment & Ethics Officer, and Association LGBT Officer shall be co-opted by both the SRC and SSC in successive meetings.”
13. To add the following text in the section 1.2. of the Rules & Regulations for the Students’ Association Elections 2015: “Alumni Officer”.

PROPOSED:

Pat Mathewson
Association President

SECONDED:

Ondrej Hajda
Director of Representation