



University of St Andrews Students' Association Student Services Council

AGENDA

Tuesday 25 February 2014 - Committee Room - 7.00 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 Association Director of Events & Services
 - 6.2. Report of the Association Director of Representation
 - 6.3. Report of the Association Director of Student Development & Activities
 - 6.4. Report of the Association President
- 7. Reports of Officers**
 - 7.1. Report of the Association Community Relations Officer
 - 7.2. Report of the Association Environment & Ethics Officer
 - 7.3. Report of the Association LGBT Officer
 - 7.4. Report of the Association Postgraduate President
 - 7.5. Report of the Athletic Union President
 - 7.6. Report of the SSC Broadcasting Officer
 - 7.7. Report of the SSC Charities Officer
 - 7.8. Report of the SSC Charitable Development Convenor
 - 7.9. Report of the SSC Entertainments Convenor
 - 7.10. Report of the SSC Debates Officer
 - 7.11. Report of the SSC Design & PR Team Convenor
 - 7.12. Report of the SSC Film Production Officer
 - 7.13. Report of the SSC Member for without Portfolio
 - 7.14. Report of the SSC Music Officer
 - 7.15. Report of the SSC Performing Arts Officer
 - 7.16. Report of the SSC Societies Officer
 - 7.17. Report of the SSC Member for Societies Elections
 - 7.18. Report of the SSC Member for Societies Grants
 - 7.19. Report of the SSC Volunteering Officer
 - 7.20. Any Other Competent Reports
- 8. Unfinished General Business**
- 9. New General Business**

- 9.1. J. 30 - A Motion to Provide for the Recall of Officers
- 9.2. J. 31 - A Motion to Amend the Charities Campaign Constitution
- 9.3. J. 32 - A Motion to Amend the Union Debating Society Constitution
- 9.4. J. 33 - A Motion to Rename Member for Ethnic Minorities to Member for Racial Equality
- 9.5. S. 9 - A Motion to Re-Allocate Re Pictures Funding
- 9.6. S. 10 - A Motion to Dissolve the Student Services Council

10. Any Other Competent Business

- 10.1. Precedents of the Association Councils
- 10.2. Discussion of Association Fair Trade Policy
- 10.3. Discussion of Subcommittee AGM Procedures

J. 30

A MOTION TO PROVIDE FOR THE RECALL OF OFFICERS

THIS SSC AND SRC NOTE:

1. The ongoing review of the governance of the Association; and,
2. That the Laws currently provide that ‘an member shall be subject to recall by their constituency at a constituency mass meeting’ and that such a mass meeting is quorate if ‘one-twentieth or thirty (whichever shall be greater) of the members of the constituency’ attend the meeting.

THIS SSC AND SRC BELIEVE:

1. The current mechanism for recalling officers is ambiguous;
2. The current mechanism for recalling officers is impractical;
3. Officers should be responsible to the Members of the Association; and,
4. The ease of holding online elections makes recall elections a feasible and preferable alternatives to constituency mass meetings.

THIS SSC AND SRC RESOLVE:

To report amendments to effect the following changes to the Laws to SAB with the recommendation that the same do pass:

1. Strike 7 Laws §3; and,
2. Strike 4 Laws § 5 and insert:

5. Recall of Members

- 5.1. A member of the SRC or SSC may be removed from office by the adoption of a recall motion.
- 5.2. A recall motion shall be triggered by the presentation to the Association President, or in the case of a motion against the Association President to the Association Chair, of a petition signed by a number of ordinary members equal to or greater than five per cent of the total valid first preference votes cast in the last election to that office.
- 5.3. Notwithstanding the foregoing provision, a vote of no confidence under §X shall automatically trigger a recall motion.
- 5.4. A recall motion shall be considered by a ballot of the presently eligible voters of the office in question. The ballot shall not be valid unless the total number of valid votes cast is equal to or greater than twenty-five per cent of the total valid first preference votes cast in the last election to that office.
- 5.5. A ballot on a recall motion shall be held no sooner than seven days and no later than fourteen days after the triggering motion or petition.
- 5.6. Balloting on a recall motion shall be conducted electronically and shall be open for at least 24 hours.
- 5.7. If the majority vote on the question is to recall, the officer shall be removed.

PROPOSED:

Kelsey Gold
Director of Student Development and Activities

SECONDED:

Edward Woodhouse
Director of Representation

J. 30

GOLD AMENDMENT

THIS SSC AND SRC RESOLVE:

1. ...

5. Recall of Members

5.3 Notwithstanding the foregoing provision, a vote of no confidence under ~~§X~~ **the Standing Orders of the Association** shall automatically trigger a recall motion.

J. 31

A MOTION TO AMEND THE CHARITIES CAMPAIGN CONSTITUTION

THIS SSC AND SRC NOTE:

1. The Charities Campaign AGM in 2013 exceeded 4 hours.
2. The last update of the constitution in April 2013 erroneously omitted the role of Ball & Social Coordinator.
3. The Charities Campaign Executive Committee voted to update their constitution on Wednesday, 12 February 2014.

THIS SSC AND SRC BELIEVE:

1. That the length of the Charities Campaign AGM inhibits democracy as it discourages students from attending and voting;
2. That interviewing more officers will ensure that they have the requisite skills to perform their roles; and,
3. That the SSC Societies Committee should have some involvement in selecting a member of their own Committee.

THIS SSC AND SRC RESOLVE:

To report amendments to effect the following changes to the Laws to SAB with the recommendation that the same do pass:

- Please see updated constitution with amendments indicated by typographical device.

PROPOSED:

Kelsey Gold
Director of Student Development and Activities

SECONDED:

Daniel Palmer
Director of Events and Services

George Parker
SSC Charities Officer

Chapter Eleven: University Charities Campaign

The Charities Campaign shall be called the “University of St Andrews Charities Campaign”, hereinafter referred to as “the Campaign”

1. Aims

To provide a focus for students to engage in charity, fundraising activities within the University. It shall, therefore, consist in its membership of all matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students’ Association.

2. Committees

2.1. Charities Executive

2.1.1. Membership

2.1.1.1. SSC Charities Officer (Convenor and Chair)

2.1.1.2. Vice-Convenor (**interviewed**)

2.1.1.3. Secretary

2.1.1.4. Treasurer (**interviewed**)

2.1.1.5. RAG Week Coordinator (**interviewed**)

2.1.1.6. Race2 Coordinator (**interviewed**)

2.1.1.7. Events Coordinator

2.1.1.8. Marketing Coordinator

2.1.1.9. **Charitable Societies Coordinator (interviewed)**

2.1.1.10. Halls Coordinator

2.1.1.11. Cloakroom Coordinator

2.1.1.12. Sponsorship and Development Coordinator

2.1.1.13. Ball and Socials Coordinator (**interviewed**)

2.1.1.14. Director of Student Development & Activities/Director of Events and Services

~~2.1.2. The Vice-Convenor, Race2 Coordinator, RAG Week Coordinator and Treasurer, shall be co-opted by a vote of the current SSC Charities Officer, succeeding SSC Charities Officer and at least one sabbatical officer. The Vice-Convenor, Race2 Coordinator, RAG Week Coordinator and Campaign Treasurer will be chosen before the AGM.~~

2.1.2 The Vice-Convenor, Treasurer, RAG Week Coordinator, Race2 Coordinator, Charitable Societies Coordinator, and Ball and Social Coordinator shall be co-opted by a vote of a panel consisting of the current SSC Charities Officer, the incoming SSC Charities Officer, the previous office bearer of the position and at least one

sabbatical officer. The Charitable Societies Coordinator interview panel shall also include the SSC Societies Officer. A sabbatical or sabbatical-elect officer must be present for the co-option to be binding. All interviewed positions must be chosen before the AGM.

2.1.3. Remit of Charities Executive

To act as a steering group for the Committee meetings, and to supervise the day-to-day running and administration of the Campaign.

2.1.4. Meetings

Meetings shall take place at a given time, normally on a weekly basis, and the quorum shall be 3/5.

2.2. Charities Campaign Committee

2.2.1. Membership

2.2.1.1. The Charities Executive

2.2.1.2. Other **non-voting** positions as required

2.2.2. Meetings

2.2.2.1. Meetings shall take place at least every two weeks during term time and shall be chaired by the Convenor or his or her nominee.

2.2.2.2. Meetings shall be conducted in accordance with the Association Standing Orders and Policies.

3. The Campaign

3.1. SAB shall be responsible for and act as final authority on all business and financial affairs of the Campaign.

3.2. The Campaign will be undertaken in accordance with the relevant statutory laws as set out in the Charity Trustee and Investment (Scotland) Act 2005 and other relevant legislation.

3.3. The Charities Campaign shall receive an annual grant from the Students' Association of an amount proposed by the Director of Student Development & Activities, Director of Events & Services and SSC Charities Officer, as laid down in the Association budget, to cover administrative expenses and incentives of the Campaign.

3.4. The financial records shall be kept by the Association Finance Department and shall not be removed from the Association Building except for audit.

3.5. An annual presentation shall be organised to pay the beneficiaries of the year's campaigns.

3.6. RAG Week, Race2 and other relevant Campaign subcommittees shall be primarily managed by their relevant subcommittees, which shall be constituted by and in accordance with a working document approved by the Executive provided that such a working document includes committee selection procedures.

4. Annual General Meeting

4.1. General

4.1.1. The Annual General Meeting shall take place during Semester Two and the order of business shall be as follows:

4.1.1.1. Reports of the Executive

4.1.1.2. Election of committee members for the following year.

4.1.1.3. AOCB.

4.2. Voting

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

4.2.1. Election of Officers

4.2.1.1. Executive Posts

Nominations for Executive positions must be received by the Convenor at least 24 hours before the start of the meeting or by a deadline as the Convenor and Director of Student Development & Activities mutually determine.

4.2.1.2. Non-Executive Posts

Nominations for non-executive posts may be made at the meeting.

4.2.1.3. Voting Procedures

Unless an election is uncontested, voting shall be by secret ballot, and shall be supervised by a sabbatical officer, who shall act as Senior Elections Officer. All unopposed candidates must run against Re-Open Nominations. Proxy votes will be accepted for Executive posts only. Proxy votes must be authorised by an Election Officer.

5. Charities Supported by the Campaign

5.1. The election of these charities shall not take place at the AGM, but instead at a specially arranged time. There shall be one UK charity, one Fife charity, and one international charity elected according to Nominations Policy. From time to time the Campaign may, with the agreement of the Executive, raise funds for groups other than these nominated charities.

5.2. The executive committee reserves the right to disallow nominations for charities that they do not deem appropriate to raise funds for. E.g. Charities which distribute grants to other causes for whom we could be raising funds for directly, charities that do not provide sufficient public information and charities that do not adhere to the policies held by the Students' Association.

6. Relation between the Campaign and Societies

6.1. Grants may be made to affiliated societies by the Campaign for the purpose of funding events and activities for the benefit of a UK registered charity.

6.2. No affiliated society shall donate any funds to a UK registered charity unless such funds are processed through the Charities Campaign.

7. Contracts with External Bodies

7.1. No single person shall represent the Campaign on a legal document. All binding agreements shall be signed by two or more elected members of the Executive.

8. Committee Vacancies

Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by co-option, in which all members of the Executive Committee detailed above shall be eligible to vote, and in the event of a tie, the casting vote will be held by the Chair of the meeting.

9. Committee Decisions

Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the Executive 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.

J. 32

A MOTION TO AMEND THE UNION DEBATING SOCIETY CONSTITUTION

THIS SSC AND SRC NOTE:

1. The constitution of the Union Debating Society does not presently represent current practice.
2. The Union Debating Society's Board of Ten voted to amend their constitution on Wednesday, 12 February 2014.

THIS SSC AND SRC BELIEVE:

1. The constitution should be updated to reflect changes to the subcommittee.

THIS SSC AND SRC RESOLVE:

To report amendments to effect the following changes to the Laws to SAB with the recommendation that the same do pass:

- Please see updated constitution with amendments indicated by typographical device.

PROPOSED:

Joshua Carlton
SRC Member for First Years

SECONDED:

Kelsey Gold
Director of Student Development and Activities

Will Lord
SSC Debates 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:

2.1.1. The SSC Debates Officer (Convener & Chair)

2.1.2. The Treasurer of the Society

2.1.3. The Clerk to the House (Secretary)

2.1.4. Inter-Varsity Secretary

2.1.5. Schools Secretary

2.1.6. Communications Secretary

2.1.7. Steward to the House (**Social Secretary**)

2.1.8. ~~Championship Secretary~~ **Internal Secretary**

2.1.9. The Chief Whip

2.1.10. The Serjeant-at-Arms

2.1.11. The Freshers' Representative

2.1.12. The SSC Nominee

2.1.13. 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 fulfil the duties of the Convener in the event that he/she is unable to fulfil 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.

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 organization 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 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 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 Championship Secretary shall be responsible for the organisation of all internal competitions. The Internal Secretary will be responsible for the organisation of all internal competitions, and shall also assist the Convenor in finding and confirming guest speakers for formal 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.**

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. Moreover, they shall assist the Convenor and Deputy Convenor 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 Convenor shall retain 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 Convenor will be charged with the duty of assisting the Convenor 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 Convenor and shall form the only authoritative record of the proceeding of the Society.

~~4.3. Minutes shall be submitted to the following meeting of the SSC.~~

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 Convenor.

5.1.4. Election of all positions other than SSC Debates Officer, Association Director of Student Development and Activities, **Fresher's Representative, Deputy Convenor, 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 convenor 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 Convenor, 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 Convenor or by means of request, in writing, to the Convenor, 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 Convenor is mandated to submit a motion to the next meeting of the SSC, asking for removal of this officer.

J. 33

A MOTION TO RENAME MEMBER FOR ETHNIC MINORITIES TO MEMBER FOR RACIAL EQUALITY

THIS SRC AND SSC NOTE:

1. The SRC currently has a serving Member for Ethnic Minorities.
2. Events held this academic year serve the wellbeing and awareness for the vast majority and not a minority.
 - 2.1. These include the Black History Month and the Q&A for first years.
3. There is no current position that focuses on Racial Equality in the SRC.
4. University of Edinburgh and Glasgow University both have a Member for Racial Equality.

THIS SRC AND SSC BELIEVE:

1. That each member's role should be accurately named to represent and raise awareness on a pressing issue within the student body.
2. Racial equality should be an important facet for representation and should incorporate the entire diverse student body and not just a minority.
3. The role of the Member for Racial Equality should not and is not limited to only issues of race, color or creed.
4. Renaming the title, increases clarity and provides students with an opportunity to find the right representative for issues dealing with racial inequality.

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 Ethnic Minorities' and insert 'SRC Member for Racial Equality'.

PROPOSED:

Soraya Walli
SRC Member for Ethnic Minorities

SECONDED:

Hibak M. Yusuf
SRC Equal Oppertunities Officer

S. 9

A MOTION TO RE-ALLOCATE RE PICTURES FUNDING

THIS SSC NOTES:

1. Re Pictures is no longer a subcommittee of the Students' Association.
2. Re Pictures received a grant of £2500 from the Students' Association.
3. The SSC Societies Committee fund societies through a weekly grant scheme.

THIS SSC BELIEVES:

1. This money should be re-allocated so that students can use the funding as it was allocated to the student spend.

THIS SSC RESOLVES:

1. To recommend to SAB that the remaining Re Pictures grant be re-allocated to the SSC Societies Committee for distribution to societies.

PROPOSED:

Kelsey Gold
Director of Student Development and Activities

SECONDED:

Daniel Palmer
Director of Events & Services

S. 10

A MOTION TO DISSOLVE THE STUDENT SERVICES COUNCIL

THIS SSC NOTES:

1. That elections have been scheduled for 5-7 March 2014; and,
2. That is has more fun than the SRC.

THIS SSC RESOLVES:

1. To dissolve itself upon the adjournment of this meeting;
2. To recognise the Association Chair's authority to reconvene this SSC in an emergency anytime before 31 March 2014.

PROPOSED

Courtney Lewis
SSC Senior Officer
SSC Societies Officer

SECONDED

David Patterson
SSC Deputy Senior Officer
SSC Performing Arts Officer



PRECEDENTS *of the* ASSOCIATION COUNCILS

AGENDA

- **ABSENCE THEREOF:** In absence of a printed agenda, the agenda may be approved by other means (UMC, 21/4/1997).
- **ACCEPTABILITY OF EMERGENCY MOTIONS:** Motion on imminent war is of overwhelming importance (SRC, 15/1/1991); Emergency motion concerning publication of potentially offensive article in non-affiliated student-publication is of overwhelming importance (SRC, 18/5/1993); A emergency motion is time-sensitive in the last meeting of term (SRC, 29/11/1994).
- **ADOPTION WHEN INCOMPLETE:** Agenda may be adopted in skeletal form without all items of substantive business included (SRC, 14/1/1986)
- **ALTERATION IN AQUORATE MEETINGS:** The chair may discard items from the agenda in aquorate meetings (SRC, 30/05/1995).
- **DISPOSITION OF LATE MOTIONS:** If a Council rejects consideration of late motions, those motions will be considered at the next regular meeting (SRC, 3/5/1983; SRC, 24/4/1990).
- **INCLUSION OF RESIGNATION LETTERS:** Not in order to include resignation letter of minutes secretary in agenda (SRC, 19/4/1998).
- **SKIPPING ITEMS THEREON:** Motion to proceed to next item of business is in order twice on a single question provided some debate intervenes (SRC, 3/12/1985).

AMENDMENTS

- **GERMANENESS THEREOF:** *See* GERMANENESS.
- **FOLLOWING ADOPTION:** It is in order to amend a motion by unanimous consent immediately following adoption such motion (SRC, 24/1/1984).
- **PERMISSIBILITY THEREOF IN THE SECOND DEGREE:** Chair ruled amendments in the second degree to be in order (SRC, 19/11/2013) (*See also* Standing Orders § 11.6).

APOLOGIES FOR ABSENCE

- **ACCEPTABILITY THEREOF:** Playing bridge with a member of staff is not an acceptable apology (SRC, 29/11/1983); Apologies submitted on the basis of returning home for an unspecified reason are not acceptable (SRC, 14/5/1985); “Overlong terminal oxidase activity determination” is not an acceptable apology (SRC, 17/2/1987); Academic excuses are inadequate (SRC, 12/5/1987; SRC, 5/12/1989; SSC, 18/11/2003); Apologies submitted without rationale are not acceptable (SRC, 17/2/1988).
- **ACCEPTANCE THEREOF:** Apologies must be formally accepted at the commencement of meetings (UMC, 9/5/1983).

- RECONSIDERATION THEREOF: Motion to reconsider acceptance of apologies upon receipt of new information is in order (SRC, 6/5/1986).
- REQUIREMENT TO BE IN WRITING: Verbal apologies are not adequate (SRC, 15/10/1985; SRC, 18/10/1994; UMC, 28/9/1999).
- SUBMISSION IN ADVANCE OF MEETINGS: Council ruled that apologies must be submitted in and in advance of meetings (UMC, 28/9/1999).

APPEALS

- CHAIRING THEREOF: The chair is declared vacant upon the seconding of an appeal from the decision of the chair (SRC, 16/5/1990) (overruled by Standing Order § 8.3.3).

ASSOCIATION PROJECTS

- CONSTITUTIONS THEREOF CONFLICT WITH LAWS: Chair ruled provisions of constitution of an Association Project out of order and struck on a point of order that the provisions were contrary to the Laws (SSC, 30/4/2013)

CASTING VOTES

- IN INTERNAL ELECTIONS: Chair exercised casting vote according to personal preferences (SRC, 9/4/2013; SSC, 16/4/2013).
- ON AMENDMENTS IN GENERAL: Chair exercised casting vote according to personal preferences (SRC, 25/4/1989).
- ON CONCURRING IN AN AMENDMENT BETWEEN COUNCILS: Chair voted in negative, noting that sending question to SAEC allows debate to continue (SSC, 30/04/2013).
- ON FINAL ADOPTION OF MOTIONS IN GENERAL: Chair exercised casting vote according to personal preferences (SRC, 24/10/2000; SSC, 11/2/2014).
- ON FINAL ADOPTION OF MOTIONS WHEN PREFERENCE OF MEMBER WHO HAS FAILED TO PROXY VOTE IS KNOWN: Chair exercised casting vote according to known preference of absent member (SRC, 20/02/2013).
- ON POSTPONEMENT: Chair exercised casting vote to postpone consideration of a motion of censure (SRC, 5/12/1989).
- ON PUTTING QUESTION TO REFERENDUM: Chair voted in negative (SRC, 20/02/2013).
- ON RATIFICATION: Chair's casting vote to ratify decision of inferior Committee (SRC, 16/3/1993).
- ON WITHDRAWAL OF MOTION: Chair's casting vote against permitting withdrawal of motion (SRC, 27/4/1993).

CENSURE

- CONSIDERATION IN THE ABSENCE OF MEMBER CONCERNED: Censure motion may be considered in the absence of member concerned (SRC, 14/5/1985) (*See also* Standing Orders § 14).
- REASONS THEREFOR: President censured for acting contrary to established SRC policy (SRC, 1/11/1983); Member censured for taking action based on a prediction on how the council will act (SRC, 23/01/1985); Members censured for submitting false information in apologies (SRC, 6/5/1986); Vice President (Services) censured for failing to perform duties (SRC, 27/4/1993)

- OF MULTIPLE OFFICERS POSES DISTINCT QUESTIONS: Votes on motions of censure of multiple officers must be held separately (SRC, 14/2/1984).
- PERMISSIBILITY OF STRAW POLLS THEREON: *See* VOTING.
- REQUIREMENT OF SECRET BALLOT: *See* VOTING.

CHAIR

- ADMINISTRATION, ABILITY TO PROPOSE MOTIONS THEREON: Chair may propose motions concerning Councils administration (SRC, 4/2/2014).
- CONFLICT OF INTEREST: Chair vacated in favour of Senior Officer on motion concerning powers of Chair (SRC, 16/10/2007); Chair vacated in favour of acting Chair on motion concerning Standing Orders proposed by Chair (Joint, 02/04/2013; Joint 22/10/2013); Chair vacated in favour of Senior Officer on motion concerning Councils finances proposed by Chair (SRC, 4/2/2014).
- STANDING ORDERS, ABILITY TO MOVE CHANGES THERETO: Chair may propose changes to Standing Orders (SRC, 18/02/2003; Joint, 02/04/2013).

CONFLICT OF INTEREST

- POLICY THEREON: Chair notes that the Association does not have a policy on conflict of interest in voting and that members must determine for themselves whether it is appropriate to vote on a motion (SRC, 08/10/2013).

DEBATE

- FROM GALLERY: In order to open the floor to the gallery (SRC, 1/11/1983)
- LIMITS THEREON: Absolute time limits on debate may be amended once imposed (SRC, 14/2/1984) (*See also* Standing Orders § 9.2.4); Chair may limit debate when the substance of a motion has been discussed at great length previously in the meeting (23/10/1984) (Overruled by Standing Orders § 9.2.3).
- ON MULTIPLE MOTIONS: Chair ruled that debate must be confined to a single motion (SSC, 12/11/2013).
- REMARKS THEREIN ON BEHALF OF COUNCILS: Opinions expressed in meetings are those of members and not of the body (SRC, 8/4/1996); Chair ruled remarks which purported to speak on behalf of entire Council with respect to past actions to be out of order (SRC, 19/11/2013)

DECORUM

- CONVERSATIONS ON THE FLOOR: Members may not engage in idle chatter during meetings (UMC, 9/3/1999; SRC, 2/3/1999).
- CONDUCT BRINGING THE ASSOCIATION INTO DISREPUTE: Members may not engage in behaviour, within or outwith meetings, that has the tendency to bring the Association into disrepute (SRC, 30/4/1996).
- DEMONSTRATIONS: Partisan demonstrations in Council meetings are out of order (SRC, 24/1/1983).
- PERSONALITY IN DEBATE: Remarks in debate accusing Member of attempting to ‘scare’ other Members in order (SRC, 20/10/2009).
- PROFANE LANGUAGE IN DEBATE: Use of expletive in reference to Association budget in order (UMC, 27/4/99); asking if another member is ‘fucking kidding me’ is out of order (SSC, 26/11/2013).

- QUESTIONS ADDRESSED THROUGH CHAIR: Chair ruled that questions must be addressed through the chair and not directly to other Members (UMC, 27/4/1999; SRC, 1/10/2002).
- UNPARLIAMENTARILY LANGUAGE: Describing government policy as ‘unfair’ is out of order (SRC, 25/4/1989).

EXECUTIVE COMMITTEE

- AS A SUPERIOR COMMITTEE: SAEC has authority to reprimand Council for ‘being lazy’ (SAEC, 27/11/1985); Council tabled and defeated a motion to overrule SAEC decision on an appeal submitted to it (UMC, 27/4/99); Council, sustaining a point of order submitted to the body, held SAEC to be a superior committee and a motion committed to SAEC by the other Council and duly resolved by SAEC to be outside the competency of the Council to reconsider (SRC, 7/3/2012)
- ATTENDANCE OF NON-MEMBERS: Non-Members may attend SAEC, unless SAEC adjourns *in camera* (SSC, 28/2/2012)

GALLERY

- ATTENDANCE THEREIN: Council may allow persons, in addition to matriculated students, to attend meetings without amending Laws (SAEC, 22/1/1986).
- DEBATE THEREFROM: *See* DEBATE.
- INCLUSION IN SEDERUNT: *See* MINUTES.

GENERAL MEETINGS

- EFFECT WHEN AQUORATE: Decisions of an aquorate AGM are advisory to the Councils (SRC, 3/2/1998)

GERMANENESS

- OF AMENDMENTS: Substitute amendment directly in opposition to main motion is in order (SRC, 24/1/1983) (overruled); Ruling of the Chair that substitute amendment directly in opposition to main motion is in order is overturned (SRC, 15/4/1986) (overruled); Amendment completely altering sense of main motion is out of order (SRC, 26/4/1988 (sustained on appeal); SRC, 23/5/1989); Amendment that weakens but does not challenge essence of motion is in order (SRC, 6/6/1989) (overruled); Amendment striking referendum and inserting questionnaire is germane (SRC, 14/2/1995); Chair held an amendments to be germane if it (1) was on the same subject matter as the main motion and (2) furthered the underlying purpose of the main motion (Joint, 2/4/2013); Chair held that an amendment to transform a J-Series motion to an R-Series motion was not germane (SRC, 04/02/2014).
- OF MEETING PAPERS: Chair ruled that non-germane meeting papers do not form part of the record of the meeting (SAEC, 28/10/2013).

INTERNAL ELECTIONS

- REQUIREMENT OF PRESENCE OF NOMINEE: Member does not need to be present to be elected as nominee to a subcommittee (UMC, 10/4/1980).

MINUTES

- **AMENDMENTS THERETO:** Question of amending minutes is one of accuracy; out of order to amend minutes because they reflect unfavourably on an individual (UMC, 6/5/1996);
- **CONTENTS THEREOF:** Minutes should be concise but sufficiently informative as to the business discussed in meetings (SRC, 3/6/1986); Minutes should be concise, accurate, and clear and proper attendance lists should be taken (SRC, 16/5/1996).
- **DECISIONS NOTED THEREIN:** Final decision should be noted by typographical device in the minutes (UMC, 1/5/2000).
- **FAILURE TO APPROVE:** If minutes are not approved, the Chair may be mandated to rewrite and resubmit the minutes to the next regular meeting of the body (UMC, 18/11/1996); In absence of approved minutes, business undertaken has no effect and must be reconsidered (SRC, 20/1997).
- **FONT THEREOF:** The Chair has the authority to determine the font in which minutes are printed (SRC, 12/5/1997)
- **POINTS OF PERSONAL PRIVILEGE, RELATION THERETO:** Point of personal privilege that personal attacks should be removed from minutes was not sustained (SRC, 24/1/1984).
- **SEDERUNT:** Matriculated students in attendance at meetings should be recorded in the minutes (SRC, 3/6/1986)

POWERS OF COUNCILS

- **PERTAINING TO SUBCOMMITTEES:** Councils have the authority to overrule subcommittee practices inconsistent with the Association's Constitution, Laws, and statutory restrictions (SRC, 10/12/1996) (*See also* 3 Laws §2); SSC has the authority to dissolve its subcommittees and convene a new AGM (SSC, 12/11/2002).

PREVIOUS QUESTION

- **CHAIR'S POWER TO ORDER:** The Chair may stop debate and order the question after everyone has "said their piece" even if members wish to proceed with debate (SRC, 17/5/1984) (overruled by Standing Orders § 12.5).

PRIVILEGE OF COUNCILS

- **OF *IN CAMERA* PROCEEDINGS:** In camera adjournment is an inherent privilege and the rationale therefor need not be stated (SRC, 26/1/1988); Chair ruled that meeting papers that purport to divulge the business of an *in camera* meeting violate the privilege of the Committee and meeting papers do not form part of the record of the meeting (SAEC, 28/10/2013).

PRIVILEGE OF MEMBERS

- **PERTAINING TO MINUTES:** *See* MINUTES.

QUORUM

- **AGENDA IN THE ABSENCE THEREOF:** *See* AGENDA.
- **BUSINESS IN THE ABSENCE THEREOF:** Discussion may occur in the absence of a quorum (SRC, 18/10/1994) (overruled by Standing Orders § 2.3); A meeting may continue in absence of a quorum (SRC, 16/05/1994)

- **RATIFICATION OF DECISIONS IN ABSENCE THEREOF:** SAEC may ratify business conducted at an aquorate meeting (UMC, 23/11/1992; SRC, 16/4/1996; SRC, 24/11/1997; SRC, 21/4/1998) (overruled by Standing Orders § 2.3).

RECONSIDERATION

- **BASED ON ATTENDANCE OF MEETING:** In order to reconsider a motion adopted earlier in the meeting on the basis that members had since departed the chamber (SRC, 24/1/1984).
- **OF APOLOGIES:** *See* APOLOGIES.

RESIGNATIONS

- **RECONSIDERATION THEREOF:** In order to ask a member presenting a resignation to reconsider until next meeting (SAEC 7/5/1986).

SUBSTANTIVE MOTIONS

- **CONFLICTS THEREIN:** Chair ruled that when a motion conflicts with an explanatory document, the text of the motion controls (Joint, 28/01/2014).
- **DILATORY:** Chair ruled that a second motion on the same subject is out of order (SRC, 17/5/1988 (ruling sustained on appeal)).
- **RELEVANCY THEREOF:** Chair ruled a motion to instruct the President to take action already in progress to be irrelevant (SRC, 24/01/1984).
- **WITHDRAWAL THEREOF:** Motion to withdraw motion in order (SRC, 18/5/1993); Motion may be withdrawn if proposer is not present (SRC, 18/5/1993); Council permitted the proposer of a substantive motion to withdraw it before the question was stated (SSC, 10/2/2004).

SUSPENSION OF THE RULES

- **IN ENTIRETY:** Standing Orders may be suspended in their entirety (SRC, 14/2/1984) (overruled by Standing Order § 16.2)
- **TO ANNUL ALL PENDING PROCEDURAL MOTIONS:** In order to suspend the rules to vitiate consideration of all procedural motions currently pending and return to consideration of the main motion (Joint, 22/10/2013).

VOTING

- **ABSTENTIONS:** In order to not call for abstentions in a division when the proportion is “overwhelming” (SRC, 14/2/1984).
- **ON CENSURE MOTIONS:** Secret ballot is required (SRC, 17/11/1987) (*See also* Standing Orders § 13.1.4).
- **ON CONFIDENCE MOTIONS:** Chair ruled that motions of confidence do not trigger the secret ballot requirement of the Standing Orders for motions of no-confidence (SSC, 26/11/2013).
- **ORDERING ROLL CALL VOTES:** Chair may informally seek opinion of Council before issuing ruling on whether to proceed to roll call (SRC, 14/2/1984).
- **PERMISSIBILITY OF STRAW POLLS:** Straw poll permitted on question of order (SRC, 5/12/1989) Straw poll permitted on question of censure (SRC, 16/3/1993); Straw poll permitted on question of

negotiations with Court (SRC, 27/4/1993); Straw poll permitted on acceptability of student debt levels (SRC, 19/4/1995); Straw poll permitted on question of creating a new sabbatical post (UMC, 8/5/1995).

- RECORDING IN DIVISIONS: In order to not record number of votes cast in a division when the proportion is “overwhelming” (SRC, 14/2/1984).

Students' Association Fairtrade Policy

St Andrews Student Association assigns great importance to the University's role within the international community, and therefore commits to supporting, selling and promoting Fairtrade. This will be achieved by reaching and maintaining Fairtrade status as defined by the Fairtrade Foundation. The Fairtrade Foundation has outlined five goals for a Fairtrade University, and our commitment to them is as follows:

1. Fairtrade products are made available for sale in all Students' Association shops wherever possible. Fairtrade foods are used in all cafes/restaurants/bars within and connected to the Students' Association.

2. Fairtrade products (i.e. tea and coffee) are served at all meetings that supply refreshments hosted by the Student's Association, and are served in all Students' Association management offices.

3. The Students' Association will promote the sale of (and encourage increased consumption of) Fairtrade products via the following methods:

- Articles and other appropriate material will be published on the Students' Association website.
- Fairtrade materials will be displayed on notice boards promoting commitment to Fairtrade foods.
- Materials will be displayed in every place where Fairtrade products are sold.
- The Students' Association will commit itself to working with societies in running a series of promotional events during Fairtrade Fortnight each year (March). The joint Fairtrade Steering Group is responsible for co-ordinating this.

4. A joint Fairtrade Steering Group will be incorporated within the University's governance structure. It will meet at least twice per semester, and its job will be to continuously monitor and improve both the University's and the Student's Association's approach to Fairtrade. It will include representatives from:

- Residential and Business Services Department including Catering
- The University authority
- The Students' Association
- Appropriate societies
- St Andrews Fairtrade Town Campaign group

5. The Student's Association Environment & Ethics subcommittee will be responsible for the oversight and implementation of the Fairtrade Policy, with regular communication with the Student's Association Commercial Manager.

6. This policy statement will be communicated throughout the University, and efforts to support Fairtrade will be strongly encouraged.

This policy statement will be reviewed on an annual basis.

Signed:



..... Association President

Date..... 1/2/2014