



# University of St Andrews Students' Association Student Services Council

## AGENDA

Tuesday 29 October 2013 - 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. 18. – A Motion to Amend the Postgraduate Society Constitution

- 9.2. J. 19 – A Motion to Amend the Union Debating Society Constitution
- 9.3. S. 7 – A Motion in Support of the SSC Senior Officer

**10. Any Other Competent Business**

## **J. 18**

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

#### **THE STUDENTS' REPRESENTATIVE COUNCIL AND STUDENT SERVICES COUNCIL NOTE:**

1. The Postgraduate Society is a vital component to the University of St Andrews' Postgraduate Community.
2. The Postgraduate Society is led by the Postgraduate Society Committee.

#### **THE STUDENTS' REPRESENTATIVE COUNCIL AND STUDENT SERVICES COUNCIL BELIEVE:**

1. To further improve the Postgraduate Society's ability to represent, entertain, and advocate for postgraduate student concerns, the Postgraduate Society may update its previous Constitution to better articulate its role within the postgraduate community and within the Students' Association.

#### **THE STUDENTS' REPRESENTATIVE COUNCIL AND STUDENT SERVICES COUNCIL RESOLVE:**

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

1. The Postgraduate Society Committee's previous Constitution be struck entirely, and replaced with the attached text.

#### **PROPOSED**

Scott Schorr  
Postgraduate President

#### **SECONDED**

Teddy Woodhouse  
Director of Representation

## **Constitution of the Postgraduate Society of the University of St Andrews**

### **Aims**

We, the postgraduate students of the University of St Andrews, in order to create the 'home society' for postgraduates living in St Andrews to host events, advocate for academic concerns, and foster postgraduate community, establish this constitution of the Postgraduate Society Committee of the University of St Andrews.

### **Remit**

The Postgraduate Society shall hold at least four events during the year for the recreational benefit of the postgraduates of St Andrews. One of these will be an annual ball, usually held during the Summer Vacation.

The Postgraduate Society shall be competent to make loans or grants to individuals or bodies endeavoring to provide entertainment to the postgraduate community.

The Committee shall take special responsibility, via the Association Postgraduate President, for ensuring that SSC and SRC take sufficient account of the needs and wishes of postgraduate students during vacation periods.

### **Article I – Name**

The organisation shall be known as the Postgraduate Society of the University of St Andrews.

### **Article II – Members**

#### *Section 1:*

The membership of the Postgraduate Society Committee shall consist of postgraduate students elected at the Annual General Meeting (AGM) to be held no later than Week 4 of Semester 1.

#### *Section 2:*

The duties and responsibilities of the Committee are:

- a. To act as the official voice and to promote the interests of postgraduate students;
- b. To consider any proposal or request that a postgraduate student or group may present in the best interest of the postgraduate community;
- c. To uphold and defend the Constitution and By-Laws of the Postgraduate Society Committee.

#### *Section 3: Resignation*

A Committee member may resign if he or she finds that they are no longer able to fulfill the requirements of membership. Resignation will take effect immediately upon announcement. Discussion and questions regarding resignation may be dealt with in confidence via communication with the Association Postgraduate President.

#### *Section 4: Quorum*

The quorum shall be three-fifths of the voting membership of the committee.

#### *Section 5: Membership*

All matriculated postgraduate students of the University of St Andrews, save those who have exercised their right under the Education Act of 1994 to cease to be members of the Students' Association, shall be deemed to be ordinary members of the society.

#### *Section 6: Extraordinary Membership*

The committee may award extraordinary membership of the Society to such individuals as it deems fit.

#### *Section 7: Annual General Meeting*

- a. Procedure- The AGM shall be held during Semester One before the Christmas Vacation, and shall:
  - i. Require 14 days notice;
  - ii. Be publicised widely in such places and by such methods as the committee shall determine from time to time;
  - iii. Be open to all members of the Society, although only ordinary members shall be eligible to vote, propose, second, or stand for elections.
- b. Business- The order of business shall be:
  - i. Report of the Association Postgraduate President;
  - ii. Report of the Postgraduate Society Treasurer;
  - iii. Elections of all non-Association voting posts;
  - iv. AOCB.

- c. Elections- No one shall hold more than one position on the Committee at any one time. Elections shall be conducted by a secret ballot using the STV system.

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

#### *Section 1:*

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

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

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

#### *Section 2:*

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

- a. Be the official representative of the postgraduate students within the University community;
- b. Be responsible for all external Committee correspondence; and
- c. Perform any additional duties as needed.

#### *Section 3:*

The Vice President, Finance shall:

- a. Serve as the liaison with accounting in the Students’ Association;
- b. Oversee the reimbursement process; and
- c. Perform any additional duties as needed.

#### *Section 4:*

The Vice President, Ball Convener shall:

- a. Serve as the liaison with hotel partners for Postgraduate Society balls.
- b. Propose ball themes, decorations, and entertainment options.
- c. Explore different venue options and present ideas via ‘ball proposal(s)’ to the Committee, in consultation with the Association Postgraduate President.

#### *Section 5:*

The Vice President, Academic Relations shall:

- a. Work closely with the Association Postgraduate President to represent postgraduate student interests within the Students’ Association and University. This is done through attending multiple meetings at the invitation of the Association Postgraduate President, either alongside the President or in lieu of him/her. In the latter circumstance, the Vice President, Academic Relations speaks on behalf of the Committee.

#### *Section 6:*

The Secretary shall:

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

*Section 7:*

The Parliamentarian shall:

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

**Article IV – Standing Sub-Committees**

*Section 1:*

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

*Section 2:*

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

**Article V - Meetings**

*Section 1:*

The Committee shall meet at least once a week during teaching weeks. In the event of extenuating circumstances, meetings may be cancelled by a consensus of the Committee.

*Section 2:*

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

**Article VI - Parliamentary Authority**

*Section 1:*

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

*Section 2:*

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

**Article VII- By-Laws**

*Section 1:*

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

*Section 2:*

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

## Appendix A

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

## **J. 18**

### **HILL AMENDMENT**

Strike from Article II, Section 7(a) of the attached Constitution ‘before the Christmas Vacation’ and insert ‘no later than Week 4’.

**PROPOSED:**

Chloe Hill

Association President

**SECONDED:**

Teddy Woodhouse

Association Director of Representation



## **J. 18**

### **PALMER AMENDMENT**

Add to Article III, Section 2(a) of the attached Constitution ‘on the topics laid out in the aims set out in this Chapter’.

**PROPOSED:**

Daniel Palmer

Association Director of Events & Services

**SECONDED:**

Kelsey Gold

Association Director of Student Development & Activities

## **J. 19**

### **A MOTION TO AMEND THE UNION DEBATING SOCIETY CONSTITUTION**

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

1. The Union Debating Constitution currently states the following: ‘The Annual General Meeting of the Society shall be held not more than four weeks after the Students’ Association annual diet of elections’.
2. The 2014 Students’ Association Elections will be held from 8-14 March.
3. The University Spring Vacation will be held from 15-30 March.

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

1. The Union Debating Society should host their AGM following the Association Elections, but it may not always be feasible for the subcommittee to hold their AGM within four weeks of the Association elections.

#### **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 from § 5.1 of Chapter 13 of the Laws of the Association ‘not more than four weeks after the Students’ Association annual diet of elections’ and insert ‘following the Students’ Association annual diet of elections and before the end of teaching in the second semester’.

#### **PROPOSED:**

Kelsey Gold  
Director of Student Development and Activities

#### **SECONDED:**

Joshua Carlton  
SRC Member for First Years

Will Lord  
SSC Debates Officer

## **S. 7**

### **A MOTION IN SUPPORT OF THE SSC SENIOR OFFICER**

#### **THIS STUDENT SERVICES COUNCIL NOTES:**

1. The election of Courtney Lewis as its Senior Officer on 16 April.
2. Meetings of the Students' Association Executive Committee held on 1 May and 10 May to discuss Honorary Life Memberships.
3. An article published in *The Saint* on 14 November entitled 'Union credibility damaged after student "maligned and slandered"'.  
4. That the article alleged that Courtney Lewis took actions within the Students' Association Executive Committee 'despite [an] apparent conflict of interest' and based on 'purely personal reasons'.
5. An editorial published in *The Saint* on 14 November entitled 'Damaged, but not lost...'.  
6. That the editorial accuses Courtney Lewis of 'evidently act[ing] inappropriately' and while under a 'glaring conflict of interest'.

#### **THIS STUDENT SERVICES COUNCIL BELIEVES:**

1. That the Students' Association Executive Committee acts collectively and that its actions cannot and should not be ascribed to any single member.
2. That throughout her term of office, Courtney Lewis has conducted herself in a manner befitting the office of SSC Senior Officer.

#### **THIS STUDENT SERVICES COUNCIL RESOLVES:**

1. That it has full support for and confidence in its Senior Officer Courtney Lewis.

#### **PROPOSED**

David Patterson  
SSC Performing Arts Officer

#### **SECONDED**

Robert Dixon  
SSC Member for Societies Election