



University of St Andrews Students' Association Student Services Council

AGENDA

Tuesday 30 September 2014 – School II - 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 Athletic Union President
 - 7.5. Report of the SSC Broadcasting Officer
 - 7.6. Report of the SSC Charities Officer
 - 7.7. Report of the SSC Debates Officer
 - 7.8. Report of the SSC Design & PR Team Convenor
 - 7.9. Report of the SSC Entertainments Convenor
 - 7.10. Report of the SSC External Funding Officer
 - 7.11. Report of the SSC Member without Portfolio
 - 7.12. Report of the SSC Music Officer
 - 7.13. Report of the SSC Performing Arts Officer
 - 7.14. Report of the SSC Postgraduate Officer
 - 7.15. Report of the SSC Societies Officer
 - 7.16. Report of the SSC Volunteering Officer
 - 7.17. Any Other Competent Reports
- 8. Unfinished General Business**
- 9. New General Business**
 - 9.1. J. 14-6 – Motion to Amend the Association LGBT Committee Constitution
 - 9.2. J. 14-9 – A Motion to Amend the Constitution of St Andrews Radio

10. Open Discussion

10.1. SRC Reform

11. Any Other Competent Business

J. 14-6

Motion to Amend the Association LGBT Committee Constitution

THIS SRC AND SSC NOTE:

1. The current Association LGBT Committee's Constitution contains a number of inconsistencies and requires that any change in the membership of the Association LGBT Committee non-executive officers to be passed by both Councils and the Students' Association Board.
2. The LGBT Committee approved the proposed changes at their meeting on Thursday 18 September.

THIS SRC AND SSC BELIEVE:

1. The Association LGBT Committee will benefit from creating a core of executive officers (President – Association LGBT Officer, Vice President, Treasurer, Secretary, Welfare Officer, and Campaigns & Publicity Officer) and allow the Executive to approve the creation of non-executive officers as required.
2. The proposed changes will decrease the administrative burden on the Councils.

THIS SRC AND SSC RESOLVE:

1. To strike the Association LGBT Committee's previous Constitution (Chapter 16 of the Laws) and replace with the attached text.
2. To rename the "Association LGBT Committee" to "Association LGBT Group", informally known as "Saints LGBT".
3. To report amendments to effect the following changes to the Laws to SAB with the recommendation that the same do pass.

PROPOSED:

Fallon Sheffield

LGBT Officer

SECONDED:

Ondrej Hajda

Director of Representation

Chapter Sixteen: Association LGBT Group (Saints LGBT)

Motto: The official motto of the society shall be: ‘Libertas, Aequalitas, Sodalitas’, translated from the Latin as ‘Liberty, Equality, Fellowship’.

Mission Statement: The University of St Andrews Students’ Association Lesbian, Gay, Bisexual and Transperson Association Group (‘Association LGBT Group’ or the ‘Saints LGBT’) will exist with the purpose of providing all possible support and resources for the student body and will endeavor to foster a sense of social inclusion. Such support and resources will be accessible to the entire student body, regardless of their sexuality, gender, age, ethnicity, religious beliefs, political stance, educational background or social class. The Group is opposed to any form of discrimination on the basis of sexual orientation or gender identity; be that homosexual, bisexual, heterosexual, transsexual, transgender or other. It further commits itself to alleviating, and where possible eliminating, the effects of the existence of such prejudice.

1. Name

The official name of the subcommittee shall be: ‘The University of St Andrews Students’ Association Lesbian, Gay, Bisexual and Transperson Association Group (hereafter known as the ‘LGBT Association Group or the ‘Saints LGBT’).

2. 2. LGBT Executive (the ‘Executive’)

2.1. Membership

2.1.1 Association LGBT Officer

2.1.2 Will have final responsibility for all matters pertaining to the running of the Group

2.1.2. Will chair General Meeting and meetings of the Executive

2.1.3. Will liaise with the Association officers as appropriate

2.1.4. Will assist and support all other Executive and non-executive Officers in performing their duties

2.1.5. Will have access to the Group email account and have the responsibility for its operation, upkeep and for granting access to LGBT Executive members

2.1.6. Will be a signatory for the Group’s bank account

2.1.2. Vice President

2.1.2.1. Will chair meetings of the Executive in the absence of the Association LGBT Officer

2.1.2.2. Will assist and support all other Executive and non-executive Officers in performing their duties

2.1.2.3. Will chair the Social Subcommittee and be overall responsible for organizing social events

2.1.2.4. Will have access to the Group email account and have the responsibility for its operation

2.1.3. Secretary

2.1.3.1. Will keep a copy of all correspondence

2.1.3.2. Will write correspondence not directly relating to the remit of other Executive members

2.1.3.3. Will keep and update the minutes and will be responsible for appropriate distribution of the minutes to the rest of the Executive and non-executive Officers

1.1.3.4 Will have access to the Group email account and have the responsibility for its operation
2.3.5. Will hold a copy of the constitution

2.1.4. Treasurer

2.1.4.1. Will keep the accounts of the Group

2.1.4.2. Will ensure that Group budget is submitted correctly and punctually

2.1.4.3. Will deal with such affiliations and subscriptions as the Executive may deem appropriate

2.1.4.4. Will coordinate fund raising and sponsorship for the society

2.1.4.5. Will be a signatory for the Group's bank account

2.1.4.6 Will have access to the Group email account and have the responsibility for its operation

2.1.5. Welfare Officer

2.1.5.1. Will take responsibility for all welfare and counseling issues

2.1.5.2. Will liaise with other welfare providers as appropriate

2.1.5.3. Will ensure that welfare, information and guest speaker meetings are correctly organized

2.1.5.4. Will assist the Campaigns & Publicity Officer with welfare-orientated campaigns where deemed necessary

2.1.5.5. Will chair the Welfare Subcommittee and be overall responsible for organizing welfare events

2.1.5.6. Will have access to the Group email account and have the responsibility for its operation

2.1.6. Campaigns & Publicity Officer

1.6.1. Will be responsible for preparing publicity for other Executive and non-executive members

2.1.6.2. Will liaise with other LGBT societies regarding such social events as they may be planning and keep the Executive informed, in an effort to build links with other LGBT groups

Will hold a copy of the constitution 2.1.7. Director of Representation

2.2. Remit of LGBT Executive is to act as a steering group for the Group, and to supervise the day-to-day running and administration of the Group.

2.3. The Executive should meet at least once a fortnight.

2.4. Every member of the Executive shall prepare a written report prior the Annual General Meeting.

3. Non-Executive Officers

3.1. The Executive can approve a creation of other non-executive Officers as required.

3.2. Non-executive Officers can be invited to the regular meetings of the Executive at the discretion of the Executive.

3.3. All non-executive positions shall be advertised to the student body and elected at a General Meeting.

4. Membership

4.1. The membership of the Group 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.

5. External Affiliations

5.1. The Group shall be affiliated to IGLYO (International Lesbian, Gay, Bisexual, Transgender and Queer Youth and Student Organization)

6. Elections and General Meetings

6.1. All Executive members, barring the Association LGBT Officer and the Director of Representation, shall be elected at the Annual General Meeting of the Group.

6.2. The Annual General Meeting of the Group shall be held between weeks eight and ten of the Candlemas semester.

6.3. An Extraordinary General Meeting shall be held between weeks two and four of the Martinmas Semester.

6.4. Additional Extraordinary General Meetings can be called by the Association LGBT Officer, or three or more members of the LGBT Executive.

6.5. Two-weeks' notice must be given to all members of a General Meeting, with details of the business to be discussed agreed to date. Any proposed business must be submitted at least three working days in advance.

7. Finance

7.1. The finances of the Group shall be run in accordance with the guidelines set down by Management Accountant

7.2. The Group shall have one bank account

7.3. In accordance with current charities regulations, the authorised signatories for this account shall be the Association LGBT Officer, Treasurer and up to two nominees of the Students' Association Cash Office.

7.4. Subsequent signatories may be added or removed with joint approval of the Director of Representation, Association LGBT Officer and Treasurer.

8. Constitution

8.1. A copy of this constitution shall be available at every General Meeting of the Group.

J. 14-9

A MOTION TO AMEND THE CONSTITUTION OF ST ANDREWS RADIO

THIS SSC NOTES:

1. STAR's constitution no longer matches the makeup of its committee.
2. Hearing Aid has been a part of STAR for two years but has no official place in the Laws.
3. The aims of STAR as stated in the Association Law (Chapter 21, Section 1.3) state that STAR is established to provide additional broadcasting services as should become desirable in the future.

THIS SSC BELIEVES:

1. As a subcommittee, the parameters established for Hearing Aid as an extension of St Andrews Radio fit within the existing constitutional bounds.
2. Placing Hearing Aid in the constitution establishes the publication as an official entity of STAR.

THIS SSC RESOLVES:

1. In Chapter 21 of the Laws Strike the existing text under §3.1 and insert the following:

3.1. The administration of the Society shall be conducted by the SSC Broadcasting Committee, which shall comprise the following members:

3.1.1. SSC Broadcasting Officer (Convener & Chair)

3.1.2. Director of Events & Services

3.1.3. Deputy Broadcasting Officer

3.1.3.1. Will manage STAR's on/off air broadcasting expansion.

3.1.3.2. Will assist and support all other Officers in performing their duties.

3.1.3.3. Will chair the committee in the absence of the SSC Broadcasting Officer.

3.1.4. Creative Director

3.1.4.1. Will manage branding and STAR's public image.

3.1.5. News Director

3.1.5.1. Will manage on air news shows, and coordinate news podcasts and online articles.

3.1.6. Director of Finance and Sponsorship

3.1.6.1. Responsible for the management of STAR's finances and assets.

3.1.7. Director of Press

3.1.7.1. Will be responsible for the management of STAR's social media.

3.1.7.2. Will be responsible for the organization of STAR's press coverage of events.

3.1.8. Director of Internal Communications

3.1.8.1. Will take minutes at committee meetings.

3.1.8.2. Will ensure communication between STAR committee and student members.

3.1.9. Hearing Aid Print/Online Editor

3.1.9.1. Responsible for the management of Hearing Aid.

3.1.10. Head of Music

3.1.10.1. Will manage the musical output of STAR including but not limited to online playlists.

3.1.11. Head of Events

3.1.11.1. Responsible for the planning, management and coordination of all STAR events.

3.1.12. Director of Technical Operations

3.1.12.1. Responsible for the management of all technology necessary for the operation and broadcasting of St Andrews Radio.

3.1.13. Web Developer

3.1.13.1. Responsible for the management and expansion of the STAR website.

2. Add in Chapter 21 of the Laws a new §1.4 to read as follows:

1.4. To provide a medium for music journalism (Hearing Aid)

1.4.1. Hearing Aid is an online and print music publication that focuses on local and international music trends while simultaneously providing an outlet for the students of St Andrews to express their love for all types of music.

PROPOSED:

Sean McDonald

SSC Broadcasting Officer

SECONDED:

Leon O'Rourke

Director of Events & Services