



University of St Andrews Students' Association Student Services Council

MINUTES

Tuesday 26th November 2013 – Committee Room, 7.00pm

Present

Maxwell Baldi	Association Chair
Katie O'Donnell	Association Community Relations Officer
Daniel Palmer	Association Director of Events & Services
Edward Woodhouse	Association Director of Representation
Kelsey Gold	Association Director of Student Development & Activities
Dominyka Urbonaite	Association Environment & Ethics Officer
David Norris	Association LGBT Officer
Scott Schorr	Association Postgraduate President
Chloe Hill	Association President
Jess Walker	Athletic Union President
Oscar Swedrup	SSC Broadcasting Officer
Joseph Tantillo	SSC Charitable Development Convenor
William Lord	SSC Debates Officer
Stephanie Ekanayaka	SSC Design Team Convenor
Fiona Woodhall	SSC Entertainments Convenor
Keith Cordrey	SSC Member without Portfolio
Anna Merryfield	SSC Music Officer
David Patterson	SSC Performing Arts Officer
Courtney Lewis	SSC Societies Officer
Fay Holland	SSC Volunteering Officer

In Attendance

Michael Telfer	Minutes Secretary
Laura Abernethy	The Saint

Absent

George Parker	SSC Charities Officer
Emily Dick	SSC Member for Societies Grants

1. Adoption of the Agenda

The agenda was adopted without dissent.

2. Apologies for Absence

George Parker
Emily Dick

SSC Charities Officer
SSC Member for Societies Grants

The apologies were accepted without dissent

3. Adoption of the Minutes of the Previous Meeting

Pursuant to Standing Orders §7.2.2., the minutes of the Student Services Council meeting held on the 12th November 2013 were laid before the members of the Council on the 22nd of November 2013. With no objection registered within 24 hours, the minutes were adopted by electronic mail.

4. Matters Arising from the Minutes of the Previous Meeting

There were no matters arising from the previous minutes.

5. Open Forum

There was no business from the open forum.

6. Report of the Sabbatical Officers

6.1. Report of the Association Director of Events & Services

Mr Palmer informed the Council that Pound Week had went wall; Sinners had been very busy, as was the Bop; and that he was working on Refreshers Week. Mr Palmer stated that he was planning a booklet, to be distributed in halls as well as around the town, which would cover Refreshers, the Sabbatical Officers' Activities, RAG Week, and the 50th Anniversary.

Mr Palmer informed the Council that the Redevelopment was on track and that power, hot water, and the telephones were now working. Mr Palmer stated that there had been problems with the WiFi network. Mr Palmer stated that he had a meeting scheduled about performance space where they would look at which spaces could be made more flexible. Mr Palmer requested feedback from the members about how the Bop and Beer Bar should organised. Mr Palmer stated it was difficult as it would be both a venue and a bar. Mr Palmer stated that Beer Bar planning was doing well, that there would be an expanded drinks range, and that paint was to be bought that weekend.

Mr Palmer informed that Council that the coming week there would be Acappella and the final Bop of the semester. Mr Palmer stated that the Main Bar would be closing on the 20th of December, which would be the last time you could get a drink in the Main Bar.

6.2. Report of the Association Director of Representation

Mr Woodhouse stated the members of the Council should feel free to ask him about representational issues.

Mr Woodhouse informed the Council that he was carrying out the In Good Health Campaign, which now had nice postcards for students to fill in and have sent to their ambassadors. Mr Woodhouse passed a pile of them out and asked that those members who were international students to take one and fill them in. Mr Woodhouse stated that they should be placed in his pigeon hole and that Association would pay the postage. Mr Woodhouse stated that the picture was stunning and had been taken by a student photographer.

6.3. Report of the Director of Student Development & Activities

Ms Gold informed the Council that applications for On the Rocks events were open and had been coming in. Ms Gold stated that Class Gift had held a vote the previous week on which projects to support and had decided to support the Library Book Fund in addition to the Students' Association Bursary Fund. Ms Gold stated that they had an event planned for RAG Week. Ms Gold stated that the Scott Lang Dinner Committee and she had met with the Proctor and received a fee waiver. Ms Gold stated that the Mermaid's Christmas Ball was this weekend.

Ms Gold informed the Council that she had been working on rebranding with Ms Ekanayaka.

Ms Gold informed the Council that she was helping Rè Pictures with their transition to being a society and was working on getting the Half Cut festival rolling.

Ms Gold informed the Council that there were 87 stalls and counting for the refreshers fair and requested that those members who wished to have a table, and who hadn't yet done it, turn their application forms in.

Ms Gold informed the Council that the Sabbatical Officers were working to put together a booklet which would go to all the halls and to students. Ms Gold stated that the booklet would keep them apprised of what was going on with rebranding.

Ms Gold informed the Council that she was working with RAG Week and Race2.

Ms Gold informed the Council that she was working on space proposals for the next semester and the following year. Ms Gold stated that space would be one of the biggest issues faced by the next Director of Student Development & Activities.

Ms Gold thanked the members of the Council for their feedback on the rebranding proposals and stated that the design company was taking it in to account.

Ms Hill asked what date the Scott Lang Dinner would be held on.

Mr Patterson answered that it would be on the 10th of April.

Mr Gold informed the Council that, as it would not be meeting before the deadline, she was willing to help with filling in applications to the Student's Activities Fund. Ms Gold stated that if members

did not know what that was they should speak to her. Ms Gold stated that the grants were limited to £500 but that they were also looking at £1000 grants.

6.4. Report of the Association President

Ms Hill informed the Council that she could now discuss the governance review with them. Ms Hill stated that an external consultant had come in and conducted a review, over a number of months, of the Board and related issues. Ms Hill stated that she had a three-hour meeting to go over the recommendations and decide upon which of them to take forward and put in place a timeline for their implementation. Ms Hill stated that the first recommendation concerned the Board, who sat it on it, what the structure was, its relation to the SSC and SRC, and of its committee structures and remits. Ms Hill stated that would be dealt with in January. Ms Hill stated that she had received pages and pages of ideas from members on how Board should be run, such as their moving to a more regular meeting schedule, strategic planning, key performance indicators and their applicability to Sabbatical Officers as well as Union staff. Ms Hill stated that the section related to governance and affiliated societies had been ticked off already. Ms Hill stated that the job description of the Sabbatical Officers were to be put in the Laws, clarifying their roles. Ms Hill stated that training and induction had also been covered as well as the Association staffs', looking at what capabilities are and are not available. For the latter, Ms Hill stated a commercial manager had been hired to manage the new venues, working with the General Manager. Ms Hill stated that various other ideas that were looked at included hiring someone to support the Sabbatical Officers as well as ideas regarding staffing and oversight of the General Manager.

Ms Hill informed the Council that the Right to Rent guide was released the previous week and she had spent all day on the Wednesday attending a Learning and Teaching Review in the School of Physics that Mr Woodhouse had been unable to attend.

7. Report of Officers

7.1. Report of the Association Community Relations Officer

Ms O'Donnell informed the Council that she had been working with On the Rock's community relations people and had put them in touch with Madras College. Ms O'Donnell stated that they had received a reply a week and a half later and they were looking at what they wanted to be involved with. Ms O'Donnell stated that she hoped to meet with them the following week.

7.2. Report of the Association Environment & Ethics Officer

Ms Urbonaite informed the Council that the gardens project had been put on the NUS website and all the universities could now see what activities were being carried out in St Andrews.

7.3. Report of the Association LGBT Officer

Mr Norris informed the Council that everything for the Glitter Ball had been signed off on and it would be held on the 8th of March. Mr Norris stated that he was looking forward to going to the cash office with a receipt for a kilogram of glitter. Mr Norris stated that they would have DJs from gay bars from all around Scotland and would also have a Jazz reception for VIPs.

Mr Norris informed the Council that Sebastian Voll was now their Treasurer.

Mr Norris informed the Council that he had been in contact with SRC members from other universities. Mr Norris stated that they had been lax in their coordination with other universities that year.

Mr Norris informed the Council that he was organising the RAG week event and that it would be a 'drag race'.

Mr Norris informed the Council that they had held their Trans* walk the previous week, despite the weather.

Mr Norris informed the Council that he was looking to hold a Gaylidh.

Mr Norris informed the Council that the equal marriage bill was set to pass in January or February and he was looking to organise a party to celebrate.

Mr Norris informed the Council that he was working with other universities to create a video about LGBT rights issues in Russia.

Mr Norris informed the Council that he was looking at a 'Text a Toastie/Waffle' for refreshers.

Mr Cordrey asked how Gaylidh should be spelled.

Mr Norris answered that he wasn't sure.

Ms Hill asked if, for the equal marriage party, they could dress up in wedding outfits.

Mr Norris answered that he would expect nothing else.

7.4. Report of the Association Postgraduate President

Mr Schorr informed the Council that several events had been held the previous week including a pub night in the Main Bar, and a running dinner on the Sunday.

Mr Schorr informed the Council that for the November graduation they had partnered with the 600th Finale for the Graduation Ball, and that the University had funded a wine reception for postgraduates. Mr Schorr stated that they had cancelled the brunch that had been scheduled for the Sunday due to lack of demand.

Mr Schorr stated that he had been working with the Provost to resolve a dispute on tutoring pay.

Mr Schorr informed the Council that he had secured a puppy study break.

Mr Schorr informed the Council that he was looking at quotes for a bus trip to Edinburgh.

Mr Schorr informed the Council that the society had approved the Semester 2 and Summer calendars.

Ms Hill asked if she would see a budget at some point.

Mr Schorr answered that they would most likely be requesting £2000 and would sort the budget soon.

Ms Hill stated that she would need to see the budget.

7.5. Report of the Athletic Union President

Ms Walker informed the Council that they were finalising papers for PARC and would be going to present their Sport Centre redevelopment plans on the 15th of December.

Ms Walker informed the Council that the plans for second semester events had been finalised and they would be looking at ice hockey events, female body issues and self-confidence, as well as lectures for Healthy Bodies Healthy Minds.

Ms Walker informed the Council that they would be taking presentations from kit suppliers that week.

Ms Gold asked if Ms Walker could remind sports clubs to submit their applications for the Refreshers Fair.

Ms Walker answered that she had emailed them the previous week and would do so again in the near future.

7.6. Report of the SSC Broadcasting Officer

Mr Swedrup informed the Council that this week was the last week of compulsory broadcasting, though the studio would remain opening. Mr Swedrup stated that he thought most shows would continue as revision week was long.

Mr Swedrup informed the Council that he had just come from a two-hour long committee meeting planning the end of the semester and the next semester. Mr Swedrup stated that they had ideas for things they'd never done before and was happy to see them thinking outside of the box and breaking out of old traditions.

Mr Swedrup informed that Council that they would be doing the Star Christmas Dinner at the St Andrews Brewing Company and the theme was black-tie McDonald's.

Mr Swedrup urged the members to attend the Star event on Market Street.

Ms Lewis asked where on Market Street they would be.

Mr Swedrup answered that they would be near Tesco for the switching on of the lights. Mr Swedrup stated that there would be ice structures on South Street.

Ms Hill stated that she would be boycotting the events as she was the first Association President in four years not to be asked to switch the lights on.

Mr Swedrup stated that he had been to some interesting events with the Preservation Trust Christmas lights committee and he thought that it would be an interesting event. Mr Swedrup stated that the Fellowship would also be involved and they would be playing some great Christmas music.

7.7. Report of the SSC Charities Officer

There was no report from the SSC Charities Officer.

7.8. Report of the SSC Charitable Development Convenor

Mr Tantillo informed the Council that he was finishing up some grant applications that had been in the works for a while and wanted to get them done before trust deadlines in December. Mr Tantillo stated that he was working on squeezing in some applications for Mermaids.

7.9. Report of the SSC Entertainments Convenor

Ms Woodhall informed the Council that they had a jukebox event, which had seemed popular, and that they were now preparing for a cappella. Ms Woodhall stated that the Ents were having a secret Santa event. Ms Woodhall stated that for Mr St Andrews, no one wanted to be involved as Mr Ents and they were looking at finding someone for that.

7.10. Report of the SSC Debates Officer

Mr Lord informed the Council that the past two weeks had been busy. Mr Lord stated that on Saturday they had had their Schools' Competition with schools from all over Scotland taking part. Mr Lord stated that it had went smoothly and had been well organised. Mr Lord stated that the Disabilities Question Time event had been held, but the turnout hadn't been fantastic. Mr Lord stated that he had noticed some SSC members had attended, and that the event was fascinating. Mr Lord thanked Mr Woodhouse for chairing the event. Mr Lord stated that the Constitution debate had been held the previous week, the speakers had been fantastic, including Mr Baldi, and over 100 people had attended.

Mr Lord informed the Council that, regarding Intervarsity events, they UDS had done well. Mr Lord stated that they had won Bogwall where three of four teams were from St Andrews. Mr Lord stated that at the Cambridge IV St Andrews had won, beating Harvard and Yale, meaning that UDS was now back to being one of the best teams in the World.

Mr Lord informed the Council that they were organising grants and planning for the next semester.

7.11. Report of the Design Team Convenor

Ms Ekanayaka informed the Council that the Design Team had completed 25 projects, which had been a small victory for them. Ms Ekanayaka stated that they had a successful end to the year and had a lot of dedicated people working throughout the year.

Ms Ekanayaka informed the Council that classes had been going on smoothly, as had workshops. Ms Ekanayaka stated that she was looking at continuing them on next year.

Ms Ekanayaka informed the Council that she was looking at creating incentives, such as thank-you packages for those who were frequently involved in projects so that they could get something in return, more than just a thank you.

Ms Ekanayaka informed the Council that, regarding PR, they had learned a lot of lessons on what was and wasn't possible as well as what the requisite time commitments were. Ms Ekanayaka stated that, now they had a smaller venue, they could hopefully have some more dedicated-people involved. Ms Ekanayaka requested that those members with recommendations speak to her or Mr Palmer.

7.12. Report of the SSC Film Production Officer

The position of SSC Film Production Officer was vacant.

7.13. Report of the SSC Member without Portfolio

Mr Cordrey informed the Council that live-tweeting was on-going.

Mr Cordrey informed the Council that, over Christmas, he would be taking home 9 years' worth of minutes, or however many could be found, and going through them to find precedents and rulings from the Chair. Mr Cordrey recommended that members follow the Twitter feed as he would post anything funny that he found.

Ms Hill asked if, while he was at it, Mr Cordrey could type up any that weren't digitised.

Mr Cordrey joked if Ms Hill was 'fucking kidding him'.

Mr Baldi ruled that the use of unparliamentarily language was out of order.

Ms Hill stated that there were a lot that hadn't been typed up.

Mr Palmer asked what it was that Mr Cordrey was doing for Mr Baldi.

Mr Cordrey answered that he would be looking for ruling and precedents from the Chair.

Mr Woodhouse stated that it sounded like a handover documents.

Mr Baldi stated that one of his hopes was to put together a set of past precedents, which would be persuasive, not binding for future Chairs.

Mr Cordrey stated that they would include precedents, such as on how job-sharing would work. Mr Cordrey stated that there had been no precedents on that at the start of the year, and now they would be committed to paper.

Ms Hill stated that, though it might be hard for Mr Baldi to believe it, the Union had existed for 50 years and wouldn't collapse without him.

7.14. Report of the SSC Music Officer

Ms Merryfield informed the Council that there were a few events coming up including an open mic night, which would be held in someone's house and be quite intimate. Ms Merryfield encouraged anyone who wanted to play or watch to attend. Ms Merryfield stated that there would be Music is Love festive bash, a holiday party, which wouldn't be religious. Ms Merryfield stated that there would be Carol singing at the St Andrews Episcopal Church.

Ms Merryfield informed the Council that they were planning activities for the following semester.

7.15. Report of the SSC Performing Arts Officer

Mr Patterson informed the Council that they had confirmed the bus to the Star Wars audition and 15 Mermaids would be going. Mr Patterson informed the Council that there were still spaces left for those who wished to be involved.

Mr Patterson informed the Council that he still had to fill in the form for the Refreshers Fair.

Ms Gold stated that at yourunion.net/activities there was a tab that said 'Refreshers Fair' where they could fill the form in.

Mr Patterson informed the Council there had been a successful week of Freshers Plays, which involved many freshers, and there would be a social at the end of the week, following *Shakers*, a play about cocktail waitresses. Mr Patterson stated that 33 shows would go on in St Andrews, and over 20 were still to go.

Mr Patterson informed the Council that would make over £10,000 from Christmas Ball but that wasn't worrying as they had intended for there to be a drop in the surplus. Mr Patterson stated that all the final arrangements had been made,

Mr Patterson informed the Council that the Golden Seashells was going well and that they had briefly booked Stephen Fry but he had to cancel.

Mr Patterson informed the Council that a new website was being created for next semester which would be more interactive and user friendly than the current one.

Mr Patterson informed the council that the Provost had confirmed she wanted to be involved in the Scott Lang Dinner project.

Ms Hill stated that, to burst Mr Patterson's bubble, no one was as good as Stephen Fry.

Mr Patterson stated that he had received a confirmation that he could attend only to receive an email 15 minutes later stating that he couldn't as he would be filming QI that day.

Mr Cordrey asked if the £5,000 drop in surplus was planned for.

Mr Patterson answered that they had spent more on making the ball more Christmassy, which accounted for the drop the shortfall, but that Mermaids was still in a good position.

Ms Hill asked what the policy was on people drowning in the chocolate fountain.

Ms Gold answered that it had been risk assessed.

Mr Patterson stated that there was to be a hog roast, lots of flavours of chocolate, and that the plans were going very well. Mr Patterson encouraged those members who wouldn't be attending to do so.

Ms Hill asked if there were any tickets left.

Mr Patterson answered that there weren't and wished those who still wanted to come good luck.

Mr Patterson informed the council that Mermaids had come second in a PWC competition. Mr Patterson stated that it was a recruitment lecture for PWC where all the other attendees had names like the 'Economics Society of Glasgow' and we were 'The Mighty Merfolk'. Mr Patterson stated that it was followed by a 20 minutes networking event.

Ms Gold stated that we had almost prevailed.

7.16. Report of the SSC Societies Officer

Ms Lewis informed the Council the work of the Societies Committee was now mostly done for the semester. Ms Lewis stated that Leave to Proceed had been granted to a teaching society, and the Filipino Society and Georgian Society were now fully affiliated. Ms Lewis stated that kudos should be given to the Filipino Society who managed to affiliate just one week after being given leave to proceed.

Ms Lewis informed the Council that lots of applications for grants had come in.

Ms Lewis informed the Council she had carried out a lot of training on Friday, ensuring that people were being responsible. Ms Lewis stated that the Risk Assessor was going through Societies Forms and the Committee was starting to look at reorganising its committees.

Mr Woodhouse asked if the Georgian Society was for the country, US State, or period.

Ms Lewis stated that it was for the country.

Ms Hill asked how much had been given out in grants this semester.

Ms Lewis answered that, as a ball park figure, it was around £10,000.

Ms Gold stated that they would have the total by the end of the week.

Ms Lewis stated that, if the same pattern continued, they would have expended their entire budget by the end of the year.

7.17. Report of the SSC Member for Societies Elections

Mr Dixon informed the Council that he had spent a lot of time in the Societies Clinic working on grant requests. Mr Dixon stated that he had given constitutional advice to the Foreign Affairs Society and to some newer societies. Mr Dixon stated that he was supposed to meet with the Archaeology and Society Classics Society about merging. Mr Dixon stated that he would be working on a constitutional review over the Christmas break.

7.18. Report of the SSC Member for Societies Grants

There was no report from the SSC Member for Societies Grants.

7.19. Report of the SSC Volunteering Officer

Ms Holland informed the Council that Front Line Fife had approached the Carers Centre about a new project.

Ms Holland informed the Council that, since finding out that volunteering week was a thing, they would have an event for that.

Ms Holland informed the Council that they were looking at ways to recruit people for environmental projects.

Ms Holland informed the Council that they were looking at altering subcommittee rules and were also altering the website. Ms Holland stated that the website would have a blog so that people could stay up to date.

Mr Patterson asked when volunteering week was.

Ms Holland answered that it was the week after RAG week.

7.20. Any Other Competent Reports

There were no other competent reports.

8. Unfinished General Business

There was no unfinished general business.

9. New General Business

9.1. 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.

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	

Mr Schorr proposed the motion, Mr Woodhouse seconded.

Mr Baldi stated that there had been two amendments in the SRC and that they would need to be called up.

Mr Schorr stated that the constitution had been passed with two amendments, the previous one had been a bit lean, and that the new one was a blue print for future committees.

Mr Baldi stated that the Palmer amendment was now before the Council.

Constitution of the Postgraduate Society of the University of St Andrews

Article III – The Postgraduate Society Committee

[...]

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 on the topics laid out in the aims set out in this Chapter;

Mr Palmer stated that the University was sometimes confused by the role and that the amendment narrowed the definition down so that the Postgraduate President would only represent postgraduates based on what was in the aims. Mr Palmer stated that would avoid overlap with Ms Hill's job and stop it getting muddy.

The Palmer Amendment to J. 18 was adopted without dissent.

Mr Baldi stated that the Hill amendment to J. 18 was now before the Council.

Constitution of the Postgraduate Society of the University of St Andrews

Article II – Members

[...]

Section 7:

- a. Procedure- The AGM shall be held during Semester One ~~before the Christmas Vacation~~ no later than week 4, and shall;

Ms Hill stated that the amendment made the constitution consistent in when the AGM should be held.

Mr Schorr stated that it had been held much later this year and that it was good the date was being pushed up.

The Hill Amendment to J. 18 was adopted without dissent.

J.18, as amended, was adopted without dissent.

9.2. 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’.

Mr Lord stated that the change was not controversial. Mr Lord stated that the AGM had to be held after the diet of Elections and there had been a time when he thought that meant the AGM would have been held during a holiday. Mr Lord stated that, while that latter point had been incorrect, it was still good to amend the constitution to introduce flexibility. Mr Lord stated that there would still be an AGM but the amendment just made the date more flexible.

J.19 was adopted without dissent.

9.3. S. 6 – 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.

Mr Patterson introduced the motion as such: You'll all have seen the articles in *The Saint* concerning Ms Lewis' actions, thinking back on April when we elected those positions, the nature of what happened, and the nature of what came in the press, I felt it was appropriate to respond, but quietly. It's the responsibility of colleagues to stand by their colleagues especially when they can't directly respond. The second point is that the Executive Committee acts collectively, that's the point of *in camera* proceedings. It's not a nice idea for someone to have themselves splashed across the front page even when people aren't really going to be reading it. Personally speaking, the HLM process has to be altered and, in that respect, *The Saint* has flagged up an issue for us. In how the HLMs are awarded, it's good that the Council engages with the critics and I don't want to antagonise them. They've flagged up an issue that we need to address. I couldn't help but thinking, what if that was me. I believe that she's done a good job and, I can't comment on the material from the meeting, but I think it's something we should all think about. How would you want your colleagues to react?

Ms Merryfield asked how, if the meeting had been *in camera*, *The Saint* had got the information.

Mr Patterson answered that he did not know. Mr Patterson stated that they weren't allowed to talk to people about it; they were protected by the rules but also bound by them.

Ms Merryfield asked if he didn't know how.

Mr Patterson stated that he could only surmise it was due to the nature of the meeting.

Ms Merryfield asked if all Executive Committee meetings were *in camera*.

Mr Patterson answered that they weren't; reinstatements, HLMs, and issues discussing the personal details of individuals were generally the only issues that were considered *in camera*.

Mr Woodhouse proposed an amendment:

THIS STUDENT SERVICES COUNCIL NOTES:

7. In her post as Societies Officer, Courtney Lewis has attended every meeting of the Student Services Council;
8. In her post as the SSC Senior Officer, Courtney Lewis has attended every meeting of the Students' Association Executive Council; and
9. In her post as the SSC Senior Officer, Courtney Lewis has attended every term time meeting of the Students' Association Board

Mr Patterson seconded.

Mr Woodhouse stated that, for him, it was important when looking at performance to examine the total performance and so he wanted to amend it to mention Ms Lewis attendance.

The amendment was adopted without dissent.

Ms Gold stated that she was fully in support of the motion and encouraged other members to support it too. Ms Gold stated that she worked with Ms Lewis every day and she'd acted very well and was one of the best Societies Officers the Association had had in years. Ms Gold urged the members to stand behind Ms Lewis.

Ms Ekanayaka, noting that she couldn't vote on the motion, stated that she still wanted to express her support of it. Ms Ekanayaka stated that she didn't feel comfortable about the idea of this and hoped that *The Saint* wouldn't over dramatize it, while noting it should still be voiced.

Mr Schorr stated that, as someone who didn't sit on the Executive Committee, he wanted to express his support for the motion. Mr Schorr stated that it was disheartening, having not been in the meeting, to see it electrified in the media. Mr Schorr stated that they weren't mini-politicians but were heavily involved. Mr Schorr stated that he was disappointed in the way it had been handled in the press.

Mr Patterson stated that everyone wished that it would go away and no one wanted to string it out but that he felt this was the most appropriate way to respond.

Mr Tantillo stated that he couldn't vote either but still wanted to say that he fully supported the motion. Mr Tantillo stated that Ms Lewis had been an outstanding member of Societies for three years.

Mr Norris stated that he was fully in support and added that it was almost impossible to pass anything through the Union just by oneself. Mr Norris stated that the ridiculous claims that it was a personally motivated attack couldn't have happened and other people must have been involved.

Mr Baldi noted that, by rule, votes of no confidence are conducted by secret ballot and that, under Standing Orders § 10.6, this vote doesn't qualify. Mr Baldi stated that, unless someone moved to conduct this vote by ballot, a roll call vote would be called.

A roll call vote was held in the SSC:

OFFICE	NAME	AYE	NO	ABS.
Association Community Relations Officer	Katie O'Donnell	X		
Association Director of Events & Services	Daniel Palmer	X		
Association Director of Representation	Edward Woodhouse	X		
Association Director of Student Development & Activities	Kelsey Gold	X		
Association Environment & Ethics Officer	Dominyka Urbonaite	X		
Association LGBT Officer	David Norris	X		
Association Postgraduate President	Scott Schorr	X		
Association President	Chloe Hill	X		
SSC Broadcasting Officer	Oscar Swedrup	X		
SSC Charities Officer	George Parker	X		
SSC Debates Officer	William Lord	X		
SSC Film Production Officer	Vacant			
SSC Member for Societies Elections	Robert Dixon	X		
SSC Member for Societies Grants	Emily Dick			
SSC Member w/o Portfolio	Kieth Cordrey	X		
SSC Music Officer	Anna Merryfield	X		
SSC Performing Arts Officer	David Patterson	X		
SSC Societies Officer	Courtney Lewis			X
SSC Volunteering Officer	Fay Holland	X		

With 16 votes in the affirmative, and 0 in the negative, the motion was adopted.

10. Any Other Competent Business

10.1. Announcements

Mr Baldi announced that those members who had signed up for the Christmas dinner could give him the money and that they had been emailed the menu. Mr Baldi stated that the restaurant wanted them to pre-order in advance and if they didn't pick a meal he would do so for them.

Ms Hill thanked all the members for the amazing work they had done and noted that it had been a particularly excellent year. Ms Hill expressed her hope that the following year would be the same. Ms Hill urged those members who felt that anything could be changed to help them do their jobs come and talk to the Sabbatical Officers, as they would like to know what they could do to help.

Adjournment

The meeting was adjourned at 2013