



University of St Andrews Students' Association Student Services Council

MINUTES

Tuesday 29th September – Committee Room – 6 pm

Present

Member's Name	Position
Zara Evans	Association Chair
Chris MacRae	Association Director of Events and Services
Kyle Blain	Association Director of Student Development and Activities
Alice Pickthall	Association Environment and Ethics Officer
Sigrid Jorgensen	Association LGBT Officer
Pat Matthewson	Association President
Bruce Kerr	SSC Broadcasting Officer
Amy Christison	SSC Charities Officer
Alyssa Muzyk	SSC Debates Officer
Karla McDougall	SSC Design Team Convener
Lavin Ge Tian	SSC Entertainments Convenor
Annabel Romanos	SSC Member without Portfolio
Jo Bowman	SSC Performing Arts Officer
Aline Heyerick	SSC Postgraduate Officer
Robert Dixon	SSC Societies Officer

In Attendance

Iain Cupples	Education Advocate
Ilaria Gidoro	Education and Representation Co-ordinator (Minutes)
Annabel Ekelung	Mermaids/Public
Caroline Christie	On The Rocks
Charlie Maguire	On The Rocks

Absent

Member's Name	Position
Sarah Thompson	Athletic Union President
Ipek Ozsoy	SSC Music Officer
Julian Valladares Urruela	SSC Volunteering Officer

1. Adoption of the Agenda

The agenda was adopted without dissent.

2. Apologies for Absence

Member's Name	Position	Reason
Charlotte Andrews	Association Alumni Officer	
Clare Armstrong	Association Community Relations Officer	
Joe Tantillo	Association Director of Representation	
Tierney Riordan	SSC External Funding Officer	

The apologies were accepted without dissent.

3. Adoption of the Minutes of the Previous Meeting

N/A

4. Matters Arising from the Minutes of the Previous Meeting

N/A

5. Open Forum

There was no business in the open forum.

6. Reports of the Sabbatical Officers

6.1 Report of the Association President

Mr Mathewson informed of the upcoming event for the selection of the Principal and encouraged everybody to go. He was working on communication strategy with the University and informed they were going to test mass email that week. He was going to attend Academic Council the following day.

6.2 Report of the Association Director of Events and Services

Mr MacRae announced that the Union was planning a full-building event for Halloween and encouraged all to get involved. He also informed that they were restructuring PR in the Union.

6.3 Report of the Association Director of Representation

Mr Tantillo was absent.

6.4 Report of the Association Director of Student Development & Activities

Mr Blain informed that CAPOD's SSC training will happen on Monday 12th October, 5.30-7pm and he encouraged all to go. He reported that the volunteering portal was almost ready. A new student project fund of £6000 was launched and everybody could apply, for which there is no deadline. He reminded that that was the period of EGMs and encouraged all to get involved in societies. He stressed that all SSC officers must send reports in advance.

6.5 Report of the Athletic Union President

Mr Blain read a report from Ms Thompson. 'Varsity was a huge success with between 10-12,000 spectators attending the final event at Murrayfield - the second largest sporting crowd in Scotland

and a huge win for student sport! The women's team lost out to Edinburgh, but the men won in the final seconds of the game, thanks to Finn Murphy's conversion to put them ahead by 1. The matches during the day added to the varsity feel and it looks like they are set to continue in the coming year. We have been busy with initial meetings with clubs, and our BUCS season kicks off this week.'

7. Questions for Subcommittees

7.1 Questions for Association Alumni Committee

-

7.2. Questions for Association Community Relations Committee

Ms Armstrong added details of an upcoming event about cycling.

7.3. Questions for Association Environment & Ethics Committee

-

7.4 Questions for Association LGBT Committee

Ms Jorgensen announced that they launched the Open Door training for staff.

7.5 Questions for SSC Postgraduate Committee

Ms Heyerick stated that the Postgraduate Society will soon have their EGM and that there are two positions available—Events Convenor and Secretary.

7.6. Questions for SSC Broadcasting Committee

Mr Kerr announced that their new magazine will be published next month and that they have a new website.

7.7 Questions for SSC Charities Committee

The Masquerade Ball will be held on the 7th November.

7.8 Questions for SSC Entertainments Committee

Ms Tian reported that the Ents Crew worked hard during Freshers Week and they had their first joint training session with the Mermaids Tech Team. They were still debating with the installation company in order to alter the default settings for the new venues. She also announced the Wednesday, Friday and Saturday club nights in cooperation with subcommittees' and societies' events.

7.9. Questions for SSC External Funding Committee

-

7.10 Questions for SSC Debates Committee

-

7.11 Questions for SSC Design & PR Committee

Ms McDougall reported that their recent events had a good turnout and that new students were willing to do design work for societies.

7.12. Questions for SSC Music Committee

-

7.13 Questions for SSC Performing Arts Committee

The committee will host two shows a week for the rest of the Semester.

7.14 Questions for SSC Societies Committee

Mr Dixon informed that the committee has given a few grants so far to societies.

7.15 Questions for SSC Volunteering Committee

-

7.16. Any Other Competent Questions

There was no other competent business.

8. Unfinished General Business

There was no unfinished business.

9. New General Business

9.1. J.15-19- A Motion to Include SSC Arts Festival Committee in the Laws (On The Rocks)

Owner: Director of Student Development and Activities

In effect from: Immediately after approval

Review date: N/A

THIS SRC AND SSC NOTE:

1. On The Rocks has been an Association Project within the Students' Association since 2009.
2. On The Rocks has been receiving a grant from the Students' Association for seven years – increasing year on year.
3. The time and effort attributed within the Association to On The Rocks is equal if not more to our larger subcommittees.

THIS SRC AND SSC BELIEVE:

1. On The Rocks is a staple within the Student Calendar and Student Experience.

2. The town and gown collaboration forged by On The Rocks has also strengthened year on year.
3. On The Rocks collaborate with a vast range of Association and external bodies across the University and on a national level.
4. It is the largest student-run arts festival in the UK.

THIS SRC AND SSC RESOLVE:

To make the following changes to the Association Laws:

Chapter one

Add 3.3.5.9 SSC Arts Festival Convener

Chapter Three

Add 1.1.22 (*move others down*) SSC Arts Festival Convener (non-voting)

Add 4.1.11 SSC Arts Festival Convener

Add 4.2.11 SSC Arts Festival Committee (On the Rocks)

Add 5.11

The SSC Arts Festival Convener shall:

5.11.1. Be selected by the SSC Conveners Selection Committee

5.11.2 Convene and Chair the SSC Arts Festival Committee (On the Rocks Committee)

5.11.2. Work in consultation with the Director of Student Development and Activities including during the formulation of On the Rocks' annual budget

Insert Chapter: Appendix A as Chapter 23

Proposed:

Kyle Blain- DoSDA

Chris McCrae-DoES

Joe Tantillo-DoRep

Pat Mathewson-Association President

Chapter Fourteen: SSC Arts Festival Committee (On The Rocks)

1. Aims

The SSC Arts Festival Committee (On The Rocks) aims to to make the arts accessible to the student and local community – through facilitating and coordinating one student-run arts festival in semester two, herein further referred to as ‘the festival’, and, to a lesser extent, coordinating and facilitating other student run arts events throughout the academic year.

2. Membership

2.1. Executive Committee

On The Rocks Executive Committee shall have the following members:

2.1.1. SSC Arts Festival Convener (Director & Chair)

2.1.2. Director of Operations

2.1.3 Head of Events

2.1.4. Head of Programming

2.1.5 Head of Publicity

2.1.6. Head of Press

2.1.7. Head of Venues and Tech

2.1.8. Head of Community Events

2.1.9 Head of Administration

2.1.10 Festival Designer

2.1.11 Website Designer

2.1.12 Social Media Officer

2.2 Subcommittees

On The Rocks Executive Committee shall oversee the work of the following subcommittees:

2.2.1. Publicity and Design

The Publicity and Design subcommittee are responsible, at minimum, for ensuring constant and aesthetic branding adhere to the vision of the festival. They choose, design and order all merchandise and promotional material. Manage all of the marketing operations during the weeks leading up to the festival and the week of the Festival itself.

2.2.2. Operations

The Operations subcommittee are responsible, at minimum, for managing grant funding and sponsorship on a local and national level. They also devise the Box Office system subsequent to event confirmation.

2.2.3. Programming

The Programming subcommittee are responsible, at minimum, to coordinate applications from external groups to be part of the Festival and along with the SSC Arts Festival Convener, Director of Operations, Head of Venues and Technical programme and timetable the festival.

2.2.4. Community Events

The Community Events subcommittee are responsible, at minimum, to coordinate events aimed primarily at increasing Town and Gown relations.

2.2.5. Venues and Technical

The Venues and Technical subcommittee are responsible, at minimum, to coordinate venues and technical aspects of the festival – liaising with the SSC Entertainments Committee and Director of Events and Services where appropriate.

2.2.6. Press

The Press subcommittee are responsible, at minimum, to liaise with local press and media outlets, and coordinate social media outlets.

2.2.7. Events

The Events subcommittee are responsible, at minimum, to coordinate and facilitate Festival events throughout the year.

2.3. Meetings

2.3.1. The executive committee shall meet weekly throughout the year prior to the Festival as a minimum. Other meetings can and shall be called by the SSC Arts Festival Convener when necessary.

2.3.2. On The Rocks subcommittees will meet weekly, or bi-weekly, throughout the year prior to the festival as a minimum, from the point at which the full committees are in post.

2.4. Quorum

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

2.5. Notice

All members of the Committee must be given at least 24 hours notice of any committee meeting.

3. Annual General Meeting

3.1. Procedure

The AGM shall be held during Semester Two after The Festival and shall:

3.1.1. Require 10 days notice.

3.1.2. Be publicised widely in such places and by such methods as the committee shall determine.

3.1.3. Include reports from the SSC Arts Festival Convener, Director of Operations and all other Executive Officers and allow for questions.

3.1.4. Decide on the formation of subcommittee positions available the following year.

4. Interviewed positions

4.1. The SSC Arts Festival Convener will be appointed by the SSC Convener Selection Committee as described in Chapter Three of the Laws.

4.2. All other members of the Executive Committee shall be selected by the SSC Arts Festival Selection Committee, which will be composed of the SSC Arts Festival Convener, the outgoing SSC Arts Festival Convener, a Sabbatical Officer and the outgoing office holder.

5. Subcommittee Application Process

- 5.1. Any members of the Association may apply to take office in a subcommittee.
- 5.2. The subcommittee application process is decided upon and distributed by the Executive Committee under the guidance of the SSC Arts Festival Convener and, where appropriate, the Director of Student Development and Activities.
- 5.3 Interviews will be coordinated where appropriate.
- 5.4 Applications for Subcommittee positions are taken primarily in semester one but right is given to the SSC Arts Festival Convener to advertise subcommittee openings as appropriate.

6. Committee Decisions

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

Mr Blain introduced the motion. No debate followed.

With no objection, the motion was adopted.

9.2. J.15-20- A Motion To Amend Chapter 17: SSC Performing Arts Fund (Mermaids)

Owner: SSC Performing Arts Fund (Mermaids)

In effect from: Immediately after approval

Review date: N/A

THIS SRC AND SSC NOTE:

1. The Students' Association Constitution and Laws regulate the activities of the Students' Association.
2. The most up-to-date version of this chapter of the laws online (from April 2015) contains a number of factual mistakes and inaccuracies.

THIS SRC AND SSC BELIEVE:

1. The proposed amendments will bring the Laws in line with current practise.

THIS SRC AND SSC RESOLVE:

1. To strike the current Chapter 17 and replace with appendix A.

Proposed:

Mermaids Committee

SSC Performing Arts Fund (Mermaids)

The SSC Performing Arts Fund shall be called 'Mermaids: The University of St Andrews Performing Arts Fund', hereafter 'Mermaids'.

4. Aims

1.1. To promote performing arts, both within and outwith St Andrews.

1.2. Mermaids shall have a membership that includes all matriculated students of the University of St Andrews, excluding those who have exercised their right under the 1994 Education Act to opt out of Association membership.

2. Committee Membership

2.1. SSC Performing Arts Officer (Mermaids President)
(Convenor and Chair)

2.2. Vice-President

2.3. Secretary

2.4. Productions Treasurer

2.5. Productions Coordinator

2.6. Ball and Fundraising Convenor

2.7. Fringe Representative

2.8. Barron Manager

2.9. Box Office Manager

2.10. Costumes Officer

2.11. Set and Props Officer

2.12. Technical Operations Officer

2.13. Marketing Officer

2.14. Engagement Officer

2.15. Director of Student Development and Activities

2.16. Director of Events and Services

2.17. Management Accountant (Non-voting)

2.18. Building Supervisor (Non-voting)

2.2. The roles of all Mermaids Committee Members shall be laid out in the Roles document, to be reviewed annually.

2.3. Changes to the Committee's membership shall be considered changes to this chapter of the Laws and as such must be approved by the Association Councils.

3. Meetings

3.1. Public Meeting

3.1.1. Mermaids shall convene a public meeting at least once per fortnight, during term time.

3.1.2. Attendance is compulsory for at least one member of every production team currently benefitting from Mermaids funding.

3.1.3. Attendance is open to all other matriculated students of the University of St Andrews, excluding those who have exercised their right under the 1994 Education Act to opt out of Association membership.

3.2. Committee Meeting

3.2.1. The committee shall meet formally at least once per fortnight during term time.

3.2.2. This meeting shall be *in camera*.

3.2.3. The quorum shall be 3/5 of all eligible voting members.

3.2.4. Any committee member that declares a conflict of interest through being involved in a production shall not count as an eligible voting member for the purposes of establishing quorum.

3.3. Presidents' Forum

3.3.1 The Presidents' Forum shall convene at least two times per semester.

3.3.2. Membership shall consist of the presidents, or producers, of those societies affiliated to Mermaids.

3.3.3. Any society that identifies as a performing arts society- or a society with a performing arts element- is eligible to join, at the discretion of the convenor.

3.3.4. The forum shall act primarily as a point of contact between the Performing Arts Officer-representing Mermaids- and Mermaids' affiliated societies.

3.3.5. The forum aims to promote communication and cooperation between performing arts groups and societies in St Andrews.

4. Remit of Mermaids

4.1. Mermaids shall be responsible for the promotion of performing arts in St Andrews and the organisation of events in conjunction with this promotion.

4.1.1: Mermaids shall allow student groups with a performing arts remit to affiliate with it, and will provide support for their activities.

4.1.1.1: Blind Mirth

4.1.1.2: Just So (Musical Theatre)

4.1.1.3: Gilbert and Sullivan

4.1.1.4: Comedy Soc

4.1.1.5: Inklight

4.1.1.6: A Cappella Society

4.2. Mermaids shall provide funding for events involving, or related to, performing arts in St Andrews. This shall be determined by financial, logistical and skills-based merit.

4.2.1. Financial Merit shall be defined as a proposal for which all spending is adequately accounted for, breaking even at an attendance of 66%, unless the committee should vote otherwise.

4.2.2. Logistical Merit shall be defined as Mermaids having the appropriate space, dates, potential actors and resources for the show.

4.2.3. Skills-based merit shall be defined as the potential for the event to provide opportunities for students to enhance their knowledge and skills base, regarding performing arts.

4.3. Mermaids shall coordinate the timings of student productions in St Andrews with the aim of avoiding unnecessary clashes.

4.4. Mermaids shall provide advice to societies or individuals wishing to produce performing arts events.

4.5. Mermaids shall control the fixed assets of drama, including the Barron Theatre, in St Andrews in conjunction with the Association.

4.6. Mermaids shall, wherever possible, encourage the transfer of St Andrews productions to other venues outwith St Andrews.

4.7. Mermaids shall coordinate workshops for the enhancement of skills in acting, directing, movement, voice, makeup, technical capability, future careers in the performing arts and other relevant areas.

4.8. The Performing Art Officer shall receive one free ticket to all events funded or assisted by Mermaids. They should make all due effort to attend every show.

4.9. The committee shall receive two tickets, to be distributed to any other committee members at the discretion of the Box Office Manager. They shall not be allowed to write a review if they use these tickets.

5. Loans And Investments

5.1. All loans and investments will be entirely at the discretion of the Committee, within guidelines laid out by the Association and will be covered by the terms in the investment contract.

6. Annual General Meeting

- 6.1. The Annual General Meeting shall take place during Semester Two, after the Association elections.
- 6.2 There shall be 14 days notice of the AGM, and this shall be posted in a public forum.
- 6.3. The quorum for an AGM shall be twenty-five ordinary members.
- 6.4. The positions of Engagement Officer, Secretary, Set and Props Officer, Costumes Officer and Marketing Officer shall be elected at the Annual General Meeting.
- 6.5. A Sabbatical of the Association, who shall be Returning Officer, will supervise the election. They shall accept proxy votes at their discretion.
- 6.6. Voting shall be by secret ballot, and the STV method.
- 6.7. All candidates must run against RON (Re-Open Nominations).
- 6.8. All matriculated students of the University, except those that have exercised their right under the 1994 Education Act not to be members of the Students' Association, shall have the right to vote.
- 6.9. Nominations for posts elected at the EGM may be made at the meeting, provided the candidate and his/her proposer and seconder are present.
- 6.10. Any nominations in absentia may be made prior to the meeting, up to 24 hours in advance. They may send in a statement to be read by a nominated person, or the Performing Arts Officer.

7. Interviewed Positions

7.1. The positions of Vice-President, Treasurer, Productions Coordinator, Marketing Officer, Fringe Representative, Technical Operations Manager, Box Office Manager and Ball Convener shall be filled by appointment after interview, which will take place before the Annual General Meeting.

7.2. The interview panel will comprise at least four of the incoming and outgoing Performing Arts Officers, the incoming and outgoing Directors of Student Development & Activities, the incoming and outgoing Director of Events and Services and the incumbent of the position being interviewed.

7.3. If a member of the panel is reapplying for the same position under interview then he/she must resign from the panel.

If this situation arises, the remaining members may decide to invite one other person to join the panel.

8. Committee Vacancies

8.1. Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by co-option.

8.2. The chair shall act as returning officer.

8.3. Voting shall be by secret ballot, and the STV method.

8.4. In the event of a tie, the Chair of the meeting will hold the casting vote.

8.5. The Mermaids Committee may also call an Extraordinary General Meeting to fill vacancies at their discretion.

9. Co-option

9.1. Should a position remain unfilled following the AGM, and no person is forthcoming from those eligible to run from the student body from a subsequent reopening **and every effort has been made to fill the position from a member outwith the committee**, a current member of committee may run for the position, to be held in conjunction with their current position.

9.2. A member on the committee who holds more than one position is still only allowed one vote on committee.

10. Committee Decisions

10.1. Should a consensus be unobtainable at a Committee meeting, a roll-call vote should be taken. In the event of a tie, the Chair of the meeting will hold the casting vote.

11. Mermaids Bank Accounts

11.1. The Performing Arts Officer, Vice-President, Productions Treasurer, Management Accountant and General Manager of the Union should all be signatories on each account held by Mermaids.

11.2. The Barron Manager shall be a signatory on the Barron account.

11.3. The Ball Convenor shall be a signatory on the Events account.

11.4. The Fringe Representative should be a signatory on all accounts to be used by productions at the Edinburgh Festival Fringe.

Ms Bowman introduced the motion and stated that the text highlighted in the motion are the changes.

Ms Jorgensen proposed to amend the words "he/she" in point 7.3 into "they". Ms Pickthall seconded.

With no objection, the amendment passed.

Ms Jorgensen asked whether the changes had been presented to societies. Ms Bowman answered that yes, they had.

With no objection, the motion was adopted.

9.3. J.15-17-A Motion to Introduce a Funding Cap for Societies

OWNER: Societies Committee

IN EFFECT FROM: Immediately

REVIEW DATE: December 2015

THIS SSC AND SRC NOTE:

- In the preceding four years, a small number of societies have received a majority of the Association's funding allocated for Societies.
- Some societies receive more Association funding than some SSC subcommittees
- The SSC Societies Committee are in the processes of amending its funding process

THIS SSC AND SRC BELIEVE:

- The current funding mechanism encourages larger, wealthier societies to pursue more ambitious events with Association funding, at the expense of resources available to smaller societies.
- The money allocated for affiliated societies would better serve the Association as a whole if it were distributed across a more diverse range of student activities.
- As well as the value of the aforementioned diversity, there is value to some large and ambitious events to the extent that they are worthy of the Association's financial support.

THIS SSC AND SRC RESOLVE:

- To submit the following amendments to the Laws of the Association to the Students' Association Board, with the recommendation that the same do pass:
 - a. To insert into Chapter Nine a new §5.4 with the following text, and renumber accordingly

1.4. *The Committee shall not be competent to authorise funding in excess of £2000 to any society in any academic year without the approval of the SSC. Notwithstanding the provision of 5.3, this provision may not be waived at the Committee's discretion.*

Proposed on the Recommendation of the SSC Societies Committee

Mr Dixon introduced the motion. Ms Jorgensen asked whether societies had been informed of this. Mr Dixon replied that it is difficult to get a list of all societies. Ms Heyerick asked if the Societies Committee had last year's figures concerning grants. Mr Dixon replied that they have a list of the grants awarded last year. Ms McDougall asked whether societies that want more

funding can still apply. Mr Dixon confirmed that societies can still apply and the decision will be taken by the SSC.

Mr Blain proposed to amend the title of the motion into: 'A Motion to Introduce a Cap to the Funding Capabilities of the Societies Committee.' Mr Dixon seconded.

With no objection, the amendment passed.

Ms Pichkall informed that this motion did not pass in the last SRC meeting because they agreed that societies should have been informed first. Ms Bowman moved to postpone the decision on the motion until after societies had been informed. Ms Jorgensen seconded.

The motion was postponed.

9.4. J.15-18-A Motion to Accept The Rules of the 2015 NUS Referendum

This SRC Notes:

5. There is an NUS Referendum on the 19th and 20th of November, 2015.

This SRC Resolves:

5. To accept the rules for the referendum as approved by the Elections Committee.

Proposed:

The Elections Committee

Important dates & Info

Mass meetings to assemble election teams: 21st October

Campaigning Period Begins: Wednesday 11 November 17:00

Polling: Thursday 19 November 00:00 – Friday 20 November 17:00

NUS Referendum 2015: the rules

Online Voting

Contacting the Elections Team: saelect@st-andrews.ac.uk

The Elections Office will be open (tbc)

General Information

1. These rules govern the referendum and any associated campaigning and are subject to amendment by the Elections Committee at any time until voting ends.

Campaign Teams

2. Only Ordinary, Life and Honorary Life Members (henceforth 'members of the Association') of the Association may campaign in referenda.
3. The Elections Committee will organize mass meetings to elect one campaign spokesperson and one deputy for each campaign to represent the campaign.
4. The campaign team as a whole, and the campaign spokespeople individually, will be held responsible for the conduct of the campaigns.
5. The Senior Election Team reserves the right, on the advice of a campaign team, to bar any Member of the Association from joining a campaign team.

Budget

6. Each campaign will be granted a budget by the Association of £350.
7. All expenditure by the campaign must be from this budget and registered with the Elections Team with receipts and/or invoices.
8. Any contributions of any kind must be registered with the Elections Team and will be taken from the campaign budget at a rate decided by the Elections Team.

Question Time

9. The Elections Committee will organize a formal forum on the matter of the referendum, with specific standing orders decided by the Elections Committee.
10. The Elections Committee reserves the right to invite non-members of the Association to speak.

Debate

11. The Elections Committee will organize a formal debate between the lead spokesperson for each campaign team.

Campaigning

12. The campaigning period starts at 10AM on the 11th November.
13. Campaigning must be responsible and not harm the good reputation of the Association; to this end, the following list of activities are expressly banned:
 - a) Graffiti and flyposting.
 - b) Abuse of other campaign team members or any individual.
 - c) Blackmail, bribery and/or harassment.
 - d) Any other action the Elections Committee designates as misconduct.

14. The campaign spokespeople may be held responsible for the actions of the members of their campaign teams by the Elections Committee

15. Teams may only place one poster on the noticeboards of any one Hall of Residence, and may not flyer individual rooms in Halls of Residence.

16. Lectures and seminars may not be used for campaigning.

17. Campaign teams may hand one poster each in to the Library and to the Elections Team for display in the Library and Union.

20. Societies affiliated to the Students' Association may campaign in the referendum provided that:

a) they provide minutes of a general meeting explicitly authorizing such campaigning to the Elections Team, and:

b) they do not use Association-funded resources on such campaigning, and:

c) their Constitution permits them to spend their society funds, and use the society name, in such campaigning.

21. No campaign is permitted to give out free or discounted alcohol as a method of promotion.

22. No campaign member may use personal or work contacts to gain an unfair financial or personal advantage.

Publicity/Electronic Publicity

24. All publicity must be presented to the Elections Team for approval with invoices or receipts as proof of cost.

25. Publicity must comply with the rules above, and may not be libelous or obscene.

26. Use of any Students' Association or Athletic Union resources to help a campaign is prohibited.

27. Anything used to create printed publicity does not need to be declared separately as part of the budget.

28. Posters are limited to a maximum size of A3 and must include the date of the election and an encouragement to recycle.

29. Flyers must include the date of the election and an encouragement to recycle

30. Home-made banners will be deducted from budgets at a blanket price of £7.50 for a single sheet size and £15 for a double unless a receipt for a lower price is produced.

31. Free webhosting will not be counted against campaign team budgets; if money is claimed for professional webhosting or other costs accruing from a website, it will be charged against the campaign team budget.

32. Any Facebook pages, profiles, groups or events created by either campaign team must ensure

at least one member of the Elections Committee is a member of the page, profile, group or event.

33. Society, School, or any other pre-existing mailing lists may not be used to harvest email addresses, phone numbers, or any other data for campaign purposes.

34. Pre-existing social media groups or websites may not be used for campaign purposes.

35. All costs of production or purchase of any edible goods (including materials to bake/cook edible goods) will be deducted from campaign team budgets

36. T-shirts will be deducted at a base rate of £3 per shirt unless an invoice is produced, though the Elections Team reserves the right to charge more against a campaign team budget for a t-shirt if it deems it necessary to do so.

Voting

37. Voting is by the plurality vote system and will be conducted online using the voter's student ID.

Results

39. Results will be subject to verification by a) a nominee of the Association Board and b) a nominee of the University Court that the process was fair. The referendum result shall not be considered final until such verification is received in writing.

Either campaign team may challenge the results if they believe the referendum was not free and fair. The procedure for doing so is outlined below.

Rule Breaking

40. The Elections Committee should be informed of any transgression of these rules within 48hrs of the transgression. Decisions on any such transgression will be made within 48hrs.

41. The campaign spokespeople will be held responsible for the actions of members of the campaign teams if the Elections Committee reasonably believe that they had actual knowledge of, could be reasonably expected to have known about, or should have been able to prevent such actions.

42. The campaign spokespeople may request that the Elections Committee bans individual members of their campaign teams from campaigning based on their actions if such actions

a) were in transgression of these rules

b) were made without knowledge or approval of the campaign spokespeople

Such a ban will not be treated as prejudicial to the campaign team.

43. Any person has the right to appeal any decision made by the Election Team by putting their case in writing to the chair of the Student Association Board. Appeals must be on the basis of:

a) bias or prejudice

b) information not known at the time of the original decision

c) procedural irregularity by the Elections Committee.

44. The final deadline for complaints about transgressions of these rules is two working days after the election result has been announced, in this case 5pm Tuesday 20th November.

45. The consequences of a breaching of the rules include but are not limited to written warnings, individual bans on campaigning, and disqualification.

46. Any decision of the Elections Committee is final, pending any appeals lodged.

Appeals

47. Any party wishing to appeal the results of the referendum must do so in writing within 72 hours of the referendum result being officially announced. Such appeals should be addressed to the Chair of the Association Board, sent c/o the Students' Association, Union Building, St. Mary's Place, KY16 9UZ or by email to union@st-andrews.ac.uk. Parties making an appeal must set out clearly and in full the reasons why they believe the result to be unsafe, with accompanying evidence if relevant. Appeals may be on procedural or substantial grounds or both, but must be of sufficient gravity to cast credible doubt on the outcome of the vote. Trivial or vexatious appeals may be dismissed.

The Chair of Board may consider the appeal themselves or appoint a delegate to do so, except that no person considering the appeal can have any involvement in the referendum as either a campaigner or a member of the Elections Committee. A delegate may be a member of the Board or of the University. The Chair or their delegate may, after considering the appeal, either a) uphold the appeal, in which case the referendum must be run again at a date to be decided by the Association Councils: or b) reject the appeal, in which case the referendum result shall be final.

Mr Mathewson introduced the motion. He proposed to amend £350 into £100 in point 6 of the rules.

With no objection, the amendment passed.

Mr Dixon proposed to strike 'and disqualification' from point 45 of the rules because it is not possible to disqualify either the entire Yes or No campaign, as, in this case, there would be no referendum. Mr Blain seconded.

With no objection, the amendment passed.

With no objection, the motion was adopted.

9.5 J. 15-21-A Motion To Give The Athletic Union (AU) President A Vote On SSC

This SSC & SRC Notes:

6. The AU President is a sabbatical officer
7. The AU President can vote on the SRC
8. The AU President cannot vote on the SSC
9. The other four sabbatical officers can vote on the SRC & SSC

This SSC & SRC Believes:

6. That the AU President is an integral part of the sabbatical team and deserves the same voting rights as the other four sabbatical officers.
7. That the AU and the Students' Association have made an effort to work more closely together as organizations, and the input of the Athletic Union President is incredibly valuable to the Students' Association.

This SSC & SRC Resolves:

To strike the text "(non-voting)" from 3Laws §1.1.10. giving the Athletic Union President a vote on the SSC

Proposed:

Joe Tantillo
 Kyle Blain
 Sarah Thompson
 Chris MacRae
 Pat Mathewson

Mr Blain introduced the motion. Mr Dixon stressed that SSC works differently from SRC and it has an operational side. Mr Mathewson highlighted that the AU President also participates in different subcommittees. Mr Heyerick asked why the AU President cannot currently vote in SSC. Nobody knew the reason. Mr Dixon objected that rules differ for elections in SRC and SSC, and that the rules to elect the AU President are different, too, as the AU is a different body. Ms Pickthall replied that there is a need for different rules because the AU works differently. Mr Blain stressed that this year was the first time that the AU President helped in Freshers' Week and they hoped to maintain this relationship over the years.

Ms Jorgensen moved to vote. Ms Pickthall seconded. Mr Dixon objected and asked for a roll call vote. Ms Andrews voted with a proxy vote.

OFFICE	NAME	SSC		
		AYE	NO	ABS.
Association Alumni Officer	Charlotte Andrews	✓		
Association Director of Events and Services	Chris MacRae	✓		
Association Director of Student Development and Activities	Kyle Blain	✓		

Association Environment and Ethics Officer	Alice Pickthall	✓		
Association LGBT Officer	Sigrid Jorgensen	✓		
Association President	Pat Mathewson	✓		
SSC Broadcasting Officer	Bruce Kerr	✓		
SSC Charities Officer	Amy Christison	✓		
SSC Debates Officer	Alyssa Muzyk	✓		
SSC Member without Portfolio	Annabel Romanos	✓		
SSC Performing Arts Officer	Jo Bowman	✓		
SSC Postgraduate Officer	Aline Heyerick	✓		
SSC Societies Officer	Robert Dixon		✓	

With 12 members in the affirmative and 1 member in the negative the motion was adopted.

10. Open Discussion

11. Any Other Competent Business

There was no other competent business.

The meeting adjourned.