

## **MATHEMATICS STUDENT/STAFF CONSULTATIVE COMMITTEE**

### **CONSTITUTION AS DRAFTED 02 DECEMBER 2008**

**1) Aim of the SSCC**

To further cooperation between staff and the students studying within the Institute.

**2) The Committee Members**

2.1 The SSCC shall be composed of the following staff membership as a minimum, in order to provide representation for Teaching, Assessment, Administration, Information Services and Welfare:

- a) Senior Tutors
- b) Institute Administrator
- c) Information Services representative
- d) Other staff members as appropriate

2.2 The SSCC shall have up to 10 student representatives in total to include:

- a) 2 representatives from Mathematics Year 1
- b) 2 representatives from Mathematics Year 2
- c) 2 representatives from Mathematics Year 3
- d) Up to 2 representatives from Mathematics Year 4 (MMath)
- e) 1 representative from Mathematics Postgraduates
- f) MathsSoc President

2.3 Once elections have taken place, the names of the SSCC will be forwarded by the secretary to the Faculty Secretary.

2.4 The Chair of the SSCC will be nominated from among the student representatives at the first meeting of each session.

### **3) Elections**

- 3.1 During the first term of the academic year, nominations for the posts of student representatives shall be asked for by the Returning Officers. These representatives shall commence their duties at the first SSCC meeting held during the first term after the elections. If the nominations received exceed the number of vacancies, then an election shall be held among the students of that year to decide on their representative(s). Once elected, the final list of student representatives' names and contact e-mails shall be displayed on appropriate noticeboards and on the IMAPS website.
- 3.2 Each nominee shall be proposed and seconded. The proposer and seconder for each representative shall be members of the same year of study as the candidate. The nominee must agree to their nomination and should provide a written document or signature to that effect.
- 3.3 All elections shall be by transferable vote.
- 3.4 In all student elections, academic members of staff shall act as Returning Officers.
- 3.5 Staff representatives of the SSCC shall be confirmed by the Head of Department in accordance with the staff roles outlined in 2.1.

### **4) Minutes**

- 4.1 A secretary from the Institute administrative team shall take the minutes of each meeting. The draft minutes will be circulated to the SSCC members for amendments. The minutes shall be presented to the following SSCC meeting for final approval.
- 4.2 Approved SSCC minutes shall be translated into Welsh and displayed bi-lingually on the Institute noticeboards. They will also be displayed on the Institute website.

4.3 Copies of all SSCC minutes, agendas and circulation papers shall be archived centrally.

4.4 Copies of all the approved SSCC minutes will be submitted to Faculty.

## **5) Meetings**

5.1 The SSCC shall meet at least once a term.

5.2 The secretary shall e-mail SSCC members prior to the meeting to request agenda items.

5.3 The secretary shall circulate agendas, copies of minutes pending approval and other received papers at least one week before the date of the meeting.

5.4 SSCC members who cannot attend the meeting should forward their apologies to the secretary.

5.5 The SSCC minutes shall be forwarded to the LTEC, and from there, to Institute Staff meetings as appropriate.

## **6) Amendments to the Constitution**

6.1 Any member of the SSCC may propose an amendment to the Constitution.

6.2 A provisional amendment to the SSCC constitution may be agreed by a simple majority vote.

6.3 The provisionally accepted proposal shall be e-mailed to the student body with a recommendation to contact their student representatives if they have any objections. If there are no objections communicated before the next meeting of the SSCC, the provisional amendment will be deemed to have been accepted by the Electorate. If objections are received, the SSCC will decide on what action, if any, should be taken.