Philosophy Departments
Staff/Student Consultative Committee Constitution

1. The name of the committee shall be ‘The Philosophy Departments Staff/Student Consultative Committee’.

2. The committee may consider any matter (whether particular or general) concerning the academic welfare of students in the departments, including (but not exclusively) course structures, teaching methods, methods and standards of assessment, physical conditions of work, provision of books and other aids to learning, and relations between staff and students.

3. The committee may make recommendations to the School Council.

4. The committee shall consist of the following members:

   (a) all those carrying out teaching on any module for which the Philosophy departments are responsible

   (b) two elected postgraduate students (1 from the taught Masters course and 1 research student)

   (c) four elected Honours students (at least 1 from Junior Honours and 1 from Senior Honours)

   (d) four elected students from PY2000 modules

   (e) four elected students from PY1000 modules

   (f) one student from the undergraduate mature students

   (g) one student from the Evening degree modules.

5. Elections to (b) - (f) shall take place at, if necessary, separate meetings (postgraduate, Honours and sub-Honours) held no later than week 3 of first semester organised by the outgoing Convener in consultation with the Director of Teaching, who will act as returning officers. Elections to (g) shall take place at a meeting of the Evening Degree class held no later than week 3 of first semester organised by the outgoing Convener in consultation with the Evening Degree teacher, who will act as returning officers. At least one week shall elapse between the announcement of the election and the election itself. Candidates must be members of the respective classes, and must be proposed and seconded by members of the class, and shall have their role explained to them and shall have the opportunity to speak to their constituency. Nominations received shall be displayed both on the SSCC noticeboard and on the SSCC webpage. Further oral nominations may be made at the time of the election. Election shall normally be by secret ballot, and shall be of the first-n-past-the-post system, each voter having n votes (n being the number of places to be filled) unless a proposal to use the Single Transferable Vote is supported by at least one quarter of those present at the election, in which case the latter system shall be used.

6. If any student member ceases to be a member of a Philosophy class of the respective category (b)-(f), their membership of the committee shall lapse and create a casual vacancy. Casual vacancies for membership of the committee shall be filled by co-option or by a by-election as the committee shall determine.

7. The committee shall meet at least three times each session. Meetings may occur more regularly on written request to the Convener of the Students’ Association by half or more of the student
membership of the committee. At the first meeting of the session, which shall be convened by the outgoing Convener no later than two weeks after the elections held in the first semester, the student members of the committee shall elect, from among the student members, a Convener and Deputy Convener to serve for the remainder of the academic year. The Convener (or Deputy) shall chair and steer meetings, and shall be responsible for representing the committee on the Students’ Association SRC Education Committee. Casual vacancies for those offices shall be filled by election by and from the student members currently serving. An up-to-date list of current officers and members of the committee with their current email addresses shall be kept posted on the SSCC noticeboard and the SSCC webpage, and shall be communicated to the Students’ Association.

8. The Director of Teaching shall be responsible, in consultation with the Convener of the committee, for general scheduling and organisation of meetings of the committee, and act as the main staff-student representational liaison.

9. Meetings of the committee shall normally be preceded by pre-meetings without decision-making powers, which may be attended by student members only.

10. The quorum for all meetings of the committee shall be four student members and four staff members. Members of the Students’ Association SRC Education Committee shall be entitled to attend meetings as observers with the consent of a majority of the students members present. Amendments to the Constitution shall require a majority of the student members, a majority of the staff members and the consent of the Students’ Association SRC Education Committee.

11. Minutes shall be taken, normally by the Course Administrator, and in them shall be recorded the committee’s recommendations, the replies received from the persons or bodies to whom such recommendations have been made, and the action (if any) taken in consequence. Copies of the Minutes of each meeting shall be posted on the SSCC noticeboard and the SSCC webpage within two weeks of the meeting taking place. The complete file of Minutes may be consulted by any student or staff member of the Committee on application to the Course Administrator.

12. Notice of each meeting, including a provisional Agenda, shall be posted on the SSCC noticeboard and the SSCC webpage and emailed to all members and to the Students’ Association at least one week in advance. This notice shall invite any student enrolled in either department to submit additional items for the Agenda. If such a proposed item is competent, it shall be added to the Agenda, and its proposer shall be invited to attend the meeting to speak to it, but without voting.