

J 20-11 A motion to create the BAME Students' Subcommittee as a new Subcommittee of the Students Association

Owner: Ananya Jain

In effect from: Immediately

Review Date: March 2021

This SRC and SSC notes:

1. The Black, Asian and Ethnic Minority student experience comes with significant differences and challenges that need to be addressed.
2. The only representative position on councils that exclusively deals with concerns pertaining to race, ethnicity, and minorities is that of the SRC Member of Racial Equality and Cultural Diversity
3. The Black, Asian, Minority Ethnic Students' Network has existed as an unofficial network that was created in 2019, as a result of a petition for Name Blind Applications.

This SRC and SSC believe:

1. There is an increased need to address concerns pertaining to race, racism, ethnicity, and cultural diversity, in multiple areas of the student experience.
2. A single individual in one position, cannot undertake the work of such a large remit effectively.
3. More BAME Students need to actively be involved in actionable decision making.
4. There is a need for a stronger and more expansive organizational structure of students directly affiliated with the Students' Association, in order to ensure that action is effective and collaborative.

This SRC and SSC resolves:

1. To establish the 'Black Asian Minority Ethnic, Students' Network' as a new subcommittee of the Students' Association (remit and structure outlined in the appendices)
2. To change the remit of the SRC Member for Racial Equality, and make it the BAME Association Officer, to sit on both SRC and SSC and serve as the Convenor for this Subcommittee.
3. To appoint some officers, specifically those with very demanding remits (as outlined in the appendices) by process of interview with the Selection Committee, and to appoint all others by process of election.
4. To ensure the BAME Students' Subcommittee acts as a link between the University and the Student body with regard to concerns, actions and decisions pertaining to BAME/race/ethnicity related issues.
5. To update the respective other chapters in the laws out with the new chapter outlining the remit and roles accordingly.

Proposed

Ananya Jain, SRC Member for Racial Equality and Cultural Diversity

Seconded

Dan Marshal, President

Emma Rose Walsh, Director of Wellbeing
Gavin Sandford, Director of Student Development and Activities

Appendix 1 Constitution of the BAME Students Network Subcommittee (To be added as Chapter 30 of the Laws)

1. Mission Statement

1.1. The University of St Andrews Black Asian Minority Ethnic Students' Network exists to provide a strong community, adequate resources and effective support to the BAME students at the University. While we acknowledge that the term BAME may not be entirely representative, we want to ensure that we as a society are all-inclusive and open to all minority students, who may need support, help, or guidance.

2. Name

2.1 The official name of the subcommittee shall be 'The University of St Andrews Black Asian Minority Ethnic Students' Network' hereby known as the 'BAME Network' or 'BAME Students' Network'

3. Aims

3.1 Create a network that provides resources, support and a sense of community for BAME and Minority students.

3.2 Serve as a link between the University Administration and the Student Body, and work in collaboration with both to address and take action on issues and concerns linked to race/racism/ethnicity.

3.3 Liaise with other student societies and subcommittees when necessary, to promote BAME interests.

4. Remit

The Committee for the BAME Students' Network will outline a renewed and updated plan of action for every new academic year. In the first year, a 1 year, 3 year and 5 year plan will be outlined, and keep in mind the following areas concerning BAME Students:

4.1 Representation and Inclusivity

4.2 Support & Wellbeing

4.3 Outreach, Careers and Networking

4.4 Communication

5. Membership

5.1 All Matriculated students, except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association, will automatically be eligible and be a part of the BAME Students' Network, regardless of ethnicity.

5.2 Committee Meetings are open to and accessible to all members/students who wish to attend and/or get involved

6. The Committee

6.1 The Executive

The Executive Committee will meet at least once every week and will take all major decisions with reference to committee activities. It will comprise of the following members:

6.1.1 BAME Association Officer/President of the BAME Students Network

6.1.1.1 Be the convenor of the Association BAME Subcommittee and chair committee meetings

6.1.1.2 Coordinate their activities with the Director of Wellbeing and the Director of Student Development and Activities

6.1.1.3 Work in cooperation with relevant members of staff and administration

6.1.1.4 Liaise with the University on matters relating to BAME/race/ethnicity related issues

6.1.1.5 Represent BAME issues to the SRC, and if necessary, to the SSC

6.1.1.6 The position will replace the current post of the 'SRC Member for Racial Equality and Cultural Diversity', and the remit of that role will be altered, and subsumed into this BAME Network

6.1.1.7. This position will be elected through the Student Association elections, just as other Councilors.

6.1.2 Co-President (2020-21 ONLY)

6.1.2.1Co- president of the BAME Students Subcommittee working alongside the BAME Association Officer

6.1.2.2 Coordinate their activities with the Director of Wellbeing and the Director of Student Development and Activities

6.1.2.3 Work in cooperation with relevant members of staff and administration

6.1.2.4 Liaise with the University on matters relating to BAME/race/ethnicity related issues

6.1.2.5 Temporary position, only for the first year of the subcommittee's establishing

6.1.2.6 Will be invalid from 2021 onwards

6.1.2.7 Will be appointed through an application and interview process by the BAME Selection Committee

6.1.3 Vice President (ACS Liaison)

6.1.3.1 Will stand to co-chair all Executive meetings, in absence of the BAME Association Officer

6.1.3.2 Will be in charge of room bookings and scheduling meetings and noting absences

6.1.3.3 Working alongside the University Administration to look into effective redressal of Racial Discrimination and managing the Reporting system

6.1.3.4 Will work with the Discipline Committee, to address matters linked race/ethnicity/cultural minorities

6.1.3.5 Will be appointed through an application and interview process by the BAME Selection Committee, out of a series of candidates nominated by the St Andrews African-Caribbean Society

6.1.3.6 This position will ensure better communication and association between the ACS and the BAME Subcommittee

6.1.3.7 Will line manage the *Education Officer*

6.1.4 Treasurer

6.1.4.1 Will keep the accounts of the committee and be a signatory on bank accounts (along with the President/Convener)

6.1.4.2 Will work with the President to write a comprehensive budget for the upcoming year

6.1.4.3 Will provide a finance report at the weekly meeting

6.1.4.4 Will oversee all committee spending, and ensure the effective use of resources

6.1.4.5 Will coordinate fundraising and sponsorship and line manage the Sponsorship and Development Officer

6.1.4.6 Will line manage the *Sponsorship and Development Officer*

6.1.4.7 Will be elected at the AGM

6.1.5 Secretary

6.1.5.1 Will overlook all the correspondence made on behalf of the committee

6.1.5.2 Will have access to the committee email address and be responsible for sharing regular information and updates on the activities undertaken by the committee, to as many people as possible.

6.1.5.3 Will also keep track of members and update the mailing lists as required

6.1.5.4 Will be responsible for organisation committee socials, with assistance from other general members

6.1.5.5 Will take minutes for all committee meetings and create an accessible archive of these

6.1.5.6 Will line manager the *Careers and Alumni Officer* as well as the *Access and Outreach Officer*

6.1.5.7 Will be Elected at the AGM

6.1.6 Wellbeing Officer

6.1.6.1 Responsible for overseeing the Wellbeing of committee members as well as general members of the subcommittee

6.1.6.2 Liaison with Student Services, and student-led organisations such as Sexpression, Got Consent, Nightline (amongst others), to focus on issues faced by BAME students

6.1.6.3 Ensure that all committee members receive adequate training (i.e. Mental Health First Aid, Got Consent, Queer Peer Support, Nightline, Condom Training)

6.1.6.4 Organise events/discussions that promote wellbeing

6.1.6.5 Resolve any conflicts between committee members

6.1.6.6 Line manager to the *Freshers Representative, Post Graduate Representative, and Member without Portfolio*

6.1.6.7 Will be appointed through an application and interview process by the BAME Selection Committee

6.1.7 Events Officer

6.1.7.1 Will be in charge of organising committee events

6.1.7.2 Will liaise with societies for collaborations with the help of the Societies Officer

6.1.7.3 Will work with Wellbeing Officer to ensure that all events are welcoming and accessible

6.1.7.4 Line Manager for *Multicultural Week Coordinator* and *Societies Coordinator*

6.1.7.5 Will be appointed through an application and interview process by the BAME Selection Committee

6.1.8 Marketing Officer

6.1.8.1 Will be responsible for publicity for all activities and events, via social media, through student publications, and other innovative avenues

6.1.8.2 Will overlook the creation of content (including posters, graphics, creative image), to maintain a cohesive, approachable and active public image

6.1.8.3 Will Line manage a *Design Officer*, and *Photography Coordinator* content creators and work in collaboration with them to create visually attractive and informative content and graphics through the course of the year

6.1.8.4 Will be appointed through an application and interview process by the BAME Selection Committee

6.2 General Members

6.2.1 Education Officer

6.2.1.1 Will work alongside University staff, and school presidents to discuss changes within the curriculum and efforts that can be made to alter educational practices to be less biased, more inclusive and representative of a variety of cultures

6.2.1.2 Will look into programs beyond the curriculum, such as study abroad programs, mentorship schemes

6.2.1.3 Will sit on Education Committee

6.2.1.4 Line managed by the Vice President

6.2.1.5 Will be appointed through an application and interview process by the BAME Selection Committee

6.2.2 Sponsorship and Development

6.2.2.1 Liaison with external organisations, to procure adequate funding for events, as well as promote collaborative efforts between the BAME Network and BAME run along with local businesses

6.2.2.2 Focus on fundraising and networking activities to support prospective, incoming and alumni students

6.2.2.3 Work closely with Events Officer, and Access and Outreach Officer

6.2.2.4 Will be appointed through an application and interview process by the BAME Selection Committee

6.2.3 Access and Outreach Officer

6.2.3.1 Will be responsible for working alongside the University administration and making St. Andrews more accessible and appealing to BAME students

6.2.3.2 Will be part of any focus groups through which look into BAME Applicants, Offers and Admissions

6.2.3.3 Along with Convener, Vice President will put into place events such as access conferences, and others as recommended in the Action Plan Report from summer 2020

6.2.3.4 Liaison with members of the administration working towards ongoing outreach initiatives and student ambassador programs, as well as open days

6.2.3.5 Will be elected at the AGM

6.2.4 Careers and Alumni

6.2.4.1 Will work with the Careers Centre, and the Association Alumni Officer, as well as current BAME Students and Alumni, to create a network that fosters specific advice for current BAME Students

6.2.4.2 Will be responsible for organising networking and career events, catered specifically for BAME Students and their futures

6.2.4.3 Will be elected at the AGM

6.2.5 Freshers' Representative

6.2.5.1 Will represent the interests and concerns of BAME freshers

6.2.5.2 Will work towards promoting engagement and integration between first year students and the rest of the student body

6.2.5.3 Will liaise with other committees' freshers' rep and put on a minimum of one event for BAME Freshers at the university

6.2.5.4 Will support other committee members depending on skill set

6.2.5.5 Will be Elected at the AGM

6.2.6 Postgraduate Representative

6.2.6.1 Will represent the interests of BAME Postgraduate Students,

6.2.6.2 Will work to promote more engagement between the BAME postgraduate students and the rest of the BAME student body

6.2.6.3 Will sit on the Postgraduate Committee and liaise with other committees' postgraduate officers and put on a minimum of one event for BAME Postgraduates at the university

6.2.6.4 Will support other committee members depending on skill set

6.2.6.5 Will be Elected at the AGM

6.2.7 Member without Portfolio

6.2.7.1 Will support other committee members depending on skill set

6.2.7.2 Will aid the Secretary in planning committee socials

6.2.7.3 Will be Elected at the AGM

6.2.8 Multicultural Week Coordinator

6.2.8.1 Will be the lead organiser and execute the annual St. Andrews Multicultural Week

6.2.8.2 Will liaise with the Association BAME Officer, and the BAME Students Network committee

6.2.8.3 Will chair a committee, and meet with them regularly to organise, plan, and oversee the running of the events smoothly

6.2.8.4 Line Managed by the Events Officer, and will assist them

6.2.8.5 For 2020-21, this will be overlooked by the BAME Association Officer/Convener

6.2.8.6 From 2021 onwards will be appointed through an application and interview process by the BAME Selection Committee + Events Officer

6.2.9 Societies Coordinator

6.2.9.1 Will be responsible for maintaining regular communication with other societies and subcommittees at the University

6.2.9.2 Will work alongside the Events Officer, Wellbeing Officer to put up collaborative events

6.2.9.3 Will sit on the Societies Subcommittee

6.2.9.4 Will be Elected at the AGM

6.2.10 Design Officer

6.2.10.1 Will create posters, graphics, and required content for the publicity of the BAME Students Network, all its events and activities

6.2.10.2 Line Managed by the Marketing Officer

6.2.10.3 In collaboration with the Marketing Officer will run the social media pages, and advertising campaigns for the subcommittee

6.2.10.4 Will be appointed through an application and interview process by the BAME Selection Committee + The Marketing Head

6.2.11 Photography Coordinator

6.2.11.1 Will carry out photography and video content creation wherever required

6.2.11.2 Will work in collaboration with the Marketing Officer, Design Officer and the Events Officer

6.2.11.3 Will work towards hiring and sourcing other student photographers and content creators as and when necessary

6.2.11.4 Will be appointed through an application and interview process by the BAME Selection Committee + The Marketing Head

7. BAME Selection Committee

7.1 Will be responsible for appointing certain committee members, through a fair, and inclusive process of applications and interviews, that will be open to and advertised to all matriculated students

7.2 Members (2020-21)

7.2.1 BAME Association Officer (Currently known as the Member for Racial Equality and Cultural Diversity)

7.2.2 Director of Wellbeing

7.2.3 Director of Student Development and Activities

7.2.4 Co-Convener of the BAME Students Network (After they have been appointed by the above)

7.3 Members 2021 - onwards

7.3.1 Outgoing BAME Association Officer

7.3.2 Incoming BAME Association Officer

7.3.3 Outgoing Vice President

(At Least two of)

7.3.3 Outgoing Director of Wellbeing

7.3.4 Incoming Director of Wellbeing

7.3.5 Outgoing Director of Student Development and Activities

7.3.6 Incoming Director of Student Development and Activities

8. Meetings

8.1 The Executive will meet once every week on a fixed day and time that will be mutually pre-decided. All members are expected to attend or inform the other members of their absence beforehand if they cannot. Where possible the DoSDA and DoWell will attend.

8.2 Each member of the Executive will provide a report of their progress and future action plan at the meeting

8.3 The full committee will meet once a month, at a pre-decided time/date

8.4 Each line manager will provide a report of their progress and future action plan at the meeting

9. Annual General Meeting

9.1 General

9.1.1 The Annual General Meeting shall take place during Semester Two and the agenda is as following:

9.1.1.1 Reports of the Executive

9.1.1.2 Election of committee members for the following year.

9.2 Voting

9.2.1 All matriculated students of the University, except those that have exercised their right under the Education Act 1994 not to be members of the Students' Association, shall have the right to vote.

9.2.2 Election of Officers

9.2.2.1 *Executive Posts*

9.2.2.1.1 Nominations for Executive positions must be received by the Convenor at least 24 hours before the start of the meeting or by a deadline as the Convenor, Director of Wellbeing and Director of Student Development and Activities mutually determine.

9.2.2.2 *Non-Executive Posts*

9.2.2.2.1 Nominations for non-executive posts may be made at the meeting, unless stated otherwise by the Convenor, Director of Wellbeing and Director of Student Development and Activities

9.2.2.3 *Voting Procedure*

9.2.2.3.1 Unless an election is uncontested, voting shall be by secret ballot, and shall be supervised by a sabbatical officer, who shall act as Senior Elections Officer. All unopposed candidates must run against Re-Open Nominations. Proxy votes will be accepted for Executive posts only. Proxy votes must be authorised by an Election Officer.

Appendix 2: Proposed Committee Structure (Flow Chart)

BAME Student Subcommittee : Proposed Committee Structure

