

Joint Councils
Tuesday 30th January - Large Rehearsal Room

Agenda

Pre-Session: Consultation with Principal Sally Mapstone concerning the Strategic Plan (6 - 7pm)

1. Adoption of the Agenda

2. Apologies for Absence

- 2.1. Ruairidh Maciver
- 2.2. Ruairidh Ferguson
- 2.3. Mizuki Morisaki

3. Reports of the Sabbatical Officers

- 3.1. Report of the Association Director of Events & Services
- 3.2. Report of the Association Director of Education
- 3.3. Report of the Association Director of Wellbeing
- 3.4. Report of the Association President
- 3.5. Report of the Association Director of Student Development & Activities
- 3.6. Report of the Athletic Union President

4. Questions for SRC Committees and Officers

5. Questions for SRC Committees and Officers

6. New General Joint Business

J. 18-1: A motion to accept the elections rules as provided by the Elections Committee to allow for the Students' Association Elections in 2018 to take place in a fair and organised manner

7. New General SSC Business

S.18-1: A Motion to Remove the Employability Officer and the Employability Committee from the SSC

S.18-2: Motion to update the Discipline Procedure in the Association Laws

8. New General SRC Business

R.18-1: A motion to update the role descriptions of the Postgraduate Academic Convenor and the Postgraduate Development Officer.

R. 18-2: Motion to change 'Member for Age Equality' to 'Association Lifelong Learners Officer'

R. 18-3: Motion to remove the Member for Widening Access

8. Any Other Competent Business

9. Collaborative Solutions

Appendix 1: Election Rules for Approval

4.1. Questions for Association Alumni Committee

- Thanks to the help of Lewis and all Subcoms and participating societies and sports clubs, we have a great schedule lined up
- Careers panel is all planned and ready to go - Friday 13th April, 6pm - 9pm with 5 speakers. All from creative / law / SME backgrounds
- Our alumni subcommittee has dropped in numbers since last semester so although it is not a time intensive committee if you know anyone who wants an extra wee thing for their CV feel free to point them in my direction for AFW
- Have held discussions with Bonnie Hacking from Careers Centre re: use of Saint Connect for mentoring whilst previous coordinators are off sick. Plan so far is to have a mentoring group on the platform which people can join, with 1 or 2 more "how to" sessions on Saint Connect this semester

4.2. Questions for Association Community Relations Committee

- Regular meeting of the subcommittee this week to discuss potential new projects for the next two months
- Discussion of continued and new partnerships for events
- Celebrating St Andrew's Day success!
- Need to assess funds to determine project feasibility and flexibility.

4.3. Questions for Association Environment Committee

The Environment Subcommittee have been working hard over Christmas. We're working on organising a conference/panel event about the impact of Brexit on the environment with politicians and green organisations which we're hoping to host in April. We've also organised a 'Leave No Trace' workshop for Alumni Weekend which we're all looking forward to. As Environment Officer I've been invited to speak at the ELT Sustainability Conference in March. We're also always looking to host collaborative events with other subcommittees and societies so if you're interested, let me know!

4.4. Questions for Association LGBT+ Committee

LGBT+ work is really picking up this semester with QueerFest, dRAG Walk, Glitterball and PRIDE. I'm really excited to do all this and to use my last few weeks to get long-lasting welfare structures in place for the new intake.

Work continues apace with Madras Pride, and we're working with National Sexpression atm to shape an inclusive Sex Ed lesson that will be suitable for that particular context.

The big news I that I am currently recruiting for a new VP Welfare; so if you know anybody who's passionate about LGBT+ advocacy and Wellbeing, who wants to work with myself and Claire to shape our support structures for the future, send them my way!

I'm excited to get stuck into councils for what little we have left. Additionally, if anybody knows people interested in the role of LGBT+ Officer, I would love to grab a coffee and talk about the job with anyone!

4.5. Questions for SRC Member for Racial Equality

So in terms of updates, I've currently had a meeting with Claire, and we've had a discussion about a possible collaboration between Equal Opportunities Committee and the ACS society with their upcoming showcase in February, and the different ways in which we can aid them and make the show a big success, in terms of funding and promotion and i'm having a meeting with the showcase director and the president of the society later in the week. But by Tuesday i should have

a report from them in terms of funding and their current budget, in order to have a better idea of how we can provide better assistance. I'm also currently in the midst of organising a mixer event between the different cultural societies in ACS, followed by a series of meetings in order to start a discussion between the different societies about the ways in which they can collectively promote diversity and discuss what they feel as though needs to be done by the different schools as well as the student body to better diversify and encourage cultural understanding in St Andrews. These meetings will also include discussions surrounding different campaigns such as Pangaea, which I know in the past has had difficulty in execution and communication and this is something I really want to tackle. Hopefully, my aim with the meetings is to come up with a plan, with the aid of the different societies of ways in which we can have better campaigns that can help spearhead much needed diversity in St Andrews, and hopefully, we can also execute this.

4.6. Questions for SRC Member for Gender Equality

Luckily for me, I've had a pretty restful winter break! The only thing I have to report is a meeting scheduled event on Monday, 29th January with some (probably not all, some can't make it and others still haven't responded) women's-issue societies about collaboration on the Women's Day. I don't foresee any really ground-breaking updates, though – hopefully we'll just be doling out assignments for who should request what and any concerns that may be raised by any of the committees!

4.7. Questions for SRC Member for First Years

Dr Turnbull, the Student Service assistance director, contacted me regarding the induction symposium that took place on 18th January. I gave her my personal feedback based on the questions I received before and during the Freshers' week from the first year students. Also, I gave two student names for her to contact to be at the symposium. Dr Turnbull and I discussed the possibilities of distributing the accommodation video that I made with Andy over the summer. Andy will finish editing the video around late March and will be available to the incoming first year students from 2018/19.

4.8. Questions for SRC Member for Age Equality

Pantomime a huge success. I have been asked to once again thank the Students Association for their support in providing student parents the opportunity to take their children to the Byre Theatre pantomime.

Race2 Lifers team. We got there, had an amazing time and raised lots of money. We also achieved our goal of raising the profile of mature students in the university and it was amazing to see the enthusiasm amongst other mature students as they followed our progress.

We will be attending Refreshers Fayre on Sunday.

Currently we are working on influencing the university to waive the requirement for a hard copy submission for Commuting students. We need more evidence therefore we will be asking a selection of students to approach their schools asking for the policy on this, we will then collate and work with Zach to decide how best to present our findings.

The commuters room has had a lick of paint and some new crockery. Many thanks to ASC for organising this.

I will be arranging a meeting with Penny Turnbull in ASC to discuss what further support they can provide for mature students as they are currently unable to agree to giving all mature students access to the Commuter room.

Lifers meets the first Monday of every month, with our first meeting being held on February 5th, Society Room B.

4.9. Questions for SRC Member for Students with Disabilities

4.10. Questions for SRC Member for Widening Access and Participation

Nothing to report!

4.11. Questions for SRC Postgraduate Academic Officer

- Attended the orientation symposium. Regarding PGTs, the main results were to implement more mentoring schemes, and to have detailed information about academic content (syllabus, modules) available as early as possible.
- In the process of organizing a Phd writing/research at the Burn in the summer
- Planning an events workshop for PG class reps

4.12. Questions for SRC Postgraduate Development Officer

4.13. Questions for SRC Accommodation Committee

4.14. Questions for SRC Education Committee

John and Nicola organised a meeting with the School Presidents to discuss strategies of improvement of the Learning & Teaching spaces on the basis of the survey form shared by the L&T Space Review. The meeting was very profitable. Nicola and John also met up with some Class Reps from ID4001-ID4002 to discuss problems and potential solutions in the placement modules prior to the upcoming SSCC. Among the issues arisen, there were: need to clarify student role during placements; need to improve guidance/documentation for project proposals and lesson plan activities; need to increase information on how to handle disabilities in the class. The SSCC took place on November 9 and it was well attended. At the SSCC, besides the points listed above, John and Nicola acknowledged the need to encourage their successors to strongly persuade all the new module representatives to read the ID handbook thoroughly. It has been an absolute pleasure working with this dedicated team of representatives and coordinators to address problems in one of the most non-traditional modules of the University, with visible positive results.

Nicola and John have resolved to follow through with our roles next semester, including a third working group on enhancing school efforts in equality and diversity. We understand that the second semester can be very taxing on final year School Presidents, and will work to support them where possible. We will also help publicise the National Student Survey to final year students via School Presidents and poster notices. In addition, we will be assisting with elections not only through the Elections Committee, but also by actively encouraging new candidates within and without academic representative roles. We will also be running all School President elections for which the outgoing School President is a candidate in any election. Nicola and John will also seek out means by which to host more social events for the entire academic representational system, which have been enormously successful in the past.

4.15. Questions for Principal Ambassador

We're kicking off this semester with another round of recruitment for students who missed the applications last semester or anyone who is on a study abroad. If you know anyone who would like to join up, direct them to the Facebook page.

Widening Access and Participation keeps on going throughout this semester with more and more opportunities, building up to summer schools in the summer months. More information coming in the next few weeks.

We have confirmed dates for the Visiting Days this semester, they are:

7 March 2018
14 March 2018
4 April 2018
11 April 2018
18 April 2018

Last semester's Visiting Days went well with positive feedback from visitors including remarks on a welcoming atmosphere, how organised we are, personalised touches to the experience, friendly and approachable staff and students, and an overall great atmosphere. With a few tweaks, we hope to better the experience for the next round of visitors. We'll also be helping run Subject Visiting Day for students with offers from certain schools in the Faculty of Science. Feel free to drop me an email at princamb@st-andrews.ac.uk if you have any questions.

4.16. Questions for Member Without Portfolio

5.1. Questions for SSC Postgraduate Committee

Graduation ball and party in December were a huge success, everything went well. However some people complained about the limited capacity of the venue (Old course hotel).

This semester we want to try some new events and take a few opportunities to target PhD/MPhil as they don't come to events as often as Masters. We had a pre-semester event (when the main population was PhD), many came and had a great time.

We will try to advertise the PG officers positions with more clarification of who we are and what are our roles about + do an event for it. Hopefully we will have people to take up the torch next summer and carry on.

5.2. Questions for SSC Broadcasting Committee

5.3. Questions for SSC Charities Committee

- Race2Barcelona happened! Just under 70 teams made it from Scotland to Barcelona and at the last count, have raised just over £36,000 for our three nominated charities. A massive well done and thank you to our UK and EU Safety teams, especially Jacob Pepper, Elsa Klein and Charlotte Flatley. Our current total is more than Race2 Prague and Race2 Budapest, and with another month of teams fundraising, I remain hopeful of Race2 breaking the £40,000 mark...
- CATWALK will be on 10th March and rehearsals, sponsorship deals etc are well down the line. Early bird tickets will be on sale in the next couple of weeks.
- RAG Week is in Week 4 this year - with headliners including an ABBA tribute band and Wax Collective. Thank you to all of the sub comms who are organising events for this.
- On wednesday of week 2, we are holding a Charities Careers event for the second year, ran in conjunction with the Careers Centre. Speakers are coming from organisations such as Save the Children and the Bill and Melinda Gates Foundation, and a Charities Campaign alum is coming from CHAS! Sign up for your space on the Careers Centre website.
- Halls, societies and sports clubs have requested EverydayHero fundraising pages from us for their different charitable projects. If your subcomm would like one for a charitable event or project, please pop me an email at Charitiesconv@

5.4. Questions for SSC Entertainments Committee

Ents has been busy since the last councils with end-of-term events, preparation for Refreshers and Semester 2 events, and Refreshers. We appointed a new Technical Co-ordinator and we will be doing more training this semester. Please get in contact if you want any basic training for rehearsals in Stage or 601, etc.

5.5. Questions for SSC Employability Committee

5.6. Questions for SSC Debates Committee

I've had a busy Christmas break, organising debates for the next semester as well as arranging our Pro-Am and IV competitions. The UDS also sent two teams over to the Worlds University Debating Championships in Mexico, where we put in a strong performance.

5.7. Questions for SSC Design & PR Committee

Over the Winter Break, the Design Team committee has organized the schedule for Semester 2. Adobe Workshops, Photography Workshops, and Office Hours will start in Week 1. We held our EGM on 28 Jan and elected a new Treasurer. In coming weeks we look forward to holding an campaigning workshop and collaborating on the Careers Week. We also have plans for improving the Design Suite in terms of advertising the Design Team and making it more functional.

5.8. Questions for SSC Music Committee

5.9. Questions for SSC Performing Arts Committee

Mermaids has another incredibly busy semester lined up. We have 13 plays going up this Semester and many other socials, workshops and events to run alongside the productions. This week there are many auditions going up so check out our Facebook page for information about each of the shows. We also have our proposal meeting for the Fringe coming up next Monday with applications due on Saturday. We will be having drop-in sessions throughout the week so I encourage anyone who is looking for something fun and theatrical to do over the summer to take a look. We sent the most amount of shows we have ever sent last summer and they all did incredibly well so we are in a great position to have another brilliant Fringe. Our goal with the Barron is to try and get a new floor put in that covers up where the old seating rack used to be and provides a more flexible space for performance. We are also trialing a new method of booking events in the Barron this semester, so please let me know if anyone mentions any issues with it or has any suggestions for improvement.

5.10. Questions for SSC Societies Committee

Socs will be having our first meeting on Wednesday and already have four new society requests for the year.

On the decks for this semester: the refreshers fayre, societies awards and an eventual handover!

5.11. Questions for SSC Volunteering Committee

Over the break we have been getting ready for Refreshers, in a similar fashion to the start of the year. Projects applications open on Tuesday 30th at 5pm until midnight on Friday 9th Feb, after which we shall have our decision meeting. We are excited that there shall be a new project starting up this semester called 'Reading in the Community' and it is in collaboration with the English department. Following on from its success last time, there shall be another grub crawl as our refreshers social.

Over the break our tech officer has been working on revamping our website, and our aim is for the new site to be up and running by my handover.

Unfortunately our environmental project officer had to step down, so we are currently looking for a new officer. Applications close on Monday 5th Feb at 5pm- please spread the word!

5.12. Questions for SSC On The Rocks Committee

- Event contracts are signed and the OTR programme for the 2018 Festival (6 April-15 April 2018) is finalized. We are working with the events to sort out venue/tech details that they require. The programme is being designed and is well underway.
- Volunteer applications opened at the end of term and are available until Sunday 18th February. We need lots, so we hope to see a good number of applicants.
- We are continuing developing OTR-run and Community & Outreach events for the Festival and are planning the Programme Launch and Community events for the run-up to the Festival.
- We also are continuing our ongoing search for new sponsors and financial opportunities through the OTR Finance team
- We sent out Patron packs for the 2018 Festival Patrons at the end of term.
- Our publicity push is ongoing. We have been working to maintain our social media presence over the holidays and planning to continue advertising volunteer applications, Programme Launch, and the Festival during Re-Fresher's fayre.

5.13. Questions for SSC Member without Portfolio

5.14. Any Other Competent Questions

J. 18-1: A motion to accept the elections rules as provided by the Elections Committee to allow for the Students' Association Elections in 2018 to take place in a fair and organised manner

These joint councils note:

1. The attached elections rules, with changes to the rules from SA elections 2017 tracked.
2. Key changes are as follows.
 1. Main dates and timing.
 2. Adjustment of position titles to reflect current practice.
 3. Clarification of Elections Committee membership.
 4. The ban on flyers which was introduced last election cycle will be continued.

These joint councils believe:

1. These election rules allow for a fair and organised elections procedure.
2. These election rules allow for more environmentally friendly campaign tactics.

These joint councils resolve:

1. To accept the election rules as presented.
2. To co-opt one further Election Committee member from the SSC due to one current member's resignation.
3. To mandate the Senior Elections Officer and Elections Committee to make any procedural changes required prior to elections.
4. To mandate the Senior Elections Officer and Elections Committee to co-opt up to eleven external members to the Elections Committee before elections 2018.

Proposed:

Elections Committee

Claire Shirey - Director of Wellbeing and Senior Elections Officer

S.18-1 A Motion to Remove the Employability Officer and the Employability Committee from the SSC

The SSC note:

1. The remit of the Employability Officer and SSC Employability Committee overlap with that of the Director of Student Development and Activities and the Director of Education.
2. No Employability Committee is in place for the 2017/18 academic year.
3. The Director of Education has taken responsibility for convening and chairing the Employability Rep Forum in addition to training the Employability Reps.

The SSC believes:

1. The Employability Committee has been stagnating for the past few years and not fulfilled many of the responsibilities outlined in the Association Laws.
2. There is no structure in place to support subcommittees and affiliated societies in terms of employability and career skills.
3. The Director of Student Development and Activities and the Director of Education have adopted many of the responsibilities of the Employability Committee, making both the committee and Employability Officer redundant.
4. The Director of Student Development and Activities and the Director of Education work closely with subcommittees and societies, and have a wider knowledge of academic affairs, enabling them to make informed decisions and support employability strategies.

The SSC resolves:

1. To remove the position of Employability Officer as well as the Employability Committee from the SSC.
2. To amend the remits of both the Director of Student Development and Activities and the Director of Education as needed to incorporate employability-related responsibilities as relevant.

Proposers

Charlotte Flatley
Zach Davis

Secunder

Hannah Jacobs
Flora Rowe
John Weaver
Nicola Simonetti

Appendix

A – Excerpt from current Laws

B – Proposed updated Laws

Appendix A: Excerpt from current Laws

Chapter One: The Students' Association

3.3 Association Director of Student Development and Activities

- 3.3.1 The Association Director of Student Development and Activities shall:
- 3.3.2 Within the Students' Association, be a member of the:
 - 3.3.2.1 Students' Association Board (SAB);
 - 3.3.2.2 Students' Representative Council (SRC);
 - 3.3.2.3 Student Services Council (SSC);
 - 3.3.2.4 SAB Finance Committee;
 - 3.3.2.5 SSC Discipline Committee;
 - 3.3.2.6 All SSC subcommittees;
 - 3.3.2.7 Conveners Selection Committee; and,
 - 3.3.2.8 Students' Association Executive Committee.
- 3.3.3 Provide one-to-one advice and support to individuals, groups and student bodies wishing to use the services offered by the Association.
- 3.3.4 Work with the SSC Postgraduate Officer to ensure that the full range of postgraduate events during the summer term is carried out.
- 3.3.5 Work with the Director of Events and Services to have overall responsibility for the organisation of pre-sessional activities in consultation with the appropriate officers and staff when relating to student activities.
- 3.3.6 Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:
 - 3.3.6.1 SSC Charities Officer
 - 3.3.6.2 SSC Debates Officer
 - 3.3.6.3 SSC Music Officer
 - 3.3.6.4 SSC Performing Arts Officer
 - 3.3.6.5 SSC Postgraduate Officer
 - 3.3.6.6 SSC Volunteering Officer
 - 3.3.6.7 SSC Societies Officer
 - 3.3.6.8 SSC Arts Festival Convener
- 3.3.7 Be responsible for the health and safety of societies.
- 3.3.8 Ensure that the societies, groups and sub-committees are aware of their responsibilities and fulfil them.
- 3.3.9 Be responsible for promoting societies, subcommittees and association projects.
- 3.3.10 Organise the Societies Fayre in conjunction with the SSC Societies Committee.
- 3.3.11 Be responsible for working with the University to ensure rooms are made available to affiliated societies.
- 3.3.12 Be responsible for working with the Development Office to raise funds via sponsorship for student societies.
- 3.3.13 Act as a point of contact between the student body and the Careers Centre.
- 3.3.14 Be responsible for student society training.
- 3.3.15 Calculate the required budget for student activities.
- 3.3.16 Be responsible for the supervision of Association Projects.
- 3.3.17 Be responsible for all sections of the annual Association handbook pertaining to student development and activities.
- 3.3.18 Be a signatory on any Association cheque
- 3.3.19 Undertake any such additional duties as may be desirable for the promotion of student development and activities.
- 3.3.20 Be responsible for Association services presently not covered by other sabbaticals' remits.
- 3.3.21 Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.
- 3.3.22 Be entitled to distribute openly published factual information to external parties, including the media, on request.
- 3.3.23 Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

- 3.5 Association Director of Education
 - 3.5.1 The Association Director of Education shall:
 - 3.5.2 Whithin the Students' Association, be a member of the:
 - 3.5.2.1 Students' Association Board (SAB);
 - 3.5.2.2 Students' Representative Council (SRC);
 - 3.5.2.3 Student Services Council (SSC);
 - 3.5.2.4 Students' Association Executive Committee (SAEC)
 - 3.5.2.5 SAB Governance and Nominations Subcommittee
 - 3.5.3 Line-manage the Education Committee, Employability Committee, and the Postgraduate Society Committee
 - 3.5.4 Take responsibility for the system of student academic representatives (including School Presidents and Class Representatives).
 - 3.5.5 Convene the School Presidents' Forum at least twice a semester.
 - 3.5.6 Participate in the University's internal Quality Assurance and enhancement procedures.
 - 3.5.7 Within the wider university community, be a member of:
 - 3.5.7.1 University Court and its sub-committees as appropriate;
 - 3.5.7.2 Learning and Teaching Committee and its subcommittees as appropriate;
 - 3.5.7.3 Postgraduate Research Committee and its subcommittees as appropriate;
 - 3.5.7.4 Academic Monitoring Group;
 - 3.5.7.5 Curriculum Approvals Group; and,
 - 3.5.7.6 Any ad hoc bodies as appropriate.
 - 3.5.8 Be responsible for representational strategy regarding education and employability
 - 3.5.9 Provide one-to-one advice and advocacy support to individual students, groups of students or bodies of students regarding complaints at the operation or judgement of the University or Students' Association, while respecting the direct responsibility of the Student Advocate (Education) for academic appeals.
 - 3.5.10 Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:
 - 3.5.10.1 Faculty Presidents
 - 3.5.10.2 Postgraduate Convenor
 - 3.5.10.3 SSC Employability Officer
 - 3.5.11 Take joint responsibility, along with the Association President, for reading, researching and responding to consultation documents relating to higher education.
 - 3.5.12 Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.
 - 3.5.13 Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

Chapter Four: The Student Services Council

- 1. Composition of the Student Services Council (SSC)
 - The membership of the SSC shall be as follows:
 - 1.1 Elected and Selected Members:
 - 1.1.1 Association President
 - 1.1.2 Association Director of Events and Services
 - 1.1.3 Association Director of Student Development and Activities
 - 1.1.4 Association Director of Education
 - 1.1.5 Association Director of Wellbeing
 - 1.1.6 Association Chair
 - 1.1.7 Association Alumni Officer
 - 1.1.8 Association Community Relations Officer
 - 1.1.9 Association Environment Officer
 - 1.1.10 Association LGBT+ Officer
 - 1.1.11 President of the Athletic Union
 - 1.1.12 SSC Employability Officer
 - 1.1.13 SSC Postgraduate Officer
 - 1.1.14 SSC Societies Officer
 - 1.1.15 SSC Performing Arts Officer
 - 1.1.16 SSC Debates Officer

- 1.1.17 SSC Charities Officer
- 1.1.18 SSC Music Officer
- 1.1.19 SSC Volunteering Officer
- 1.1.20 SSC Broadcasting Officer
- 1.1.21 SSC Member without Portfolio
- 1.1.22 SSC On The Rocks Convenor(non-voting)
- 1.1.23 SSC Design and PR Team Convenor(non-voting)
- 1.1.24 SSC Entertainments Convenor(non-voting)
- 1.1.25 The Principal Ambassador or their nominee (non-voting)

4. Officers, Conveners and Subcommittees of the SSC

4.1 The SSC shall have the following officers and conveners:

- 4.1.1 Societies Officer
- 4.1.2 Performing Arts Officer
- 4.1.3 Debates Officer
- 4.1.4 Employability Officer
- 4.1.5 Charities Officer
- 4.1.6 Music Officer
- 4.1.7 Volunteering Officer
- 4.1.8 Broadcasting Officer
- 4.1.9 Postgraduate Officer
- 4.1.10 Design Team Convener
- 4.1.11 Entertainments Convener
- 4.1.12 Member without Portfolio
- 4.1.13 SSC Arts Festival Convenor

4.2. The SSC shall have the following subcommittees:

- 4.2.1 Societies Committee
- 4.2.2 Performing Arts Committee (Mermaids)
- 4.2.3 Debates Committee (Union Debating Society)
- 4.2.4 Employability Committee
- 4.2.5 Charities Committee (The Charities Campaign)
- 4.2.6 Music Committee (Music is Love)
- 4.2.7 Volunteering Committee (SVS)
- 4.2.8 Broadcasting Committee (STAR)
- 4.2.9 Postgraduate Committee
- 4.2.10 Design Team
- 4.2.11 Entertainments Committee
- 4.2.12 Discipline Committee
- 4.2.13 Conveners Selection Committee
- 4.2.14 Arts Festival Committee (On The Rocks)

5.4 SSC Employability Officer

- 5.4.1 Shall primarily work to represent student opinion on services and support relating to employability and career skills and shall:
- 5.4.2 Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;
- 5.4.3 Serve as a primary student liaison with the Careers Centre;
- 5.4.4 Work with the Director of Education to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;
- 5.4.5 Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and
- 5.4.6 Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online
- 5.4.7 Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives.
- 5.4.8 Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.
- 5.4.9 Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.

- 5.4.10 Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship.

Chapter Seven: Elections

1. General Elections

- 1.1 Elected SRC, SSC, Senate and Association positions:
 - 1.1.1 The following positions shall be put up for election in March of each year:
 - 1.1.2 Association President
 - 1.1.3 Association Director of Student Development and Activities Association
 - 1.1.4 Association Director of Events and Services
 - 1.1.5 Association Director of Wellbeing
 - 1.1.6 Association Director of Education
 - 1.1.7 Association Chair
 - 1.1.8 Association Alumni Officer
 - 1.1.9 Association Community Relations Officer
 - 1.1.10 Association Environment Officer
 - 1.1.11 Association LGBT+ Officer
 - 1.1.12 Arts/Divinity Faculty President
 - 1.1.13 Science/Medicine Faculty President
 - 1.1.14 Postgraduate Convenor
 - 1.1.15 SRC Accommodation Officer
 - 1.1.16 SRC Wellbeing Officer
 - 1.1.17 SRC Member for First Years
 - 1.1.18 SRC Member for Gender Equality
 - 1.1.19 SRC Member for Age Equality
 - 1.1.20 SRC Member for Racial Equality
 - 1.1.21 SRC Member for Students with Disabilities
 - 1.1.22 SRC Member for Widening Access and Participation
 - 1.1.23 SRC Member without Portfolio
 - 1.1.24 SSC Charities Officer
 - 1.1.25 SSC Debates Officer
 - 1.1.26 SSC Employability Officer
 - 1.1.27 SSC Music Officer
 - 1.1.28 SSC Performing Arts Officer
 - 1.1.29 SSC Postgraduate Officer
 - 1.1.30 SSC Societies Officer
 - 1.1.31 SSC Volunteering Officer
 - 1.1.32 SSC Broadcasting Officer
 - 1.1.33 SSC Member without Portfolio

Chapter Twenty-Three SSC Employability Committee

1. Aims: The SSC Employability Committee shall be responsible for supporting the SSC Employability Officer in meeting their objectives
2. SSC Employability Sub-Committee
 - 2.1 Membership:
 - 2.1.1 SSC Employability Officer (Convenor and Chair);
 - 2.1.2 Director of Student Development and Activities;
 - 2.1.3 Academic Outreach Officer
 - 2.1.4 Treasurer
 - 2.1.5 Secretary
 - 2.1.6 Publicity Officer
 - 2.1.7 Invited representatives (non-voting).
 - 2.2 Meetings:
 - 2.2.1 Employability Sub-Committee Meetings:
 - 2.2.2 The SSC Employability Committee shall meet whenever mandated by the SSC or called by

- the SSC Employability Officer. There shall be at least one meeting per semester.
3. Employability Representative Forum is a forum to discuss employability issues within and between Schools and to share good practice.
 - 3.1 Should meet three times per academic year
 - 3.2 The Employability Officer is the chair and convenor
 - 3.3 The Employability Officer shall invite Representatives from the Careers Centre to the Employability Representative Forum
 - 3.4 Absence: If the Employability Class Representative is unable to attend an Employability Representative Forum, it is recommended that a representative from the School attends instead.
 4. Role Descriptions:
 - 4.1 SSC Employability Officer
 - 4.1.1 shall primarily work to represent student opinion on services and support relating to employability and career skills and shall
 - 4.1.2 Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;
 - 4.1.3 Serve as a primary student liaison with the Careers Centre;
 - 4.1.4 Work with the Director of Wellbeing to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;
 - 4.1.5 Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and
 - 4.1.6 Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online
 - 4.1.7 Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives
 - 4.1.8 Will hold fortnightly surgeries for School Presidents
 - 4.1.9 Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.
 - 4.1.10 Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.
 - 4.1.11 Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship
 - 4.2 Employability Class Representatives:
 - 4.2.1 Attend Employability and Careers training
 - 4.2.2.
 - 4.2.3 Help facilitate careers events in schools
 - 4.2.4 Liaise with School, Student Association and Careers Centre for funding of events
 - 4.2.5 Shall engage the student body with employability on campus.
 - 4.2.6 Act as a link between the School President, Career Links and the Careers Centre to organise career-specific events for their School's student body.
 - 4.2.7 Liaise with other Employability Representatives between Schools
 - 4.2.8 Give tri-weekly lecture shouts in sub-honours modules about upcoming events and School specific internship opportunities etc.
 - 4.2.9 Make student body aware of Careers Centre surveys on employability and career support during lecture shouts
 - 4.3 Academic Outreach Officer:
 - 4.3.1 Will liaise with Schools, Career links and School Presidents with regards to setting up career events
 - 4.3.2 Will be the main point of contact for Employability Class Representatives, outside of the fortnightly committee meetings.
 - 4.3.3 Will submit a report to the Employability Officer twenty-four hours prior to SSC meetings
 - 4.3.4 Will be selected by a panel consisting of the incoming Employability Officer, the outgoing Employability Officer, the Incoming Dosda and the outgoing Dosda
 - 4.4 Secretary
 - 4.4.1 Will keep a copy of all correspondence
 - 4.4.2 Will write correspondence not directly relating to the remit of other officers in the committee
 - 4.4.3 Will keep and update the minutes of the committee and the Employability Representatives Forum.
 - 4.4.4 Will produce a committee newsletter at least once per semester
 - 4.4.5 Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the

- Association Alumni officer and the Employability Committee
- 4.5 Treasurer
 - 4.5.1 Will keep the accounts of the committee
 - 4.5.2 Will ensure that committee budget is submitted correctly and punctually
 - 4.5.3 Will work with the Publicity Officer to ensure that information about funding available for Employability and Careers events, such as the Employability Speaker's Fund, is publicised effectively
- 4.6 Publicity Officer
 - 4.6.1 Will liaise with the Employability Class Representatives, Employability Officer and Careers Centre regarding career events.
 - 4.6.2 Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee.
- 5. Funding:
 - 5.1 Employability Speaker Fund will be managed by the Employability Committee in collaboration with the careers centre
- 6. Committee:
 - 6.1 The Academic Outreach Officer, Treasurer, Secretary and Publicity Officer shall be selected through interviews.
 - 6.2 The committee may co-opt additional members as it deems necessary for set periods of time. Co-opted members shall have speaking but no voting rights.

Appendix B: Proposed updated Laws

Chapter One: The Students' Association

- 3.3 Association Director of Student Development and Activities
 - 3.3.1 The Association Director of Student Development and Activities shall:
 - 3.3.2 Within the Students' Association, be a member of the:
 - 3.3.2.1 Students' Association Board (SAB);
 - 3.3.2.2 Students' Representative Council (SRC);
 - 3.3.2.3 Student Services Council (SSC);
 - 3.3.2.4 SAB Finance Committee;
 - 3.3.2.5 SSC Discipline Committee;
 - 3.3.2.6 All SSC subcommittees;
 - 3.3.2.7 Conveners Selection Committee; and,
 - 3.3.2.8 Students' Association Executive Committee.
 - 3.3.3 Provide one-to-one advice and support to individuals, groups and student bodies wishing to use the services offered by the Association.
 - 3.3.4 Work with the SSC Postgraduate Officer to ensure that the full range of postgraduate events during the summer term is carried out.
 - 3.3.5 Work with the Director of Events and Services to have overall responsibility for the organisation of pre-sessional activities in consultation with the appropriate officers and staff when relating to student activities.
 - 3.3.6 Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:
 - 3.3.6.1 SSC Charities Officer
 - 3.3.6.2 SSC Debates Officer
 - 3.3.6.3 SSC Music Officer
 - 3.3.6.4 SSC Performing Arts Officer
 - 3.3.6.5 SSC Postgraduate Officer
 - 3.3.6.6 SSC Volunteering Officer
 - 3.3.6.7 SSC Societies Officer
 - 3.3.6.8 SSC Arts Festival Convener
 - 3.3.7 Be responsible for the health and safety of societies.
 - 3.3.8 Ensure that the societies, groups and sub-committees are aware of their responsibilities and fulfil them.
 - 3.3.9 Be responsible for promoting societies, subcommittees and association projects.
 - 3.3.10 Organise the Societies Fayre in conjunction with the SSC Societies Committee.

- 3.3.11 Be responsible for working with the University to ensure rooms are made available to affiliated societies.
- 3.3.12 Be responsible for working with the Development Office to raise funds via sponsorship for student societies.
- 3.3.13 Act as a point of contact between the student body and the Careers Centre **and work alongside the Director of Education on employability representation.**
- 3.3.14 Be responsible for student society training.
- 3.3.15 Calculate the required budget for student activities.
- 3.3.16 Be responsible for the supervision of Association Projects.
- 3.3.17 Be responsible for all sections of the annual Association handbook pertaining to student development and activities.
- 3.3.18 Be a signatory on any Association cheque
- 3.3.19 Undertake any such additional duties as may be desirable for the promotion of student development and activities.
- 3.3.20 Be responsible for Association services presently not covered by other sabbaticals' remits.
- 3.3.21 Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.
- 3.3.22 Be entitled to distribute openly published factual information to external parties, including the media, on request.
- 3.3.23 Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

3.6 Association Director of Education

- 3.6.1 The Association Director of Education shall:
- 3.6.2 Whithin the Students' Association, be a member of the:
 - 3.6.2.1 Students' Association Board (SAB);
 - 3.6.2.2 Students' Representative Council (SRC);
 - 3.6.2.3 Student Services Council (SSC);
 - 3.6.2.4 Students' Association Executive Committee (SAEC)
 - 3.6.2.5 SAB Governance and Nominations Subcommittee
- 3.6.3 Line-manage the Education Committee, ~~Employability Committee~~, and the Postgraduate Society Committee
- 3.6.4 Take responsibility for the system of student academic representatives (including School Presidents and Class Representatives).
- 3.6.5 Convene the School Presidents' Forum at least twice a semester.
- 3.6.6 Participate in the University's internal Quality Assurance and enhancement procedures.
- 3.6.7 Within the wider university community, be a member of:
 - 3.6.7.1 University Court and its sub-committees as appropriate;
 - 3.6.7.2 Learning and Teaching Committee and its subcommittees as appropriate;
 - 3.6.7.3 Postgraduate Research Committee and its subcommittees as appropriate;
 - 3.6.7.4 Academic Monitoring Group;
 - 3.6.7.5 Curriculum Approvals Group; and,
 - 3.6.7.6 Any ad hoc bodies as appropriate.
- 3.6.8 Be responsible for representational strategy regarding education ~~and employability~~
- 3.6.9 **Work alongside the Director of Student Development and Activities on employability representation and take responsibility for the running of the Employability Representatives Forum and the training of the Employability Class Representatives.**
- 3.6.10 Provide one-to-one advice and advocacy support to individual students, groups of students or bodies of students regarding complaints at the operation or judgement of the University or Students' Association, while respecting the direct responsibility of the Student Advocate (Education) for academic appeals.
- 3.6.11 Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:
 - 3.6.11.1 Faculty Presidents
 - 3.6.11.2 Postgraduate Convenor
 - ~~3.6.11.3 SSC Employability Officer~~
- 3.6.12 Take joint responsibility, along with the Association President, for reading, researching and responding to consultation documents relating to higher education.
- 3.6.13 Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.

- 3.6.14 Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

Chapter Four: The Student Services Council

2. Composition of the Student Services Council (SSC)

The membership of the SSC shall be as follows:

- 1.2 Elected and Selected Members:
 - 1.2.1 Association President
 - 1.2.2 Association Director of Events and Services
 - 1.2.3 Association Director of Student Development and Activities
 - 1.2.4 Association Director of Education
 - 1.2.5 Association Director of Wellbeing
 - 1.2.6 Association Chair
 - 1.2.7 Association Alumni Officer
 - 1.2.8 Association Community Relations Officer
 - 1.2.9 Association Environment Officer
 - 1.2.10 Association LGBT+ Officer
 - 1.2.11 President of the Athletic Union
 - ~~1.2.12 SSC Employability Officer~~
 - 1.2.13 SSC Postgraduate Officer
 - 1.2.14 SSC Societies Officer
 - 1.2.15 SSC Performing Arts Officer
 - 1.2.16 SSC Debates Officer
 - 1.2.17 SSC Charities Officer
 - 1.2.18 SSC Music Officer
 - 1.2.19 SSC Volunteering Officer
 - 1.2.20 SSC Broadcasting Officer
 - 1.2.21 SSC Member without Portfolio
 - 1.2.22 SSC On The Rocks Convenor(non-voting)
 - 1.2.23 SSC Design and PR Team Convenor(non-voting)
 - 1.2.24 SSC Entertainments Convenor(non-voting)
 - 1.2.25 The Principal Ambassador or their nominee (non-voting)

4. Officers, Conveners and Subcommittees of the SSC

4.1 The SSC shall have the following officers and conveners:

- 4.1.1 Societies Officer
- 4.1.2 Performing Arts Officer
- 4.1.3 Debates Officer
- ~~4.1.4 Employability Officer~~
- 4.1.5 Charities Officer
- 4.1.6 Music Officer
- 4.1.7 Volunteering Officer
- 4.1.8 Broadcasting Officer
- 4.1.9 Postgraduate Officer
- 4.1.10 Design Team Convener
- 4.1.11 Entertainments Convener
- 4.1.12 Member without Portfolio
- 4.1.13 SSC Arts Festival Convenor

4.2. The SSC shall have the following subcommittees:

- 4.2.1 Societies Committee
- 4.2.2 Performing Arts Committee (Mermaids)
- 4.2.3 Debates Committee (Union Debating Society)
- ~~4.2.4 Employability Committee~~
- 4.2.5 Charities Committee (The Charities Campaign)
- 4.2.6 Music Committee (Music is Love)
- 4.2.7 Volunteering Committee (SVS)
- 4.2.8 Broadcasting Committee (STAR)

- 4.2.9 Postgraduate Committee
- 4.2.10 Design Team
- 4.2.11 Entertainments Committee
- 4.2.12 Discipline Committee
- 4.2.13 Conveners Selection Committee
- 4.2.14 Arts Festival Committee (On The Rocks)

~~5.4 — SSC Employability Officer~~

~~5.4.1 — Shall primarily work to represent student opinion on services and support relating to employability and career skills and shall:~~

~~5.4.2 — Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;~~

~~5.4.3 — Serve as a primary student liaison with the Careers Centre;~~

~~5.4.4 — Work with the Director of Education to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;~~

~~5.4.5 — Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and~~

~~5.4.6 — Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online~~

~~5.4.7 — Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives.~~

~~5.4.8 — Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.~~

~~5.4.9 — Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.~~

~~5.4.10 — Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship.~~

Chapter Seven: Elections

1. General Elections

1.1 Elected SRC, SSC, Senate and Association positions:

1.1.1 The following positions shall be put up for election in March of each year:

1.1.2 Association President

1.1.3 Association Director of Student Development and Activities Association

1.1.4 Association Director of Events and Services

1.1.5 Association Director of Wellbeing

1.1.6 Association Director of Education

1.1.7 Association Chair

1.1.8 Association Alumni Officer

1.1.9 Association Community Relations Officer

1.1.10 Association Environment Officer

1.1.11 Association LGBT+ Officer

1.1.12 Arts/Divinity Faculty President

1.1.13 Science/Medicine Faculty President

1.1.14 Postgraduate Convenor

1.1.15 SRC Accommodation Officer

1.1.16 SRC Wellbeing Officer

1.1.17 SRC Member for First Years

1.1.18 SRC Member for Gender Equality

1.1.19 SRC Member for Age Equality

1.1.20 SRC Member for Racial Equality

1.1.21 SRC Member for Students with Disabilities

1.1.22 SRC Member for Widening Access and Participation

1.1.23 SRC Member without Portfolio

1.1.24 SSC Charities Officer

1.1.25 SSC Debates Officer

~~1.1.26 — SSC Employability Officer~~

1.1.27 SSC Music Officer

- 1.1.28 SSC Performing Arts Officer
- 1.1.29 SSC Postgraduate Officer
- 1.1.30 SSC Societies Officer
- 1.1.31 SSC Volunteering Officer
- 1.1.32 SSC Broadcasting Officer
- 1.1.33 SSC Member without Portfolio

~~Chapter Twenty-Three SSC Employability Committee~~

- ~~1. Aims: The SSC Employability Committee shall be responsible for supporting the SSC
—Employability Officer in meeting their objectives~~
- ~~2. SSC Employability Sub-Committee~~
 - ~~2.1 —Membership:~~
 - ~~2.1.1 —SSC Employability Officer (Convener and Chair);~~
 - ~~2.1.2 —Director of Student Development and Activities;~~
 - ~~2.1.3 —Academic Outreach Officer~~
 - ~~2.1.4 —Treasurer~~
 - ~~2.1.5 —Secretary~~
 - ~~2.1.6 —Publicity Officer~~
 - ~~2.1.7 —Invited representatives (non-voting).~~
 - ~~2.2 —Meetings:~~
 - ~~2.2.1 —Employability Sub-Committee Meetings:~~
 - ~~2.2.2 —The SSC Employability Committee shall meet whenever mandated by the SSC or called by
the SSC Employability Officer. There shall be at least one meeting per semester.~~
- ~~3. Employability Representative Forum is a forum to discuss employability issues within and
—between Schools and to share good practice.~~
 - ~~3.1 —Should meet three times per academic year~~
 - ~~3.2 —The Employability Officer is the chair and convener~~
 - ~~3.3 —The Employability Officer shall invite Representatives from the Careers Centre to the
Employability Representative Forum~~
 - ~~3.4 —Absence: If the Employability Class Representative is unable to attend an Employability
Representative Forum, it is recommended that a representative from the School attends
instead.~~
- ~~4. Role Descriptions:~~
 - ~~4.1 —SSC Employability Officer~~
 - ~~4.1.1 —shall primarily work to represent student opinion on services and support relating to
employability and career skills and shall~~
 - ~~4.1.2 —Work with relevant sabbatical officers on relevant areas and other projects mandated by the
SSC;~~
 - ~~4.1.3 —Serve as a primary student liaison with the Careers Centre;~~
 - ~~4.1.4 —Work with the Director of Wellbeing to ensure equal opportunities for all students in receiving
support on employability from the Careers Centre and the University more broadly;~~
 - ~~4.1.5 —Liaise with the Association's subcommittees and affiliated societies to build connections
between extracurricular activity and employable skills; and~~
 - ~~4.1.6 —Be responsible for having minutes kept of SSC Employability Committee meetings, passing
them to the Association Chair, and filing them in the General Office and online~~
 - ~~4.1.7 —Be responsible for the running of the Employability Representatives Forum and the training of
the Employability Class Representatives~~
 - ~~4.1.8 —Will hold fortnightly surgeries for School Presidents~~
 - ~~4.1.9 —Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.~~
 - ~~4.1.10 —Create and implement a charitable development strategy to increase external funding to the
Association and SSC Subcommittees.~~
 - ~~4.1.11 —Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and
sponsorship~~
 - ~~4.2 —Employability Class Representatives:~~
 - ~~4.2.1 —Attend Employability and Careers training~~
 - ~~4.2.2.~~
 - ~~4.2.3 —Help facilitate careers events in schools~~
 - ~~4.2.4 —Liaise with School, Student Association and Careers Centre for funding of events~~

- ~~4.2.5— Shall engage the student body with employability on campus.~~
- ~~4.2.6— Act as a link between the School President, Career Links and the Careers Centre to organise career-specific events for their School's student body.~~
- ~~4.2.7— Liaise with other Employability Representatives between Schools~~
- ~~4.2.8— Give tri-weekly lecture shouts in sub-honours modules about upcoming events and School specific internship opportunities etc.~~
- ~~4.2.9— Make student body aware of Careers Centre surveys on employability and career support during lecture shouts~~
- ~~4.3— Academic Outreach Officer:~~
 - ~~4.3.1— Will liaise with Schools, Career links and School Presidents with regards to setting up career events~~
 - ~~4.3.2— Will be the main point of contact for Employability Class Representatives, outside of the fortnightly committee meetings.~~
 - ~~4.3.3— Will submit a report to the Employability Officer twenty four hours prior to SSC meetings~~
 - ~~4.3.4— Will be selected by a panel consisting of the incoming Employability Officer, the outgoing Employability Officer, the Incoming Dosda and the outgoing Dosda~~
- ~~4.4— Secretary~~
 - ~~4.4.1— Will keep a copy of all correspondence~~
 - ~~4.4.2— Will write correspondence not directly relating to the remit of other officers in the committee~~
 - ~~4.4.3— Will keep and update the minutes of the committee and the Employability Representatives Forum.~~
 - ~~4.4.4— Will produce a committee newsletter at least once per semester~~
 - ~~4.4.5— Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee~~
- ~~4.5— Treasurer~~
 - ~~4.5.1— Will keep the accounts of the committee~~
 - ~~4.5.2— Will ensure that committee budget is submitted correctly and punctually~~
 - ~~4.5.3— Will work with the Publicity Officer to ensure that information about funding available for Employability and Careers events, such as the Employability Speaker's Fund, is publicised effectively~~
- ~~4.6— Publicity Officer~~
 - ~~4.6.1— Will liaise with the Employability Class Representatives, Employability Officer and Careers Centre regarding career events.~~
 - ~~4.6.2— Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee.~~
- ~~5.— Funding:~~
 - ~~5.1— Employability Speaker Fund will be managed by the Employability Committee in collaboration with the careers centre~~
- ~~6.— Committee:~~
 - ~~6.1— The Academic Outreach Officer, Treasurer, Secretary and Publicity Officer shall we selected through interviews.~~
 - ~~6.2— The committee may co-opt additional members as it deems necessary for set periods of time.~~
 - ~~— Co-opted members shall have speaking but no voting rights.~~

S.18-2: Motion to update the Discipline Procedure in the Association Laws

Notes:

- Members of the Students' Association are currently banned for '6 months or until their 18th birthday, whichever is longer' if they are found drinking an alcoholic beverage in the building whilst underage, or if they are found purchasing a drink for an underage member.

Believes:

- Section 3.2.6. and 3.2.7 of the Discipline Chapter of the Laws outline procedures that are overly harsh on students drinking underage within the building.
- The disciplinary action can have a negative impact on the wellbeing of underage students, as the union hosts a plethora of society and subcommittee activities which are vital to student life.

Resolves:

- To make the alterations to the Discipline Chapter of the Students' Association Laws as follows:
 - 3.2.6 Buying, consuming, or attempting to buy alcohol while under the age of 18: £30 fine on the first offence; any following offenses shall result in a £30 fine and ban of 6 months or until they are 18, whichever is longer.
 - 3.2.7. Buying alcohol on behalf of a member under 18, or supplying them with alcohol on the premises: a £30 fine for the first offence; any following offenses shall result in a £30 fine and a 6 month ban.
- Upon their first offense, members will receive a letter stating that they have been fined (as is current procedure) and also outlining the consequences of a second offense.

Proposed:

Hannah Jacobs, Director of Events and Services

Seconded:

Charlotte Flatley, Director of Student Development and Activities

Tom Abbott, Athletic Union President

Antonia Wade, SSC Entertainments Convener

R.18-1 A motion to update the role descriptions of the Postgraduate Academic Convenor and the Postgraduate Development Officer.

The SRC note:

1. Currently the Postgraduate Development Officer is the point of contact for the Library as outlined in the role description and Students' Association Laws.
2. The Postgraduate Academic Convenor sits on the University's Learning & Teaching Committee, Postgraduate Research Committee, and Library Strategy Advisory Group, where Library affairs are discussed.

The SRC believes:

1. Library related issues fall under the category of academic affairs, which is the responsibility of the Postgraduate Academic Convenor.
2. Knowledge gained by sitting on the University's Learning & Teaching Committee, Postgraduate Research Committee, and Library Strategy Advisory Group enable the Postgraduate Academic Convenor to make informed discussions around Library strategies and issues.
3. A clear role description is key in effective representation, ensuring students and University staff are aware of which position has responsibility for Library affairs.

The SRC resolves:

1. To update the Laws of the Students' Association to change the remits of the PG Academic Convenor and Postgraduate Development Officer to make the PG Academic Convenor responsible for postgraduate Library related affairs, in addition to, being the Library's main contact point for postgraduate representation.

Proposed

Zachary Davis, Director of Education

Seconded

Mizuki Morisaki, Postgraduate Development Officer
Fanny Empacher, Postgraduate Academic Convenor
John Weaver, Science & Medicine Faculty President
Nicola Simonetti, Arts & Divinity Faculty President

Appendix

A – Excerpt from current Laws

B – Proposed updated Laws

Appendix A: Excerpt from current Laws

Chapter Twenty-One: Postgraduate Society

5. The Postgraduate Society Committee

5.3 The SRC Postgraduate Academic Convenor shall:

- 5.3.1 Represent postgraduate students' interests to the SRC and the University,
- 5.3.2 Convene and chair the Postgraduate Executive Forum consisting of all Postgraduate Executive Reps at least three times per year,
- 5.3.3 Serve as the Postgraduate Senate Representative on Academic Council, and
- 5.3.4 Sit on the Students' Representative Council.
- 5.3.5 Perform any additional duties as laid out in Chapter 2 Section 6.2 of the Students' Association Laws.

5.4 The Postgraduate Development Officer shall:

- 5.4.1 Liaise with the University on non-academic postgraduate matters (Capod, Student Services, Library, Accommodation, Registry, Careers, and others as needed),
- 5.4.2 Coordinate with Students' Association SRC subcommittees regarding postgraduate representation, and
- 5.4.3 Perform any additional duties as needed.

Appendix B: Proposed updated Laws

Chapter Twenty-One: Postgraduate Society

5. The Postgraduate Society Committee

5.3 The SRC Postgraduate Academic Convenor shall:

- 5.3.1 Represent postgraduate students' interests to the SRC and the University,
- 5.3.2 Convene and chair the Postgraduate Executive Forum consisting of all Postgraduate Executive Reps at least three times per year,
- 5.3.3 Liaise with the University on academic postgraduate matters, including Library related affairs,
- 5.3.4 Serve as the Postgraduate Senate Representative on Academic Council, and
- 5.3.5 Sit on the Students' Representative Council.
- 5.3.6 Perform any additional duties as laid out in Chapter 3 Section 6.2 of the Students' Association Laws.

5.4 The Postgraduate Development Officer shall:

- 5.4.1 Liaise with the University on non-academic postgraduate matters (Capod, Student Services, Accommodation, Registry, Careers, and others as needed),
- 5.4.2 Coordinate with Students' Association SRC subcommittees regarding postgraduate representation, and
- 5.4.3 Perform any additional duties as needed.

R. 18-2 Motion to change 'Member for Age Equality' to 'Association Lifelong Learners Officer'

Notes

- 1) The Member for Age Equality represents flexible and lifelong learning students, as well as students who came to University through alternative routes.
- 2) Currently, the position is an SRC one, meaning that it is purely representative in purpose.
- 3) For the past two years, the Member for Age Equality has been head of an events committee, the 'Lifelong Learners Forum'. Consequently, the position is now both representative and events-based.
- 4) Association positions denote officers that are both representative and events-based, and therefore sit on both SRC and SSC.

Believes

- 1) The Member for Age Equality should be removed.
- 2) A new position, the 'Association Lifelong Learners Officer' should be introduced which assumes the current portfolio of the Member for Age Equality.
- 3) This officer should sit on both councils.
- 4) The title of 'Lifelong Learners' is more appropriate and welcoming than 'Age Equality', and will encourage engagement with the position.

Resolves

- 1) To remove the Member for Age Equality.
- 2) To introduce the Association Lifelong Learners Officer.
- 3) To formalise the Subcommittee as an SSC body, including the receipt of an annual budget.

Proposed

Lewis Wood

Seconded

Lorraine Callaghan

Zachary Davis

Charlotte Flatley

Appendix 1: Proposed Changes

Change 1:

~~1. Member for Age Equality: Association Lifelong Learners Officer:~~

- 1.1. To improve communications with mature students in order to foster a sense of integration into the larger student community.
- 1.2. To identify and ensure that the specific needs of mature students are met.
- 1.3. To establish institutional and community identities in order to sustain the involvement of mature students in the University.
- 1.4. To increase event engagement and access to support systems for student parents.

Change 2:

2. Forum for Life Long Learners

2.1. The Forum for Life Long Learners shall be a forum where mature students, students of 21 years of age and above, can express their views on their university experience.

2.2. The forum aims to promote communication and cooperation between mature students and the Students' Association through the

2.3. Committee:

2.3.1. Members of Committee

2.3.1.1. The ~~SRC Member for Age Equality~~ Association Lifelong Learners Officer: Shall chair and convene the meetings. They will also be in charge of communicating the concerns raised in the forum being brought to the appropriate parties, either the Students' Association or the University.

2.3.1.2. Secretary: Shall be in charge of taking minutes during the meetings.

2.3.1.3. Treasurer: Shall be in charge of the finances for the Forum.

2.3.1.4. Representative for Students with Children

2.3.1.5. Representative for Commuting Students

2.3.1.6. Representative for Part Time Degree Students

2.3.1.7. Representative for PhD/Masters

Change 3:

Change all reference to 'SRC Member for Age Equality' to 'Association Lifelong Learners Officer'.

R. 18-3: Motion to remove the Member for Widening Access

Notes

- 1) The Member for Widening Access exists to represent students in discussions relating to Widening Access
- 2) Widening Access forms a core part of the Principal Ambassador and Presidents' roles on councils.

Believes

- 1) Widening Access is a complex issue that the University commits a lot of time to supporting
- 2) That the scale of the issue and the intricacies of it make it unfeasible for a student officer to appropriately engage with
- 3) That the positions of Principal Ambassador and Association President leave no portfolio for the Member for Widening Access

Resolves

- 1) To remove the position of Member for Widening Access
- 2) To consider alternative positions that could be introduced to aid representation of this constituency.

Proposed

Lewis Wood

Seconded

Ciara McCumiskey

Zach Davis

Charlotte Flatley

Hannah Jacobs



Students' Association Elections Rules 2018

Important Dates

- **Nominations open:** 26th February 2018
- **Nominations close:** 2nd March 2018
- **Sabbatical candidates' meeting:** Friday 2nd March at 5:30pm
- **All candidates' meeting (incl. sabbatical candidates):** Saturday 3rd March at 11am (Sandy's Bar)
- **Campaigning Starts:** Saturday 3rd March - 12 Noon
- **General hustings:** Beacon Bar, 12 - 10pm, Sunday - Tuesday.
- **Sabbatical Candidate Question Time:** Monday 5th March from 8.00pm (The StAge)
- **Athletic Union President Husting:** Wednesday 7th March, StAge, 5pm
- **Sabbatical candidates' debate:** Wednesday 7th March at 7.30pm (The StAge)
- **Polls open:** Thursday 8th March at 00:01
- **Polls close:** Friday 9th March at 6pm (Online).
- **Results (School Presidents):** Friday 9th March at 8pm (The StAge).
- **Results (All other posts):** Friday 9th March at 8.30pm (The StAge).

Important Information

The Elections Office will be open in Weeks 5 and 6, Monday to Friday, 10am-5pm, in the Students' Association **Sabbatical Office (Advocacy Room)** on

the first floor of the Union. The Elections Committee will

consist of 21 people:

1. **Six Sabbatical Officers**
2. **Three SRC Nominees**
3. **Three SSC Nominees**
4. **1 Senior Academic Representative - Arts/Divinity**
5. **1 Senior Academic Representative - Science/Medicine**
6. **1 Representative of the Athletic Union**
7. **1 PG Student**
8. **2 subcommittee executive member**
9. **4 Further Members external to the Association Councils, of which at least one should be a first year**

You can email the Elections Committee at saelect@st-andrews.ac.uk and engage with the Committee on Twitter via [@saelect](https://twitter.com/saelect) and on Facebook (<https://www.facebook.com/saelectofficial>). #saelect is the designated elections hashtag.

The Elections Committee reserves the right to make changes to the rules but will ensure that all candidates are informed of any alterations by email. New rules will come into effect immediately, unless otherwise stated.

General Principles

The rules and regulations for the Students' Associations elections are designed as guidance on how to stand as a candidate and get involved. We have developed these rules with the ambitions that:

- Our elections should be open to all matriculated student members on an equal basis;
- Information for voters should be full, transparent, and accurate; and
- Campaigning should not cause nuisance to voters or to members of the University or town communities.
- Campaigning should not be conducted in a negative manner.

Section 1. Elected Positions

We have created role descriptions for all positions elected in the Students' Association Elections 2018. You can find them online on yourunion.net/elections or by emailing the Elections Committee on saelect@st-andrews.ac.uk.

1. *Sabbaticals* — The following sabbatical (full-time, paid) positions are up for election:
 - Association President
 - Athletic Union President
 - Director of Events & Services
 - Director of Wellbeing
 - Director of Education
 - Director of Student Development & Activities
2. *Association Officer positions* — The following part-time Association-level positions are up for election:
 - Association Chair
 - Alumni Officer
 - Community Relations Officer
 - Environment Officer
 - Equal Opportunities Officer
 - LGBT+ Officer
3. *SRC positions* — The following part-time positions are up for election on the Students' Representative Council:
 - Accommodation Officer
 - Art/Divinity Faculty President
 - Member for First Years
 - Member for Gender Equality
 - Member for Age Equality
 - Member for Racial Equality
 - Member for Students with Disabilities
 - Member for Widening Access & Participation
 - Member for Mental Health Awareness
 - Member without Portfolio
 - Postgraduate Academic Convener
 - Postgraduate Development Officer
 - Science/Medicine Faculty President

There are three types of positions on the SRC: officers, members, and academic reps. Officers chair their own respective subcommittees of the SRC, and members will form part of those subcommittees but do not chair a subcommittee.

The academic reps (Faculty Presidents and Postgraduate Convenor) are members of the Students' Representative Council, the Education Committee, and represent students in their respective constituencies to the Academic Council and *Senatus Academicus*.

4. *SSC positions* — The following part-time positions are up for election on the Student Services Council:
- Broadcasting Officer (St Andrews Radio)
 - Charities Officer (Charities Campaign)
 - Debates Officer (Union Debating Society)
 - Employability Officer
 - Music Officer (Music is Love)
 - Performing Arts Officer (Mermaids)
 - Postgraduate Society President (Postgraduate Society)
 - Societies Officer (Societies Committee)
 - Volunteering Officer (SVS)
 - Member without Portfolio

There are two types of positions on the SSC: officers and convenors. The officers are the elected heads of the SSC subcommittees, while convenors are appointed heads of SSC subcommittees where that role requires an extraordinary amount of specialist knowledge. The three current convenor roles are the Design & PR Team Convenor, On The Rocks Convenor, and the Ents Convenor.

5. *School Presidents* — The following positions are up for election on the Education Committee:
- Art History School President
 - Biology School President
 - Chemistry School President
 - Classics School President
 - Computer Science School President
 - Divinity School President
 - Earth Sciences & Geology School President
 - Economics & Finance School President
 - English School President
 - Film Studies School President
 - Geography & Sustainable Development School President
 - History School President
 - International Relations School President
 - Management School President
 - Mathematics & Statistics School President
 - Medicine School President
 - Modern Languages School President
 - Philosophy School President

- Physics & Astronomy School President
- Psychology & Neuroscience School President
- Social Anthropology School President

6. *Departmental Convenors* – The following positions are up for election in the School of Modern Languages:
- Arabic/Persian Convenor
 - Comparative Literature Convenor
 - French Convenor
 - German Convenor
 - Italian Convenor
 - Russian Convenor
 - Spanish Convenor

The Departmental Convenors act as the link between students and staff in their respective Departments within the School of Modern Languages, chair the relevant Student Staff Consultative Committees (SSCC), and coordinate their activities with the Modern Languages School President, who represents students in the School to the University and the Students' Association

Section 2. Nominations

2.1. *Eligibility* — An individual can run for any position listed above, as long as they:

- Are a matriculated student at the University of St Andrews
- Are an ordinary member of the Students' Association.
- Are of good standing for the Association, the AU and the University. This means a student with no debts to any of those bodies and no disciplinary measures in force from them (eg bans from the Union building).
- (For **Postgraduate Academic Convenor, Postgraduate Development Officer, and Postgraduate Society President** only) are a postgraduate student
- (For **School Presidents** only) are entering into an Honours year of study within the relevant School as a Single Honours or Joint Honours student
- (For **Departmental Convenors** only) are entering into an Honours year of study within the relevant Department in the School of Modern Languages as a Single Honours or Joint Honours student
- (For **Faculty Presidents** only) are an undergraduate student enrolled in one of the relevant constituent Faculties
- (For **AU President** only) have been a committee member for at least one year of an AU-affiliated club or have served as an officer of the Athletic Union for at least one year, and are in good standing with the Athletic Union and the University

2.2. *Limitation* — No one may run for more than one position. In addition, no one may run for a position that they have held twice previously. Existing sabbatical officers may not run for any sabbatical post if they have previously held any sabbatical offices for a total of two years.

2.3. *Process* — Each candidate must be self-nominated and seconded by other two matriculated students who are in good standing with the Association, the University and the

Athletic Union. No member of the Elections Committee (listed on the first page) may propose, second, actively support, campaign against someone, or run as a candidate in any of the races mentioned in Section 1 until the results of the first election are announced. No Sabbatical Officer can endorse, actively support, or campaign for any candidate in any of the races mentioned in Section 1 until the Results of the Election are announced.

2.4. *True candidacy* — Nominations will only be accepted by candidates making a true reflection of their own character. Nominations on behalf of other students or as impersonations of another individual will not be accepted.

2.5. *Supplementary information* — Nominations must include the following.

For sabbatical (Section 1.1) candidates only:

- Statement (up to 350 words) explaining why people should vote for you
- Photograph of your likeness
- A list of any relevant positions previously held or student group memberships
- Mobile phone number and SaintMail address
- Some optional additional information (including name and email address of your campaign manager) that may be required as part of the Elections Committee's voter information services. This information will be made clear to you at the close of nominations for sabbatical candidates.

For all other candidates:

- Statement (up to 250 words) explaining why people should vote for you,
- Photograph of your likeness
- A list of any relevant positions previously held or student group memberships
- Mobile phone number and SaintMail address

2.6. *Timing* — Nominations will open for all candidates from 9am on Monday 20th February. Nominations will close at 5pm on Friday 24 February.

2.7. *Information meeting attendance* — Candidates are required to attend the All candidates meeting (Friday **2nd March** at 5.00pm in **The StAge**). In addition, candidates for Sabbatical positions are required to attend the Sabbatical candidates' meeting (**Saturday 3rd March at 11am** in Sandy's Bar). If a candidate cannot attend the meeting, the candidate must inform the Elections Committee before the start of the meeting and, for Section 1.1 candidates, must send a named campaign delegate.

2.8. *Withdrawal* — A candidate may withdraw from the race at any time up until the start of voting by notifying the Elections Committee by email.

Section 3. Hustings & Debates

3.1. *General hustings* — All candidates are expected to participate in their hustings. All other candidates are asked to prepare a 2-minute speech, followed by 3 minutes of questions.

Hustings are important, because they give voters the chance to compare candidates and you the chance to prove yourself. The chair of the hustings is responsible for encouraging lively and good-humoured debate, though they can rule out irrelevant questions and ask someone in the audience to leave if necessary.

Hustings for all candidates will be on Monday and Tuesday of Elections Week. All candidates will find out their designated husting time by Friday evening at the end of nominations. If you cannot make your time, please inform the Elections Committee to make alternative arrangements.

3.2. *Hall Events*— The Association requests that hall committees organise hall events, more conducive to student engagement. Candidates are expected to attend unless there are extenuating circumstances approved by the elections committee. A member of the elections committee will be present at each event, and the elections committee will be responsible for publishing the event schedule.

3.3. *Sabbatical debate* — The sabbatical debate will take place on Wednesday 7th March from 7.30pm in the StAge. The debate will consist of a separate debate for each position, with candidates being given 2 minutes for an opening speech. The debates can feature the candidates standing behind their podiums, or in conference tables with the moderator on the other side. Depending on the agreed format, either the moderator or an audience member can be the one to ask questions.

A coin toss determines who gets to answer the first question and each candidate will get alternate turns. Once a question is asked, the candidate has 2 minutes to answer the question. After this, the opposing candidate has around 1 minute to respond and rebut her/his arguments. At the moderator's discretion, the discussion of the question may be extended by 30 seconds per candidate. The debate concludes with a 1 minute closing speech.

3.4. *School President hustings* — Hustings for School Presidents are organised by the outgoing School President, unless that individual is running for re-election, in which case the husting will be organised by the Elections Committee. Candidates will be informed of the alternative arrangements.

Section 4. Budget

4.1. *Allocation* — All purchases related to publicity material need to be recorded and counted towards each candidate's budget. Sabbatical candidates may spend no more than £100. All other candidates may spend no more than £35.

4.2. *Authorisation* — The authority to authorise any purchase lies with the Elections Committee. Candidates should provide a receipt to the Election Committee for reimbursement and authorisation. Candidates will be penalised for unauthorised spending.

If you cannot afford the budget to run a campaign, we will help with the costs. Candidates in this position are encouraged to contact Iain Cupples (Student Advocate [Education]) for a confidential discussion about their eligibility. Evidence of financial hardship will be required.

4.3. *Reimbursement, sabbatical candidates* — All sabbatical candidates are entitled to 50% reimbursement of the amount spent. Any sabbatical candidate who participates in their general husting and in the sabbatical debate (or provides prior notice with a good reason for absence) will be reimbursed their full authorised campaign expenditure, regardless of first preference votes won.

4.4. *Reimbursement, all other candidates* — All other candidates will have 50% of their authorised expenditure reimbursed, if they have participated in their general hustings or given prior notice with a good reason for absence.

4.5. *Reimbursement, time limit* — Budgets will be repaid for up to one calendar month after the election results are announced.

Section 5. Campaigning

5.1. *Time period* — Campaigning starts at the designated end of the All candidates meeting (Saturday 3rd March at 12pm) and ends when polls close at 6pm on Friday 9th March. Campaigning outside of this time period is not allowed and may result in a penalty applied to the candidate at the discretion of the Elections committee. Before the campaign period begins, candidates may only interact with student publications that have been pre-approved by the Senior Elections Officer.

5.2. *Definition* — Campaigning is understood as any public activity by a candidate or an individual on their team relating to the elections, which is aimed at persuading someone to vote one way or another. The exact enforcement of this definition in rules arbitration lies with the Elections Committee. References in the rules to activities that a candidate may not do apply to their entire team.

While campaigning is prohibited outside of the designated period, you can start to prepare your campaign and assemble a campaign team in advance if you want. You can also print your materials in advance, although they must be stored with the Elections Committee until the start of campaigning.

5.3. *Campaign team, eligibility* — Only ordinary, life, and honorary members of the Students' Association are allowed to campaign for any candidate. (All matriculated students are automatically ordinary members unless they have opted out.) Staff at the University of St Andrews and Union staff are not allowed to campaign. Students who also work for the University or the Union can campaign only when off duty.

5.4. *Campaign team, size* — Until the start of campaigning, campaign teams may not be larger than thirty people, not including the candidate themselves.

5.5. *Campaign team, online groups* — If a candidate maintains a private online group (e.g., Facebook, Google Group), the candidate must ensure that the Senior Elections Officer and Deputy Senior Elections Officer is invited as a member of said group by no later than 12 hours after submitting their nomination to the Elections Committee, or 12 hours after the creation of the group, whichever is later. Access is treated confidentially and used only to ensure rule compliance.

There is a lot you're not allowed to do as a candidate, but there's even more that you are allowed to do. If you have any doubt about any aspect of your campaign activity or campaign team, the Elections Committee is here to provide guidance and to support candidates as best as possible to ensure a fair and thriving elections process.

Any questions, contact any member of the Elections Committee or email saelect@.

5.6. *Unfair advantages prohibited, personal contacts* — No candidate may use personal or work contacts to gain an unfair financial or other advantage over other candidates.

5.7. *Unfair advantages prohibited, positions held* — No candidate may use any position of responsibility (e.g., society positions) to actively advertise their campaign but may continue to serve in their role without referencing the elections. Additionally, current sabbatical officers are prohibited from endorsing, supporting, assisting, or campaigning for any candidate.

5.8. *Unfair advantages prohibited, endorsements* — No subcommittees of the Students' Association, Affiliated Societies, Student Groups, or Athletic Union Clubs may endorse any candidate using any official website, social media page, mailing list, or general meeting.

5.9. *Prohibited activity, antisocial behaviour* — Candidates should be aware that, when campaigning, they are not just representing themselves but also the Association, the University, and its students. No candidate should engage in a conflict with a competitor or with the townfolk, play unsociably loud music or other disturbances, pester people, or be abusive to other candidates.

5.10. *Prohibited activity, personal attacks* — Candidates are encouraged to share and debate ideas related to the positions up for election, using constructive criticism where relevant. No candidate may use a personal attack on any other candidate for any reason, or orchestrate one from another source.

5.11. *Prohibited activity, halls of residence* — Halls of residence are people's homes, and candidates should not intrude or annoy students in their own homes. Candidates are not allowed to disturb residents at dinner or request that they are allowed to address the dining hall. Candidates should not try to contact Residence Managers or Wardens individually for information. Candidates are allowed to display publicity (e.g., posters, etc.) in halls of residence, but are not allowed to leave them in individual rooms or flats.

5.12. *Prohibited activity, academic venues* — No candidate may campaign in lectures, seminars, tutorials, or lab classes. No candidate should ask to speak before or after lectures, or use the lecture theatre as a vehicle for campaigning.

5.13. *Prohibited activity, University Libraries* — No candidate may campaign actively inside any of the University Library's sites (including leaving items on desks or handing out publicity material), namely – the Main Library, St Mary's and King James Library, JF Allen Library, Purdie Library, and Martyrs Kirk. Candidates may hand in one poster to the library staff for display in the Main Library. Posters can be hung on the old railings on the southeast corner of the Main Library building but not on the railings opposite the main entrance. Any posters put up by students must be removed at the end of campaigning. Candidates may campaign outside the Main Library by keeping to the gravel, but noise must be kept to a minimum and no music should be played during campaigning. Candidates should not block the entrance to the building.

5.14. *Prohibited activity, Union Building* — No candidate may campaign if causing a disruption to the Union's commercial services or nuisance to paying customers. No candidate may campaign in the Elections Office. Candidates may submit two or three posters to the Elections Committee to be posted in the Students' Association: candidates are not permitted to put up any other posters inside the Union Building. The elections committee cannot guarantee that every poster will be put up, though the same number will be displayed per candidate.

5.15. *Prohibited activity, Barron Theatre* – No candidate may campaign in or around the Barron Theatre. This includes putting up posters on the theatre doors.

5.16. *Prohibited activity, online campaigning* — No candidate may engage in any online campaigning that automatically includes an individual without their consent to be a part of it. Specifically, Facebook groups are prohibited. (Facebook groups may be used for private campaign organising.) No candidate may use any society, School, or any other mailing list

to harvest email addresses, phone numbers, or any other data for campaign purposes. No candidate may use any pre-existing social media group, page, or website to promote their campaign.

5.17. *Prohibited activity, public property* — No candidate may mark or deface any public property (e.g., pavements, walls) with chalk or anything else. Candidates may only post publicity where they have received explicit permission to do so from the relevant person or body.

5.18. *Prohibited activity, motor vehicles* — No candidate may use a car or any other vehicle to promote their campaign.

5.19. *Prohibited activity, et cetera* — No candidate may engage in blackmail, bribery, and harassment in relation to their campaign. No candidate should break the law (e.g. flyposting) or do anything that would bring the candidate or the Students' Association into disrepute while campaigning. Candidates should be mindful to ensure their safety and the safety of their team members.

5.20. *Prohibited activity, discounted or free alcohol* – No candidate may supply discounted or free alcohol or illegal substances as a way of promoting their campaign.

Section 6. Publicity

6.1. *Budgeting compliance* — All publicity, online or physical (including baked goods), must be budgeted and, as a part of this, matched to receipts as relevant. As such, all publicity should be validated by the Elections Committee. Unauthorised publicity is prohibited and subject to penalty. Any publicity for which receipts are not available, or for which the elections committee find the provided receipt unacceptable for any reason, may be charged against the candidate's budget at an amount determined by the Elections Committee.

Candidates are encouraged to be innovative and creative with their publicity tactics. Posters, stickers, banners, campaign websites, paid web ads, and social media profiles/pages are all common forms of publicity – subject to the rules in this section.

This year, as an initiative to try and promote more creative campaigns and a more environmentally friendly election, we will not allow the use of flyers as a means of publicity.

While your publicity must be budgeted, the materials to create your publicity are not required to be declared. This includes pens, paper, glue, scissors, glitter, string, tape, paint, and face paint. Recycled items that candidates acquire for free, such as cardboard boxes, may not be charged either – subject to the discretion of the Elections Committee.

If you have any questions on compliance with this section, please contact the Elections Committee or email saelect@. In particular, we encourage candidates to 'preview' printed materials with the Elections Committee digitally before printing to ensure your stuff meets the standard.

6.2. *Budget limitation* — The budget allocated to each candidate may only be used for publicity for that candidate.

Candidates are permitted to engage in 'slating' (or collaboratively campaigning under a single banner/joint campaigning) in our elections. However, to ensure a fair and equal elections process, there are some rules for paid publicity: if a candidate wishes to refer to a slate of candidates to which they belong, they must include their own name and cannot name other candidates. Free publicity may refer to multiple candidates, as long as it complies with other rules within this booklet (e.g. no personal attacks or offensive references to other candidates). As always, we recommend submitting your publicity in advance to the Elections Committee for approval to ensure it complies with the rules.

6.3. *Students' Association and Athletic Union resources* — No candidate may use any Students' Association or Athletic Union resources to help their campaign **unless explicitly arranged by the Election Committee for the benefit of all candidates**.

6.4. *Poster sizes* — Posters for sabbatical candidates may not exceed the size of an A3 sheet of paper. Posters for all other candidates may not exceed the size of an A4 sheet of paper.

6.5. *Required elements* — Each printed poster must contain the date of the voting (**8th and 9th**) and an encouragement to recycle. Posters for AU President candidates must also contain the Saints Sport logo.

6.6. *Regulation of banners* — Banners must be properly secured when put up, and no candidate may use any hanging weights (e.g., water bottles) as they pose a safety risk. The Elections Committee reserves the right to ask candidates to move or take down any banners.

6.7. *Offensive material* — No publicity should contain anything offensive. The Elections Committee retains the right to define what qualifies as offensive.

Section 7. Rule Breaking

7.1. *Rule compliance* — By electronically signing the online nominations form, candidates agree to comply with the Elections Rules.

7.2. *Rule monitoring* — It is the responsibility and authority of the Elections Committee to ensure a fair elections process by monitoring compliance and deciding when rule breaking occurs. With exception of the right to appeal mentioned in 7.6 and 7.7, the decisions of the Elections Committee are final.

7.3. *Notification limit* — The Elections Committee should be informed of any alleged rule breaking within 48 hours of the alleged infraction. Any individual may submit a report of rule breaking, and the Elections Committee may ask for further information and information of any witnesses to help reach a decision. The final deadline for complaints about rule breaking is 5pm on the Tuesday following the elections results.

7.4. *Result notification* — The Elections Committee will notify the informant of Section 7.3 of the Elections Committee's judgement by the end of the day of the submitted report. In the event of an affirmative decision by the Elections Committee that rule breaking occurred, the Elections Committee will separately notify the candidate in question.

7.5. *Rule breaking by team member* — If someone other than the candidate or their campaign manager has broken a rule, the candidate or campaign manager must have taken every reasonable step to prevent it and should attempt to rectify and compensate for rule breakings. If the elections committee deems there to have not been due diligence, the candidate may face a penalty.

7.6. *Right to appeal* — Any candidate (except a candidate for AU President, see 7.7) found guilty of rule breaking by the Elections Committee may appeal that decision by submitting their case, in writing, to the Chair of the Students' Association Board, David Scott. Appeals must be made on the basis of:

- Bias or prejudice,
- Information not known at the time, or
- Procedural irregularity.

7.7. *Right to appeal, AU President* — Any candidate for AU President found guilty of rule breaking by the Elections Committee may appeal that decision by submitting their case, in writing, to the Proctor on proctor@st-andrews.ac.uk. Appeals must be made on the basis of:

- Bias or prejudice,
- Information not known at the time, or
- Procedural irregularity.

7.8. *Penalties* — In response to rule breaking, the Elections Committee may, depending on the severity of the case, issue punishments such as written warnings, fines, disqualification of part or all of budget reimbursement, or disqualification from the election. Rules breaches will be publicized by the elections committee for the information of voters on the voting portal and online.

Section 8. Voting & Results

8.1. *Voting method* — Voting shall be conducted online. Each student shall have a single transferable vote for every election with the exception of the following races:

- Arts/Divinity Faculty President, Science/Medicine Faculty President: Only matriculated undergraduate students in the respective faculties shall have a single transferable vote in the race for the respective Faculty President.
- Postgraduate [Academic Convenor](#), [Postgraduate Development Officer](#), [Postgraduate Society President](#): Only matriculated postgraduate students shall have a single transferable vote in the race for Postgraduate [Academic Convenor](#), [Postgraduate Development Officer](#), and [Postgraduate Society President](#).
- School Presidents: Only matriculated students taking credits in the respective School/ Department shall have a credit-weighted single transferable vote in the race for the respective School President.
- Departmental Convenors: Only matriculated students taking credits in the respective programme shall have a credit-weighted single transferable vote in the race for the respective Departmental Convenor.

8.2. *Results Verification* — Results are subject to verification by a nominee of the Students' Association Board and of the University Court that the process was fair. Candidates may challenge the results if they believe they were unfair by submitting an appeal according to the process detailed in sections 7.6 and 7.7.