



**University of St Andrews
Students' Association
Students' Representative Council
Student Services Council**

AGENDA

Tuesday, 03 April 2018 – Large Rehearsal Room - 6pm

1. Adoption of the Agenda

2. Apologies for Absence

2.1. Olivia Sutton

3. Reports of the Sabbatical Officers

3.1. Report of the Athletic Union President

3.2. Report of the Association President

3.3. Report of the Association Director of Events & Services

3.4. Report of the Association Director of Student Development & Activities

3.5. Report of the Association Director of Education

3.6. Report of the Association Director of Wellbeing

4. New General Joint Business

4.1. Saints LGBT+ Motion

5. New General SRC Business

6. New General SSC Business

6.1. Debates Motion

7. Any Other Competent Business

S. 18-1 A Motion to Amend the Union Debating Society Constitution

Owner: Matthew Singer

In Effect From: Immediately

Review Date: 03 April 2018

The SSC note:

1. The Current Union Debating Society (UDS) constitution, as written in Chapter 14 of the Laws, must be updated to ensure greater accessibility and external image for the society.
2. There is currently no access representative on committee to spearhead widening access policies.
3. It is both difficult and inefficient to review the portfolio of the Communications Secretary in an AGM setting.
4. The following changes were unanimously approved by the Board of Ten on 14/3/2018.

The SSC believes:

1. The UDS would benefit from the addition of an Access Representative (see 3.2.13 Appendix B pg. 9), co-opted from the Board of Ten.
2. This would be valuable to the UDS as the remit of the position would be of extreme importance though not so extensive as to require an additional member of on Board.
3. The UDS would benefit from an interview process (see proposed changes to 5.6 Appendix A pg. 5 and B pg. 10, addition of 5.8 Appendix B pg. 10) for the selection of the Communications Secretary.
4. An interview is preferable for this role due to its importance as the face of the UDS and as it would be a more appropriate setting to extensively review a portfolio.

The SSC resolves:

1. To update Chapter 14 of the Laws.
2. To remove the current UDS constitution (Appendix A) and replace it with Appendix B.

Proposer

Matthew Singer - SSC Debates Officer

Seconders:

Kevin Phelan - SSC Societies Officer

Zelda Kotyk - Association LGBT+ Officer

Niamh McGurk - SSC Charities Convener

Appendix A

St Andrews Union Debating Society Constitution

The Society shall be known as "The University of St Andrews Union Debating Society", hereinafter "the Society", and shall take for its motto: "pro amicitia et literis."

1.Membership

1.1.The membership of the Society shall consist of all the matriculated students of the University except those who have exercised their right to opt out under the terms of the Education Act 1994. Only ordinary members shall have voting rights in elections to the Board and shall be the only members eligible for election to the Board of Ten.

1.2.All members shall also be members of the House and shall have speaking and voting rights in the House, save where the vote is of a constitutional or binding nature.

1.3.Membership shall be entirely free of charge. At the first debate that the Convener chairs in that capacity, the Convener shall swear upon the sword of the Society the following oath:

1.3.1."I, (Convener's name), Convener, swear to uphold and protect the ancient traditions and rights of this House of the University of St Andrews Union Debating Society; and especially, I swear to guard the right of every matriculated student of this seat of learning to attend debates and speak his or her mind in any capacity at no charge or fee whatsoever. This being one of the chief glories of this House."

2.The Debates Board

2.1.Membership: The Officers of the Society shall be:

2.1.1.The SSC Debates Officer (Convener and Chair)

2.1.2.The Treasurer of the Society

2.1.3.The Clerk to the House (Secretary)

2.1.4.Inter-Varsity Secretary

2.1.5.Schools Secretary

2.1.6.Communications Secretary

2.1.7.Steward to the House (Social Secretary)

2.1.8.Internal Secretary

2.1.9.The Two Chief Whips

2.1.10.The Sergeant-at-Arms

2.1.11.The Freshers' Representative

2.1.12.Director of Student Development and Activities

2.2.Remit

2.2.1.The responsibility of the Board is the organisation of all matters concerning the Society.

2.3.Quorum

2.3.1.The quorum shall be three-fifths of the members of the Board.

2.4.Meetings

2.4.1.Meetings of the House and of the Board must occur at least once a fortnight, during term-time, excepting exams.

2.4.2. All members of the Board must attend all meetings of the House and Board, or send apologies in writing (electronically or hand written) to the Clerk of the House at least 24 hours in advance.

2.4.3. All meetings of the House and Board must be clearly advertised at least five days before the meeting.

2.4.4. All members of the Board must report to meetings of the Board on their actions and planned activities.

3.Responsibilities of the Officers

N.B. All officers must read and sign a copy of the Constitution on being elected to their position.

N.B. Officers elected at the AGM may be elected as a job-share, provided it is clear that only one person, to be declared at the meeting, is able to vote in Board meetings and is ultimately responsible for fulfilling the role. Any other member of the job-share shall be invited to attend board meetings, and shall be expected to assist in the role to which they have been elected.

3.1.The Convenor shall:

3.1.1.Chair meetings of the Board, or appoint a nominee to do so. The Convenor shall have a deliberative and casting vote on the Board.

3.1.2.Be responsible for the smooth running of the Society and the setting of the calendar of events.

3.1.3.Represent the Society on such external bodies as shall from time to time be determined.

3.1.4.Have the power to make such decisions as the Convenor deems necessary in the absence of the Board; or where it is inappropriate to call its members together. All decisions taken by the Convenor will be reported to the Board at the earliest possible occasion.

3.1.5.Arrange the carving up of a Deputy Convenor, who shall fulfil the duties of the Convenor in the event that the Convenor is unable to fulfil their position, by the end of the session in which they were elected.

3.1.6.The Convenor shall appoint a Father or Mother of the House.

3.2. Other Officers

3.2.1.The Treasurer shall be responsible for the Society's finances and the sound maintenance thereof (which shall be in line with all Association regulations, and include a monthly update of the Society's finances), and be responsible for co-ordinating the raising of all sponsorship for the Society. They will also co-head a Freshers' subcommittee with the Freshers' representative, responsible for fundraising and organising other activities.

3.2.2.The Clerk to the House shall have secretarial duties, including the recording of all events and decisions in the House and of the Board. The Clerk shall advise the Convenor in constitutional matters. Furthermore, the Clerk shall be charged with the protection and preservation of the Society's minutes in conjunction with the University Library. Finally, the Clerk is charged, at the beginning of every meeting of the House, to read the minutes of the previous debate in a humorous and topical fashion until motioned to cease. The clerk must also take attendance at every meeting of the Board and House.

3.2.3.The Inter-Varsity Secretary shall have duties including the coordination of the selection of debaters for Inter-Varsity and other competitions and convening Inter-Varsity debating competitions in St Andrews.

3.2.4. The Schools' Secretary shall have duties including the Society's participation in the organisation of all schools debating competitions and events, and all matters pertaining to schools debating in the area.

3.2.5. The Communications Secretary shall have duties including all aspects of publicity for the Society, including the production of the Freshers' Guide, the Society's internet presence, the website, weekly emails and maintaining a consistent and positive external image of the Society.

3.2.6. The Sergeant-at-Arms shall have duties including the enforcement of order within the House, the production of Order Papers, organising clothing orders and all aspects of the Society's alumni relations.

3.2.7. There shall be two Chief Whips. They will be elected at the AGM as a team and shall both have a vote on the Board of Ten. They shall be jointly responsible for all aspects of debating and public speaking training within the Society.

3.2.8. The Internal Secretary will be responsible for the organisation of all internal competitions, and shall also assist the Convenor in finding and confirming guest speakers for formal public debates.

3.2.9. The Steward to the House shall be responsible for all aspects of the Society's hospitality and shall be responsible for the planning of all social events, including the annual Gaudeamus Party to follow the Magstrand Debate at the end of the second semester.

3.2.10. The Freshers' Representative (non-voting member) shall be responsible for the representation of all first year debaters which includes any person who has not actively competed or participated within the society for more than a year. They will also co-head a Freshers' subcommittee alongside the Treasurer, responsible for fund raising and organising other activities. Moreover, they shall assist the Convenor and Deputy Convenor in the smooth running of the society. The election will take place during the first semester of each academic year and not during the Annual General Meeting (AGM). The election will take place within the Board of Ten, the Convenor shall retain their deliberate and casting vote privileges, and should be advertised at least 5 days in advance to all members of the society.

3.2.11. The Deputy Convenor will be charged with the duty of assisting the Convenor in the smooth running of the society.

3.2.12. The Father/Mother of the House (non-voting member). This role is honorary and should be appointed to a non-Board member who has shown continued dedication to the society. While honorary, the Father or Mother of the House shall do their best to assist the society in any way that is fitting. The holder of this position is not subject to the rules regarding attendance.

4. Minutes

4.1. Minutes shall be taken by the Clerk to the House, or the Clerk's nominee, who shall be responsible for their lodgement in the University Library.

4.2. Upon arrival at the Board they shall be signed by the Clerk and the Convenor and shall form the only authoritative record of the proceeding of the Society.

5. Annual General Meeting (AGM)

5.1.The AGM of the Society shall be held following the Students' Association annual diet of elections and before the end of teaching in the second semester. The AGM shall be called for the purposes of:

5.1.1.Presentation of reports of the outgoing Officers.

5.1.2.Annual statement of the Society's accounts and finances.

5.1.3.Valediction of the outgoing Convener.

5.1.4.Election of all positions other than SSC Debates Officer, Association Director of Student Development and Activities, Fresher's Representative, Deputy Convener, Father/Mother of the House and the SSC Nominee.

5.1.5. Any other competent business to be discussed.

5.2.There shall be no less than 14 days' notice of the AGM and this shall be posted in places which shall be determined from time to time by the Board.

5.3.The AGM shall be chaired by the new convener or their nominee.

5.4.The quorum for the AGM shall be as laid down in the Standing Orders of the House.

5.5.The method of election to the board shall be that determined by the Convener, subject to the approval and monitoring of the Associations Elections Officer's Committee.

5.6.The positions to be elected at the Annual General Meeting include: The Clerk to the House, Inter-Varsity Secretary, Schools Secretary, Communications Secretary, Steward to the House, Internal Secretary, Chief Whip and Sergeant-at-Arms

5.7.The treasurer will be appointed one week prior to the AGM based on an application and interview, with the panel consisting of the outgoing president, the incoming president, the outgoing treasurer and the outgoing DoSDA

6. Extra-Ordinary Meetings

6.1.Extra-Ordinary Meetings may be called by the Convener or by means of request, in writing, to the Convener, signed by five members of the Board or twenty ordinary members of the Society.

6.2.A written request for an Extra-Ordinary Meeting must state the purpose and proposed agenda of such a meeting, allowing that other business may be discussed.

6.3.The form of an Extra-Ordinary Meeting must be acceptable to both the Convener and the petitioners.

6.4.An Extra-Ordinary Meeting must occur not more than two weeks from the receipt of such a request and must be advertised for not less than five days.

6.5.Only ordinary members of the Society shall have voting rights at an Extra- Ordinary Meeting.

6.6.The quorum for an Extra-ordinary Meeting shall be as laid down in the Standing Orders.

6.7.The resolutions of an Extra-Ordinary Meeting shall be binding upon the Convener and the Board, subject to the oversight of the Students' Association.

7. Elections

7.1.Elections of members of the Board shall be governed by Chapter Seven of the Laws of the Association.

7.2.The Board shall have the power to co-opt, or elect in the house, members in order to fill casual vacancies. Such a co-option shall require five days' notice and the same circulation as for the AGM in subsection 5.2 of this chapter.

8.Standing Orders of the House

8.1.The House shall be governed by the Standing Orders laid down by the Board, as ratified by the SSC.

9.Resignations and Dismissal

9.1.A member of the Board who wishes to resign must send a letter of resignation to the

Convenor and to the Clerk of the House.

9.2. Any matter regarding resignation must be dealt with within seven days of the receipt of the letter, during term-time.

9.3. A member of the Board shall be deemed to have vacated his or her position if three consecutive meetings have been missed, or five in a term of office, without accepted written apologies.

9.4. If a member of the Board has failed to uphold the responsibilities of their position, but yet has not met the automatic dismissal requirements above, the board may call a motion of no confidence in that member. If the motion is adopted by three quarters of the total membership of board, the Convenor is mandated to submit a motion to the next meeting of the SSC, asking for removal of this officer.

10. Gender in Public Debates

10.1. In every formal public debate there must be an extensive attempt to have a diversity of genders as official speakers. This applies unless the Convenor and Internal Secretary have both exhaustively invited a varied range of speakers without success, and if there has been no success in exhaustively seeking out a variety of willing university students or debaters.

Appendix B

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1. Membership

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1.2. All members shall also be members of the House and shall have speaking and voting rights in the House, save where the vote is of a constitutional or binding nature.

1.3. Membership shall be entirely free of charge. At the first debate that the Convenor chairs in that capacity, the Convenor shall swear upon the sword of the Society the following oath:

1.3.1. "I, (Convenor's name), Convenor, swear to uphold and protect the ancient traditions and rights of this House of the University of St Andrews Union Debating Society; and especially, I swear to guard the right of every matriculated student of this seat of learning to attend debates and speak his or her mind in any capacity at no charge or fee whatsoever. This being one of the chief glories of this House."

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3.2.12. The Father/Mother of the House (non-voting member). This role is honorary and should be appointed to a non-Board member who has shown continued dedication to the society. While honorary, the Father or Mother of the House shall do their best to assist the society in any way that is fitting. The holder of this position is not subject to the rules regarding attendance.

3.2.13. The Access Representative will have responsibility for widening access strategy and ad-hoc projects and shall be co-opted from the elected board.

4. Minutes

4.1. Minutes shall be taken by the Clerk to the House, or the Clerk's nominee, who shall be responsible for their lodgement in the University Library.

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5.1.2. Annual statement of the Society's accounts and finances.

5.1.3. Valediction of the outgoing Convenor.

5.1.4. Election of all positions other than SSC Debates Officer, Association Director of Student Development and Activities, Fresher's Representative, Deputy Convenor, Father/Mother of the House and the SSC Nominee.

5.1.5. Any other competent business to be discussed.

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5.3. The AGM shall be chaired by the new convenor or their nominee.

5.4. The quorum for the AGM shall be as laid down in the Standing Orders of the House.

5.5. The method of election to the board shall be that determined by the Convenor,

subject to the approval and monitoring of the Associations Elections Officer's Committee.

5.6. The positions to be elected at the Annual General Meeting include: The Clerk to the House, Inter-Varsity Secretary, Schools Secretary, Steward to the House, Internal Secretary, Chief Whip and Sergeant-at-Arms.

5.7. The Treasurer will be appointed one week prior to the AGM based on an application and interview, with the panel consisting of the outgoing president, the incoming president, the outgoing treasurer and the outgoing DoSDA.

5.8. The Communications Secretary will be appointed one week following the AGM based on an application including portfolio and interview, with the panel consisting of the outgoing president, the incoming president, the incoming DoSDA and the outgoing DoSDA.

6. Extra-Ordinary Meetings

6.1. Extra-Ordinary Meetings may be called by the Convenor or by means of request, in writing, to the Convenor, signed by five members of the Board or twenty ordinary members of the Society.

6.2. A written request for an Extra-Ordinary Meeting must state the purpose and proposed agenda of such a meeting, allowing that other business may be discussed.

6.3. The form of an Extra-Ordinary Meeting must be acceptable to both the Convenor and the petitioners.

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6.5. Only ordinary members of the Society shall have voting rights at an Extra- Ordinary Meeting.

6.6. The quorum for an Extra-ordinary Meeting shall be as laid down in the Standing Orders.

6.7. The resolutions of an Extra-Ordinary Meeting shall be binding upon the Convenor and the Board, subject to the oversight of the Students' Association.

7. Elections

7.1. Elections of members of the Board shall be governed by Chapter Seven of the Laws of the Association.

7.2. The Board shall have the power to co-opt, or elect in the house, members in order to fill casual vacancies. Such a co-option shall require five days' notice and the same circulation as for the AGM in subsection 5.2 of this chapter.

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9.1. A member of the Board who wishes to resign must send a letter of resignation to the Convenor and to the Clerk of the House.

9.2. Any matter regarding resignation must be dealt with within seven days of the receipt of the letter, during term-time.

9.3. A member of the Board shall be deemed to have vacated his or her position if three consecutive meetings have been missed, or five in a term of office, without accepted written apologies.

9.4.If a member of the Board has failed to uphold the responsibilities of their position, but yet has not met the automatic dismissal requirements above, the board may call a motion of no confidence in that member. If the motion is adopted by three quarters of the total membership of board, the Convenor is mandated to submit a motion to the next meeting of the SSC, asking for removal of this officer.

10. Gender in Public Debates

10.1.In every formal public debate there must be an extensive attempt to have a diversity of genders as official speakers. This applies unless the Convenor and Internal Secretary have both exhaustively invited a varied range of speakers without success, and if there has been no success in exhaustively seeking out a variety of willing university students or debaters.

J 18.1 - Motion to restructure the Committee of Saints LGBT+

Owner: Niamh McGurk

In effect from: Immediately

Review Date: 03 April 2018

Notes

1. As a Subcommittee of the Student Association, all students are automatically members of Saints LGBT+
2. In recent years the LGBT+ Subcommittee's activity has increased significantly
3. Problems have arisen recently with commitment to roles and ability to execute remits
4. Many students want to be involved in the projects of the LGBT+ Subcommittee
5. Subcommittee roles with specific remits elsewhere in the Association select candidates by process of interview (e.g. Entertainments, Wellbeing, Mermaids)

Believes

1. The activity and projects of Saints LGBT+ is important to students
2. The current structure of subcommittee management puts excessive pressure on certain officers that can and has been damaging to the wellbeing of volunteers
3. Roles with a clearly defined remit make committee members feel more motivated and valued, and allow them to better balance volunteering with their studies.
4. Some of the proposed officer roles are demanding, and interviewing candidates will allow all parties to make an informed decision in subcommittee recruitment.
5. The structure of the Saints LGBT+ committee should facilitate as much student involvement as possible across the different projects of the Group.

Resolves

1. To adopt the new Saints LGBT+ committee structure as outlined in the attached appendices.
2. To facilitate student involvement in the Saints LGBT+ projects by adhering to a more transparent and defined committee structure.
3. To open avenues for involvement in Saints LGBT+ to people outside of the committee proper.
4. To appoint some officers, specifically those with very demanding remits (as outlined in the appendices) by process of interview with the LGBT+ Selection Committee, and to appoint all others by process of election.

Proposed

Association LGBT+ Subcommittee (Saints LGBT+)

Seconded

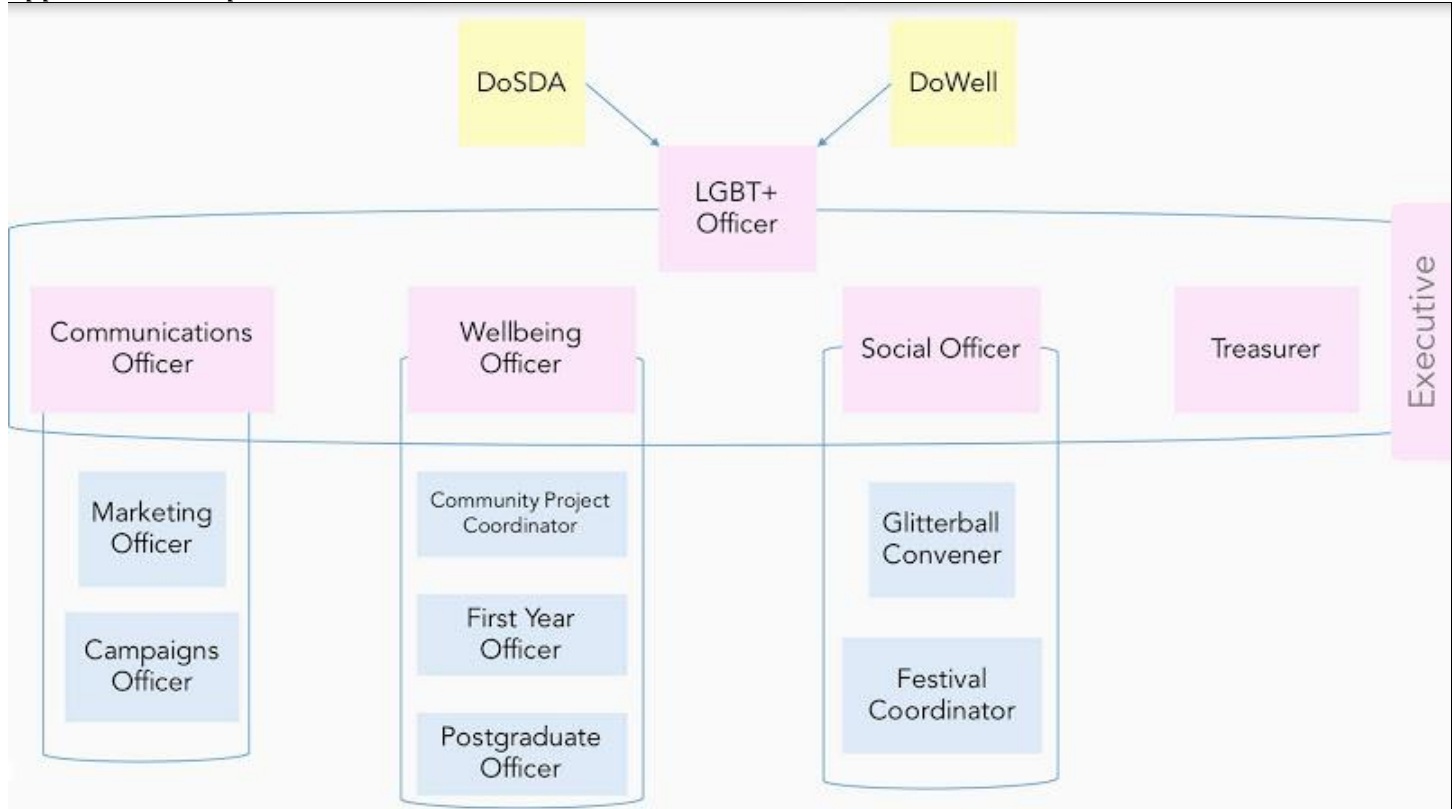
Zelda Tobias-Kotyk, Association LGBT+ Officer

Matthew Singer, SSC Debates Officer

Isabella Smith, SRC Member for Gender Equality

Ciara McCumiskey, SRC Member for Widening Access and Participation

Appendix 1 - Proposed Saints LGBT+ Committee Structure



Appendix 2 - Proposed Remits of new Saints LGBT+ Committee

<p>Communications Officer</p> <ul style="list-style-type: none"> -Will oversee all subcommittee correspondence -Will keep and update the minutes and will be responsible for appropriate distribution of the minutes to the rest of the Committee and to the Students' Association - shall commit to circulating information about the work of the committee to as many people as possible, in potentially new and innovative ways - Will have access to the Group email account and have the responsibility for its operation, and the distribution of regular updates to any members on the mailing list. -Will directly manage Marketing Officer and Campaigns Officer 	<p>Wellbeing Officer</p> <ul style="list-style-type: none"> - Will stand in to chair meetings of the Executive LGBT+ officer - Will oversee training of committee and welfare subcommittee members (i.e. Mental Health First Aid, Got Consent, Peer Support, Nightline, Condom Training) - Will be in charge of role out of Welfare Initiatives such as; Let's Talk Events, Resource Library, Weekly Office Hours, Queer Support, and Q & A's - Will focus on outreach and engagement of all individuals - Will directly manage Community Projects Coordinator, First Year Officer and Postgraduate Officer -Will be interviewed by LGBT+ Selection Committee 	<p>Social Officer</p> <ul style="list-style-type: none"> - Will be in charge of organizing and executing socials events and parties such as; Safeword Bop, Hummus Party, Fresher's Picnic/Bonfire, etc. -Will liaise with societies for collaborations - Will work with Wellbeing Officer and Association Groups to ensure that all events are welcoming and accessible -Will be in charge of room bookings with help of President and Treasurer -Will directly manage Glitterball Convener and Festivals Coordinator -Will be interviewed by LGBT+ Selection Committee 	<p>Treasurer</p> <ul style="list-style-type: none"> -Will keep the accounts of the committee and be a signatory on bank accounts -Will work with the President to write a comprehensive budget for the next year -Will provide a finance report at the weekly meeting -Will oversee all committee spending, and ensure the effective use of resources -Will coordinate fundraising and sponsorship for the society - Will be in charge of room bookings with help of President and Social Officer
<p>Marketing Officer</p> <ul style="list-style-type: none"> - Will be in charge of social media accounts along side Campaigns -Will be in charge of promoting all events - Will be in charge of organizing/designing merchandise for committee AND members of larger community -Will be in charge of maintaining website -Must have graphic design skills - -Will be managed by Communications Officer -Will be interviewed by LGBT+ Selection Committee 	<p>Community Projects Coordinator</p> <ul style="list-style-type: none"> - Will oversee community projects such as; Trans/Non-binary Meetups, Ace/Aro Meetups, Queer Theory, Trans Clothing Drive, Resource Library -Will be in charge of appointing individuals to run existing projects - Will serve as a point of contact for new community project ideas -Will be managed by Wellbeing Officer 	<p>Glitterball Convener</p> <ul style="list-style-type: none"> -Will come up with ideas and discuss all aspects of the ball with the rest of the committee -Will be in charge of contacting/booking venue, performers, security, vendors, etc. -Will organize payment to the necessary parties with the Treasurer and Cash Officer -Will chair subcommittee and delegate tasks to members of the subcommittee -Will be managed by Social Officer -Will assist with events -Will be interviewed by LGBT+ Selection Committee 	

<p>Campaigns Officer - Will be in charge of social media accounts along side Marketing -Will be in charge of identifying and rolling out awareness initiatives; as well as working with Festivals and Community Project Coordinators to produce targeted and strategic campaigns -Will liaise with Association Community Relations Officer to ensure that campaigns are reaching St. Andrews residents beyond the student body -Will be line-managed by Communications Officer</p>	<p>First Year Officer • Will work to promote first year engagement • Will encourage the LGBT+ committee to run events first years want to see • Will liaise with other committees' first year officers regarding joint events •Will put on at least one event dedicated to first years •Will support other committee members depending on skill set Will be line-managed by Wellbeing Officer</p>	<p>Festivals Coordinator -Will be in charge in the organization and execution of Queer Fest, Trans Fest (including DRAG Walk), and Pride -Will chair subcommittees for each festival -Will assist with events Will be directly line-managed by Socials Officer</p>	
	<p>Postgraduate Officer -Will work to promote postgraduate engagement -Will encourage the LGBT+ committee to run events postgraduates want to see -Will liaise with other committees' postgraduate officers regarding joint events -Will put on at least one event dedicated to postgraduates -Will support other committee members depending on skill set -Will be line-managed by Wellbeing Officer</p>		

Appendix 3 - Proposed change as reflected in the Laws of the Students' Association

Extract from Laws from 18.1.4

4. LGBT+ Executive Committee (henceforth known as 'the Executive').

4.1.1. Remit of LGBT+ Executive Committee is to act as a steering group for the Group, and to supervise the day-to-day running and administration of the Group.

4.1.2. The Executive should meet at least once a fortnight.

4.1.3. Every member of the Executive shall prepare a written report prior the Annual General Meeting.

4.2. Membership of the Saints LGBT+ Executive Committee

4.2.1. Association LGBT+ Officer

4.2.1.1. Will be elected in the Students' Association Elections.

4.2.1.2. Will have final responsibility for all matters pertaining to the running of the Group.

4.2.1.3. Will chair general meetings and meetings of the Executive.

4.2.1.4. Will liaise with the Association councillors as appropriate

4.2.1.5. Will assist and support all other Executive and non-executive Officers in performing their duties

4.2.1.6. Will be a signatory for the Group's bank account

4.2.1.8. Will be responsible for liaising with, supporting, and developing our existing Alumni networks.

4.2.3. Wellbeing Officer

4.2.3.1. Will be selected by the LGBT+ Selection Committee

4.2.3.2. Will take responsibility for *all wellbeing events and initiatives*

4.2.3.3. Will manage a Wellbeing Subcommittee of non-Executive Officers as deemed appropriate

4.2.3.4. Will ensure that all Executive and Non-Executive committee members receive the appropriate training to carry out their roles safely and effectively

4.2.3.5. Will liaise with other wellbeing groups as appropriate, and focus on outreach and engagement

4.2.3.6. Will chair meetings of the Executive in the absence of the

Association LGBT+ Officer

4.2.3. Social Officer

4.2.3.1. Will be selected by the LGBT+ Selection Committee.

4.2.3.2 Will take overall charge of all social events and projects

4.2.3.3. Will liaise with Wellbeing Officer to ensure that all events and projects are carried out safely and

create an inclusive atmosphere

4.2.3.4. Will manage a Social Subcommittee of non-Executive Officers as deemed appropriate

4.2.4. Communications Officer

4.2.4.1. Will be elected at the Annual General Meeting of the Group.

4.2.4.2. Will oversee all subcommittee correspondence, and manage a Communications Subcommittee of non-Executive Officers as deemed appropriate

4.2.4.3. Will keep and update the minutes and will be responsible for appropriate distribution of the minutes to the rest of the Committee and to the Students' Association

4.2.4.4. Will have access to the Group email account and have the responsibility for its operation, and the distribution of regular updates to any members on the mailing list.

4.2.4.5. Will hold a copy of the constitution.

4.2.5. Treasurer

4.2.5.1. Will be elected at the Annual General Meeting of the Group.

4.2.5.2. Will keep the accounts of the Group

4.2.5.3. Will ensure that Group budget is submitted correctly and punctually

4.2.5.4. Will coordinate fundraising and sponsorship for the Group where appropriate

4.2.5.5. Will be a signatory for the Group's bank account

4.2.6. Director of Wellbeing

4.2.7. Director of Student Development and Activity

5. Non-Executive Officers

5.1 Non-Executive Officers may include:

Marketing Officer

Campaigns Officer

Glitterball Convener

Festivals Coordinator

Community Projects Coordinator

First Year Officer

Postgraduate Officer

5.2. The Executive can approve a creation of other non-executive officers and/or the discontinuation of non-executive officer roles at their discretion, given sufficient notice.

5.3. Non-executive Officers can be invited to the regular meetings of the Executive at the discretion of the Executive.

5.4. All non-executive positions shall be advertised to the student body and elected at a General Meeting.

6. Membership

6.1. The membership of the Group shall consist of all the matriculated students of the University except those who have exercised their right to opt out under the terms of the Education Act 1994.

7. Elections and General Meetings

7.1. The Annual General Meeting of the Group shall be held between weeks eight and ten of the Candlemas semester.

7.2. An Extraordinary General Meeting shall be held between weeks two and four of the Martinmas Semester.

7.3. Additional Extraordinary General Meetings can be called by the Association LGBT+ Officer, or three or more members of the LGBT+ Executive.

7.4. Two weeks' notice must be given to all members of a General Meeting, with details of the business to be discussed agreed to date. Any proposed business must be submitted at least three working days in advance.

8. LGBT+ Selection Committee

8.1. The LGBT+ Selection Committee shall have the following members:

8.1.1. Current Association LGBT+ Officer (Convenor and Chair)

8.1.2. Outgoing Association LGBT+ Officer

8.1.3. Director of Wellbeing

8.1.4. Director-elect of Wellbeing

8.1.5. Any outgoing LGBT+ officers or Association Sabbatical Officers that the Convenor deems appropriate.

8.2. The LGBT+ Selection Committee shall select the following positions to the LGBT+ Executive after an open advertisement of vacancies and an interview with all candidates:

8.2.1. Social Officer

8.2.2. Welfare Officer

8.2.3. Non-Executive positions as deemed appropriate for interview selection by the Association LGBT+ Officer together with their Sabbatical line-managers.

8.3. The LGBT+ Selection Committee will select positions listed in §8.2. after the Students' Association Elections and before the Annual General Meeting of the Group.