



Papers for Joint Council Meeting

Tuesday 13th of October

6pm - MS Teams

Contents of Papers:

1. Reports from Councilors
2. J20-18 Motion to make the BAME Societies Coordinator an interviewed position.
3. J20-19 A proposal to restructure the Charity nomination and voting process.
4. Co-option of Association Alumni Officer (to be circulated on Monday evening)
5. Co-option of SRC Postgraduate Development Officer (to be circulated on Monday evening)

JOINT COUNCIL REPORTS
13th October 2020

ASSOCIATION OFFICER REPORTS

Association Chair – Morgan Morris

What have I done since my last report:

- Worked with Toni and Annie to advertise councils via our social media channels.
- Organised the training series for councillors, including a got consent leadership workshop, training from sabbatical officers, and training delivered by CEED via moodle.
- Started to update the laws of the Students' Association, and this will be an on-going job for the rest of the semester.
- Scheduled all of the meetings for this session of the councils until the end of the academic year.
- Worked with the DoEd and President on the co-options for PG Development Officer and Association Alumni Officer.
- Held officers' hours with people who need to chat about councils.
- Organised a councils clothing order for Association Councils.
- Hopefully going to organise a councils dodgeball social with the help of Avery and Sophie!

What progress has been made on my manifesto:

- All of this has been playing into my manifesto points of making councils more accessible, and transparent. I am still working on how to encourage more debate within councils' meetings.

What will I have done by my next report:

- Over the next few weeks the members without portfolio and I are going to be working on a social media series where we will be advertising how students can get involved in councils and how they can bring things to meetings.
- Continue my work to update the laws of the Association.

Any events, opportunities that you would like other members to know about?

- Follow the Association Councils social media channels on Facebook and Instagram.
- Attend my office hours to chat about motions or councils in general!

Association Alumni Officer – Vacant

Association Community Relations Officer – Anna Young

What have I done since my last report?

I attended the October's Community Council Meeting and have had discussions with the Community Council Chairman Callum MacLeod in filming our first webinar in the 'Community Conversations Series in collaboration with him. I have been in contact with Dan and Lesley Caldwell the university's social responsibility and community engagement officer in regard to plans for Community Action Day on Monday the 19th of October. The student sign-up for this will be coming out in the next few days.

What progress has been made on my manifesto?

As ever the collaborative webinars and events we are planning address the intention of the Community Relations Sub-Committee to facilitate an inclusive and positive platform of engagement between Town and Gown.

What will I have done by my next report?

I will have helped launch the campaign for Community Action Day. I will have attended various meetings to arrange the 'Community Conversations' series, including with the Hamish Foundation, SVS and the Environment sub-committee. We are also about to launch a new social media campaign called 'People of St Andrews' where we will spotlight the work of individuals in the St Andrews Community through our social media.

Association Environment Officer – Lea Weinman

What have I done since my last report?

- Green Week Coordinating Group meeting on Tuesday the 6th of October together with Transition and Environment Team
- Environment Subcommittee meeting on Wednesday the 7th of October for updates and coordination of upcoming activities, events, and communication
- ESB Student & Community Working Group meeting on Wednesday the 7th of October
- Mental Health and Activism discussion on St Andrews Radio on Thursday the 8th of October as part of Mental Health Awareness Week and commitment to discuss and address this topic further.
- Presenting Green Week paper to ESB on Friday the 9th of October to interlink student work with University environmental efforts
- Weekly Subcommittee event on Land rights, livelihoods and cultures: Scottish Crofting presentation by the Scottish Crofting Chief Executive on Friday the 9th of October

What progress has been made on my manifesto?

- Wellbeing and activism: addressing the topic of mental health in relation to environmental activism and starting discussions around eco-anxiety but also the need for activists to take care of themselves and their mental and physical wellbeing.

- Working with the ESB and creating collaboration and discussion between the work of the Environment Subcommittee and the highest University governance system that addresses sustainability.
- Organisation and collaboration to prepare for Green Week and to make it a University and town-wide initiative.

What do I hope to achieve by next report?

- Supporting my committee members in their roles and work
- Helping with planning of events and smooth running for our weekly themes
- Finalising the schedule for Green Week
- First meeting on Eco-Connect platform with Luis, the Environment Subcommittee Student & Society Liaison
- Setting up an Environmental Subcommittee virtual social

Any events, opportunities that you would like other members to know about?

- Sign-up to the weekly Subcommittee mailing list:
<https://docs.google.com/forms/d/e/1FAIpQLSdQ8XQFV-rnTJzLLSxtSxvMynJJryaph5beDlC2HkHOKUOolg/viewform>
- Sign-up to your YouTube channel:
<https://www.youtube.com/channel/UCIZwbgDNhE3FI0geO-IGMqQ>
- Please reach out with regards to collaborations

Association LGBT+ Officer – Georgina Beeby

No report submitted.

Association Lifers Officer – Jenny Menday

No report submitted.

Association BAME Officer – Ananya Jain

No report submitted.

SSC REPORTS

SSC Broadcasting Officer - Anna Harris

No report submitted.

SSC Charities Officer – Amy Feakes

What have I done since my last report?

Subcoms:

- We have made progress with plans for a replacement Race2 event – so now working on a little restructuring of their committee to make sure everyone's roles are still relevant.

- Working with CATWALK to think a bit more out the box about how we can move forward with a fashion show in an ‘unconventional’ and COVID friendly way.

General exec:

- We received our budget, so I have been working with the treasurer to give the subcoms their budgets whilst keeping in mind the changes COVID will bring to our year.
- Plans and dates have now been set for committee training sessions, we are now just finalising these will all of the committee members.
- Had an introduction section with each charity halls rep and begun to discuss plans of some inter-hall events we can help organise and run
- We now have a cloakrooms rep – we have made contact with a few events (mainly fashion shows) who want to work with us this year if possible.
- We had our first social at the sport centre playing dodgeball – it was enjoyed by all who participated so thankyou Avery and Sophie for getting this set up!
- What progress has been made on my manifesto?
- I have been working on encouraging collaborations, especially with the events team, who have now sent out a number of messages and emails to groups they wish to collaborate with.

What do I hope to achieve by next report?

A solid plan for CATWALK going forward. Work to motivate the events team and other areas of the Campaign to have some events going, even if just online to help improve our presence. Begin putting some ideas into action to help raise awareness for our charities this year.

Any events, opportunities that you would like other members to know about?

Our fundraising coordinator role is in full swing and we are beginning to advertise the possibilities of the Campaign to support groups and individuals in their fundraising efforts – so if you know anyone interested or looking to fundraise who wants support then please send them our way.

SSC Debates Officer - Zaine Mansuralli

What have I done since my last report?

- Applied to hold in person events
- Held QQT and Hong Kong panel
- Published manifesto update

What progress has been made on my manifesto?

- Delivered high-profile external speakers for a debate event (Sir Geoffrey Clifton-Brown & Simon Cheng)
- Delivered a further two collaborative events

What do I hope to achieve by next report?

- Begin planning single speaker events
- Plan further collaboration events
- Begin in-person debate training

SSC Performing Arts Officer - Martin Caforio

No report submitted.

SSC Postgraduate Officer – Sam Ross

What have I done since my last report?

The PG Soc committee is complete! We have managed to recruit a member without, events officer and treasurer. We're working on some ideas for an event to hold in Sally's tent. Additionally we created a group on Facebook called the PG MeetUp Forum where PGs interested in finding a buddy to go to a GIAG/event/coffee with can use. We also held a wine and cheese!

What progress has been made on my manifesto?

NA

What do I hope to achieve by next report?

Have submitted an event for Sally's tent.

SSC Societies Officer – Avery Kitchens

What have I done since my last report?

I have been working closely with my subcommittee to get through the last few bits of the EGM process. We have about 70 EGMs that will be done by the end of this week! Then, I will be back to chasing up societies for re-affiliation documentation and Union Website details.

The Societies Committee has affiliated our first couple societies including the following: Ceramics, Comedy, Feminist, 93% Club, Foraging and Bushcraft, Irish, Italian, Linen and Lace, Engineering and Aerospace, Welsh, and Filmmakers (all pending approval of their GRAs).

Our Publicity Officer has her new email now (socpublicity@) and she will be posting society events on our instagram account.

What progress has been made on my manifesto?

I have been working more and more with Sophie to make Tuesday Society Sport a success! We filled up last week's session and the one tonight is also full! We have about a 6-7 society queue for the event, so that is very exciting!

I am also planning to start to review the re-affiliation process soon to make it more accessible and streamlined for societies in the future.

What do I hope to achieve by next report?

I hope to have 100% finished the EGM process and have Tuesday Society Sport scheduled for the rest of the semester!

Any events, opportunities that you would like other members to know about?

Councils Dodgeball may be happening soon! Keep your eyes peeled and remember to follow @sta.societiescommittee on Instagram!

SSC Student Music Officer – Alistair Addison

No report submitted.

SSC Volunteering Officer – Cara Nicholson

What have I done since my last report?

- Planned the first SVS in person event of the semester – Mental Health Stall 10/10/20
- Completed the first in the SVS program of additional training – Climate Change Communications 05/10/20
- Started CEEDxSVS PSC Award
- Got all 140 volunteers who signed up trained and started
- Reopened some projects to volunteers
- Launched our new logo and publicity plan

What progress have I made since my last report?

1. Reducing Barriers to Volunteering
 - Implemented the Accessibility Pledge for SVS
 - Spoken with the SVS committee about including accessibility and inclusivity in one member's remit
2. Increase Publicity around Volunteering
 - Launched new logo and publicity plan
 - Made progress on website relaunch
 - Increased social media following
 - Signed up for councils Instagram takeover
3. Improve the Range of Volunteering Opportunities Available
 - Introduced 2 new volunteering projects
 - Communicated with more societies about collaborating
4. Make Volunteering More Social
 - Recruited some Lead Volunteers – a position which will organise project specific socials
 - Started planning the first SVS social event of the semester
5. Increase Training and Support for Volunteers
 - Hosted the first session of the SVS additional training program
 - Planned the 3rd Sector Careers Event
 - Began CEED x SVS PSC+ Award sessions
 - Finalised all of the additional training programme

What do I hope to achieve by my next report?

I plan to mostly focus on two things – creating an events plan for the remainder of the semester, and to gather feedback from volunteers about what else they want to see from me!

Any events or opportunities I would like other members to know about:

- SVS are still advertising volunteering opportunities for all subcommittees, societies and groups
- We are very open to collaboration with any other group
- If any committees/groups want to get involved in volunteering, get in touch with me

SSC Design Team Convener – Edward Spencer

What have I done since my last report?

- Worked with my team to solve a number of road blocks we faced
- Working with our new leaders in Design Team to support their teams
- Found a permanent time for regular meeting sot take place
- Reviewed the final details of our collaboration with photosoc and had meetings with Tom about various approvals/considerations that need to take place
- Put plans in place for getting a Design Training officer, social coordinator and Branding officer.

What progress has been made on my manifesto?

- n/a

What do I hope to achieve by next report?

- Photosoc collaboration moving forward
- Closer to a solution for access to Adobe CC

Any events, opportunities that you would like other members to know about?

Yes, apply to be our Design Training officer, social coordinator or Branding officer by email sadt@

SSC ENTS Convener – Ryan Delaney

Currently preparing for the upcoming Sinners event and are hoping to release our first training session soon (being recorded around the 14th provisionally). We had a really successful time lighting up the building in red and got some incredibly positive feedback from management and have been asked to leave our installation in place. Our post raising awareness reached >7k people including venues in England which is the best post we've ever done! Still just focusing on committee business so not many proper updates.

SSC Arts Festival Convener - Vacant

SSC Member without Portfolio - Toni Valencia

What have I done since my last report?

I have been working on a Contact Us form for Councils which we hope to publish soon! I have also been supporting Morgan and Annie with more social media publication for promotion of Councils activities on Instagram and Facebook.

What progress has been made on my manifesto?

I've been working on making sure that there is more transparent communication with the overall student through preparing the social media graphics.

For more information on what I wish to achieve throughout this academic year, visit tonivalencia.com

What do I hope to achieve by next report?

Finalising the Contact Us form and creating more graphics and designs for regular Councils social media updates. We are also working on creating more Councils socials for the rest of the semester!

Any events, opportunities that you would like other members to know about?

To the entire student body, a reminder again to like our Facebook page and follow us on Instagram to keep updated on when our Association Councils meetings are happening! We also post about regular updates, our minutes and everything about Councils to keep you in the loop of what's happening in the Union.

Facebook: Association Councils (<https://www.facebook.com/StACouncils>)

@StACouncils

Instagram: @stacouncils

For councilors, please make sure to continue promoting our social media channels regularly as well! Also please send our way any more ideas you have for Councils socials this year!

SRC REPORTS

SRC Accommodation Officer – Sophie Bickerton

Since my last report I have been working on updating the 'How To Rent' Guide so that it will be available electronically for students to start their research into private accommodation. The accommodation subcommittee and I will tailor the information to this year to ensure students are aware of coronavirus guidelines in respect to private accommodation. I have also been speaking to students regarding Saint Storage and a few ongoing issues that have been raised. Whilst it is very early stages I am ensuring they can correspond with halls to double check items were not left behind. I hope to ensure that any students who have had issues feel that they can raise the problems and feel they are on their way towards a resolution. By the next report I hope to have also updated the 'How To Rent' Guide and it to be in its final form before publishing.

SRC Member for First Year – Maitreyi Tusharika

What have I done since my last report?

I made a few graphics to further promote the adoption form amongst third years. The Adopt, Get Adopted team has been working on posting responses from the form and facilitating adoption on the Class Instagram. I have signed up for a takeover slot for 16th October on the Association Councils Instagram. I am in the process of preparing for it. I have also had a chat with the study abroad students and planned a virtual social for Wednesday, 14th October, 2020 after they expressed interest towards wanting to get to know each other.

What progress has been made on my manifesto?

Making maximum efforts towards ensuring every fresher is adopted and connecting study abroad students.

What do I hope to achieve by next report?

I am hoping to get in touch with Registry/Admissions Office so I can get an email about the Adoption form and facilitation sent to third years to improve the participation rate of families in the process. I am also hoping to get in touch with Students for Transparency and represent first years in their campaign.

SRC Member for Gender Equality – Elise Lenzi

What have I done since my last report?

- Worked with Emma on booking space in the Union to give away more period products
- Worked with Estates to restock period products in all toilets, including many in new buildings!
- Worked with LGBT Officer and Trans/NB Officer to make progress towards making student services more inclusive and diverse
- Worked with Equally Safe group and AU President regarding strategies to tackle ‘Lad Culture’ at the university
- Possibly through new updates to Got Consent Workshops and other discussion groups
- Open to other suggestions or ideas!
- Working on new Report and Support tool which will be launched next week

What progress has been made on my manifesto?

- I guess all this stuff is progress?

What do I hope to achieve by next report?

- Updating Got Consent Workshops
- Working with SGBV group to plan for SHAG week
- Updating Help Hub on union website

Any events, opportunities that you would like other members to know about?

- SHAG week!
- Also updating the Help Hub on the website and happy for other suggestions if people want things added/changed

SRC Disability Officer – Anna-Ruth Cockerham

What have I done since my last report?

Since my last report I have wrapped up the EGM and interviews for the DSN and we now have three new members of our committee! We have also been working on putting together a Can Do event, accessibility and disability awareness training, and a social media campaign on mental health with Wellbeing Committee. This week I have also had the first meeting of Equal Opportunities committee where I have been working on updating our Facebook page and planning a campaign against discrimination for later in the semester. I have also been working with Rector's elections committee!

What progress has been made on my manifesto?

We have added an Accessibility Officer to the DSN committee who will hopefully help us put together some accessibility and disability awareness training for societies and student groups, to further those parts of my manifesto. Natalya and Eleanor's campaign on mental health support is also a good step towards promoting mental wellbeing support for disabled students across the year!

What do I hope to achieve by next report?

I hope to have made some progress on putting together the training for societies by my next report, and to begin looking into focus groups on accessibility and other issues.

Any events, opportunities that you would like other members to know about?

Sign up to the accessibility pledge: yourunion.net/activities/societies/accessibility!

SRC Member for Student Health – Gabby Kryiakou

What have I done since my last report?

Over the last few weeks, the Wellbeing Subcommittee has focused on COVID concerns and isolation. We ran an event with Peer Support to give students a platform to voice their frustrations, concerns and thoughts. There are also plans in place for another Safety Takeover for the University Instagram on the 10-12th October. I am working with STAR to organise a second Wellbeing collaboration, which will be in a similar format to the Q&A panel in May.

The Subcommittee have also devised a plan to branch out to more societies/clubs that Wellbeing does not usually interact with, in order to reach more students. I spoke to the DoWell and Design Officer about branding and how to expand the team, so that we can adapt to the event-heavy nature of this year.

What progress has been made on my manifesto?

I met with Design and Marketing to establish a framework for getting the floor layouts of Union/University buildings on the website, as well as linking 'AccessAble'. We will start by uploading PDFs and have an ongoing project to make this more interactive. The Wellbeing Subcommittee's Instagram was relaunched and there are plans for the next week to start on the 'How to/what is' series that will condense wellbeing support information.

What do I hope to achieve by next report?

I'm waiting to hear more about School Wellbeing Officers, but hopefully I will be able to start compiling a list of these. I'll also reach out to the AU about advertising their Fitness Pal scheme.

SRC Member for Widening Access and Participation – Tooba Shah

What have I done since my last report?

Since my last report, I have been working on improving my position's Facebook page. I have been sorting out which topics to make posts on in order of importance.

What progress has been made on my manifesto?

As part of my manifesto, I am working on gathering more information on the opportunities of financial accessibility available for students. Many students have been enquiring about the funds available for them, so I am trying to condense information regarding funds, e.g. discretionary fund, SAAS bursaries.

What do I hope to achieve by next report?

By next report, I want to have improved my Facebook page and made information regarding the most important topics to Widening access students (funding) more available. I also want to help plan wellbeing events for students, which will be helpful especially during COVID times and can help with isolation as part of being in the Wellbeing Subcommittee.

Arts/Divinity Faculty President – Joe Horsnell

What have I done since my last report?

- A mercifully quieter week compared to the last few! Since last Thursday:
- I attended a meeting with the faculty leads on EDI issues (Dr Gillian Brown and Dr Anna Brown for Science/Medicine and Arts/Divinity respectively) and Chloe
- Held office hours for four School Presidents (a record!) on Tuesday
- Met with the Graduate School President to discuss careers plans in his School
- Met with the GS President and his Careers Rep (also looking at arranging a time for me to speak with his entire rep cohort about expansion pack responsibilities)
- Updated on the role and privileges of online reps - after a discussion with the ModLangs President and Comparative Literature Convenor
- Met with the BAME Education Officer to discuss her plans for the year and to pitch in
- Beginning to plan a School President social in the tent

More generally, I've been working on information for the Careers reps in relation to their employability remit and on the Facebook page graphics (we will be posting information from SP reports every week along with 'you asked, we answered' posts).

What progress has been made on my manifesto?

General progress on EDI issues in partnership with Chloe and Akshika, and continuing to support the Director of Education and School Presidents in their endeavours.

What do I hope to achieve by my next report?

I hope to have planned and carried out the first School President social and make some more progress on diversity issues in academic settings.

Science/Medicine Faculty President – Chloe Fielding

What have I done since my last report?

- Ongoing Disabilities Rep and SWAG work
- Attended and chaired EduCom
- Faculty-specific EduCom meetings
- EDI meeting with staff Faculty Leads
- Attended Wellbeing in Halls working group
- Office hours
- Met with BAME Education Officer to discuss progress and make some plans for the year

What progress has been made on my manifesto?

- Sent up some feedback to PO about wellbeing and teaching, as requested by Ruth Woodfield
- Made some progress at the EDI meeting and have set some action points from that

What do I hope to achieve by next report?

- Have first Disabilities Rep Forum and first SWAG meeting
- Make some progress on the roles of Wellbeing Officer and Disabilities Officers
- Make some progress in the School of Psychology regarding the recent curriculum audit (working with the SP and a member of staff)

SRC Postgraduate Academic Convener – Abigail Whitefield

What have I done since my last report?

We've filled every PGT rep role and have elected PGR reps for most positions. Have attended many meetings. Met with the new PGR rep interns.

What progress has been made on my manifesto?

Got more reps! More engagement, more communication.

What do I hope to achieve by next report?

To have filled all PGR rep positions and sorted out who are executive reps. My hopes aren't high.

Any events, opportunities that you would like other members to know about?

Nope

SRC Postgraduate Development Convener – Vacant

Principal Ambassador – Kate MacLachlan

No report submitted.

Rector's Assessor – Papa Obeng

No report submitted.

SRC Member Without Portfolio – Annie Smith

What have I done since my last report?

- Since my last report, I have helped publicise Joint Councils meetings and co-options on Facebook and Instagram and launched our current takeover series - "Day in the Life of Your Association Councillors".

What progress has been made on my manifesto?

- Increased transparency of the work of individual councillors with takeover series

What do I hope to achieve by next report?

- Help publicise things like how to write a motion and how to get involved with Joint Councils on our social media, alongside Toni and Morgan

Any events, opportunities that you would like other members to know about?

- If you're interested in giving yourself & what you're working on some self-promo, sign up to take over our Association Councils Instagram!
- <https://forms.gle/UwPwMewbyDXjiQmLA>

J20-18 Motion to make the BAME Societies Coordinator an interviewed position.

Owners: Ananya Jain & Avery Kitchens

In Effect From: Immediately

Review Date: 13 October 2020

It is noted that:

1. The BAME Students Network elects a Societies Coordinator through an EGM process.
2. Some BAME Students Network committee members are also appointed through an interview process
3. The BAME Societies Coordinator will sit on the SSC Societies Committee.
4. The Charities/Society Liaison is currently a similar position that sits on both the Societies Committee and the Charities Campaign.
5. The role of Charities/Society Liaison is interviewed by a panel consisting of: incoming Charities Officer, incoming Societies Officer, outgoing Charitable Societies Coordinator, an outgoing Sabbatical Officer.
6. Charities/Society Liaison is currently the only position on the Societies Committee that sits on two Association subcommittees in the same role.

It is believed that:

1. It is important for committee members to be interviewed for a position by both subcommittees when the member will sit on both subcommittees in order to ensure fair representation.
2. Changing the BAME Societies Coordinator into an interviewed position ensures that candidates for the position will be qualified for the role on both subcommittees.

It is resolved to:

1. Update chapter 25 of the Laws (Appendix A) and replace it with Appendix B.
2. Update Chapter 30 of the Laws (Appendix C) and replace it with Appendix D.

Proposers

Ananya Jain – Association BAME Officer

Avery Kitchens – SSC Societies Officer

Seconders

Amy Feakes - SSC Charities Officer

Joe Horsnell - SRC Arts/Divinity Faculty President

Gavin Sandford - Director of Student Development and Activities

Appendix A: Chapter 25 of the Current Laws

1. Membership
 - 1.1.1.SSC Societies Officer (Convenor and Chair)
 - 1.1.2. Director of Student Development and Activities
 - 1.1.3. Grants Officer
 - 1.1.4. Grants Adviser
 - 1.1.5. Elections Officer
 - 1.1.6. Secretary
 - 1.1.7. Elections Adviser
 - 1.1.8. Affiliations Officer
 - 1.1.9. Affiliations Adviser
 - 1.1.10. Publicity Officer
 - 1.1.11. Charities Liaison
 - 1.1.11.1. The Charities Liaison position must be occupied by the same person who occupies the Societies Liaison position in the SSC Charities Campaign.
 - 1.1.12. Two SRC Nominees
 - 1.1.13. Two SSC Nominees
 - 1.1.14. Management Accountant (Non-Voting)
2. Remit
 - 1.2.1. The Societies Committee shall:
 - 1.2.2. Approve affiliation of individual societies.
 - 1.2.3. Formulate policy on societies.
 - 1.2.4. Ensure that affiliated societies fulfil their role as defined in their constitution.
 - 1.2.5. Organise Societies Fairs in consultation with the Director of Student Development and Activities.
 - 1.2.6. Liaise with societies about Association facilities and make recommendations to the SSC and SAB as to their provision, ensure that societies abide by their constitutions and Association policy, and approve Association publications concerned with societies.
 - 1.2.7. Be the committee responsible for the passing of budgeted and discretionary grants for societies, subject to limitations set by the budget.
 - 1.2.8. Encourage Societies to boost alumni engagement by starting semesterly newsletters and maintaining email lists of society alumni
3. Meetings
 - 1.3.1. The Societies Committee shall meet weekly in term time, excluding pre- sessional and revision weeks, at other times when necessary.
4. Annual General Meeting
 - 1.4.1. The Annual General Meeting shall take place during Semester Two, after the mid-semester vacation.

1.4.2. All committee positions excluding those who are members of the SSC or SRC or interviewed positions shall be elected at this meeting.

1.4.3. There shall be 14 days' notice of the AGM and this shall be posted in places which shall be determined from time to time.

1.4.4. All matriculated students of the University, except those that have exercised their right under the 1994 Education Act not to be members of the Students' Association, shall be eligible for nomination and each member shall have a vote.

1.4.5. No person may hold more than one voting position on the Committee at any one time.

1.4.6. Elections shall be conducted by a secret ballot using the STV system, and all candidates shall run against RON.

5. Interviewed Positions

1.5.1. The positions of Grants Officer, Elections Officer, Affiliations Officer and Charities Liaison shall be filled by appointment after interview, which will take place before the Annual General Meeting.

1.5.2. The interview panel for Grants Officer, Elections Officer and Affiliations Officer will comprise of the outgoing Director of Student Development and Activities, the incoming and outgoing Societies Officers and the incumbent of the position being interviewed.

1.5.3. The interview panel for Charities Liaison will comprise of the outgoing Director of Student Development and Activities, the incoming Societies Officer, the incoming Charities Officer and the incumbent of the position being interviewed.

1.5.4. If a member of the panel is reapplying for the same position under interview then they must resign from the panel, in which case the remaining members may decide to invite one other person to join the panel.

Appendix B: Updated Chapter 25 of the Current Laws

1. Membership
 - 1.1.1.SSC Societies Officer (Convenor and Chair)
 - 1.1.2. Director of Student Development and Activities
 - 1.1.3. Grants Officer
 - 1.1.4. Grants Adviser
 - 1.1.5. Elections Officer
 - 1.1.6. Secretary
 - 1.1.7. Elections Adviser
 - 1.1.8. Affiliations Officer
 - 1.1.9. Affiliations Adviser
 - 1.1.10. Publicity Officer
 - 1.1.11. Charities Liaison
 - 1.1.11.1. The Charities Liaison position must be occupied by the same person who occupies the Societies Liaison position in the SSC Charities Campaign.
 - 1.1.12. **BAME Societies Coordinator**
 - 1.1.13. Two SRC Nominees
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 - 1.2.6. Liaise with societies about Association facilities and make recommendations to the SSC and SAB as to their provision, ensure that societies abide by their constitutions and Association policy, and approve Association publications concerned with societies.
 - 1.2.7. Be the committee responsible for the passing of budgeted and discretionary grants for societies, subject to limitations set by the budget.
 - 1.2.8. Encourage Societies to boost alumni engagement by starting semesterly newsletters and maintaining email lists of society alumni
3. Meetings
 - 1.3.1. The Societies Committee shall meet weekly in term time, excluding pre- sessional and revision weeks, at other times when necessary.
4. Annual General Meeting

- 1.4.1. The Annual General Meeting shall take place during Semester Two, after the mid-semester vacation.
- 1.4.2. All committee positions excluding those who are members of the SSC or SRC or interviewed positions shall be elected at this meeting.
- 1.4.3. There shall be 14 days' notice of the AGM and this shall be posted in places which shall be determined from time to time.
- 1.4.4. All matriculated students of the University, except those that have exercised their right under the 1994 Education Act not to be members of the Students' Association, shall be eligible for nomination and each member shall have a vote.
- 1.4.5. No person may hold more than one voting position on the Committee at any one time.
- 1.4.6. Elections shall be conducted by a secret ballot using the STV system, and all candidates shall run against RON.

5. Interviewed Positions

- 1.5.1. The positions of Grants Officer, Elections Officer, Affiliations Officer, **BAME Societies Coordinator** and Charities Liaison shall be filled by appointment after interview, which will take place before the Annual General Meeting.
- 1.5.2. The interview panel for Grants Officer, Elections Officer and Affiliations Officer will comprise of the outgoing Director of Student Development and Activities, the incoming and outgoing Societies Officers and the incumbent of the position being interviewed.
- 1.5.3. The interview panel for Charities Liaison will comprise of the outgoing Director of Student Development and Activities, the incoming Societies Officer, the incoming Charities Officer and the incumbent of the position being interviewed.
- 1.5.4. **The interview panel for BAME Societies Coordinator will comprise of the outgoing Director of Student Development and Activities, the incoming Societies Officer, the incoming BAME Officer and the incumbent of the position being interviewed.**
- 1.5.5. If a member of the panel is reapplying for the same position under interview then they must resign from the panel, in which case the remaining members may decide to invite one other person to join the panel.

Appendix C: Chapter 30 of the Current Laws

1. Mission Statement

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

2. Name

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

3. Aims

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

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

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

4. Remit

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

4.1 Representation and Inclusivity

4.2 Support & Wellbeing

4.3 Outreach, Careers and Networking 4.4 Communication

5. Membership

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

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

6. The Committee

6.1 The Executive

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

6.1.1 BAME Association Officer/President of the BAME Students Network

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

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

6.1.1.3 Work in cooperation with relevant members of staff and administration

6.1.1.4 Liaise with the University on matters relating to BAME/race/ethnicity related issues **6.1.1.5** Represent BAME issues to the SRC, and if necessary, to the SSC

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

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

6.1.2 Co-President (2020-21 ONLY)

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

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

6.1.2.3 Work in cooperation with relevant members of staff and administration

6.1.2.4 Liaise with the University on matters relating to BAME/race/ethnicity related issues **6.1.2.5** Temporary position, only for the first year of the subcommittee's establishing

6.1.2.6 Will be invalid from 2021 onwards

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

6.1.3 Vice President

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

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

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

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

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

6.1.3.6 Will line manage the *Education Officer*

6.1.4 Treasurer

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

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

6.1.4.3 Will provide a finance report at the weekly meeting

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

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

6.1.4.6 Will line manage the *Sponsorship and Development Officer*

6.1.4.7 Will be elected at the AGM

6.1.5 Secretary

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

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

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

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

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

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

6.1.5.7 Will be Elected at the AGM

6.1.6 Wellbeing Officer

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

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

6.1.6.3 Ensure that all committee members receive adequate training (i.e. Mental Health First Aid, Got

Consent, Queer Peer Support, Nightline, Condom Training)

6.1.6.4 Organise events/discussions that promote wellbeing

6.1.6.5 Resolve any conflicts between committee members

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

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

6.1.7 Events Officer

6.1.7.1 Will be in charge of organising committee events

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

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

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

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

6.1.8 Marketing Officer

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

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

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

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

6.2 General Members

6.2.1 Education Officer

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

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

6.2.1.3 Will work alongside the Director of Education and the Heads of Arts, Divinity and Sciences

6.2.1.4 Line managed by the Vice President

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

6.2.2 Sponsorship and Development

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

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

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

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

6.2.3 Access and Outreach Officer

6.2.3.1 Will be responsible for working alongside the University administration and making St.

Andrews more accessible and appealing to BAME students

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

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

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

6.2.3.5 Will be elected at the AGM

6.2.4 Careers and Alumni

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

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

6.2.4.3 Will be elected at the AGM

6.2.5 Freshers' Representative

6.2.5.1 Will represent the interests and concerns of BAME freshers

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

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

6.2.5.4 Will support other committee members depending on skill set

6.2.5.5 Will be Elected at the AGM

6.2.6 Postgraduate Representative

6.2.6.1 Will represent the interests of BAME Postgraduate Students,

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

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

6.2.6.4 Will support other committee members depending on skill set

6.2.6.5 Will be Elected at the AGM

6.2.7 Member without Portfolio

6.2.7.1 Will support other committee members depending on skill set **6.2.7.2** Will aid the Secretary in planning committee socials

6.2.7.3 Will be Elected at the AGM

6.2.8 Multicultural Week Coordinator

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

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

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

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

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

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

6.2.9 Societies Coordinator

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

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

6.2.9.3 Will sit on the Societies Subcommittee

6.2.9.4 Will be Elected at the AGM

6.2.10 Design Officer

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

6.2.10.2 Line Managed by the Marketing Officer

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

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

6.2.11 Photography Coordinator

6.2.11.1 Will carry out photography and video content creation wherever required

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

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

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

7. BAME Selection Committee

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

7.2 *Members (2020-21)*

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

7.2.2 Director of Wellbeing

7.2.3 Director of Student Development and Activities

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

7.3 *Members 2021 - onwards*

7.3.1 Outgoing BAME Association Officer

7.3.2 Incoming BAME Association Officer

7.3.3 Outgoing Vice President

(At Least two of)

7.3.3 Outgoing Director of Wellbeing

7.3.4 Incoming Director of Wellbeing

7.3.5 Outgoing Director of Student Development and Activities **7.3.6** Incoming Director of Student Development and Activities

8. Meetings

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

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

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

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

9. Annual General Meeting

9.1 General

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

9.1.1.1 Reports of the Executive

9.1.1.2 Election of committee members for the following year.

9.2 Voting

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

9.2.2 Election of Officers

9.2.2.1 *Executive Posts*

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

9.2.2.2 *Non-Executive Posts*

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

9.2.2.3 *Voting Procedure*

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

Appendix D: Updated Chapter 30 of the Current Laws

1. Mission Statement

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

2. Name

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

3. Aims

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

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

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

4. Remit

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

4.1 Representation and Inclusivity

4.2 Support & Wellbeing

4.3 Outreach, Careers and Networking 4.4 Communication

5. Membership

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

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

6. The Committee

6.1 The Executive

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

6.1.1 BAME Association Officer/President of the BAME Students Network

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

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

6.1.1.3 Work in cooperation with relevant members of staff and administration

6.1.1.4 Liaise with the University on matters relating to BAME/race/ethnicity related issues **6.1.1.5** Represent BAME issues to the SRC, and if necessary, to the SSC

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

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

6.1.2 Co-President (2020-21 ONLY)

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

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

6.1.2.3 Work in cooperation with relevant members of staff and administration

6.1.2.4 Liaise with the University on matters relating to BAME/race/ethnicity related issues **6.1.2.5** Temporary position, only for the first year of the subcommittee's establishing

6.1.2.6 Will be invalid from 2021 onwards

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

6.1.3 Vice President

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

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

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

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

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

6.1.3.6 Will line manage the *Education Officer*

6.1.4 Treasurer

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

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

6.1.4.3 Will provide a finance report at the weekly meeting

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

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

6.1.4.6 Will line manage the *Sponsorship and Development Officer*

6.1.4.7 Will be elected at the AGM

6.1.5 Secretary

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

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

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

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

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

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

6.1.5.7 Will be Elected at the AGM

6.1.6 Wellbeing Officer

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

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

6.1.6.3 Ensure that all committee members receive adequate training (i.e. Mental Health First Aid, Got

Consent, Queer Peer Support, Nightline, Condom Training)

6.1.6.4 Organise events/discussions that promote wellbeing

6.1.6.5 Resolve any conflicts between committee members

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

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

6.1.7 Events Officer

6.1.7.1 Will be in charge of organising committee events

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

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

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

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

6.1.8 Marketing Officer

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

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

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

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

6.2 General Members

6.2.1 Education Officer

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

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

6.2.1.3 Will work alongside the Director of Education and the Heads of Arts, Divinity and Sciences

6.2.1.4 Line managed by the Vice President

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

6.2.2 Sponsorship and Development

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

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

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

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

6.2.3 Access and Outreach Officer

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

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

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

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

6.2.3.5 Will be elected at the AGM

6.2.4 Careers and Alumni

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

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

6.2.4.3 Will be elected at the AGM

6.2.5 Freshers' Representative

6.2.5.1 Will represent the interests and concerns of BAME freshers

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

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

6.2.5.4 Will support other committee members depending on skill set

6.2.5.5 Will be Elected at the AGM

6.2.6 Postgraduate Representative

6.2.6.1 Will represent the interests of BAME Postgraduate Students,

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

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

6.2.6.4 Will support other committee members depending on skill set

6.2.6.5 Will be Elected at the AGM

6.2.7 Member without Portfolio

6.2.7.1 Will support other committee members depending on skill set **6.2.7.2** Will aid the Secretary in planning committee socials

6.2.7.3 Will be Elected at the AGM

6.2.8 Multicultural Week Coordinator

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

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

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

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

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

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

6.2.9 Societies Coordinator

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

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

6.2.9.3 Will sit on the Societies Subcommittee

6.2.9.4 Will be appointed through an application and interview process by the BAME Selection Committee and the incoming Societies Officer

6.2.9.4.1 If a member of the panel is reapplying for the same position under interview then they must resign from the panel, in which case the remaining members may decide to invite one other person to join the panel.

6.2.10 Design Officer

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

6.2.10.2 Line Managed by the Marketing Officer

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

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

6.2.11 Photography Coordinator

6.2.11.1 Will carry out photography and video content creation wherever required

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

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

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

7. BAME Selection Committee

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

7.2 *Members (2020-21)*

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

7.2.2 Director of Wellbeing

7.2.3 Director of Student Development and Activities

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

7.3 *Members 2021 - onwards*

7.3.1 Outgoing BAME Association Officer

7.3.2 Incoming BAME Association Officer

7.3.3 Outgoing Vice President

(At Least two of)

7.3.3 Outgoing Director of Wellbeing

7.3.4 Incoming Director of Wellbeing

7.3.5 Outgoing Director of Student Development and Activities **7.3.6** Incoming Director of Student Development and Activities

8. Meetings

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

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

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

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

9. Annual General Meeting

9.1 General

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

9.1.1.1 Reports of the Executive

9.1.1.2 Election of committee members for the following year.

9.2 Voting

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

9.2.2 Election of Officers

9.2.2.1 *Executive Posts*

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

9.2.2.2 *Non-Executive Posts*

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

9.2.2.3 *Voting Procedure*

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

J20-19 A proposal to restructure the Charity nomination and voting process.

In affect from: Immediately

Review date: April 2021

Owner: Amy Feakes

It is noted that:

1. The Charities Campaign supports a local, national and international charity each academic year. These charities are nominated by students and voted by students.
2. The current process results in a voting form as found in Appendix A, with 27 charities to choose between in the national category.
3. The proposed new system will be made up of three steps: nominating, shortlisting and electing.
4. In the proposed new system, any matriculated student is able to nominate a charity, with their nomination they will be required to submit an amicus brief, arguing why supporting the nominated charity is in the best interest of the student body.
5. In the proposed system there will be a shortlisting panel made up of 7 functionary members, with the role of reducing the nominated charities down to a maximum of 5 per category to be taken to the election.

It is believed that:

1. The current process is lengthy with far too many charities for students to choose from, putting students off voting all together. For those who do vote it is so saturated leaving the results with no clear winner by majority.
2. By adding an intermediate step between nomination and electing, the shortlisting process, we will be able to help to support charities of interest to the student body and the Campaign.
3. If charities per category are capped to a maximum of 5, the time taken for students to read through the nominations and vote will be reduced, in theory, increasing the amount of willing voters.
4. The Campaign will benefit if the charities supported are interested in working and communicating with us through events that raise awareness and link to the charities. This will be achieved in the new process by the shortlisting panel considering the application form filled in by the nominated charities.
5. The proposed system will still give an outcome of “student nominated” charities.
6. By tightening the criteria of the charities in which the Campaign is able to support we will be able to safeguard the Campaign and the Student’s Association from any backlash.
7. The Charities Campaign executive committee has worked collectively to create the new system.

It is resolved to:

1. To update Chapter 13 Section 5 of the Laws to create a new process for the yearly nominations of the charities which the Campaign supports.
2. To remove the current section 5 of the University Charities Campaign Constitution in Appendix B and replace it with Appendix C.

Proposer

Amy Feakes – SSC Charities Officer

Secunder

Toni Valencia – SSC Member without Portfolio

Emma Walsh – Director of Wellbeing

Gavin Sanford – Director of Student Development and Activities

Appendix A: Screenshot of ballot last year

National Charity

The following candidates are standing for the position of National Charity. Please choose candidates in order of preference. You can make as many or as few choices as you would like.

Candidate	Vote																											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
Shelter Scotland																												
Shelter Scotland is the national housing and homelessness charity. We work to alleviate the distress caused by homelessness and bad housing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We do this by giving advice, information and advocacy to people in housing need, and by campaigning for lasting policy change to end the housing crisis for good.																												
We strive every day to give people the help they need and we campaign relentlessly to achieve our vision of a safe, secure and affordable home for everyone.																												

Appendix B: Excerpt from the Chapter 13 of the current laws

5. Charities Supported by the Campaign

- 5.1 The election of these charities shall not take place at the AGM, but instead at a specially arranged time. There shall be one UK charity, one Fife charity, and one international charity elected according to Nominations Policy. From time to time the Campaign may, with the agreement of the Executive, raise funds for groups other than these nominated charities.
- 5.2 The executive committee reserves the right to disallow nominations for charities that they do not deem appropriate to raise funds for. E.g. Charities which distribute grants to other causes for whom we could be raising funds for directly, charities that do not provide sufficient public information and charities that do not adhere to the policies held by the Students' Association.
- 5.3 Any charity holding the title of 'Official Supported Charity' of the Charities Campaign will be ineligible to seek nomination for two years following successful election as a supported charity.

Appendix C: Proposed Updated to Section 5 of Chapter 13 of the laws

1. Charities supported by the Campaign

- 1.1. The election of these charities shall not take place at the AGM, but instead at a specially arranged time. There shall be one Fife charity, one UK charity, and one international charity elected according to selection process laid out below.
- 1.2. Nomination process

1.2.1. Any matriculate student is allowed to nominate charities which they deem to be beneficial for the student body to support, over a week long period in Semester 2. As part of nominating the charity an amicus brief must be submitted.

1.2.1.1. The amicus brief should argue why supporting the nominated charity is in the best interest of the student body.

1.3. Application process

1.3.1. As Charities are nominated the Campaign will check that they meet the following criteria.

1.3.1.1. Any nominated charity holding the title of ‘Official Supported Charity’ of the Charities Campaign in the previous two year will be ineligible.

1.3.1.2. Charities must have a UK registered charity number

1.3.1.3. A UK office address

1.3.1.4. Have no explicit religious or political affiliations.

1.3.1.5. They must not be third party charities.

1.3.2. If they have met the criteria, an application form will be sent to the charities to collect further information.

1.3.2.1. The charities must reply in a timely manner, within a two week period to allow shortlisting to go ahead without delay.

1.4. Shortlisting

1.4.1. Charities will then be shortlisted to a maximum of five charities in each category (local, national and international) by the Shortlisting Panel, to create an accessible voting process.

1.4.1.1. Shortlisting will be conducted by a panel of both mediatory and functionary members.

1.4.1.1.1. The members who serve in a mediatory capacity will be the Campaign convenor and secretary.

1.4.1.1.2. The members who serve a functionary role will include: the DoSDA, the DoWell, three co-opting members of the Campaign Executive committee and two ordinary co-opted members (one honours and one sub-honours).

1.4.2. The functionary members have to choose charities without bias in the best interests of the student body and the campaign.

1.4.3. Members of the shortlisting panel cannot nominate charities.

1.4.4. The shortlisting panel should make their decision based on the following criteria

1.4.4.1. Charities should be in the interest of the student body

1.4.4.2. Select the final shortlisted charities that cover a variety of causes

1.4.4.3. Past actions and beliefs of the charities should be considered to safeguard from backlash to the Campaign and the Student’s Association.

1.5. Elections

1.5.1. Voting of the shortlisted charities will be open to the student body during the Student

Association Elections.

1.6. Other Charities

1.6.1. Executive committee reserves the right to disallow nominations for charities that they do not deem appropriate to raise funds for. E.g. Charities which distribute grants to other causes for whom we could be raising funds for directly, charities that do not provide sufficient public information and charities that do not adhere to the policies held by the Students' Association.