



Papers for Joint Council Meeting

Tuesday 26th January 2021

6pm - MS Teams

Contents of Papers:

1. Reports from Councilors
2. Draft minutes from the SSC Meeting on 27th October 2020
3. Draft minutes from the SSC Meeting on 10th November 2020
4. Draft minutes from the SRC Meeting on 3rd November 2020
5. J21-01 Motion to re-establish and update the position of Employability Officer
6. J21-02 Motion to incorporate School Presidents Advisory Group (Careers) and Schools' Wellbeing Advisory Group into the Association Laws
7. J21-03 A proposal to waive the law that previous "Officially Supported Charities" are ineligible for two years to be nominated
8. J21-04 A motion to petition the Students' Association to oppose the permanent closure of The Barron Theatre
9. J21-05 A motion to accept the elections rules as provided by the Elections Committee to allow for the Students' Association Elections in 2021 to take place in a fair and organized manner.
10. SRC and SSC Carve-Ups to the Election Committee
 - a. Election Committee Overview
 - b. Election Committee Conduct
11. COVID-Safe Fundraising from the Charities Campaign

JOINT COUNCIL REPORTS

SABBATICAL OFFICERS

Director of Events and Services – Tom Groves

What have I done since my last report?

Helped to organise and promote [Can Do](#) activities for students who wouldn't usually be in St Andrews over winter break. This included providing free food from Main Bar, which was a big success; I helped with planning and promotion, and worked a few shifts when we were low on staff.

Gavin (DoSDA) and I are continuing to update [yourunion.net](#). The new /about and /spaces sections were launched in December, and we have nearly finished updating /activities. The [Union's Instagram](#) has tripled in size since June, gaining over 4,000 followers; I try to share posts and stories every day.

Helped to organise [Launch Pad](#), which has struggled to get the same engagement as Countdown to St Andrews did before semester one.

The entire Piazza area outside reception now has an alcohol licence until 11pm each day, which will allow the next DoES to better utilise the space. I was involved in meetings with EHO and Building Standards alongside Union staff, and events from semester one like Jazzworks in the Bike Shed were cited at the hearing, in support of the licence application.

What progress has been made on my manifesto?

[DoESfest](#) is now 47/170 (27.6%) complete.

What do I hope to achieve by my next report?

To display entries from [Decorate the Union](#) in society meeting rooms, and to finish remaking [/helphub](#).

The new Discipline Procedure was approved by Board; the next step is to review recent cases where the penalty may have changed.

Worked with Transition to apply for government funding, which was recently approved. We will use the money to purchase e-bikes, ToolShare lockers, and more.

ASSOCIATION OFFICER REPORTS

Association Alumni Officer – Emily Gilson

What have I done since my last report?

Since my last report I've met with my committee during exams. We discussed plans moving forward and the necessity to move faster with the saintconnect spotlights. Also, I've worked on a discussion about careers week and getting the chief editor from Conde Nast to speak during that time.

What do I hope to achieve by next report?

By next report, I hope to have the paperwork for risk assessment for Fiona Hill's speaking event. I would also like to continue work on the alumni Instagram page to spotlight alumni and promote student and alumni participation in SaintConnect

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

If you have a subcommittee, there is the above mentioned Alumni Tracking system. It basically gives permissions from the grad when they fill out the form (can have people fill it out when they graduate) to alumni relations to relay communications from the future society or subcommittee. It would be great to have as many people participate as possible so we can maintain a community with our alumni!

Link to alumni communications form:

https://www.st-andrews.ac.uk/develop-2/communications/societies/?fbclid=IwAR0WE4MUXY1GvQnGEz7_UdynOATcz0SzIX0PsUrQM6OnlVKDP4Aswy4PujE

Association Community Relations Officer – Anna Young

What have I done since my last report?

Community Relations Week went ahead during week 11 of the semester. Events included a Virtual Coffee Morning and interview with the Hamish Foundation, Community Yoga Session, a Bike Safety Webinar from Transition Campus Cycle Officer and an online Pub Quiz with Members of the Community Council. This was a fantastic opportunity to engage positively with the local community despite the circumstances of increased lockdown restrictions.

What progress has been made on my manifesto?

As ever the collaborative nature of Community Relations Week, addressed my 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 had a meeting with Dan and Lesley the University's Community Engagement Officer discussing plans for a second Community Action Day in March, this will be planned in due course. Transition are also looking to run a second bike campaign (date to be discussed). I am also planning to reach out to my committee in the coming week to discuss any online and virtual campaigns we are able to run in the coming weeks.

Association Environment Officer – Lea Weinman

What have I done since my last report?

- *Meeting regarding car idling in St Andrews Friday 22nd of Jan 2021*
- *Environment Subcommittee Meeting Planning for S2 Thursday 21st of Jan 2021*
- *Sustainability in the Curriculum Meeting Wednesday the 20th of January 2021*
- *Student and Community ESB Meeting 20th of January 2021*
- *Collaborative meeting with Climate Action Coordinator from Rectors Committee Monday 18th of January*
- *Various meetings regarding St Andrews Forest and CEED Course for Carbon Management in December and January*

- *ESB Meeting Thursday 17th of December 2020*
- *Successful Sustainable Christmas Sale by Subcommittee at the beginning of December*
- *Contribution to the University Sustainability Report for PARC for the 2019-2020 academic year*
- *Speaker on EAUC Roundtable Panel Discussion on Sustainability in Education on 20th of November 2020*
- *Consultation for the new University Sustainability Strategy in November 2020*

What progress has been made on my manifesto?

- *Worked together with the ESB to set up and push for an ambitious sustainability strategy for the University.*
- *Progress on a St Andrews tree planting scheme for unavoidable emissions.*
- *Worked on initiatives to encourage increased attention and efforts for sustainability in the curriculum.*

What do I hope to achieve by next report?

- *Consolidating our speaker and event plan for Semester 2*
- *Working on and setting up ideas and plans for St Andrews during the COP26 in November 2021.*
- *Collaborating with Transition and St Andrews Community members to develop a plan and strategy for the Car Idling and Air Pollution Campaign.*

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

- *Speaker event: “Writing Climate Justice into Law” on Monday the 8th of February at 3pm*
- *We have a semester plan with weekly themes through S2 so follow our Facebook page and Instagram for some exciting online events and speakers!*

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?

We worked on readjusting our subcom events which would have been going ahead to online fundraising and awareness. We are preparing for voting in our new charities for the next academic year in the new voting system. At the end of the last semester we ran our Christmas countdown, working on our collaborations with other student groups as well as raising awareness. Our tote bag initiative is out to get people to donate and support the Campaign.

What progress has been made on my manifesto?

We have run many collaborations with other student groups during the Christmas countdown and raised lots of awareness of our charities. The fundraising role has been developed – we are now supporting individuals fundraisers and hubs for sports clubs

What do I hope to achieve by next report?

Roll out some online fundraising to more student groups and get greater involvement from the general student body. The charity nominations will be closed and the application process will be in full swing.

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

RAG week is coming up in week 4 so look out for how you can get involved! Currently you can get involve in our tote initiative – donate £5 or more to the Campaign and we will give you a free limited charities tote!
Best wishes

SSC Debates Officer - Zaine Mansuralli

No Report Submitted.

SSC Performing Arts Officer - Martin Caforio

What have I done since my last report?

- Passed two sets (5) fully COVID-adaptable shows for the semester
- Dealt with the chaos of the Barron closure to the best of my ability, having organised a Town Hall meeting this past Friday.
- Planning for a second semester of Radio shows through STAR reapplications

What progress has been made on my manifesto?

- Continued engagement with affiliated societies
- STAR collaboration

What do I hope to achieve by next report?

- Successfully manage the significant changes undergoing performing arts

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

- Auditions for our shows and radio plays coming up!

SSC Postgraduate Officer – Sam Ross

What have I done since my last report?

We held a great knitting event in the Can Do Marquee which was well attended. We were approached to hold events for PGs in the Marquee throughout January, but obviously this was scuppered.

What progress has been made on my manifesto?

N/A

What do I hope to achieve by next report?

Our events officer has left, and their planned replacement has opted to take a different role on the committee, so I hope to have found a new replacement. We should also have had our next subcommittee meeting, where we can discuss future events.

SSC Societies Officer – Avery Kitchens

What have I done since my last report?

I have edited the Socs Committee's Special Rules of Order

I have Matched every society with at least two other societies for our annual mixer event

Sent out 467 emails

Drafted a document suggesting how societies should edit their Constitutions to be able to remove Committee Members

I have contacted all of the Medical Societies to schedule a Forum. We currently have 14 Medical Societies (which I believe is too many)

I have met with Gavin, Sophie and the Sports Societies to figure out whether or they should be AU Clubs or Union Societies

I have began to write my handover document

What progress has been made on my manifesto?

Re-Fresher's Fayre has been shortened!!

The Socs Mixer Event is happening again and it seems to have gone very efficiently so far!

What do I hope to achieve by next report?

I will hopefully have met with the rest of the Socs Exec members and construct a semester plan!

I will hopefully have met with my Committee and have began to draft a plan for Soc Awards 2021

SSC Student Music Officer – Alistair Addison

No Report Submitted.

SSC Volunteering Officer – Cara Nicholson

What have I done since my last report?

- Hosted a vegan cooking demo for SVS Animals project
- Planned a speaker event for SVS Animals project

What progress have I made since my last report?

1. Reducing Barriers to Volunteering
2. Increase Publicity around Volunteering
 - Began recruitment of a new technical officer for website relaunch
3. Improve the Range of Volunteering Opportunities Available
 - Expanded the range of online volunteering opportunities offered
4. Make Volunteering More Social
 - Planned a series of events for semester 2, some of which are social
5. Increase Training and Support for Volunteers
 - Began planning for Gives Back weekend, to encourage and recognise volunteering

What do I hope to achieve by my next report?

To have more definite plans for the upcoming events, including careers events, and to have recruited a Technical Officer.

SSC Design Team Convener – Edward Spencer

What have I done since my last report?

- Supporting my team during this difficult time
- Working with team to set goals for upcoming semester
- Keep projects moving forward

What progress has been made on my manifesto?

- N/a

What do I hope to achieve by next report?

- Have final set of goals for semester
- Have held first committee meeting
- Found out resources that teams need

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

- If interested in getting involved send an email to sadt

SSC ENTS Convener – Ryan Delaney

No Report Submitted.

SSC Arts Festival Convener - TBA

SSC Member without Portfolio - Toni Valencia

No Report Submitted.

SRC REPORTS

SRC Accommodation Officer – Sophie Bickerton

What have I done since my last report?

Continued to help anyone with questions regarding accommodation during this time from ending leases in private accommodation and how the refunds will work in university halls. I have received a high influx of emails due to the uncertainty of the current circumstances.

What progress has been made on my manifesto?

I am continuing to assist those that need advice and support with private accommodation for next year as well as those struggling at the moment. I am also continuing to support the Senior Students as they push for reform with Hall Committees.

What do I hope to achieve by next report?

I hope to continue to help those with any questions as well as highlight the importance of searching for private accommodation next year, particularly for first years.

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

N/A

SRC Member for First Year – Maitreyi Tusharika

No Report Submitted.

SRC Member for Gender Equality – Elise Lenzi

No Report Submitted.

SRC Disability Officer – Anna-Ruth Cockerham

What have I done since my last report?

Since the last meeting, I have run a survey of disabled students and I have been processing the results and discussing them with DSN committee and different groups to work on the feedback. I have also been working with the DSN committee to put together events and publicity campaigns for the rest of the semester. At the end of last semester, we also finished up SU Disability History Month.

What progress has been made on my manifesto?

The survey of disabled students has been completed and I have put together a summary of the main feedback and suggested actions to pursue. The DSN will also be holding a forum and Q&A event where disabled students can ask questions and suggest action points.

I have been working on two campaigns with the DSN committee to draw attention to the disabling effects of mental health conditions and the disability support available for mental health conditions and to reduce stigma around invisible disabilities.

The DSN Committee has started planning the content and structure of our accessibility and disability awareness workshop and is researching content.

I have also been working with the AU President and the Sports Participation Group to organise some events themed around sports, fitness, and disability, and plan some focus groups on disability and sport.

I have been researching information that academic schools could include on their websites about the support available for disabled students, as well as other welfare support.

View more details of my progress here: tiny.cc/arcmanifestotracker

What do I hope to achieve by next report?

By next report, I hope to have set a series of priorities based on the results of the disabled students' survey and started working on them with the university. I also hope to have finished planning the campaigns around mental health and invisible disability and made more progress on creating accessibility and disability awareness training.

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

This Wednesday evening the DSN are running a Disabled Students' Forum and Q&A where we hope to discuss the results of the disabled students' survey and the changes people want to see, as well as answering questions about the committee and how to get involved! It would be good to see as many people there as possible. Find out more here: <https://www.facebook.com/events/408936353887459/>

SRC Member for Student Health – Gabby Kryiakou

No Report Submitted.

SRC Member for Widening Access and Participation – Tooba Shah

Since my last report I have been working on participating in discussion in focus groups that are centered around scholarships and bursaries, accommodation and recently, a sports participation barrier group. I really want to gain a deeper understanding into the working of these areas within the university and how we can make this more accessible for widening access students.

This involves collecting and gathering data from research into one so we can attribute which areas need focus on and in what way. I am particularly focusing on the awareness of scholarships and bursaries for freshers but also the need for revision in current areas of financial help available to students.

By next report, I want to discuss areas of collaboration with the Rectors Committee and Sports Participation barrier group further, so we can start working towards ideas for collaboration events in the coming weeks.

Arts and Divinity Faculty President – Joe Horsnell

What have I done since my last report?

- Met with Dr Lisa Jones to discuss the William & Mary Transition Report, which she agreed to help us implement

- Coordinated the Study Buddy Scheme 2020, which matched students in similar year groups and Schools together. This was designed to combat exam stress, isolation and loneliness during one of the most difficult times of the pandemic for a lot of students. Emma (DoWell), Amy, (DoEd), Octavia (Peer Support Coordinator), Gabby (Member for Student Health), Jasmine (PG Development Officer) and Katy were instrumental to its success. We had 70 pairings in the end!
- Attended School Presidents Forum
- Met with the BAME Education Officer and EDI Faculty Leads to discuss progress on EDI goals and the BAME Action Plan
- Stood in for the Director of Education at the Film Studies School Review and joined the review team in providing recommendations and commendations to the School
- Attended a meeting of SA Trustees
- Met with Craig Phillips (Assistant Director of the Careers Centre) to discuss outcomes from Semester 1 and areas the Careers Centre could have improved upon. We also discussed ways in which School Presidents could be further supported
- Met with the School President for English to discuss issues around deadlines in his School
- Chaired the final Education Committee meeting of the Semester
- Chaired the final School Presidents Advisory Group (Careers) (SPAG) alongside the Assistant Director of the Careers Centre
- Met with the Director of Student Development and Director of Education to discuss the Employability Strategy and Careers Week
- Attended a Finance Subcommittee meeting of the SA Board
- Attended the final Board meeting of 2020
- Coordinated and chaired an extraordinary meeting of Education Committee to discuss plans for Semester 2 (including which mitigation measures the School Presidents would like to push for – e.g. s-coding)
- Have begun coordinating another iteration of the Study Buddy Scheme to help students to cope with the current situation (many students are scattered across the world)
- Prepared motions to write SWAG and SPAG into the laws and re-instate the Employability Officer (spent time writing up the position description)

What progress has been made on my manifesto?

- I have continued to ensure School Presidents are well-supported and we have made a small amount of progress on EDI goals
- A lot of my time is spent on Careers-oriented goals and progress was made here

What do I hope to achieve by next report?

- A second, successful iteration of the Study Buddy Scheme
- Firmer plans for the Careers Centre-Students Association collaboration
- Further progress on EDI goals – including sorting out the BAME Reporting Tool on the Union website

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

- It would be great if councillors could promote the Study Buddy scheme when sign-ups go live! I'll post a link in the Facebook group this week

Science and Medicine Faculty President – Chloe Fielding

What have I done since my last report?

- Several EduCom meetings
- Email admin
- Started organising Diver-STEM with the rest of the committee
- SWAG meeting
- Several meeting to improve SWAG and Disabilities Rep Forum next semester
- Meetings about Wellbeing Officers
- Meeting with Elise about Got Consent training specifically for School Presidents and Language Conveners
- EDI meetings with the Joe, and the EDI Staff Leads
- Psychology EDI meeting
- Academic Senate
- Updated SPs about wellbeing and disabilities work
- Met regularly with Amy and Joe

What progress has been made on my manifesto?

- Started working on Diver-STEM, which promotes inclusivity
- Continued work on disabilities and wellbeing matters
- Doing my best to support School Presidents and Conveners during a difficult year

What do I hope to achieve by next report?

- Updated SWAG and Disabilities Rep Forum to ensure they run more smoothly
- Make sure School Presidents and Conveners feel supported and not overwhelmed
- Attend LTC away day
- Attend other regular meetings

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

Diver-STEM: Celebrating POC in Science – an event designed to promote inclusivity and diversity within science. All the Science School Presidents and lots of Class Reps are involved in organising it.

SRC Postgraduate Academic Convener – Abigail Whitefield

No Report Submitted.

SRC Postgraduate Development Convener – Jasmine Rodriguez

- *What have I done since my last report?*

Since my last report, I have been working on what I would like to achieve this semester. I helped put together notes for a meeting with the Careers Centre and professional support the give to taught Master's students and identified a gap in our knowledge of this, which I intend to remedy. We were also able to run our first PG Research Lecture Series and hope to move forward with the planning of future events in the series.

- *What progress has been made on my manifesto?*

I had been working on putting together a guide for the different schools about possible events to run that were okay with Covid restrictions, but the recent lockdown has put a pause on that. I am going to put together a questionnaire to try to grasp how PG students feel about the current Careers Centre workshops offered to them and what they'd like to see more of.

- *What do I hope to achieve by next report?*

By the next report, I hope to have an idea of what kind of support postgraduates are looking for and making sure to offer appropriate resources for them given the difficult times, as well as have released the questionnaires and have the planning for the next PG RLS underway.

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

Nothing in the near future, but will keep everyone posted.

Principal Ambassador – Kate MacLachlan

What have I done since my last report?

I have continued to work with the Vice Principals and Admissions so ensure the smooth running of our various projects that are on running. These include Widening Access Projects and Visitor Experience work. Additionally, I have been working on organisation of our January recruitment as well as the application process for the next Principal Team.

What progress has been made on my manifesto?

- N/A

What do I hope to achieve by next report?

- N/A

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

Applications to join the Ambassador scheme are open until midday on the 31st of January. More information, the application form and link to our information evening can be found on our website. (<https://www.st-andrews.ac.uk/students/ambassadors/apply/>)

Rector's Assessor – Stella Maris

No Report Submitted.

SRC Member Without Portfolio – Annie Smith

What have I done since my last report?

Since my last report, I have been working with Morgan and Toni to organise a new social media series about motions and completing the minutes from the previous Joint Councils meetings.

What progress has been made on my manifesto?

Quickly completing minutes so info about our meetings can become public!

What do I hope to achieve by next report?

Infographic about this JC meeting on social media, and work with Emma to promote upcoming councils elections.

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

Let Morgan, Toni, or me know if there's anything you'd like to promote on the Councils social media!

University of St Andrews
Students' Association
Student Services Council

MINUTES

Tuesday 27th October 2020 – MS Teams – 6pm



Present

Member's Name	Position
Tom Groves	Association Director of Events and Services
Emma Walsh	Association Director of Wellbeing
Morgan Morris	Association Chair
Emily Gilson	Association Alumni Officer
Anna Young	Association Community Relations Officer
Lea Weimann	Association Environment Officer
Georgina Beeby	Association LGBT+ Officer
Jenny Menday	Association Lifelong and Flexible Learners Officer
Ananya Jain	Association BAME Officer
Anna Harris	SSC Broadcasting Officer (STAR)
Amy Feakes	SSC Charities Officer (Charities Campaign)
Edward Spencer	SSC Design Team Convener
Martin Caforio	SSC Performing Arts Officer (Mermaids)
Toni Valencia	SSC Member Without Portfolio
Avery Kitchens	SSC Societies Officer
Cara Nicholson	SSC Volunteering Officer (SVS)
Zaine Mansuralli	SSC Debates Officer (UDS)
Ali Addison	SSC Music Officer (Music Fund)

In Attendance

Iain Cupples HR Manager

1. Adoption of the Agenda

The agenda was adopted.

2. Apologies for Absence.

Gavin Sandford	Association Director of Student Development and Activities	Apologies
Amy Gallacher	Association Director of Education	Apologies
Sam Ross	SSC Postgraduate Officer (Postgraduate Society)	Apologies
Dan Marshall	Association President	Absent
Sophie Tyler	Association Athletic Union President	Absent

3. Open Forum

No business.

4. Reports of the Sabbatical Officers

4.1. Report of the Association President

Absent.

4.2. Report of the Association Director of Wellbeing

Emma Walsh (EW) thanked councillors for their work on the Rector elections, which saw Leyla Hussein elected as the new Rector. The launch of the new Support and Report system has been delayed due to conversations about anonymous reporting, but it should be launching soon with a demo version. EW is now beginning work on revitalising the voting system for Association elections next March. Amy Gallacher (AG) and EW had their first Disability Representatives Forum last week, along with a Student Wellbeing Advisory Group meeting, both of which went well.

4.3. Report of the Association Director of Education

Absent.

4.4. Report of the Athletic Union President

Absent.

4.5. Report of the Association Director of Events & Services

Tom Groves (TG) has been working on the Can Do event schedule and marquee, which has seen 152 events proposed and 87 approved so far. The field now has approval to hold performances from acoustic groups, and both acapella groups and the Folk and Traditional Music society are able to use that space for rehearsals. Design Team now has two bookable computer spaces on the top floor, and the rest of the computers are in the process of being moved to study spaces. TG met with Saints LGBT+ and Ananya Jain (AJ) about making the garden behind the Union into an edible campus site.

Martin Caforio (MC) asked whether the field is open for use by non-musical groups, and TG will look into this.

- 4.6. Report of the Association Director of Student Development & Activities

Absent.

5. Questions for Association Officers

- 5.1. Questions for Association Alumni Officer
- 5.2. Questions for Association Community Relations Officer
- 5.3. Questions for Association LGBT+ Officer
- 5.4. Questions for Association Lifelong and Flexible Learners Officer
- 5.5. Questions for Association Environment Officer

Lea Weimann (LW) highlighted Green Week next week and asked councillors to check out their Facebook page and support the events.

- 5.6. Questions for Association BAME Officer

6. Questions for SSC Members

- 6.1. Questions for SSC Broadcasting Officer (STAR)

Anna Harris (AH) is hoping to get more STAR events up soon and asked councillors to tune in to the radio shows.

- 6.2. Questions for SSC Charities Officer (Charities Campaign)

Amy Feakes (AF) thanked everyone who donated at Can Do Cocktails, which raised £200 at their first in-person event.

- 6.3. Questions for SSC Debates Officer (UDS)

Zaine Mansuralli noted that UDS has a successful week with bookings in the Can Do Tent for the rest of the semester. They will now be holding a mix of in-person and online events for their debates and competitive debate training for the rest of the semester.

- 6.4. Questions for SSC Performing Arts Officer (Mermaids)
- 6.5. Questions for SSC Postgraduate Officer (Postgraduate Society)

Absent.

- 6.6. Questions for SSC Societies Officer

Avery Kitchens (AK) and AJ interviewed applicants for the BAME Societies Coordinator position today, and their selection will be invited to the Societies Committee meeting tomorrow. The Societies Committee have also organised dodgeball, which subcommittees can book onto, in the Sports Centre until the end of the semester.

6.7. Questions for SSC Music Officer (Music Fund)

Ali Addison (AA) has organised a Music Fund committee, with the help of Gavin Sandford (GS) and TG, after holding interviews earlier this month. They also have social media channels up and running for Music Fund, and AA is planning an event for November in the Can Do Tent which will feature musicians and acoustic music.

6.8. Questions for SSC Volunteering Officer (SVS)

6.9. Questions for SSC Design Officer (Design Team)

6.10. Questions for SSC Entertainments Convener (ENTS)

6.11. Questions for SSC Arts Festival Convener (On the Rocks)

Vacant.

6.12. Questions for SSC Member without Portfolio

Toni Valencia (TV) reminded councillors to let her, Annie Smith (AS), or Morgan Morris (MM) know if they would like to promote something on the Councils social media, or if they have ideas for Councils socials.

7. Any Other Competent Questions

None.

8. Unfinished General Business

None.

9. New General Business

None.

10. Any Other Competent Business

None.

11. Collaborative Solutions

Not minuted.



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

MINUTES

Tuesday 10th November 2020 – MS Teams – 6pm

Present

Member's Name	Position
Tom Groves	Association Director of Events and Services
Emma Walsh	Association Director of Wellbeing
Sophie Tyler	Association Athletic Union President
Morgan Morris	Association Chair
Emily Gilson	Association Alumni Officer
Anna Young	Association Community Relations Officer
Lea Weimann	Association Environment Officer
Georgina Beeby	Association LGBT+ Officer
Ananya Jain	Association BAME Officer
Anna Harris	SSC Broadcasting Officer (STAR)
Amy Feakes	SSC Charities Officer (Charities Campaign)
Edward Spencer	SSC Design Team Convener
Martin Caforio	SSC Performing Arts Officer (Mermaids)
Toni Valencia	SSC Member Without Portfolio
Avery Kitchens	SSC Societies Officer
Cara Nicholson	SSC Volunteering Officer (SVS)

In Attendance

Iain Cupples HR Manager

1. Adoption of the Agenda

The agenda was adopted.

2. Apologies for Absence.

Dan Marshall	Association President	Apologies
Gavin Sandford	Association Director of Student Development and Activities	Apologies
Amy Gallacher	Association Director of Education	Absent
Jenny Menday	Association Lifelong and Flexible Learners Officer	Absent
Zaine Mansuralli	SSC Debates Officer (UDS)	Absent
Ali Addison	SSC Music Officer (Music Fund)	Absent
Sam Ross	SSC Postgraduate Officer (Postgraduate Society)	Absent

3. Open Forum

No business.

4. Reports of the Sabbatical Officers

4.1. Report of the Association President

Absent.

4.2. Report of the Association Director of Wellbeing

Emma Walsh (EW) has been working on Got Limits, which is the newest StAnd Together project and is relevant to the SSC because they are eager to collaborate with SSC Subcommittees and get their message out. EW participated in the Race and Religion working group and did work with Equally Safe, which has an event in the coming week and will be posted in the Councils Facebook group. EW is also teaming up with religious groups to get religious equality represented in Equal Opportunities because it does not have a Councils position. EW noted that Report and Support has launched this week and encouraged councillors to share it so that the University can understand trends and offer support to survivors even years after an assault. EW is now looking ahead to next year's Association elections and giving feedback on the voting portal to IT Services. On behalf of Dan Marshall (DM), EW reminded councillors that this week is Accommodation Week.

4.3. Report of the Association Director of Education

Absent.

4.4. Report of the Athletic Union President

Sophie Tyler (ST) will be working on the impact of Tier 3 restrictions for the coming future. They noted that the Athletic Union had their first Green Week Sport group and planning for second semester. The AU also did an LGBT+ survey and will be reviewing what they can do to offer support to athletes wanting to do competitions and are transgender. In the coming weeks ST will also be attending committee forums.

4.5. Report of the Association Director of Events & Services

Tom Groves (TG) noted that the Design Team can now access their cupboard, and they also now have six new photographer passes for future events. Bars will now have to close at 6pm, which means that some events will have to be cancelled and TG is looking to see how this will further impact events and services offered by the Union. TG noted that the field behind the Union is now available on the room booking system, and is working on a review of the Union's discipline procedure. Applications for the On The Rocks Convener have opened and TG said they have already received one application.

- 4.6. Report of the Association Director of Student Development & Activities

Absent.

5. Questions for Association Officers

- 5.1. Questions for Association Alumni Officer
- 5.2. Questions for Association Community Relations Officer

Anna Young (AY) has been working on filming for their Community Conversation series and is looking to organise a St Andrews Day programme in the Can Do tent. AY will also be working on a Bike Light campaign as the town gets darker earlier.

- 5.3. Questions for Association LGBT+ Officer
- 5.4. Questions for Association Lifelong and Flexible Learners Officer

Absent.

- 5.5. Questions for Association Environment Officer

Lea Weimann (LW) noted that the new draft of the Environmental Sustainability Strategy for the University is now out for review and there is a consultation form available, which will be brought to Joint Councils next week.

- 5.6. Questions for Association BAME Officer

6. Questions for SSC Members

- 6.1. Questions for SSC Broadcasting Officer (STAR)
- 6.2. Questions for SSC Charities Officer (Charities Campaign)
- 6.3. Questions for SSC Debates Officer (UDS)

Absent.

- 6.4. Questions for SSC Performing Arts Officer (Mermaids)

Martin Caforio (MC) said that things are moving forward with Mermaids events allowed by Tier 3 restrictions, including opportunities with the Byre Theatre and planning for the season next year.

- 6.5. Questions for SSC Postgraduate Officer (Postgraduate Society)

Absent.

6.6. Questions for SSC Societies Officer

Avery Kitchens (AK) has been working with DM on the Societies section of the University's Strategic Plan, and venturing through past data should be completed by the end of the week.

6.7. Questions for SSC Music Officer (Music Fund)

Absent.

6.8. Questions for SSC Volunteering Officer (SVS)

6.9. Questions for SSC Design Officer (Design Team)

6.10. Questions for SSC Entertainments Convener (ENTS)

6.11. Questions for SSC Arts Festival Convener (On the Rocks)

Currently vacant.

6.12. Questions for SSC Member without Portfolio

7. Any Other Competent Questions

None.

8. Unfinished General Business

None.

9. New General Business

None.

10. Any Other Competent Business

None.

11. Collaborative Solutions

Not minuted.



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

MINUTES

Tuesday 3rd November 2020 – MS Teams – 6pm

Present

Member's Name	Position
Dan Marshall	Association President
Tom Groves	Association Director of Events and Services
Emma Walsh	Association Director of Wellbeing
Gavin Sandford	Association Director of Student Development and Activities
Sophie Tyler	Association Athletic Union President
Morgan Morris	Association Chair
Emily Gilson	Association Alumni Officer
Anna Young	Association Community Relations Officer
Georgina Beeby	Association LGBT+ Officer
Sophie Bickerton	SRC Accommodation Officer
Joe Horsnell	Arts & Divinity Faculty President
Chloe Fielding	Science & Medicine Faculty President
Abigail Whitefield	SRC Postgraduate Academic Convener
Jasmine Rodriguez	SRC Postgraduate Development Officer
Elise Lenzi	SRC Member for Gender Equality
Anna-Ruth Cockerham	SRC Disability Officer
Gabby Kyriakou	SRC Member for Student Health
Tooba Shah	SRC Member for Widening Access & Participation

In Attendance

Iain Cupples HR Manager

1. Adoption of the Agenda

The agenda was adopted.

2. Apologies for Absence.

Lea Weimann	Association Environment Officer	Apologies	
Ananya Jain	Association BAME Officer	Apologies	No proxy given
Maitreyi Tusharika	SRC Member for First Years	Apologies	Proxy given to Ananya Jain (not valid)
Kate MacLachlan	Principal Ambassador	Apologies	No proxy given
Amy Gallacher	Association Director of Education	Absent	
Jenny Menday	Association Lifelong and Flexible Learners Officer	Absent	
Papa Obeng	Rector's Assessor	Absent	
Annie Smith	SRC Member Without Portfolio	Absent	

3. Open Forum

No business.

4. Reports of the Sabbatical Officers

4.1. Report of the Athletic Union President

Sophie Tyler (ST) noted that the Sustainability in Sport group had their first meeting today and it should be getting off the ground soon. The Athletic Union has been discussing Christmas plans and ST said it should be easier for other departments because they usually stay open over the winter break. The Athletic Union is also looking to develop their leadership programmes and how they can support their students, which may also be done through committee forums and looking at the future of the Athletic Union generally, particularly with the possibility of it becoming just Saint Sport. ST has been collecting data on the Athletic Union's finances and how they can best support student sport.

4.2. Report of the Association President

Dan Marshall (DM) has been preparing for Christmas and its affect on students who remain in St Andrews, particularly in regards to asymptomatic testing before students return home, housing students who remain in St Andrews, and ensuring the Scottish Government is clear on how the guidelines affect University students who choose to head home. DM reminded councillors to share the survey on students' Christmas plans because the Union is unsure of how many students are planning to remain in town.

4.3. Report of the Association Director of Events & Services

Tom Groves (TG) noted that many events are happening in the Can Do Tent, bike tent, and hopefully soon on the field behind the Union, and reminded councillors hosting events to add them to yourunion.net. TG said that Halloween events went well despite COVID-19 restrictions, with a pub quiz and a performance in the Bike Shed from Folk & Traditional Society. As of yesterday, Main Bar is now open indoors until 8pm, and alcohol can be served with food, with a closing time of 10:30pm outdoors. TG is helping Music Fund set up as they now have a committee. Beacon Bar is also being used by commuting students.

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

Gavin Sandford (GS) has been working with other sabbatical officers on the Can Do initiative and what it means for the rest of the semester, Christmas, and second semester. GS attended the BAME Subcommittee meeting on Monday, which was their first committee meeting. GS has also been working on admin for University Challenge and various rounds of trials, and asked councillors to share the link to sign-ups.

4.5. Report of the Association Director of Education

Absent.

4.6. Report of the Association Director of Wellbeing

Emma Walsh (EW) noted that the Student Mental Health Remit is continuing, and they had the first meetings of academic wellbeing groups since the last SRC meeting. Got Limits has applied for a grant to run events, and they are looking to start an Alcohol Support Group through Student Services. EW has also been working with Student Services to facilitate ongoing conversations regarding St Andrews Survivors, which Elise Lenzi (EL) will be joining as well. The Interfaith steering group, which is run by EW and the Chaplain, will have their first meeting on Friday and be discussing religious equality. EW has had conversations regarding the support that can be offered to students at Christmas who stay in St Andrews, as there will be more students in town than normal due to the COVID-19 pandemic.

5. Questions for Association Officers

- 5.1. Questions for Association Alumni Officer
- 5.2. Questions for Association Community Relations Officer
- 5.3. Questions for Association LGBT+ Officer
- 5.4. Questions for Association Lifelong and Flexible Learners Officer

Absent.

5.5. Questions for Association Environment Officer

Absent.

5.6. Questions for Association BAME Officer

On behalf of Ananya Jain (AJ), Morgan Morris (MM) noted that AJ is holding a dialogue with academic departments, which is a virtual interview series with faculty members across schools by the Multicultural Week committee. The interview series is now live and AJ encouraged councillors to watch and share.

6. Questions for SRC Committees and Officers

- 6.1. Questions for SRC Accommodation Officer
- 6.2. Questions for SRC Member for First Years

Absent.

6.3. Questions for SRC Member for Gender Equality

6.4. Questions for SRC Disability Officer

Anna-Ruth Cockerham (ARC) has been working on mask exemptions and noted that students can now pick up a lanyard from the Union if the University or Union recognises their mask exemption. ARC noted that many have expressed anxiety about having a mask exemption and doing things like attending events, and asked councillors to keep this in mind and be considerate of these students when hosting or attending events.

6.5. Questions for SRC Member for Student Health

6.6. Questions for SRC Member for Widening Access and Participation

6.7. Questions for SRC Arts/Divinity Faculty President

Joe Horsnell (JH) has worked on EDI (Equality and Diversity Initiative) issues over the last two weeks and assisted with the School Presidents' Forum, where school presidents met with the Dean and Proctor. JH has also been working on online representatives, a new position to help students deal with the changes in learning this semester. JH noted that the School Presidents' Forum and Education Committee are both going well.

6.8. Questions for SRC Science/Medicine Faculty President

6.9. Questions for SRC Postgraduate Academic Convener

Abi Whitefield (AW) has been holding PGR and PGT executive forums, where postgraduate representatives can speak to the Proctor, Dean, and Provost, with the first one taking place yesterday.

6.10. Questions for SRC Postgraduate Development Convener

6.11. Questions for Principal Ambassador

6.12. Questions for Rector's Assessor

6.13. Questions for SRC Member Without Portfolio

7. Unfinished SRC Business

8. New SRC Business

9. Any Other Competent Business

10. Collaborative Solutions

Not minuted.

J21-01 Motion to re-establish and update the position of Employability Officer

In effect: Immediately

Review Date: N/A

Notes

1. The SSC Employability Officer position is currently listed in the Students Association laws under Chapter 23
2. The position has not been put up for election for at least the last three consecutive years
3. The current SRC Arts & Divinity Faculty President has been acting on behalf of the Director of Education on Careers and Employability issues on an ad hoc basis this year

Believes

1. The position of Employability Officer will help to formalise the Union's representative function in relation to the Careers Centre
2. The Employability Officer can be linked to pre-existing groups to ensure a coordinated approach to Careers and Employability issues at the Students Association
3. The re-establishment of the Employability Officer role helps to increase the visibility of the Association's efforts to improve Careers and Employability services on behalf of students
4. Should the impetus to engage with the Careers Centre fall away as a result of interested parties graduating or changing positions, the wider student body would lose out on this element of representation and lobbying

Resolves

1. To amend chapter 3 of the Laws of the Association
2. To remove chapter 23 of the Laws of the Association
3. To implement the following role description for the Employability Officer
4. To re-establish the Employability Officer as an SRC position, instead of an SSC position

Proposed:

Joe Horsnell, SRC Arts & Divinity Faculty President; SRC Senior Officer

Seconded:

Amy Gallacher, Director of Education

Emma Walsh, Director of Wellbeing

Gavin Sandford, Director of Student Development and Activities

Avery Kitchens, SSC Societies Officer; SSC Senior Officer

Chloe Fielding, SRC Science & Medicine Faculty President

Amy Feakes, SSC Charities Campaign Convenor

Appendix:

- A. Laws of the Association (Chapter 3, point 5)

- B. Laws of the Association (Chapter 23)
- C. Role description for the Employability Officer

Appendix A – Laws of the Association (Chapter 3; point 5)

5. Remits of SRC Officers

5.3 Employability Officer

The Employability Officer shall:

5.3.1 Primarily work to represent student opinion on services and support relating to employability and career skills

5.3.2 Serve as a primary student liaison with the Careers Centre and maintain a positive working relationship with staff at the Careers Centre

5.3.3 Convene and chair the School Presidents' Advisory Group (Careers) at least twice per semester

5.3.4 Convene and chair the Careers & Employability Forum of Careers & Employability class representatives

5.3.5 Participate in the Careers Centre's Student Advisory Board

5.3.6 Be line-managed jointly by the Director of Education and the Director of Student Development and Activities

5.3.7 Work with the Director of Education to train the Careers & Employability class representatives alongside the Careers Centre

5.3.8 Work with the Director of Student Development and Activities and Director of Education to coordinate the Association's Employability Strategy and Careers Week

5.3.9 Work with the Director of Wellbeing to ensure equal opportunities for all students in receiving support on employability from the Careers Centre

5.3.10 Work with the Association Alumni Officer, who also engages with the Careers Centre

5.3.11 Support School Presidents in hosting careers events in their respective Schools

5.3.12 Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employability skills

Appendix B – Laws of the Association (Chapter 23)

To be removed in its entirety

Chapter Twenty-Three-SSC Employability Committee

1. Aims: The SSC Employability Committee shall be responsible for supporting the SSC Employability Officer in meeting their objectives

2.SSC Employability Sub-Committee

2.1.Membership:

2.1.1.SSC Employability Officer (Convenor and Chair);

2.1.2.Director of Student Development and Activities;

2.1.3.Academic Outreach Officer

2.1.4.Treasurer

2.1.5.Secretary

2.1.6.Publicity Officer

2.1.7.Invited representatives (non-voting).

2.2.Meetings:

2.2.1.Employability Sub-Committee Meetings:

2.2.2.The SSC Employability Committee shall meet whenever mandated by the SSC or called by the SSC Employability Officer. There shall be at least one meeting per semester.

3.Employability Representative Forum is a forum to discuss employability issues within and between Schools and to share good practice.

3.1.Should meet three times per academic year

3.2.The Employability Officer is the chair and convenor

3.3.The Employability Officer shall invite Representatives from the Careers Centre to the Employability Representative Forum

3.4.Absence: If the Employability Class Representative is unable to attend an Employability Representative Forum, it is recommended that a representative from the School attends instead.

4.Role Descriptions:

4.1.SSC Employability Officer

4.1.1.shall primarily work to represent student opinion on services and support relating to employability and career skills and shall

4.1.2.Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;

4.1.3.Serve as a primary student liaison with the Careers Centre;

4.1.4.Work with the Director of Wellbeing to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;

4.1.5.Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and

- 4.1.6.** Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online
- 4.1.7.** Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives
- 4.1.8.** Will hold fortnightly surgeries for School Presidents
- 4.1.9.** Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.
- 4.1.10.** Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.
- 4.1.11.** Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship

4.2. Employability Class Representatives:

- 4.2.1.** Attend Employability and Careers training
- 4.2.2.**
- 4.2.3.** Help facilitate careers events in schools
- 4.2.4.** Liaise with School, Student Association and Careers Centre for funding of events
- 4.2.5.** Shall engage the student body with employability on campus.
- 4.2.6.** Act as a link between the School President, Career Links and the Careers Centre to organise career-specific events for their School's student body.
- 4.2.7.** Liaise with other Employability Representatives between Schools
- 4.2.8.** Give tri-weekly lecture shouts in sub-honours modules about upcoming events and School specific internship opportunities etc.
- 4.2.9.** Make student body aware of Careers Centre surveys on employability and career support during lecture shouts

4.3. Academic Outreach Officer:

- 4.3.1.** Will liaise with Schools, Career links and School Presidents with regards to setting up career events
- 4.3.2.** Will be the main point of contact for Employability Class Representatives, outside of the fortnightly committee meetings.
- 4.3.3.** Will submit a report to the Employability Officer twenty-four hours prior to SSC meetings
- 4.3.4.** Will be selected by a panel consisting of the incoming Employability Officer, the outgoing Employability Officer, the Incoming Dosda and the outgoing Dosda

4.4. Secretary

- 4.4.1.** Will keep a copy of all correspondence
- 4.4.2.** Will write correspondence not directly relating to the remit of other officers in the committee
- 4.4.3.** Will keep and update the minutes of the committee and the Employability Representatives Forum.
- 4.4.4.** Will produce a committee newsletter at least once per semester
- 4.4.5.** Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee

4.5. Treasurer

4.5.1. Will keep the accounts of the committee

4.5.2. Will ensure that committee budget is submitted correctly and punctually

4.5.3. Will work with the Publicity Officer to ensure that information about funding available for Employability and Careers events, such as the Employability Speaker's Fund, is publicised effectively

4.6. Publicity Officer

4.6.1. Will liaise with the Employability Class Representatives, Employability Officer and Careers Centre regarding career events.

4.6.2. Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee.

5. Funding:

5.1. Employability Speaker Fund will be managed by the Employability Committee in collaboration with the careers centre

6. Committee:

6.1. The Academic Outreach Officer, Treasurer, Secretary and Publicity Officer shall be selected through interviews.

6.2. The committee may co-opt additional members as it deems necessary for set periods of time. Co-opted members shall have speaking but no voting rights.

Employability Officer

July - June, Part-Time, Voluntary

Aim

The aim of this position is to represent students on employability and careers matters. The Employability Officer will inform the Union's employability strategy and support the University's Careers Centre in reaching the student body. The role holder will have the power to lobby and influence careers services at St Andrews.

Key Responsibilities

What you will be doing:

- Serve on the Students' Representative Council
- Attend School Presidents' Advisory Group (Careers) alongside the Faculty Presidents and School Presidents (SPAG)
- Chair the Careers & Employability Forum of careers reps across the University
- Support School Presidents in putting on careers events
- Work with the Director of Education and the Director of Student Development and Activities on the Association's Employability Strategy and Careers Week
- Participate in the Careers Centre's Student Advisory Board (SAB)

How you will be doing it:

- Prior to SPAG and SAB, you will discuss the agenda with the Education Executive Committee and the DoSDA. Action points from both fora may arise which you take further
- You will prepare the agenda and collate the work of careers reps for the Careers & Employability Forum. This will also involve taking forward any action points
- You will provide advice to School Presidents
- You will encourage collaboration among School Presidents
- You will have a working relationship with staff at the Careers Centre (including the Assistant Director)

Essential Characteristics

Proficient knowledge and prior experience with the Careers Centre, preferably as a Careers Representative or student user of the service.

Useful Skills or Characteristics

- Working as part of a team
- Organisational skills
- Good communication skills
- Ability to handle sensitive information confidentially
- Commitment and dedication

Skills you can expect to learn and develop

- Develop the ability to negotiate with a wide range of people both within the student body and the staff of the university

- Increase organisational skills and flexibility
- Improve time management skills
- Gain experience of supporting a diverse team
- Get a better understanding of the University and higher education in general

Expected time commitment

Generally between 10 and 15 hours weekly. Some weeks will be more demanding than others.

Eligibility

Matriculated undergraduate students are eligible to nominate themselves for this position and vote in this race.

Further Questions

Please email the current holder of this post on XXX@st-andrews.ac.uk if you have any questions about this role.

J21-02 Motion to incorporate School Presidents Advisory Group (Careers) and Schools' Wellbeing Advisory Group into the Association Laws

In effect: 1st July 2021

Review Date: N/A

Notes

1. The School President Advisory Group (Careers) – henceforth known as SPAG – has existed since February 2020 and was set up by the current SRC Arts & Divinity Faculty President as a subcommittee of Education Committee
2. The Schools' Wellbeing Advisory Group – henceforth known as SWAG – has existed since September 2020 and was set up by the current SRC Science & Medicine Faculty President as a subcommittee of Education Committee
3. Both groups are comprised of School Presidents, Faculty Presidents and appropriate members of university staff and councillors
4. SPAG helps to communicate feedback to the Careers Centre from the general student population and manage the Centre's relationship with School Presidents
5. SWAG helps to communicate feedback to Student Services and deals with issues pertaining to academic wellbeing

Believes

1. SPAG and SWAG are core parts of the functioning of Education Committee and incorporating these groups into the Association laws as subcommittees of Education Committee will formalise their functioning
2. Should the impetus to engage in these Education Committee subcommittees fall away as a result of interested parties graduating or changing positions, the wider student body and subsequent cohorts of School Presidents would lose out on this element of representation and lobbying
3. Writing these groups into the laws ensures their medium- to long-term sustainability in pursuing coherent goals in the areas of careers/employability and academic wellbeing
4. Both SPAG and SWAG will be necessary for a number of years to come
5. Separately, elements of the existing laws on Education Committee need updating to include Language Convenors as participants of the subcommittee and account for Motion J20-07 which was passed before Councils' summer recess

Resolves

1. To amend chapter 7, point 2 of the Laws of the Association

Proposed:

Joe Horsnell, SRC Arts & Divinity Faculty President; SRC Senior Officer

Seconded:

Amy Gallacher, Director of Education

Emma Walsh, Director of Wellbeing

Chloe Fielding, SRC Science & Medicine Faculty President

Avery Kitchens, SSC Societies Officer; SSC Senior Officer

Appendix:

A. Laws of the Association (Chapter 7, point 2)

Appendix A – Laws of the Association (Chapter 7, point 2)

7.2. Education Committee

7.2.1. Membership

7.2.1.1. Director of Education (~~Convener and Chair~~);

7.2.1.2. Postgraduate Convener;

7.2.1.3. Arts/Divinity Faculty President (~~Co-Convener and Co-Chair~~);

7.2.1.4. Science/Medicine Faculty President (~~Co-Convener and Co-Chair~~); ~~and~~

7.2.1.5. All School Presidents; ~~and~~

7.2.1.6. All Language Convenors.

7.2.2. Remit

7.2.2.1. The Education Committee shall:

7.2.2.2. Coordinate and support the academic representation system, including School Presidents, Language Convenors and Class Representatives;

7.2.2.3. Work to improve the educational experience of students within the university.

7.2.2.4. The focus of the committee shall be constrained primarily to academic matters, but will include areas of remit crossover; e.g. extenuating circumstances where the educational experience of the students converges with a non-academic remit.

7.2.2.5. Ensure the regular sharing of common good practice and themes across academic representatives from different Schools;

7.2.2.6. Promote student engagement on matters relating to learning, teaching, and research.

7.2.3. Meetings

7.2.3.1. The Education Committee shall meet at least twice a month, with accommodations made to avoid clashes with the School Presidents' Forums.

7.2.4. Education Executive Committee

7.2.5.4.1. Membership

7.2.5.1.4.1.1. Director of Education (Convener and Chair);

7.2.5.2.4.1.2. Postgraduate Convener;

7.2.5.3.4.1.3. Arts/Divinity Faculty President; and,

7.2.5.4.4.1.4. Science/Medicine Faculty President.

7.2.6.4.2. Remit:

7.2.6.1.4.2.1 The Education Executive Committee shall:

7.2.6.2.4.2.2 Formulate and ensure the execution of SRC policy on education;

7.2.6.3.4.2.3 Keep the SRC informed of University education policy;

7.2.6.4.4.2.4 Coordinate and ensure representation and advocacy within the University education structure; and

7.2.6.5.4.2.5 Set the agenda for the Education Committee and School President's Forum.

7.2.7.4.3. Meetings

7.2.7.1. The Education Executive Committee shall meet as appropriate but no fewer than once a month.

7.2.5 School Presidents' Advisory Group (Careers)

7.2.5.1 Membership:

7.2.5.1.1 Employability Officer (Convenor and Chair)

7.2.5.1.2 Director of Education

7.2.5.1.3 Arts/Divinity Faculty President or Science/Medicine Faculty President

7.2.5.1.4 Two School Presidents from the Faculty of Arts/Divinity

7.2.5.1.5 Two School Presidents from the Faculty of Medicine/Science

7.2.5.1.6 Assistant Director of the Careers Centre

7.2.5.2 Remit:

7.2.5.2.1 The School Presidents' Advisory Group (Careers) shall:

7.2.5.2.2 Monitoring issues relating to the School President role in delivering careers events

7.2.5.2.3 Improve the working relationship between School Presidents/Language Convenors and the Careers Centre

7.2.5.2.4 Improve the provision of careers information to all students across the University

7.2.5.2.5 Act as a channel for presenting feedback to the Careers Centre

7.2.5.3 Meetings:

7.2.5.3.1 The School Presidents' Advisory Group (Careers) shall meet a minimum of twice per semester.

7.2.6 Schools' Wellbeing Advisory Group

7.2.6.1 Membership:

7.2.6.1.1 Director of Education (Convenor)

7.2.6.1.2 Director of Wellbeing (Chair)

7.2.6.1.3 Disability Officer

7.2.6.1.4 Arts/Divinity Faculty President or Science/Medicine Faculty President

7.2.6.1.5 Three School Presidents from the Faculty of Arts/Divinity

7.2.6.1.6 Three School Presidents from the Faculty of Science/Medicine

7.2.6.1.7 Relevant members of University staff, as determined by the Convenor

7.2.6.2 Remit:

7.2.6.2.1 The Schools' Wellbeing Advisory Group shall:

7.2.6.2.2 Address wellbeing issues that have directly resulted from academic situations

7.2.6.2.3 Address inconsistencies in wellbeing support across Schools, but ensure that support is catered to each School where necessary

7.2.6.2.4 Ensure the consistency of mental health support across Schools, including the awareness and accessibility of resources

7.2.6.2.5 Work with the Disabilities Representatives' Forum to bring in the important perspective of disabled students, who may experience wellbeing issues in a different way

7.2.6.2.6 Ensure regular communication with other wellbeing-related groups to create a more consistent effort and dedication to improving wellbeing year-to-year

7.2.6.2.7 Improve the working relationship between School Presidents/Language Convenors and Student Services

7.2.6.3 Meetings:

7.2.6.3.1 The Schools' Wellbeing Advisory Group shall meet a minimum of twice per semester

J21-03 A proposal to waive the law that previous “Officially Supported Charities” are ineligible for two years to be nominated

In-effect from: Immediately

Review date: N/A

Owner: Amy Feakes, SSC Charities Convenor

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. This year the Campaign has supported FRASAC, SAMH and Choose Love/Help Refugees.
3. The current raised total for this academic year is considerably lower than it has been at this stage of other academic years (See Appendix A).
4. By the end of this academic year the amount raised for each charity will be lower than in previous years, refer to Appendix A for previous totals for each charity. The current amount raised by the campaign for this academic year is around £4500.
5. The two largest fundraising events for the campaign; Race2 and CATWALK, have not been able to run due to COVID-19.

It is believed that:

1. By waiving law 5.3.1.1 the Charities which are currently the official charities will automatically be considered by the shortlisting panel as a nominated charity.
2. By waiving this law, through the new system, the shortlisting panel will get to make the decision whether the charity will make it through to the election.
3. The shortlisting panel will have the opportunity to decide if supporting these charities again is in the best interests of the student body and the campaign.
4. By waiving this law, through the new system, if the shortlisting panel selects these charities the general student body will be able to vote for or against them, alongside four other charities per category.

It is resolved to:

1. To waive Chapter 13 Section 5.3.1.1 of the Laws to allow the nominated charities supported in 2020/21 to be automatically considered by the shortlisting panel when they are shortlisting which charities will go to the voting stage (highlighted in Appendix B).

Proposer

Amy Feakes – SSC Charities Officer

Seconder

Gavin Sandford – DoSDA

Avery Kitchens – SSC Societies Officer

Joe Horsnell - Arts & Divinity Faculty President

Supported by the Charities Campaign Executive committee

Appendix A: Previous totals raised for nominated charities by the Campaign

Year	Amount raised 3 charities
2019/20	£68,331.68
2018/19	£65,420.48
2017/18	£87,029.79
2016/15	£73,726.35
2015/14	£63,522.78
2014/15	£49,800.27

Appendix B: Current Laws from Section 5 of Chapter 13

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 Fife charity, one UK charity, and one international charity elected according to selection process laid out below.
- 5.2. Nomination process
 - 5.2.1. 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.
 - 5.2.1.1. The amicus brief should argue why supporting the nominated charity is in the best interest of the student body.
- 5.3. Application process
 - 5.3.1. As Charities are nominated the Campaign will check that they meet the following criteria.
 - 5.3.1.1. Any nominated charity holding the title of 'Official Supported Charity' of the Charities Campaign in the previous two year will be ineligible.
 - 5.3.1.2. Charities must have a UK registered charity number
 - 5.3.1.3. A UK office address
 - 5.3.1.4. Have no explicit religious or political affiliations.
 - 5.3.1.5. They must not be third party charities.
 - 5.3.2. If they have met the criteria, an application form will be sent to the charities to collect further information.
 - 5.3.2.1. The charities must reply in a timely manner, within a two week period to allow shortlisting to go ahead without delay.
- 5.4. Shortlisting
 - 5.4.1. 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.
 - 5.4.1.1. Shortlisting will be conducted by a panel of both mediatory and functionary members.
 - 5.4.1.1.1. The members who serve in a mediatory capacity will be the Campaign convenor and secretary.
 - 5.4.1.1.2. 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).
 - 5.4.2. The functionary members have to choose charities without bias in the best interests of the student body and the campaign.
 - 5.4.3. Members of the shortlisting panel cannot nominate charities.
 - 5.4.4. The shortlisting panel should make their decision based on the following criteria
 - 5.4.4.1. Charities should be in the interest of the student body

- 5.4.4.2. Select the final shortlisted charities that cover a variety of causes
- 5.4.4.3. Past actions and beliefs of the charities should be considered to safeguard from backlash to the Campaign and the Student's Association.

5.5. Elections

- 5.5.1. Voting of the shortlisted charities will be open to the student body during the Student Association Elections.

5.6. Other Charities

- 5.6.1. 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.

J21-04 A motion to petition the Students' Association to oppose the permanent closure of The Barron Theatre

In-Effect Date: 22/01/2021

Review Date: 01/05/2021

Owner: Cate Hanlon

This SSC Notes

1. The University is planning to permanently close The Barron Theatre and grant Mermaids Performing Arts Fund a permanent residency in the Byre Studio.¹
2. The Barron is one of just three student-run theatres in the UK.²
3. The Barron is comprised of the foyer; the building workshop; the main performance space; an elevated tech booth; wing space; a dressing room; an office for the Barron Manager; props storage room; and costumes storage room.
4. Mermaids is able to access the Barron at any time within the opening hours of the Students' Association.
5. The Barron is financially self-sufficient, relying on funds brought in from hire of the space and a funding pot within the Antony Tudor Fund that has been set aside for the purpose of upgrading the Barron space.
6. The Barron offers free, unlimited rehearsal space to Mermaids and its affiliates.³
7. The Barron is used by a wide range of official societies, other student groups, and academic departments.
 - a. From March 2019 – March 2020, groups that used The Barron included, but are not limited to:⁴ The School of English; The School of Classics; The School of International Relations; The Indonesian Society; The African and Caribbean Society; The French Society; The Feminist Society; Saints LGBT+; St Andrews Sexpression; HeForShe St Andrews; Refugee Action St Andrews; The Ballroom and Latin Dance Society; The Tango Society; St Andrews Filmmakers' Society; The Just So Society; The Gilbert and Sullivan Society; The A Cappella Society; Sitara Charity Fashion Show; Catwalk Charity Fashion Show; Ubuntu. Sofar Sounds; Capture Collective; Amazing Beasties Art Project Artists Collective; JOOT Theatre Company Dundee; EikCafferty Creative; Szentek; The Christian Union; ASHA Sound System; and The St Andrews Revue.
 - b. This also includes recurring bookings for the weekly Blind Mirth show and ArtSoc's weekly life drawing event.
8. Under the plans for closure, all Mermaids assets currently stored in The Barron (set, props, costumes, tools, etc.) would be moved to The Byre's storage facility in Ceres.¹

9. Mermaids has not yet been provided with a satisfactory solution to the loss of the workshop space and sewing equipment currently housed in the Barron.¹

This SSC Believes

1. The closure of The Barron and relocation of Mermaids to the Byre studio would be severely detrimental to the performing arts in St Andrews.
2. The Barron facilitates all sides of the performing arts and is a fantastic – and inimitable – learning space. While the Byre studio may fulfill the needs of actors and directors, this move would take away countless opportunities for young technicians, set builders, and costumers. The Barron provides a pressure-free environment for people to learn these skills. Many students who go on to have careers in the technical side of theatre had little to no experience before coming to St Andrews, and leave the University with the skills they need to pursue that career path due to learning they were able to do in The Barron.
3. Due to the restrictions on when the studio is able to be used because of a lack of sound proofing between the studio and the auditorium, it would be exceptionally difficult for Mermaids to facilitate the volume of shows they are able to with The Barron.
 - a. Both Mermaids and The Byre would be negatively impacted by the lack of soundproofing limiting the number of events that each party can produce.
4. Societies and student groups (as in Note 7.a) would lose easy and inexpensive access to a large and flexible blackbox space for events, photoshoots, etc.
5. Week-long festivals (i.e., Freshers' Drama Festival and the On the Rocks Festival) would be very difficult, if not impossible, to programme without The Barron as they would require the main auditorium of the Byre to essentially lay empty for a week at a time.
6. Available rehearsal space, already scarce, would plummet. Mermaids and its affiliates already put as much pressure on the Students' Association and the Arts Building as they can. The amount of time each society can book in the Laidlaw Music Centre is very limited. Even using all of the spaces available, it is unlikely that production teams would be able to have the quantity of rehearsal space that they need.
7. The position of Barron Manager provides unparalleled experience in performing arts administration and is an incredible credential to put on a CV. Past Barron Managers have cited this position as the reason they have been able to have careers in the performing arts. Overseeing the relationship between Mermaids and the Byre studio space cannot be compared to programming and managing an entire theatre venue.
8. This is a make or break year for Mermaids. They haven't staged a performance in nearly a year, and engagement is dropping off – evidenced by lower numbers of proposals and people attending workshops and socials. If they lose The Barron, and the knowledge and skills that it allows members to pass down, Mermaids will never be the same.

9. The Barron has been closed since March 2020, which means that current first years have never experienced what it has to offer, and current second years only had five months with The Barron. As half of the undergraduate population does not have significant experience with The Barron (yet), it is essential to listen to alumni voices on this issue.
10. The Barron is a student-run theatre, which is what makes it so special, but also means that the University doesn't know how much goes on in the space, or what it means to people; the University is not well placed to make this decision. Though they may see this as a beneficial move for the performing arts in St Andrews, they don't realise how much they are taking away. This has been demonstrated by a petition asking the University not to close The Barron garnering nearly 1,500 signatures in under 24 hours.
11. A Mermaids residency at The Byre would handicap the biggest community theatre in Fife. The cost of keeping the building open just to access the studio would be significant.
12. Mermaids production teams would suffer from lack of easy access to props, sets, and costumes. The Byre would have to salary a driver to retrieve Mermaids assets from the storage facility in Ceres on a very regular basis.

This SSC Resolves

1. We ask that the Students' Association oppose the permanent closure of The Barron Theatre and the relocation of Mermaids activities to the Byre studio.
2. This should be done by submitting an official statement to the University of St Andrews stating that the Students' Association opposes this decision and believes that The Barron Theatre should remain open.
3. Additionally, the Students' Association and the Sabbaticals should advocate for continuing existence of The Barron in any ongoing discussions with the University.

Secunder:

No need for seconder as it is a motion via petition.

Appendix I: Sources

¹ Announcement on the Mermaids Facebook page; minutes from the initial meeting between Dr Stevenson and student groups.

² The only other two student-run theatres are Nottingham New Theatre (<https://newtheatre.org.uk>) and Bedlam Theatre in Edinburgh (<https://www.bedlamtheatre.co.uk>).

³ thebarrontheatre.com/get-involved.

⁴ From the Barron calendar and the barron@st-andrews.ac.uk email archives.

Appendix II: Student and Alumni Testimonials

“I have no doubt that without the Barron Theatre I would not be a professional theatre director today.” – Joanna Bowman

“My performing arts career was kickstarted by the breadth and variety of shows afforded by the Barron’s existence.” – Hannah Raymond-Cox

“The freedom of having a completely student run space taught me so many lessons that I have since used as a professional producer for dance companies and now as an Artistic Director for my own arts organisation.” – Charlotte Baker

“The Barron makes St Andrews’ incredible output of student theatre possible and was the reason I chose the university.” – Helena Jacques-Morton

“It’s an incredible resource for students, not just for theatre but for music, art, and many other activities too.” – Cameron Kirby

“The Byre Theatre studio is a great space but it simply isn’t the Barron – not in freedom, flexibility or scope of what can be staged there. The Barron Theatre is a creative hub and home for so many.”
– Louis Catliff

“...The opportunity to manage a working, independent arts venue – a unique and sadly very endangered type of community space – is precious.” – Ali West

“Without the Barron Theatre and its role in student arts and culture, I wouldn’t have learned the life-changing skills of producing, management and fundraising that have led me to my academic and professional career in the arts... I have no doubt this will lead brilliant students to reconsider their choice of University or lower their satisfaction once there.” – Laura Antone

“It is the Barron alone that allows a university with so small a student population to compete with the likes of Oxford, Cambridge, and Edinburgh when it comes to the quality of student art.” – Oli Savage

“I went to lock-ins and workshops and exhibitions, and sometimes they were brilliant and sometimes they weren’t, and it didn’t matter because it was a student space for anybody to put on a project they were passionate about.” – Lauren Dunlop

“It makes no sense in a town which already lacks performance spaces to close down one of the most active venues.” – Paul Lancaster

“...The Barron’s position as a student-run theatre makes it uniquely placed to help students develop as actors, directors, costumers, and lighting technicians, amongst other occupations.” – Rachel Horrocks-Birss

“The Barron’s closure would remove so much oxygen to the performing arts... Without the Barron, I would not ever have been on the path that led me to become a Sabbatical Officer and what that has done for my memories and career personally.” – Daniel Palmer

“I went to St Andrews because of its performing arts scene and its diverse range of opportunities to be creative and expressive as an artist.” – Lindsey Miller

“Those on Mermaids Committee (particularly the Barron’s Manager) also have the privilege of running the theatre; the space is for the students and by the students, and it is this hands-on approach that has led to St Andrews having an impressive number of young and highly skilled practitioners leave the university despite it not having a performing arts course.” – Alice Gold

Appendix III: Signatures

	Name	Date	Matriculation Number	Signature
1	Cate Hanlon	20/01/2021	170006054	Cate Hanlon
2	Sophia Kiely	21/01/2021	190018562	Sophia Kiely
3	Isabella Zeff	21/01/2021	170003685	Isabella Zeff
4	Alice Rickless	21/01/2021	180009640	Alice Rickless
5	Keava Low	21/01/2021	180015250	Keava Low
6	Beatrice Travis	21/01/2021	180008698	Beatrice Travis
7	Catherine Davidson	21/01/2021	170013236	Catherine Davidson
8	Giuseppe Casci	21/01/2021	180011923	Giuseppe Casci
9	Isabela Martin	21/01/2021	170002760	Isabela Martin
10	Sasha Gisborne	21/01/2021	170014450	Sasha Gisborne
11	Avery Kitchens	21/01/2021	170011911	Avery Kitchens
12	Molly Luckhurst	21/01/2021	190005505	Molly Luckhurst
13	Julia Webster	21/01/2021	190005639	Julia Webster
14	Gabrielle Olowe	21/01/2021	170014008	Gabrielle Olowe
15	Caroline Hinson	21/01/2021	170016936	Caroline Hinson
16	Matthew Gray	21/01/2021	180004788	Matthew Gray
17	Molly Williams	21/01/2021	160023267	Molly Williams
18	Tristan Sharman	21/01/2021	190005859	Tristan Sharman
19	Juliana Zaharevich	21/01/2021	170021220	Juliana Zaharevich

20	Danaja Kurnik	21/01/2021	180021568	Danaja Kurnik
21	Eric Dunham	21/01/2021	190009467	Eric Dunham
22	Ruby Carter	21/01/2021	170008675	Ruby Carter
23	Emma Baxter	21/01/2021	190013858	Emma Baxter
24	Tabitha Benton-Evans	21/01/2021	160000467	Tabitha Benton-Evans
25	Hanna Zaimovic	21/01/2021	190002318	Hanna Zaimovic
26	Zuzanna Szaruga	21/01/2021	200026271	Zuzanna Szaruga
27	Stuart Wright	21/01/2021	170014359	Stuart Wright
28	Katharine Kibort	21/01/2021	170006014	Katharine Kibort
29	Jennifer van der Merwe	21/01/2021	170000305	Jennifer van der Merwe
30	Ella Matza	21/01/2021	170009701	Ella Matza
31	Cam Kloeppe	21/01/2021	190009336	Cam Kloeppe
32	Ellie King	21/01/2021	190004224	Ellie King
33	Ranna Mehr	21/01/2021	170015282	Ranna Mehr
34	Juliet Boobyer	21/01/2021	170001591	Juliet Boobyer
35	Alice Robinson	21/01/2021	180002987	Alice Robinson
36	Vanessa Wolosz	21/01/2021	170018092	Vanessa Wolosz
37	Jessica Undy-Jamison	21/01/2021	170015330	Jessica Undy-Jamison
38	Alexandra Flagg	21/01/2021	190001430	Alexandra Flagg
39	Caitlin Morris	21/01/2021	140002530	Caitlin Morris
40	Aimee Rutherford	21/01/2021	160012719	Aimee Rutherford
41	Isabelle Cory	21/01/2021	190003807	Isabelle Cory
42	Joseph Daly	21/01/2021	180002448	Joseph Daly
43	Simone Adamiuk	21/01/2021	180022555	Simone Adamiuk
44	Ainsley Thistlewaite	21/01/2021	180036959	Ainsley Thistlewaite
45	Hannah Taylor	21/01/2021	200019880	Hannah Taylor
46	Cecily Norbury	21/01/2021	180011147	Cecily Norbury
47	Sarah Willich	21/01/2021	170004185	Sarah Willich
48	Georgina Savage	21/01/2021	180004639	Georgina Savage
49	Clara Reeves	21/01/2021	190003209	Clara Reeves
50	Jeanne Adam	21/01/2021	170012789	Jeanne Adam
51	Nicole Entin	21/01/2021	180030948	Nicole Entin
52	Julia Lurfova	21/01/2021	190013442	Julia Lurfova
53	Duncan Kremer	21/01/2021	190003648	Duncan Kremer
54	Tabitha Saunders	21/01/2021	180001280	Tabitha Saunders
55	Joshua Wood	21/01/2021	160004467	Joshua Wood
56	Rhiannon Woolford	21/01/2021	190023226	Rhiannon Woolford
57	Ben McAuley	21/01/2021	170012393	Ben McAuley
58	Cerys Pryce	21/01/2021	200001894	Cerys Pryce
59	Charles Vivian	21/01/2021	180006052	Charles Vivian
60	Jordan Cavell	21/01/2021	170011243	Jordan Cavell
61	Talia Jackman	21/01/2021	180019397	Talia Jackman
62	Tara King	21/01/2021	130023172	Tara King
63	Charmaine Au-Yeung	21/01/2021	170002034	Charmaine Au-Yeung
64	Euan Higgins	21/01/2021	200023137	Euan Higgins
65	Rory Potts	21/01/2021	170007026	Rory Potts

66	Ailidh Mackichan	21/01/2021	170012472	Ailidh Mackichan
67	Natalie Psilou	21/01/2021	170003580	Natalie Psilou
68	Charlotte Luse	21/01/2021	190015737	Charlotte Luse
69	Tilly Leeman	21/01/2021	160004346	Tilly Leeman
70	Maria Kovacova	21/01/2021	190018263	Maria Kovacova
71	Nina Koshy	21/01/2021	190004723	Nina Koshy
72	Dione Hodges	21/01/2021	180002516	Dione Hodges
73	Rachel Aird	21/01/2021	180013278	Rachel Aird
74	Chloe Chuck	21/01/2021	20006259	Chloe Chuck
75	Hanna Palya	21/01/2021	190004804	Hanna Palya
76	Marina Papalampro	21/01/2021	200032048	Marina Papalampro
77	Montserrat Picado Campos	21/01/2021	150021269	Montserrat Picado Campos
78	Tom Conti-Leslie	21/01/2021	170020649	Tom Conti-Leslie
79	Kas Schroeder	21/01/2021	190012827	Kas Schroeder
80	Milo Farragher-Hanks	21/01/2021	150016361	Milo Farragher-Hanks
81	George Watts	21/01/2021	180003069	George Watts
82	Laura Day	21/01/2021	190012827	Laura Day
83	Emily Watson	21/01/2021	160010063	Emily Watson
84	Jack Detwiler	21/01/2021	190013239	Jack Detwiler
85	Sam Hatchell	21/01/2021	170000948	Sam Hatchell
86	Emma Norman	21/01/2021	170004093	Emma Norman
87	Caitlin Fawkes	21/01/2021	180003587	Caitlin Fawkes
88	Anna Owen	21/01/2021	200008970	Anna Owen
89	Lucia Guercio	21/01/2021	180005705	Lucia Guercio
90	Rory Gibb	21/01/2021	150012619	Rory Gibb
91	Edward McMillan	21/01/2021	180002844	Edward McMillan
92	Laetitia Chardon	21/01/2021	160003415	Laetitia Chardon
93	Meghan Shaw	21/01/2021	20000649	Meghan Shaw
94	Joe Waters	21/01/2021	190001085	Joe Waters
95	Charlotte Bryson	21/01/2021	160002415	Charlotte Bryson
96	Ida Mönkkönen	21/01/2021	170019861	Ida Mönkkönen
97	Vicky Chu	21/01/2021	200003707	Vicky Chu
98	Robby Scherer	21/01/2021	180030330	Robby Scherer
99	Rachel Smyth	21/01/2021	180001919	Rachel Smyth
100	Eilidh MacKinnon	21/01/2021	140011288	Eilidh MacKinnon
101	Jennifer Harvey	21/01/2021	190012313	Jennifer Harvey
102	Isobel Sinclair	21/01/2021	170002155	Isobel Sinclair
103	Lucy Coatman	21/01/2021	130002360	Lucy Coatman
104	Harry Ledgerwood	21/01/2021	180012483	Harry Ledgerwood
105	Edward Backman	21/01/2021	190024146	Edward Backman
106	Jacob Toner	21/01/2021	180016943	Jacob Toner
107	Lorna Robertson	21/01/2021	180008689	Lorna Robertson
108	Anenti Winter	21/01/2021	170000600	Anenti Winter
109	Krishna Patel	21/01/2021	170003409	Krishna Patel
110	Elizabeth Torrens-Burton	21/01/2021	190005377	Elizabeth Torrens-Burton
111	Elizabeth Hawken	21/01/2021	180011509	Elizabeth Hawken

112	Marianna Panteli	21/01/2021	170005616	Marianna Panteli
113	Aimee Watts	21/01/2021	160002864	Aimee Watts
114	Gabrielle Green	21/01/2021	190006321	Gabrielle Green
115	Sacha Davies	21/01/2021	200017839	Sacha Davies
116	Jennie Wang	21/01/2021	200021729	Jennie Wang
117	Kian Cross	21/01/2021	190017103	Kian Cross
118	George Cooper	21/01/2021	190003611	George Cooper
119	Caitlin Brown	21/01/2021	190016848	Caitlin Brown
120	Matthew Colquhoun	22/01/2021	200003685	Matthew Colquhoun
121	Noemie Jouas	22/01/2021	170009470	Noemie Jouas
122	Jared Israel	22/01/2021	170022231	Jared Israel
123	Cady Crowley	22/01/2021	170014292	Cady Crowley
124	Adia Folsom	22/01/2021	170017671	Adia Folsom
125	Emily Muller	22/01/2021	170008054	Emily Muller
126	Clara Harrison	22/01/2021	190000924	Clara Harrison
127	Rose Annable	22/01/2021	170006723	Rose Annable
128	Heather Borland	22/01/2021	170011037	Heather Borland
129	Maria Morales Guzman	22/01/2021	190030225	Maria Morales Guzman
130	Pui Lam Bernard Lee	22/01/2021	190002868	Pui Lam Bernard Lee
131	Kristoffer Naas	22/01/2021	190022077	Kristoffer Naas
132	Harvey Fry	22/01/2021	180005559	Harvey Fry
133	Charlotte Kell	22/01/2021	180009885	Charlotte Kell
134	Maria Goikhberg	22/01/2021	180002453	Maria Goikhberg
135	Daniel Connelly	22/01/2021	190016851	Daniel Connelly
136	Ross Walker	22/01/2021	180013717	Ross Walker
137	Alison Thomas	22/01/2021	140006522	Alison Thomas
138	Lauren Pursey	22/01/2021	200011853	Lauren Pursey
139	Charlotte Robertson	22/01/2021	180013957	Charlotte Robertson
140	Aarushi Malhotra	22/01/2021	200005316	Aarushi Malhotra
141	Daisy Humphrey	22/01/2021	190017126	Daisy Humphrey
142	Catriona Ferguson	22/01/2021	170003252	Catriona Ferguson
143	Nadia Cummings	22/01/2021	180009094	Nadia Cummings
144	Hannah Dineen	22/01/2021	190014141	Hannah Dineen
145	Niamh McLaughlin	22/01/2021	180014804	Niamh McLaughlin
146	Marianna Panteli	22/01/2021	170005616	Marianna Panteli
147	Lucy Adam	22/01/2021	200013749	Lucy Adam
148	Sara Weissel	22/01/2021	180000474	Sara Weissel

NB: We also had significant interest from alumni hoping that Honorary Life Members could sign.

J21-05 A motion to accept the elections rules as provided by the Elections Committee to allow for the Students' Association Elections in 2021 to take place in a fair and organized manner.

Owner: Emma Walsh

In Effect from: Immediately

Review date: N/A

These joint councils note:

1. The attached elections rules [Appendix A], with changes to the rules from SA elections 2020 tracked.
2. Key changes are as follows.
 - a. Main dates and timing.
 - b. Adjustment of position titles to reflect current practice.
 - c. A proposed clarification related to social media nominations announcements has been added, under point 5.1
 - d. A note on the potential removal of Elections Committee members has been added.
 - e. The removal of hustings whilst in person campaigning is not allowed.
 - f. An additional document of Covid specific guidance based on government guidelines [Appendix B]

These joint councils believe:

1. These election rules allow for a fair and organized elections procedure.
2. These rules allow for safe and legal campaigning whilst Coronavirus restrictions continue

These joint councils resolve:

1. To accept the election rules as presented.
2. To co-opt three Election Committee members from the SSC and three from SRC
3. To mandate the Senior Elections Officer and Elections Committee to make any procedural changes required prior to elections.
4. To mandate the Senior Elections Officer and Elections Committee to co-opt external members to the Elections Committee before elections 2021, as required and as outlined in the rules.

Proposed:

Emma Walsh, Director of Wellbeing

Seconded:

Avery Kitchens, Societies Officer/SSC Senior Officer

Joseph Horsnell, Arts & Divinity Faculty President/SRC Senior Officer

Elise Lenzi, Member for Gender Equality/SRC Secondary Officer

Appendix A: Election Rules 2021 – See on the following page.

Appendix B: Election COVID Guidelines – See below, following Appendix A.



UNIVERSITY OF ST ANDREWS
STUDENTS' ASSOCIATION

ELECTIONS

Students' Association Elections Rules 2021

Important Dates

- **Nominations open:** Monday 22nd February 2021 9am
- **Nominations close:** Friday 26th February 2021 5pm
- **Sabbatical candidates' lunch with the Proctor:** Thursday 25th February 12pm (via Teams)
- **Athletic Union Presidential candidates' lunch with Steven:** Wednesday 24th February 12pm (via Teams)
- **Sabbatical candidates' meeting:** Friday 26th February 2021 5:30pm (via Teams)
- **All candidates' meeting (incl. sabbatical candidates):** Saturday 27th February 2021 12pm (noon) (via Teams)
- **Campaigning Starts:** Saturday 27th February 2021 – 1:00pm
- ~~**General hustings:** Beacon Bar, 12pm – 10pm, Sunday 1st March – Tuesday 3rd March 2020.~~
- **Sabbatical Candidate Question Time:** Tuesday 2nd March 2021 7.30pm (Online, via livestream)
- **Athletic Union President Husting:** Wednesday 3rd March 5:30pm
- **Sabbatical candidates' debate:** Wednesday 3rd March 7.30pm
- **Polls open:** Thursday 4th March 00:01am
- **Polls close:** Friday 5th March 6pm (Online).
- **Results (School Presidents):** Friday 5th March 8pm.
- **Results (All other posts):** Friday 5th March 8.30pm.

~~Sabbatical candidates are instructed to not book any holidays in the month of June. Note: Sabbatical positions begin on June 1st, 2021.~~

Important Information

The Elections Office will be open in Weeks 5 and 6, Monday to Friday, 10am-5pm ~~online. ; in the Students' Association Sabbatical Office (Advocacy Room) on the first floor of the Union.~~ The Elections Committee will consist of 22 people:

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

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

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

If a member of the Elections Committee is found to be outwardly supporting or campaigning for a candidate or otherwise breaking their neutrality, they will be investigated by the discipline branch of the Elections Committee and subject to removal from the committee.

A note of COVID-19 Guidance: All candidates will be expected to adhere to current government guidelines surrounding Coronavirus. The elections committee will keep an ongoing document on how the applies to the campaign rules, but please be aware that it will likely affect the guidelines and capability of in person campaigning.

General Principles

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

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

Section 1. Elected Positions

We have created role descriptions for all positions elected in the Students' Association Elections 2021. You can find them online on yourunion.net/elections or by emailing the Elections Committee on saelect@st-andrews.ac.uk.

(Proposed removal of Sections 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6. Instead, I suggest we use this section to point people towards yourunion.net/elections where they can see the role descriptions as well. We say all roles are up for election **except** Rector's Assessor, Principal Ambassador, Design Team Convenor, ENTS Convenor, and the OTR Convenor. This shortens the document and helps promote a stronger understanding of each position's job.)

1. *Sabbaticals* — The following sabbatical (full-time, paid) positions are up for election:
 - Association President
 - Athletic Union President
 - Director of Events & Services
 - Director of Wellbeing
 - Director of Education
 - Director of Student Development & Activities
2. *Association Officer positions* — The following part-time Association-level positions are up for election:

- Association Chair
- Alumni Officer
- Community Relations Officer
- Environment Officer
- LGBT+ Officer
- Lifelong and Flexible Learners Officer
- **BAME Officer**

3. *SRC positions* — The following part-time positions are up for election on the Students' Representative Council:

- Accommodation Officer
- Art/Divinity Faculty President
- Member for First Years
- Member for Gender Equality
- ~~Member for Racial Equality~~
- **Disability Officer**
- **Employability Officer**
- Member for Student Health (Wellbeing Committee)
- Member for Widening Access & Participation
- Member without Portfolio
- Postgraduate Academic Convener
- Postgraduate Development Officer
- Science/Medicine Faculty President

~~There are three types of positions on the SRC: officers, members, and academic reps. Officers chair their own respective subcommittees of the SRC, and members will form part of those subcommittees but do not chair a subcommittee.~~ This information is inconsistent with the current set up of councils, and including it may cause confusion.

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

4. *SSC positions* — The following part-time positions are up for election on the Student Services Council:

- Broadcasting Officer (St Andrews Radio)
- Charities Officer (Charities Campaign)
- Debates Officer (Union Debating Society)
- Music Officer (Music is Love)
- Performing Arts Officer (Mermaids)
- Postgraduate Society President (Postgraduate Society)
- Societies Officer (Societies Committee)
- Volunteering Officer (SVS)
- Member without Portfolio

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

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

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

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

Section 2. Nominations

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

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

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

2.3. *Process* — Each candidate must be self-nominated and seconded by other two matriculated students who are in good standing with the Association, the University and the Athletic Union. No member of the Elections Committee (listed on the first page) may propose, second, actively support, campaign against someone, or run as a candidate in any of the races mentioned in Section 1 until the results of the **first** election are announced. ~~No Sabbatical Officer can endorse, actively support, or campaign for any candidate in any of the races mentioned in Section 1 until the Results of the Election are announced.~~

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

2.5. *Supplementary information* — Nominations must include the following **to be shown on the voting portal.**

For sabbatical (Section 1.1) candidates only:

- Statement (up to 350 words) explaining why people should vote for you
- Photograph of your likeness
- A list of any relevant positions previously held or student group memberships
- Mobile phone number and **University** email address

- Some optional additional information (including name and email address of your campaign manager) that may be required as part of the Elections Committee's voter information services. This information will be made clear to you at the close of nominations for sabbatical candidates.

For all other candidates:

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

2.6. *Timing* — Nominations will open for all candidates from 9am on **Monday 22nd February**. Nominations will close at 5pm on **Friday 26th February**.

2.7. *Information meeting attendance* — Candidates are required to attend the All candidates meeting (**Saturday 27th February 12pm, via Teams**). In addition, candidates for Sabbatical positions are required to attend the Sabbatical candidates' meeting (**Friday 26th February 5:30pm, via Teams**). If a candidate cannot attend the meeting, the candidate must inform the Elections Committee before the start of the meeting and, for ~~Section 1.4~~ sabbatical candidates, must send a named campaign delegate.

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

Section 3. Hustings & Debates

~~3.1. *General hustings* — All candidates are expected to participate in their husting. All other candidates are asked to prepare. Hustings consist of a 2 minute speech, followed by 3 minutes of questions. Hustings are important, because they give voters the chance to compare candidates and you the chance to prove yourself. The chair of the hustings is responsible for encouraging lively and good humoured debate, though they can rule out irrelevant questions and ask someone in the audience to leave if necessary.~~

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

~~Proposed removal of in-person SRC and SSC Hustings this year due to Covid- see Covid Guidance for full information~~

~~3.2. *Hall Events Hustings* — The Association requests that hall committees organize hall events, more conducive to student engagement. Hall committees have the choice of holding a husting event for Sabbatical candidates. In this case, halls will be given a stipend to provide food for those in attendance. Candidates are expected to attend unless there are extenuating circumstances approved by the elections committee. A member of the elections committee~~

~~will be present at each event, and the elections committee will be responsible for publishing the event schedule.~~

I propose a removal of Hall Hustings this year, as past elections have shown little benefit and low attendance from these events. I believe that transferring it online would be a larger time commitment for candidates and the Elections Committee than it is worth. Instead, there will be an increased push for the Question Time and Debate.

3.2. Sabbatical debate — The sabbatical debate will take place on **Wednesday the 3rd March 7.30pm (Livestreamed)**. The debate will consist of a separate debate for each position, with candidates being given 2 minutes for an opening speech. ~~The debates can feature the candidates standing behind their podiums, or in conference tables with the moderator on the other side. Depending on the agreed format, either the moderator or an audience member can be the one to ask questions.~~

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

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

Section 4. Budget

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

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

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

4.3. Reimbursement, sabbatical candidates — All sabbatical candidates are entitled to

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

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

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

Section 5. Campaigning

5.1. *Time period* — Campaigning starts at on **Saturday 27th February at 1pm and ends when polls close at 6pm on Friday 5th March**. Campaigning outside of this time period is not allowed and may result in a penalty applied to the candidate at the discretion of the Elections committee. Before the campaign period begins, candidates may only interact with student publications that have been pre- approved by the Senior Elections Officer. **Pre-campaigning can be defined by the candidate (or a member of their campaign team) actively trying to gain votes, or discourage others from running.**

With regards to the announcement of nominations on social media, the following stance shall be taken by the Elections committee:

- The Elections committee encourages the sharing/ retweeting of those posts
- The Elections committee encourages the 'liking'/ facebook 'reacting' of these posts
- ~~Candidates and campaign teams are forbidden from adding additional comments to those nominations before the official beginning of campaigning — to do so will be considered a rule breach.~~
- ~~The Elections Committee will disable comments wherever technically possible~~
- ~~If someone unfamiliar with the elections rules and distant from the student body shares a nomination and adds comment (such as a relative) before the official beginning of campaigning then candidates will be asked to remove the post from their timelines. Delete the comment from their post.~~
- ~~The Elections Committee will generally not ask candidates to write to people unfamiliar with the elections rules and distant from the student body for the purpose of them removing their posts, but they reserve the right to do so.~~

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

While campaigning is prohibited outside of the designated period, you can start to prepare your campaign and assemble a campaign team in advance if you want. ~~You can also print your materials in advance, although they must be stored with the Elections Committee until the start of campaigning.~~ This won't be relevant to the 2021 campaign season.

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

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

5.5. *Campaign team, online groups* — If a candidate maintains a private online group or group chat (e.g., Facebook group, Facebook chat, Google Group, etc.), the candidate must

ensure that the ~~Senior Elections Officer and Deputy Senior Elections Officer~~ elections committee is invited as a member of said group by no later than 12 hours after submitting their nomination to the Elections Committee, or 12 hours after the creation of the group, whichever is later. Access is treated confidentially and used only to ensure rule compliance. **The elections committee can be added as the communal account under the Senior Elections Officer's name (in this case "Emma Walsh").**

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

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

5.6. *Unfair advantages prohibited, personal contacts* — No candidate may use personal or work contacts to gain an unfair financial or other advantage over other candidates. **This extends to members of a campaign team as well.**

5.7. *Unfair advantages prohibited, positions held* — No candidate may use any position of responsibility (e.g., society positions) to actively advertise their campaign but may continue to serve in their role without referencing the elections. Candidates may not use media (eg. photos or videos) which have been used for the purpose of a different group (internal or external to the University), such as society events, nor may they use media illustrating roles previously held. Additionally, current sabbatical officers are prohibited from endorsing, supporting, assisting, or campaigning for any candidate.

5.8. *Unfair advantages prohibited, endorsements* — No subcommittees of the Students' Association, Affiliated Societies, Student Groups, or Athletic Union Clubs may endorse any candidate using any official website, social media page, mailing list, or general meeting. No merchandise/clothing associated with a society or sports team may be used in a campaign. Generic AU sports clothing, which all students can purchase, may be used. Candidates may use the University crest in their campaign. AU President candidates may use the Saints Sport logo.

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

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

For Sections 5.11-5.15, please refer to the separate document on Covid Guidance

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

5.12. *Prohibited activity, academic venues* — No candidate may campaign inside an academic building. No candidate may campaign in lectures, seminars, tutorials, or lab classes. No candidate should ask to speak before or after the lecture, or any other part of the academic building as a vehicle for the campaign. Candidates may display posters in academic venues if they are approved by the elections committee and are displayed at the discretion of the School.

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

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

5.16. *Prohibited activity, online campaigning* — No candidate may engage in any online campaigning that automatically includes an individual without their consent to be a part of it. Specifically, Facebook groups are prohibited. (Facebook groups may be used for private campaign organizing.) No candidate may use any society, School, or any other mailing list to harvest email addresses, phone numbers, or any other data for campaign purposes. ~~No candidate who has run before can use a pre-existing elections Facebook page.~~ No candidate may use any pre-existing social media group, group chat, page, or website to promote their candidacy or to recruit people to their campaign team. This includes submitting posts to anonymous Facebook Pages for the purpose of campaigning, including, but not limited to: St Andrews Crushes V, St Fessdrews, St Polldrews, St Andrews Anonymous

- Candidates must ask someone's permission privately before adding them to a group designed for campaigning.
- Any group chat used to promote or organize a campaign must include the Elections Committee Account.

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

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

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

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

5.21. *Prohibited activity, joint campaigning* - candidates are not permitted to engage in collaboratively campaigning under a single banner/ joint campaign in our elections. Whilst candidates may agree on policies, their campaigning should only discuss the policy and not the fact it is a joint policy with anyone in particular.

Specifically, Candidates may not:

- Refer to other candidates who share their policies in publicity
- Host campaigning events showcasing multiple candidates (eg. Pub Meetup with candidates X + Y) unless approved by the Elections Committee in advance.

Candidates may:

- Share policies, and share the wording of those policies

Section 6. Publicity

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

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

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

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

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

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

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

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

6.5. *Required elements* — Each printed poster must contain the date of the voting (5th and 6th March) and an encouragement to recycle. Posters for AU President candidates must also contain the Saints Sport logo.

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

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

Section 7. Rule Breaking

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

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

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

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

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

7.6. *Right to appeal* — Any candidate (except a candidate for AU President, see 7.7) found guilty of rule breaking by the Elections Committee may appeal that decision by submitting their case, in writing, to the Chair of the Students' Association Board, David Scott (email ds285@st-andrews.ac.uk). Appeals must be made on the basis of:

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

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

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

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

Section 8. Voting & Results

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

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

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

Students' Association Elections Covid Guidelines

The purpose of this guidance is to establish elections rules specific to the Coronavirus pandemic and the 2021 elections season. These rules are based on guidance from the Scottish Government and University. The Elections Committee reserves the right to amend these guidelines in the case of changing policy, though candidates and campaign teams will be made aware of any changes through the Candidate Teams Channel.

1. Candidates cannot campaign in person.
 - Due to the ongoing lockdown measures, no candidate or member of their campaign team can campaign in public amongst other people. This includes University/Union properties, private residences, and communal areas of town.
 - Candidates are encouraged to use social media platforms to campaign, as well as engage with student media sources.
2. Candidates cannot hand out physical materials to campaign.
 - This includes (but is not limited to) stickers, posters, and baked goods.
3. In lieu of traditional hustings for SRC and SSC candidates, husting questions will be answered in writing with the documents uploaded to the Students' Association website.
4. Candidates must adhere to all government guidelines on Covid-19.
 - Students should adhere to the limits on the number of people that can gather and social distancing rule at all time, including in the creation of digital campaign resources such as photos and videos.
 - No candidate or their campaign should encourage others to break government Covid restrictions or they will risk disqualification

Election's Committee Overview

Committee Membership:

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

Committee Roles:

Senior Elections Officer (SEO): The Director of Wellbeing is the Senior Elections Officer unless there are circumstances preventing this. They oversee all aspects of the election and lead on matters involving discipline.

Deputy Senior Elections Officer (DSEO): The DSEOs are the leads on areas of Elections (Events, Administration, Volunteers, and Publicity). They will oversee the function of their areas and delegate to the rest of the committee. They will be co-opted from existing members of the Elections Committee on the first meeting. Choosing to be a DSEO will be a larger responsibility than joining as an ordinary member.

DSEO Events: Responsibilities include organizing the elections events. In the case of the 2021 elections, all events will be run virtually and they must be willing to adhere to Covid guidelines.

DSEO Administration: Responsibilities include ensuring accurate records are kept for Elections Committee and Discipline meetings, as well as the organization of the saelect@ inbox.

DSEO Volunteers: Responsibilities include the operation of the virtual elections office, coordinating members of the committee, and assisting in delegation for other DSEOs.

DSEO Publicity: Responsibilities include publicising all aspects of the Election, including nominations and voting, as well as managing the social media pages.

General Members: The other members of the committee will be assisting the DSEOs when needed and periodically staffing the virtual elections office, meaning they will be monitoring the facebook page, email, and campaign team group chats. The General Members will also be expected to promote the election through social media as well.

Time Commitment:

Each day during the 12 day election period, members of the Elections Committee will have at least a one hour shift in the virtual elections office monitoring emails and media. Some shifts will be busier than others, but it is easy to do other work or reading whilst on shift as well. The DSEOs will have larger time commitments in organizing their respective areas, and general members will be expected to help out when available.

Elections Committee

Duties of Elections Committee.

Elections committee will be requested to partake in the following before being formally co-opted to elections committee:

1. Remain impartial at all times, and show no bias toward or against any candidate.
2. Advertise the Elections.
 - Share all elections publicity materials.
 - Help nudge potential candidates into running anonymously.
3. Assist with staffing the virtual elections office from 10:00-18:00.
 - Answer queries on the @saelect email account.
 - Provide advice to candidates about how to run a campaign.
 - Approve candidate nominations upon receiving them.
 - Monitor and update the @SAelect Twitter and @StACouncils Instagram accounts.
 - Approve campaign materials which conform with the Election Rules
 - Monitor campaign budgets for all candidates.
 - Keep all information obtained through Elections Committee confidential.
 - Attend evening meetings of the elections committee to discuss any potential rule infractions, and the penalties associated.
 - Help run the Elections Week Events.
 - Supervise hustings and ensure that they are run fairly and efficiently.

University of St Andrews Charities Campaign (USACC)

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Covid-Safe Fundraising

Attached is a summary of the brainstormed 'Covid-Safe' fundraising ideas which we (USACC) believe we could run throughout the upcoming semester to ensure we maximise our fundraising total despite the current restrictions. These have been sorted based on the effort/resources required to run.

Concepts utilising the Raisely platform will be indicated with ☆.

EASY / LOW EFFORT FUNDRAISERS

- Bingo nights ☆
 - Raisely donation for Zoom Password
- Online sports socials ☆
 - Raisely donation for Zoom Password
- Online cutest pet competition ☆
 - Each pet has a raisely profile, pet with most 'donations' wins cutest pet
- Shave your head - livestreaming ☆
- Polar plunge (jump in the sea) ☆
- 7 day workout challenge ☆

MID EFFORT FUNDRAISERS

- Quiz nights ☆
 - Raisely donation for Zoom Password
- Meal with a celebrity on zoom ☆
 - Can be done as auction, highest donor on Raisely wins meal.
- Comedy night ☆
 - Raisely donation for Zoom Password
- Fantasy football
- Social media challenges (tiktok for good) ☆
 - Similar to Dare to Donate, individuals have fundraising profiles with goals/challenges at milestones
- Dares for dosh ☆

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- Similar to Dare to Donate, individuals/groups have fundraising profiles with dares at milestones
- Sponsored tasks (silence/litter picking/fancy dress) ☆
 - Similar to Dare to Donate, individuals/groups have fundraising profiles for completing sponsored tasks
- Host a virtual cooking class - encourage societies e.g. Persian Soc
- Online art class - Bob Ross type ☆
 - Raisely donation for Zoom Password
- Peer-to-peer pushes e.g. run 5 donate 5 ☆
- Mystery box
- Donate a book, receive a book
 - Could be co-ordinated through a dedicated email or facebook group
- Social media mascot challenges (Rory McLion) ☆
 - Rory's Raisely Hub
- Charity raffle/auction ☆
- Host a workshop
- Selling your skills
 - CV writing
 - Fitness classes
 - Essay proof-reading
- Collective recipe book sales
- 10,000 or more steps challenge ☆
- Run the length of a country/trail ☆
- Peer-to-peer campaign (distance or money raised competition) ☆
- Encourage challenger events through Raisely - marathon running etc. ☆

HIGH EFFORT FUNDRAISERS

- Online concerts ☆
 - Raisely donation for ticket
- Murder-mystery themed nights ☆
 - Raisely donation for ticket
- Game-a-thon ☆
 - Raisely donation for ticket
- Virtual bake off ☆
 - Contestant with highest donations on Raisely is winner

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- Dance-a-thon ☆
- Golf tournament ☆