



# University of St Andrews Students' Association Student Services Council

## AGENDA

Tuesday 9 February 2016 - Committee Room - 6.00 pm

- 1. Adoption of the Agenda**
- 2. Apologies for Absence**
- 3. Adoption of the Minutes of the Previous Meeting**
- 4. Matters Arising from the Minutes of the Previous Meeting**
- 5. Open Forum**
- 6. Reports of Sabbatical Officers**
  - 6.1. Report of the Athletic Union President
  - 6.2. Report of the Association Director of Events & Services
  - 6.3. Report of the Association Director of Representation
  - 6.4. Report of the Association Director of Student Development & Activities
  - 6.5. Report of the Association President
- 7. Questions for Subcommittees**
  - 7.1. Questions for Association Alumni Committee
  - 7.2. Questions for Association Community Relations Committee
  - 7.3. Questions for Association Environment & Ethics Committee
  - 7.4. Questions for Association LGBT Committee
  - 7.5. Questions for SSC Postgraduate Committee
  - 7.6. Questions for SSC Broadcasting Committee
  - 7.7. Questions for SSC Charities Committee
  - 7.8. Questions for SSC Entertainments Committee
  - 7.9. Questions for SSC External Funding Committee
  - 7.10. Questions for SSC Debates Committee
  - 7.11. Questions for SSC Design & PR Committee
  - 7.12. Questions for SSC Music Committee
  - 7.13. Questions for SSC Performing Arts Committee
  - 7.14. Questions for SSC Societies Committee
  - 7.15. Questions for SSC Volunteering Committee
  - 7.16. Questions for SSC OTR Committee
  - 7.17. Any Other Competent Questions
- 8. Unfinished General Business**
- 9. New General Business**

- 9.1. **J. 16-2-** Motion To Adopt The Rules for the 2016 Students' Association Elections
- 9.2. **J.16-1-** A Motion To Reform Membership of the SRC
- 9.3. **J.16-3-**Motion To Change And Strengthen The Student's Association Zero Tolerance Policy
- 9.4. **J. 16-4-** Motion to Reform the Membership & Role of the Equal Opportunities Committee
- 9.5. **J.16-5-** A Motion to Amend the SSC Union Debating Society Committee Selection
- 9.6. **S.16-1-**A Motion to Amend Association Room Booking Policy

## **10. Open Discussion**

## **10. Any Other Competent Business**

## SSC REPORTS

### **Association Alumni Officer-Charlotte Andrew**

NO REPORT SUBMITTED.

### **Association Community Relations Officer- Clare Armstrong**

Happy second semester from the ComRel team!

Over the next week we will be analysing the data from our recycling survey before the holidays, which got 327 replies and many excellent comments on ways to improve waste management in the town. We are also putting together handover materials so that they are ready before the elections, and are looking into ways to more effectively structure our committee for the next officers' term. We will also be looking at areas of bad lighting within the town, and particularly in the North Haugh area, and hope to discuss this issue at the next Community Council meeting. We would encourage any students who have noticed any badly lit areas, especially areas where they feel unsafe, to speak to us so that we can make this known to the local authorities.

### **Association Environment and Ethics Officer- Alice Pickthall**

Here is my report:

- Currently rewriting Little Green Guide
- Helping coordinate Environment Subcommittee help for Fairtrade Fortnight
- Talking to students starting Plastic Water bottle campaign
- Starting to coordinate Alliance Trust annual presentation on the universities' Sustainable and Responsible Investment policy
- Working on an environmental policy for the union

### **Association LGBT Officer-Sigrid Jorgensen**

Queerfest is this week, we have an event every day. So far we have had: Friday (February 5th) was dRAG Walk, Saturday was the Pride Parade, Sunday was Queer Identity in Literature, Monday was a Film Screening of "But I am a Cheerleader". Events still to come: tonight is Backwards Broadway, Wednesday is Transgender speaker event with Grace Oni Smith, Thursday is Comedy night and Friday (February 12th) is Rainbow Bop! I highly recommend coming to the Rainbow Bop because there will be a big reveal. Please come to as many events as you can!

In week one, we completed another round of training for Open Door volunteers and it was a big success. There are now 7 members of staff from the school of IR volunteering for Open Door.

**IMPORTANT DATES:** Glitterball is on **Friday, March 4th!** Get excited and get ready for absurd amounts of glittery Queer fun! Ticket sales will be completely online this year and they will go live on Monday **February 15th!**

### **SSC Broadcasting Officer- Bruce Kerr**

NO REPORT SUBMITTED.

### **SSC Charities Officer-Amy Christison**

- We're in the middle of RAG Week right now, have many of our own run events as well other society events which is totalling 50 events. At the time I write this we still have a few key events to take place including Catwalk on Saturday which is likely our highest earning event. We began RAG week with a joint event with Refreshers, where we brought Chuck English and St Michael together with Big Narstie which was deemed a success. Again we will be collecting totals once RAG week is over.
- About to do a last push for Bungee Jump which will take place on February 20<sup>th</sup> and there are sign ups on the Union website
- Last semester we finished with a Christmas Fayre where we were able to collaborate with Bubble TV, and were helped by the Fellowship and Community Relations Officer to get members of the community as well as students involved in the event. Pleased with the turnout and hope it will be an annual event.
- Race2 took place from 14<sup>th</sup>-19<sup>th</sup> January in Budapest. All racers safely made it to the destination, and the safety team did a great job in tracking all racers and giving reassurance when necessary. There were no major issues, and the whole committee are really pleased with how it went. Money will continue to come in until the middle of February, when we can put together a final total.

### **SSC Debates Officer- Alyssa Muzyk**

The semester has been off to a wonderful start for the UDS. Competitively, we have sent a team to the York IV that made it to the final round, a team to the Trinity Women's Open that made it to the semi-finals, and two teams to the Trinity College IV, both reaching the quarter finals. Additionally, we hosted another competition for school children which went well and saw large attendance. We also had a packed first debate on the election of Jeremy Corbyn. We are looking forward to our upcoming RAG debate that we are hosting in conjunction with Giving What we Can, along with our annual Valentine's Debate, which is always amusing.

### **SSC Design Team Convener**

NO REPORT SUBMITTED.

**SSC Entertainments Convener- Lavin Tian**

NO REPORT SUBMITTED.

**SSC External Funding Officer-Tierney Riordan**

NO REPORT SUBMITTED.

**SSC Music Officer-Ipek Ozsoy**

NO REPORT SUBMITTED.

**SSC Member without Portfolio- Annabel Romanos**

I'm working on planning one more social before the end of our terms AND I'm trying to figure out a better way to utilize the Member without Portfolio position—I'm not quite sure whether that will have to include a motion, or just a really detailed handover.

**SSC Performing Arts Officer- Joanna Bowman**

- Refreshers Fair went well – bunch of new people signed up to the mailing list, and a load of people getting involved in production teams.
- Fringe proposal meeting – Mermaids will be fully funding three productions at the 2016 Edinburgh Festival Fringe: a student written show (*Shakespeare Syndrome*); a G&S show (*The Mikado*); a show written by an alumnus (*Delay Detach*)
- Five hour long(!) Byre and Shakespeare Festival proposal meeting – we finally have a full programme of shows for 2015/16, and a week of celebrating Shakespeare.
- First show of the semester done! *Parlour Song* sold well, and was well received by audiences and reviewers.
- First social of the year done. Lots of #freewine. Far fewer memories.
- I am having a meeting with the Byre this week to talk about the deal student groups get when using the theatre, and to make sure that using the space continues to be financially viable for student productions.
- I am meeting with Jillian to try and cement our relationship with affiliated societies and find out how we can best support them.

**SSC Postgraduate Officer-Aline Heyerick**

NO REPORT SUBMITTED.

**SSC Societies Officer-Robert Dixon**

NO REPORT SUBMITTED.

**SSC Volunteering Officer-Julian Valladares Urruela**

NO REPORT SUBMITTED.

**SSC On the Rocks Director-Caroline Christie**

- We have finalized the programme for the 2016 Arts Festival. The programme will be launched on 29th February at a launch party in the Byre Theatre.
- Volunteer applications are open and it is a great way to get involved in the festival. Volunteers help with box office, front of house, merchandise, and crafting events.

## **AMENDMENTS- J.16-2- A Motion To Adopt The Rules for the 2016 Students' Association Elections**

### **Amendment One:**

Mr Tantillo moved to add under 6.1:

“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.”

Ms Mullin seconded.

With no objections, the amendment passed.

### **Amendment Two:**

Ms Thompson moved to add:

“Ingredients for baked goods must be declared in the candidate’s budget.” in the section 6.1 of the elections rules.

Mr Tantillo seconded.

With no objections, the amendment passed.

### **Amendment Three:**

Ms Mullin moved to add:

“The SRC suggests that hall committees are mandated to organise hall events, more conducive to student engagement. Candidates are expected to attend unless there are extenuating circumstances approved by the elections committee.”

Mr Ali seconded.

With no objections, the amendment passed.

### **Amendment Four:**

Ms Thompson moved to add:

“Appeals for Au Pres should be submitted to Lorna Milne, Proctor, on proctor@.” in the section 7.7 of the elections rules.

Mr Tantillo seconded.

With no objections, the amendment passed.

### **Amendment Five:**

Mr Mathewson moved to strike all mentions to slating in the elections rules and insert:

“The elections committee does not allow slating.”

Ms Chappell seconded.

A roll-call vote was held in the Students' Representative Council.

With 12 members in the affirmative and 5 members in the negative, the amendment passed.

## J. 16-2- Motion To Adopt The Rules for the 2016 Students' Association Elections

This SRC & SSC Notes

1. The Students' Association Elections are happening in March.
2. The rules for the elections must be adopted by the Association Councils.

This SRC & SSC Believes

1. It is important to adopt the rules ahead of elections week so that candidates and voters have an opportunity to familiarise themselves with all regulations.

This SRC & SSC Resolves

1. To accept the elections rules for the 2016 Students' Association Elections.

PROPOSED:

THE ELECTIONS COMMITTEE



# Students' Association Elections 2016

## The Rules

### Important Dates

- **Nominations open:** Monday 29 February at 9am (online)
- **Nominations close:** Friday 4 March at 5pm (online)
- **Sabbatical candidates' meeting:** Friday 4 March at 5.30pm (Sandy's Bar)
- **All candidates' meeting (incl. sabbatical candidates):** Saturday 5 March 11.00 am (Sandy's Bar)
- **Campaigning Starts:** Saturday 5 March 12.00 noon
- **General hustings:** Monday-Tuesday 7-8 March from 5.30pm (Beacon Bar)
- **Sabbatical Candidate Question Time:** Sunday 6 March from 8.00pm (The StAge)
- **Sabbatical candidates' debate:** Tuesday 8 March at 8.00pm (The StAge)
- **Polls open:** Thursday 10 March at 12 midnight
- **Polls close:** Friday 11 March at 6pm (Online).
- **Results (School Presidents):** Friday 11 March at 8pm (The StAge).
- **Results (All other posts):** Friday 11 March at 8.30pm (The StAge).
- **New SRC & SSC Mixer:** Tuesday 29 March at 7pm (Sandy's Bar).

### Important Information

The Elections Office will be open in Weeks 6 and 7, Monday to Friday, 10am-5pm, in the Students' Association Beacon Bar (top floor of the Union)

The Elections Committee will consist of 11 people:

- Joe Tantillo <dorep@st-andrews.ac.uk> [Senior Elections Officer]
- Kyle Blain <dosda@st-andrews.ac.uk> [Deputy Senior Elections Officer]
- Sarah Thompson <president@saints-sport.com>
- Anna Kennedy-O'Brien <ako@st-andrews.ac.uk>
- Alyssa Muzyk <am297@st-andrews.ac.uk>
- Bao-Chau Pham <bcp@st-andrews.ac.uk>
- Robert Dixon <hrd2@st-andrews.ac.uk>
- Naomi Boon <nb65@st-andrews.ac.uk>
- Charlotte Mattocks <cam55@st-andrews.ac.uk>
- Michael Thadani <mct4@st-andrews.ac.uk>
- Fiona Woodhall <fmw2@st-andrews.ac.uk>

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

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

## General Principles

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

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

## Section 1. Elected Positions

We have created role descriptions for all positions elected in the Students' Association Elections 2016. You can find them online on [yourunion.net/elections](http://yourunion.net/elections) or by emailing the Elections Committee on [saelect@st-andrews.ac.uk](mailto:saelect@st-andrews.ac.uk).

- 1.1. *Sabbaticals* — The following sabbatical (full-time, paid) positions are up for election:
  - Association President
  - Athletic Union President
  - Director of Events & Services
  - Director of Representation
  - Director of Student Development & Activities
- 1.2. *Association Officer positions* — The following part-time Association-level positions are up for election:
  - Association Chair
  - Alumni Officer
  - Community Relations Officer
  - Environment & Ethics Officer
  - LGBT Officer

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

- Accommodation Officer
- Art/Divinity Faculty President
- Employability Officer
- Equal Opportunities Officer
- External Campaigns Officer
- Member for First Years
- Member for Gender Equality
- Member for International Students
- Member for Mature Students
- Member for Racial Equality
- Member for Students with Disabilities
- Member for Widening Access & Participation
- A Postgraduate Position TBC
- Science/Medicine Faculty President
- Wellbeing Officer

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

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

1.4. *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)
- External Funding Officer
- 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.

1.5. *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
- ELT (English Language Teaching) 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

1.6. *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 matriculated student at the University of St Andrews
- Are of good standing for the Association, the AU and the University. This means a student with no debts to any of those bodies and no disciplinary measures in force from them (eg bans from the Union building).
- (For Postgraduate SRC Role 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 ELT President only) are a ELT alumnus
- (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.

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

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

*For sabbatical (Section 1.1) candidates only:*

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

*For all other candidates:*

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

**2.6. *Timing*** — Nominations will open for all candidates from 9am on Monday 29 February. Nominations will close at 5pm on Friday 4 March.

**2.7. *Information meeting attendance*** — Candidates are required to attend the All candidates meeting (Saturday 5 March at 11.00pm in Sandy's Bar). In addition, candidates for Sabbatical positions are required to attend the Sabbatical candidates' meeting (Friday 4 March at 5.30pm in Sandy's Bar). If a candidate cannot attend the meeting, the candidate must inform the Elections Committee before the start of the meeting and, for Section 1.1 candidates, must send a named campaign delegate.

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

### Section 3. Hustings & Debates

3.1. *General hustings* — All candidates are expected to participate in their hustings. Sabbatical candidates are asked to provide a 4-minute speech, followed by 6 minutes of questions. All other candidates are asked to prepare a 2-minute speech, followed by 3 minutes of questions.

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

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

3.2. *Halls hustings* — All sabbatical candidates are encouraged to participate in the hustings held in the halls of residence around town. An elections officer will be present at these hustings to ensure fair play.

3.3. *Sabbatical debate* — The sabbatical debate will take place on Tuesday 8 March from 8.00pm in the StAge. The debate will consist of a separate debate for each position, with candidates being given 2 minutes for an opening speech. The debates can feature the candidates standing behind their podiums, or in conference tables with the moderator on the other side. Depending on the agreed format, either the moderator or an audience member can be the one to ask questions.

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

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



## Section 4. Budget

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

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

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

4.3. *Reimbursement, sabbatical candidates* — All sabbatical candidates are entitled to 50% reimbursement of the amount spent. Any sabbatical candidate who participates in their general 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 one calendar month after the election results are announced.

## Section 5. Campaigning

5.1. *Time period* — Campaigning starts at the designated end of the All candidates meeting (Saturday 5 March at 12 noon) and ends when polls close at 6pm on Friday 11 March. Campaigning outside of this time period is not allowed.

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

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

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

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

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

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

Any questions, contact any member of the Elections Committee or email [saelect@](mailto:saelect@).

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

5.7. *Unfair advantages prohibited, positions held* — No candidate may use any position of responsibility (e.g., society positions) to actively advertise their campaign but may continue to serve in their role without referencing the elections.

5.7. *Unfair advantages prohibited, endorsements* — No subcommittees of the Students' Association or Athletic Union club may officially endorse any candidate.

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

5.9. *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.

5.10. *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. Hall hecklings for sabbatical candidates will be organised centrally by the Elections Committee; candidates should not try to contact Residence Managers or Wardens individually for information. Candidates are allowed to display publicity (e.g., flyers, posters, etc.) in halls of residence, but are not allowed to flyer individual rooms or flats.

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

5.12. *Prohibited activity, University Libraries* — No candidate may campaign actively inside any of the University Library's sites (including flyering 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.

5.13. *Prohibited activity, Union Building* — No candidate may campaign if causing a disruption to the Union's commercial services or nuisance to paying customers. No candidate may campaign in the Elections Office. Candidates may submit one poster to the Elections Committee to be posted in the Students' Association: candidates are not permitted to put up any other posters inside the Union Building.

5.14. *Prohibited activity, online campaigning* — No candidate may engage in any online campaigning that automatically includes an individual without their consent to be a part of it. Specifically, Facebook groups are prohibited. (Facebook groups may be used for private campaign organising.) No candidate may use any society, School, or any other mailing list to harvest email addresses, phone numbers, or any other data for campaign purposes. No candidate may use any pre-existing social media group, page, or website to promote their campaign.

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

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

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

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

## Section 6. Publicity

6.1. *Budgeting compliance* — All publicity, online or physical, 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.

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.

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@](mailto: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.

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

6.3. *Students’ Association and Athletic Union resources* — No candidate may use any Students’ Association or Athletic Union resources to help their campaign.

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 and flyer must contain the date of the voting (10 & 11 March) and an encouragement to recycle. Posters and flyers for AU President candidates must also contain the Saints Sport logo.

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

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

## Section 7. Rule Breaking

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

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

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

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

7.5. *Rule breaking by team member* — If someone other than the candidate or their campaign manager has broken a rule, the candidate or campaign manager must have taken every reasonable step to prevent it and should attempt to rectify and compensate for rule breakings.

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

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

7.7. *Right to appeal, AU President* — Any candidate for AU President found guilty of rule breaking by the Elections Committee may appeal that decision by submitting their case, in writing, to Vice Principal (Enterprise & Engagement) on [vpenterprise@st-andrews.ac.uk](mailto:vpenterprise@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 may be publicized by the elections committee for the information of voters.



## 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 SRC Role, SSC Postgraduate Officer: Only matriculated postgraduate students shall have a single transferable vote in the race for Postgraduate Convenor and SSC Postgraduate Officer.
- 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.
- ELT President: Only matriculated students in the ELT department shall have a single transferable vote in the race for the ELT 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.

## AMENDMENTS

### **J. 16-1- A Motion to Reform the Membership of the SRC**

#### **Amendment One to J. 16-1**

Mr Emerson moved to strike the text of the motion *J. 16-1- A Motion to Reform the Membership of the SRC* and replace it with the following text:

#### **J.16-1 - A MOTION TO REFORM THE MEMBERSHIP OF THE SRC**

##### **THIS SRC AND SSC NOTE:**

1. That the current “Member for” positions on the SRC also sit on the Equal Opportunities Committee, but that their roles in these two bodies are different.
2. The “Association” positions are intended to reflect the key long-term strategic goals of the Student’s Association as outlined in the 2014-2017 Strategic Report.
3. The External Campaign Officer does not have sufficient work or remit to justify the role.
4. The Senior Officers of the SRC and SSC were asked to consider reform of the Association Councils, and therefore SRC membership should be discussed.

##### **THIS SRC AND SSC BELIEVE:**

1. It does not follow that given the nature of the changes made to the nature of SRC meetings, a smaller membership of the SRC will be beneficial, but rather that it may be detrimental.
2. ‘Members For’ will best carry out their role when able to represent their relevant groups of students with full voting rights.
3. The Member without Portfolio performs many important roles, including expanding our accessibility through online interaction, as mandated in the 2014-2017 Strategic Report.
4. The Equal Opportunities Committee should exist as a support system for logistical and organizational plans of its members, as well as a forum for representational concerns.

##### **THIS SRC AND SSC RESOLVE:**

1. To revise and clarify the responsibilities, purpose, and meeting requirements of the Equal Opportunities Committee, to be achieved through discussion by the Equal Opportunities Committee, including all who hold a ‘Member for’ position.
2. To remove the position of External Campaigns Officer from the SRC.
3. To make the Equal Opportunities Officer the Association Equal Opportunities Officer.

**PROPOSED:** Toby Emerson, Sigrid Jørgensen, Miriam Chappell, Alexandre Ciric

**SECONDED:** Holly Johnston, Aysha Marty, Melissa Turner, Caroline Christie, Kate Mayer

**Ms Jorgensen seconded.**

**A roll-call vote was held in the Students’ Representative Council.**

**Amendment One to J. 16-1 was passed unanimously.**

**Amendment Two to 9.1 J. 16-1- A Motion to Reform the Membership of the SRC**

**Mr Tantillo moved to add clause 4 of the Resolves: “To ring fence £500 to create the SRC Campaign Fund”. Ms Armstrong seconded.**

**With no objections, the amendment passed.**

## **J.16-1- A MOTION TO REFORM THE MEMBERSHIP OF THE SRC**

THIS SRC AND SSC NOTE:

1. That the current “Member for” positions on the SRC also sit on the Equal Opportunities Committee.
2. The “Association” positions are intended to reflect the key long term strategic goals of the Student’s Association as outlined in the 2014-17 Strategic Report.
3. The remit of the External Campaign Officer overlaps with that of the Association President.
4. The Senior Officers of the SRC and SSC were asked to consider reform of the Association Councils, and therefore SRC membership should be discussed.

THIS SRC AND SSC BELIEVE:

1. Given the nature of the changes made to the nature of SRC meetings, a smaller membership of the SRC will be beneficial.
2. Currently the “Members for” positions hear the same reports and have the same discussions in both the SRC meetings and the Equal Opportunities committee meetings.
3. The Member Without Portfolio position does not require an equivalent amount of work as other council positions, and its remit is not required on the SSC.
4. Representation of LGBT students also falls under the responsibilities of the Equal Opportunities Officer.
6. The Equal Opportunities Committee should exist as a support system for logistical and organizational plans of its members, as well as as a forum for representational concerns.

THIS SRC AND SSC RESOLVE:

1. To remove all “Members for” positions from the SRC, but still require them to be elected by the student body in the annual elections and serve on the Equal Opportunities Committee.
2. To make the ‘Association LGBT Officer’ the ‘LGBT Officer,’ removing its position on the SRC, but continuing its position on the Equal Opportunities Committee and the SSC.
3. To revise and clarify the responsibilities, purpose, and meeting requirements of the Equal Opportunities Committee.
4. To remove the positions of Member Without Portfolio and External Campaigns Officer from the SSC and SRC, respectively.
5. To make the Equal Opportunities Officer the Association Equal Opportunities Officer.

PROPOSED: Charlotte Andrew and Annie Newman, Omar Ali

SECONDED: Pat Mathewson, Sarah Thompson, Chris Macrae, Kyle Blain, Toby Emerson

LGBT Officer

Member without Portfolio

Member for External Campaigns

Equal Opportunities Officer

Other Equal Opportunities Positions

Chapter 1

Strike 2.2.5

Add 2.2.5.Association Equal Opportunities Officer

Replace 3.9.5. with “Represent LGBT issues to the Equal Opportunities Committee, and if necessary the SSC”

Strike 3.14

Strike 3.1.17.5

Remove in 3.10.2.6 “SRC External Campaign Committee”

Replace 3.4.12.6 with “Association Equal Opportunities Officer”

Chapter 2

Strike 1.1.9

Replace 1.1.11. with Association Equal Opportunities Officer

Strike 1.1.14

Strike 4.4

Strike 6.6

Replace 1.1.13 with Association Equal Opportunities Officer

Replace 4.2.4. “SRC Equal Opportunities Officer” with Association Equal Opportunities Officer

Replace 4.3 with Association Equal Opportunities Officer

Replace 4.3.1 “SRC Equal Opportunities Committee” with Association Equal Opportunities Committee

Replace 6.5.1.1 with Association Equal Opportunities Officer

Replace 6.5.4.1.3 with Association Equal Opportunities Officer

Strike 1.1.16 - 1.1.22

Add 6.5.2.4.Act as a logistical, operational, and financial support group for the events of its members

Move 6.5 to Chapter 1, 3.14

Chapter 3

Replace 1.1.9 with LGBT Officer

Strike 4.1.3

Strike 5.13

Chapter 6

Replace 1.1.9 with LGBT Officer

Remove “Association LGBT Officer” from 3.1

Strike 1.1.34

Strike 1.1.15

Replace 1.1.14 with Association Equal Opportunities Officer

**J.16-3**

**MOTION TO CHANGE AND STRENGTHEN THE STUDENT'S ASSOCIATION ZERO TOLERANCE POLICY**

THIS SRC AND SSC NOTES:

1. The current Zero Tolerance Policy does not accurately cover all forms of harassment that may occur in the Union.
2. The Zero Tolerance Policy is gendered and only covers male to female sexual harassment.

THIS SRC AND SSC BELIEVES:

1. The Zero Tolerance Policy is not a complete policy and leaves many forms of harassment unaccounted for.
2. The proposed amendments will strengthen and improve the Zero Tolerance Policy.

THIS SRC AND SSC RESOLVES:

1. To strike the current Zero Tolerance Policy and replace with the updated version in Appendix A.

PROPOSED: Sigrid Jorgensen and Joe Tantillo

SECONDED: Alice Pickthall, Toby Emerson, Kyle Blain, Alice Lecointe, StAnd Together Committee

## **Appendix A:**

### **Zero Tolerance to Harassment and Bullying Policy**

The Student's Association shall enforce a strict zero tolerance policy to harassment and bullying, as defined.

The policy shall protect all members, visitors, and staff in all Students' Association venues.

**Definition of Harassment:** Unwanted verbal, non-verbal or physical behavior of any kind that is unwanted, unreasonable and offensive to the recipient and violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Types of harassment that can occur in "The Union" include but are not limited to:

- Race, ethnic origin, nationality or skin colour
  - **Racial Harassment:**
    - Derogatory name-calling, insults
    - Reference to skin colour
    - Racist jokes
    - Ridicule for cultural difference
    - Verbal abuse and assault.
- Gender and/or sexual orientation
  - **Sexual Harassment:**
    - Unwanted sexual comments (including but not limited to comments about your body or private life).
    - Unwelcome sexual invitations, innuendos, and offensive gestures.
    - Wolf whistling, catcalling or offensive sexual noises.
    - Groping, pinching or smacking of your body, such as your bottom or chest.
    - Having any item of your clothing lifted, tugged, removed or altered without your consent.
    - Someone exposing their sexual organs to you without consent.
    - Biting
    - Any other form of unwanted behaviour with a sexual or gender element
  - **Sexual Orientation Harassment:**
    - Homophobic jokes or remarks
    - Threats to disclose sexual orientation
    - Ridiculing civil partnerships or same-sex couples.
  - **Gender Reassignment Harassment:**
    - Ridiculing dress and personal appearance
    - Offensive jokes and remarks



- Religious or political convictions
  - **Religion or Belief Harassment:**
    - Offensive remarks and jokes, ridiculing religious beliefs, practices, and dress.
- Disabilities, illness, sensory impairments or learning difficulties
  - **Disability Harassment:**
    - Not recognising competencies
    - Drawing attention to disability or personal appearance
    - Jokes
    - Ignoring or focussing on a person because of their disability
- Age
  - **Ageist Harassment:**
    - Denigrating competencies
    - Patronising
    - Ridiculing
    - Marginalising
    - Leaving people out of social activities.
- Socioeconomic status
  - **Status Harassment:**
    - Patronising, ostracising or marginalising people with different social or economic backgrounds

The above list of examples is not exclusive or exhaustive; harassment can occur on the basis of any personal attribute that makes the individual different from the majority, or from the person who harasses them.

**Definition of Bullying:** is a form of harassment characterized by the abuse of power or position to undermine a person so that their confidence and self-esteem is weakened or destroyed. Bullying may happen in public or in private, may arise from the personal style of the bully, and attacks may be irrational, unpredictable and unfair.

### **Training**

- All staff shall be trained and briefed on the policy.
- All bar and security staff shall receive a briefing on the policy and training on its operations annually during the September training session, or when they join if after September.
- Where possible, efforts will be made to ensure that all security working in the Students' Association are fully aware of the policy and its operations.

### **Promotion**

- The Students' Association shall ensure that the policy is constantly and consistently advertised and promoted to its visitors through various promotional material in all visitor and staff areas.

- The zero tolerance policy logo will be included in all **events run by the** Students' Association event promotional material.
- The policy will have a page on the website containing the written version of the policy, the motion as passed by the Association Councils, and other useful information where appropriate and relevant.
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### **Reporting an incident**

- When a customer wants to report an incident they may do so by speaking to any member of security or staff.
- The staff/security member who receives the report shall pass it to the duty manager (through a supervisor if needs be).
- When a staff member wishes to report an incident, they shall tell the duty manager (through a supervisor if needs be).
- Whilst reports coming from those who believe to be victims shall be taken very seriously, reports from others observing an incident (e.g. staff or other visitors) shall also be seen as equally valid, depending on the context of the situation.
- All reports of behavior deemed unacceptable as stated in the definition must be logged in the incident logbook.
- Students shall also have the opportunity to report incidents through emailing [union@standrews.ac.uk](mailto:union@standrews.ac.uk).

### **Dealing with a report**

- At all times, reports alleging harassment will be treated with sensitivity and discretion by staff. A person reporting harassment **or bullying** will be treated with dignity and respect and their report will be treated seriously.
- On receiving a report of an incident, staff members should take any appropriate immediate action required to restore a safe environment (for example, ensuring that anyone accused of harassment **or bullying** is asked to leave **and subsequently removed from the premises**).
- Staff members should then report the incident to their supervisor or the duty manager.
- The duty manager should record details of the incident including location, time, date, names and (if relevant) matriculation numbers of those involved including witnesses, and a brief description of what occurred. The person reporting the incident should be allowed the opportunity to view this record and say whether they believe it is complete and accurate.
- If the person reporting the incident prefers to speak to another member of staff for any reason, the duty manager will arrange for another member of staff to record the incident instead.
- If the incident takes the form of a criminal offence, the Association will advise calling the police. The person reporting the incident will be supported to approach the police if necessary.

- The report of the incident will be forwarded to the Authorised Discipline Officer to be dealt with by the appropriate disciplinary process.
- Persons accused of harassment or bullying will be suspended from entry to the building pending the outcome of that disciplinary process.

#### **Investigation and consequences**

- When a report of an alleged incident is received, the Association will contact all parties (including those accused) and ask them to give their views on the incident.
- As far as possible, confidentiality will be maintained in this process. The normal expectation is that no personal details of the alleged victim will be disclosed to the person accused.
- After investigation the Authorised Discipline Officer will refer the issue for disciplinary action under the relevant procedure.
- Consequences under these procedures will include bans from the premises for any period up to and including a life ban.
- The Association reserves the right to inform the University of cases of alleged harassment or bullying where they believe there is good reason to do so.

## J. 16-4- Motion to Reform the Membership & Role of the Equal Opportunities Committee

### **THIS SRC AND SSC NOTES:**

1. That the current membership of the Equal Opportunities Committee (EOC) is comprised of the Equal Opportunities Officer, the Director of Representation (DoRep), the Association LGBT Officer, and six “Member for” positions.
2. That the Laws of the Association do not reflect the current roles and responsibilities of the EOC or its members.
3. That the remit of the Member for Racial Equality overlaps with that of the Member for International Students.
4. That the Equal Opportunities Officer is an honorary member of the LGBT Committee, given the option to attend meetings relevant to the work of the EOC whereas the Association LGBT Officer is required to attend all Equal Opportunities Meetings.
5. That the Laws of the Association require a ‘medium for ... interfaith groups to be properly represented’ (See §6.5.2.2), a responsibility which is not officially reflected in the current membership structure.
6. That the Member for Students with Disabilities is currently equipped with very few resources to fulfil their role description.
7. There are cross-cutting themes between the remit of the EOC and the work of the Education Committee on such matters as diversity in curriculum or alternative assessment for students with learning disabilities.
8. That in its 2 February 2016 meeting, the SRC ‘resolved to revise and clarify the responsibilities, purpose, and meeting requirements of the Equal Opportunities Committee.’

### **THIS SRC & SSC BELIEVES:**

1. In order to function more effectively, the EOC must avoid redundant or overlapping roles.
2. As a byproduct of the Equal Opportunities Officer being elevated to an Association position, the EOC will more heavily collaborate with SSC subcommittees on events and campaigns.
3. The Association LGBT Officer should only attend meetings of the EOC which are relevant to the work of Saints LGBT Society.
4. The role of Member for Students with Disabilities ought to be expanded to encompass *all* disabilities instead of focusing on physical ones.
5. The role of Member for Mature Students ought to be expanded to address age equality.

### **THIS SRC & SSC RESOLVES:**

1. To update the Laws of the Association in order to reflect the current practices of the EOC and provide newly elected members with clearly-defined remits.
2. To absorb the remit of Member for International Students into the role of Member for Racial Equality.
3. To remove the position of Member for International Students from the SRC.
4. To form the Intercultural Affairs Council in order to increase engagement, organisation, collaboration, and communication between the Member for Racial Equality, the EOC, and cultural societies.
5. To allow the Association LGBT Officer and the Member for Students with Disabilities to opt-in to meetings of the EOC.
6. To allow the Association Equal Opportunities Officer to opt-in to meetings of the Education Committee.

## J. 16-4- Motion to Reform the Membership & Role of the Equal Opportunities Committee

7. To require the Member for Students with Disabilities to sit on Wellbeing Committee and Education Committee.
8. To change the title of Member for Mature Students to Member for Age Equality.

**PROPOSED:** Omar Ali, Sigrid Jorgensen, Joe Tantillo, Kate Mayer, Jackie Ashkin, Adam Strømme, Aysha Marty, Melissa Turner

**SECONDED:** Holly Johnston, Alice Lecointe

# J. 16-4- Motion to Reform the Membership & Role of the Equal Opportunities Committee

## Chapter Twenty-Five: Equal Opportunities

### 1. Mission Statement:

- 1.1. The mission of the St Andrews Students' Association Equal Opportunities Committee (EOC) is to achieve the highest standards of equality so as to provide for a more open, safe, and accessible environment which allows all students to not only celebrate their diversity but also promote their unity through the areas of increased understanding and awareness. We aim to do this by addressing representational concerns of all students, hosting an array of educational and social events, and collaborating with other subcommittees of the St Andrews Students' Association in order to fulfil the Association's larger aims.
- 1.2. As outlined in Students' Association Constitution (2011) and the University's Equality & Diversity Inclusion Policy (2011):
  - 1.2.1. The promotion and advancement of any group which seeks to increase its inclusivity, diversity, fairness, impartiality, or support to those who share a protected characteristic.
  - 1.2.2. Collaboration on services supporting the health and wellbeing of all students regardless of background.
  - 1.2.3. The representation of all students as deemed appropriate to the University Court, the Senatus Academicus, the Principal of the University, or any other appropriate individuals or organisations.
  - 1.2.4. The initiation of projects aimed for the benefit of students educational, cultural, and social development.
- 1.3. The responsibilities described above will require the EOC to be able to flexibly respond to a changing environment.

### 2. Aims

- 2.1. The Students' Association will ensure that all individuals will be treated with respect and will not be subjected to unfair or unlawful discrimination in any aspect of the Association's activities or on its premises.
- 2.2. The Students' Association will not tolerate unfair or unlawful discrimination on any grounds. These grounds shall include colour, race, nationality, gender, marital status, disability, religion, age, sexual orientation, socio-economic grouping, union activity, politics or any unrelated spent conviction.
- 2.3. The list in subsection 2.2 of this chapter is a guide, and is not exhaustive.
- 2.4. The Students' Association will promote understanding of the principles and practice of equality of opportunity and will campaign against discrimination on any of the grounds mentioned in subsection 2.2 of this chapter, or on any other grounds that constitute unfair discrimination.
- 2.5. The Association will take every reasonable step to ensure that its services are delivered in such a way that there is no unfair or unlawful discrimination against any individual or group and that, in the event of discrimination or alleged discrimination, steps are taken promptly to investigate and, if appropriate, apply corrective or disciplinary measures.
- 2.6. The Association will, on request, represent its members within the University, supporting individuals or groups as appropriate whenever cases of discrimination arise or are alleged.
- 2.7. The Association respects the freedom of association of individuals.

### 3. Actions

- 3.1. The principles and practice of equality of opportunity will be promoted by such means as the Association may determine from time to time.
- 3.2. A brief statement expressing the Association's commitment to equality of opportunity will be clearly printed on all documentation (advertisements, job descriptions, etc) relating to job opportunities within the Association.

## J. 16-4- Motion to Reform the Membership & Role of the Equal Opportunities Committee

- 3.3. All societies active within the Association will be expected to conduct their activities in ways that are compatible with the principles and practices of this chapter.
- 3.4. Appropriate training to staff and student officers of the Students' Association annually to enable them to implement the Association's commitment to equality of opportunity. Breach of the rules of conduct outlined in this chapter shall be regarded as a serious disciplinary matter.
- 3.5. Any person(s) affected by discrimination or alleged discrimination will be made aware of the full range of counselling and support services offered by the Students' Association and the University of St Andrews.
4. Equal Opportunities Committee Membership:
  - 4.1. **Member for Gender Equality:**
    - 4.1.1. To raise awareness regarding consent and sexual harassment and to educate all students about what constitutes harassment so as to reduce the number of cases in St Andrews and to ensure that the University remains a safe environment for all students.
    - 4.1.2. To ensure that all differences in gender and identity are equally and adequately represented in all areas of student life.
    - 4.1.3. To establish closer working relationships between societies and subcommittees with the common goal of promoting gender equality
  - 4.2. **Member for Age Equality**
    - 4.2.1. To improve communications with mature students in order to foster a sense of integration into the larger student community.
    - 4.2.2. To identify and ensure that the specific needs of mature students are met.
    - 4.2.3. To establish institutional and community identities in order to sustain the involvement of mature students in the University.
    - 4.2.4. To increase event engagement and access to support systems for student parents.
  - 4.3. **Member for Racial Equality**
    - 4.3.1. To expand representation of minorities within the student body. To create platforms for dialogue regarding racial and ethnic issues.
    - 4.3.2. To collaborate with relevant University officials in order to diversify curriculum across all schools.
    - 4.3.3. To provide opportunities for interim (i.e. study abroad) students to engage with student life.
    - 4.3.4. To chair a collaborative forum for cultural societies in order to collectively promote diversity and cross-cultural understanding.
  - 4.4. **Member for Students with Disabilities**
    - 4.4.1. To strengthen the assistance provided to students with disabilities by increasing communication between all entities which provide these resources (e.g. the Students' Association, Student Services, Nightline).
    - 4.4.2. To educate the student body about the issues facing students with disabilities in order to cultivate a culture of understanding and awareness within the University.
    - 4.4.3. To provide more avenues of communication between the Member for Students with Disabilities and the student body.

## J. 16-4- Motion to Reform the Membership & Role of the Equal Opportunities Committee

### 4.5. Member for Widening Access and Participation

- 4.5.1. To provide incoming students with more resources upon arrival in order to ensure that their transition into university life is without difficulty.
- 4.5.2. To improve the information given to prospective students regarding scholarships, bursaries, and financial aid offered by the University and to lobby for additional promotion of the University to prospective students throughout the United Kingdom
- 4.5.3. To coordinate the University's outreach outside of Fife with other Scottish universities so as to avoid the alienation of rival institutions while increasing the number of prospective students around the United Kingdom.
- 4.5.4. To bolster the presence and approachability of the Member for Widening Access & Participation in order to provide students with information regarding available resources and how best to utilise them.

### 4.6. Association LGBT Officer

- 4.6.1. To ensure an environment where individuals of the LGBT+ community can freely express their opinions and concerns without fear of judgement.
- 4.6.2. To establish an anonymous and confidential support system that specialises in helping LGBT+ students.
- 4.6.3. To ease the transition into university for members of the LGBT+ community, especially those who identify as Transgender, Intersex, or Agender (TIA).

### 4.7. Interfaith Steering Group Carve-Up

- 4.7.1. To increase the collaboration between faith societies and the Equal Opportunities Committee so that students of all faiths can practice their beliefs free from judgement or discrimination.
- 4.7.2. To initiate and encourage cross-faith dialogue in order to lay the foundations for a community of mutual understanding and coexistence.

## 5. Staff of the Students' Association

- 5.1. In the event of a breach, or alleged breach, of the rules of this chapter by a member of staff, a report will be made to the General Manager who will, within five working days, consider all evidence submitted and decide, after consultation with the Staffing Committee, whether and to what extent disciplinary action should be taken.
- 5.2. In the event of there being any appeal, from whatever source, regarding the decision taken by the General Manager, it will be considered at the earliest possible date by an Appeals Committee comprising the Chair of SAB (convenor), the Association President, the Director of Representation, the Association Personnel Officer and one student nominee from SAB.

## 6. Members of the Students' Association

- 6.1. Breaches or alleged breaches of the rules of this chapter by members of the Students' Association shall only be actionable if they occurred while using Association services or facilities.
- 6.2. In the event of a breach, or alleged breach, of the rules of this chapter by a member of the Association, an attempt will be made by such officers of the Association as may be available to reconcile the parties informally.
- 6.3. In the event of those directly involved in a breach or alleged breach described under subsection 5.2 of this chapter wishing to pursue a complaint, they will be informed by the Director of Representation of the Association's procedures, of their rights and



## J. 16-4- Motion to Reform the Membership & Role of the Equal Opportunities Committee

responsibilities within those procedures and of the options open to them. The Director of Events and Services will then institute proceedings under the Association's disciplinary procedures, which will also govern any appeal.

### 7. Societies and Groups

- 7.1. Societies and groups, whether affiliated or not to the Association, may make use of Association facilities on such terms as are currently in force provided that such societies and groups comply with the principles and practices of equality of opportunity outlined in this chapter. Societies or groups (whether affiliated, non-affiliated or disaffiliated) that are judged not to comply with these conditions – unless an exception is granted under subsection 5.8 of this chapter – may not make use of facilities and services controlled by the Association.
- 7.2. Where it is alleged that a society or group is in breach of the principles and practices of equality of opportunity outlined in this chapter, a committee (comprising the SRC Student Support Committee and four members of the SSC, which last shall be in an advisory capacity only) shall convene to investigate and rule upon the alleged breach.
- 7.3. If an affiliated society or group are found to be not in compliance with the principles and practices of equality of opportunity outlined in this chapter, all the relevant information should be passed to the Association Societies Committee with a recommendation that they are disaffiliated. The decision of the Association Societies Committee on the fulfilment of this condition shall be subject to the appeals process in subsections 6.5 and 6.6 of this chapter.
- 7.4. No society or group shall be denied access to services of facilities due to a contravention of the requirements of this chapter unless the procedure under subsection 6.2 of this chapter above has been carried out.
- 7.5. There shall be open to any society or group disadvantaged under paragraph 6.2. a right of immediate appeal to an 's Committee convened by the Association President (or their nominee who shall be a member of SAB) and four further members of SAB.
  - 7.5.1. No one who sits on this Appeals Committee shall have formed part of the committee set up under subsection 6.2 of this chapter.
  - 7.5.2. The Appeals Committee shall meet within 5 working days of the ruling by the committee set up under subsection 6.2 of this chapter and, save in circumstances of exceptional gravity, all sanctions will be suspended until the Appeals Committee reaches a decision.
- 7.6. Unappealed decisions under subsections 6.2 and 6.5 of this chapter. shall be reported to the SAB and all officers and staff of the Students' Association. Disputed decisions decided under subsection 6.5 of this chapter are subject to ratification by the SAB at its next regular meeting or, at the discretion of the Chair of SAB, at an extraordinary meeting of SAB.
- 7.7. Suspension of the provision of services and facilities for contravening the rules and requirements of this chapter, unless lifted under the appeals procedures laid down in subsection 6.5 of this chapter., shall remain in force until such time as a society or group can demonstrate that it is no longer in contravention. Sections subsections 6.2, 6.5, and 6.6 of this chapter set down the decision making and appeals structure that shall govern the procedure of returning the society or group's right of access to Association services and facilities.
- 7.8. Any society or group disadvantaged by decisions made under paragraphs subsections 6.2, 6.5, and 6.6 of this chapter may apply to make use of Association facilities or services in pursuit of ends that are deemed to be nondiscriminatory according to the principles outlined in this chapter. This should be done by such a society or group presenting its case to a meeting of the SSC, with four members of the Student Support Committee present in

## J. 16-4- Motion to Reform the Membership & Role of the Equal Opportunities Committee

| an advisory capacity only. Subsections 6.5, and 6.6 of this chapter down the appeals procedure which may be invoked should a society seek to overturn a decision reached by this committee.

## **J.16-5- A Motion to Amend the SSC Union Debating Society Committee Selection**

Owner: SSC Union Debating Society

In effect from: Immediately after approval

Review Date: N/A

### THIS SRC AND SSC NOTE:

1. The Students' Association Constitution and Laws regulate the activities of the Students' Association.
2. The most up to date version of the SSC Union Debating Society constitution states that treasurers should be elected at the Annual General Meeting.
3. The establishment of new bursary funds and a large amount of money is a difficult job that requires a specific skill set.
4. Other subcommittees of the Union appoint their treasurers.

### THE SRC AND SSC BELIEVE

1. The proposed amendments to the selection of our treasurer will allow for the society to benefit from selecting a candidate with the requisite skills to handle large sums of money.

### THE SRC AND SSC RESOLVE

1. To include the updated article 5.6 and 5.7 in the St Andrews Union Debating Society Constitution.

### **Proposed:**

SSC Union Debating Society

### *5. Annual General Meeting (AGM)*

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

5.1.1. Presentation of reports of the outgoing Officers.

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

5.1.3. Valediction of the outgoing Convener.

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

5.15. Any other competent business to be discussed.

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

5.3. The AGM shall be chaired by the new convener or his/her nominee.

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

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

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

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

## S.16-1

### **A Motion to Amend Association Room Booking Policy**

**WHEREAS this SSC notes:**

1. RockSoc and other affiliated societies have had room bookings cancelled by the Association against their consent, subsequent to receiving confirmation of venue; and
2. The contract between the Association and Affiliated Societies entitles societies to “Access to room bookings in University buildings”

**WHEREAS this SSC believes:**

1. One of the Association’s Primary Functions is to facilitate Student Activities, and this function is better achieved if the relationship between the Association and its affiliated societies is respected; and
2. It is expedient to the organisation of society events for final room booking confirmations to be guaranteed; and
3. The Association has, on occasion, failed to uphold its contractual agreements.

**BE it therefore resolved that:**

1. The following policy be implemented with respect to Association Room Bookings:
  - a. That no room booking from a party external to the Association, including Affiliated Societies, be cancelled or moved without the consent of the party in question, subsequent to the issuance of a confirmation of such a booking.
  - b. That a confirmation or refusal of room booking be issued no later than two weeks after a request for the same.
2. The Director of Events and Services and the Director of Student Development and Activities be directed to implement such policy and notify relevant staff of the same.

**Proposed by:**

Robert Dixon, SSC Societies Officer

**By resolution of the SSC Societies Committee**