



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

MINUTES

Tuesday 9 Feb 2016 – Student's Association Board Room – 6 pm

Present

Member's Name	Position
Charlotte Andrews	Association Alumni Officer
Zara Evans	Association Chair
Chris MacRae	Association Director of Events and Services
Joe Tantillo	Association Director of Representation
Kyle Blain	Association Director of Student Development and Activities
Alice Pickthall	Association Environment and Ethics Officer
Sigrid Jorgensen	Association LGBT Officer
Amy Christison	SSC Charities Officer
Alyssa Muzyk	SSC Debates Officer
Annabel Romanos	SSC Member without Portfolio
Ipek Ozsoy	SSC Music Officer
Aline Heyerick	SSC Postgraduate Officer
Robert Dixon	SSC Societies Officer
Caroline Christie	SSC On The Rocks Convener

In Attendance

Iain Cupples	Student Advocate (Education)/HR Manager
Ilaria Gidoro	Education and Representation Co-ordinator/Minutes Secretary
Joseph Cassidy	The Saint
Thomas Williams	The Saint
Omar Ali	SRC Equal Opportunities Officer
Alexander Ciric	SRC Accommodation Officer
Toby Emerson	SRC External Campaigns Officer

1. Adoption of the Agenda

The agenda was adopted without dissent.

2. Apologies for Absence

Member's Name	Position
Clare Armstrong	Association Community Relations Officer
Pat Mathewson	Association President
Sarah Thompson	Athletic Union President
Bruce Kerr	SSC Broadcasting Officer

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Karla MacDougall SSC Design Team Convener
Lavin Ge Tian SSC Entertainments Convener
Tierney Riordan SSC External Funding Officer
Jo Bowman SSC Performing Arts Officer
Julian Valladares SSC Volunteering Convener
Urruela

The apologies were accepted without dissent.

3. Adoption of the Minutes of the Previous Meeting

These were accepted without dissent

4. Matters Arising from the Minutes of the Previous Meeting

There were no matters arising from the previous meeting.

5. Open Forum

There was no business in the open forum.

6. Reports of the Sabbatical Officers

6.1 Report of the Athletic Union President

6.2 Report of the Association Director of Events and Services

Chris said he was working on the programme for Saturday nights. Future events would include a roller disco and silent disco. The PR team would be contributing ideas to the Bop. Work had begun on graduation ball.

6.3 Report of the Association Director of Representation

Elections nominations would open in week 6. Teaching awards nominations would open on the 15th. The National Student Survey was open now. Members were encouraged to promote and participate in all of the above. The University had passed a new policy on Academic Alerts.

6.4 Report of the Association Director of Student Development & Activities

Members were reminded to use online booking for rooms, but not event spaces as these needed to be signed off by relevant staff. The Student Project Fund was now available. Kyle had written a report on the Scott Lang Dinner and was looking for two volunteers to help with the event. Members were asked to let Kyle know of website updates. The Volunteer Portal would be trialled with two subcommittees: the LGBT convener and OTR convener volunteered.

6.5 Report of the Association President

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7. Questions for Subcommittees

7.1 Questions for Association Alumni Committee

Charlotte apologised for the lack of a written report. She noted there had been a publicity launch for the Alumni Festival, targeting specific groups.

7.5. Questions for SSC Postgraduate Committee

Aline apologised for the lack of a written report due to teaching commitments. She noted that the St Leonard's Dinner had taken place and was a success. She was now working on issues around postgraduate representation with the Director of Representation following the departure of the PG Convener and planned to explore ways of increasing PG participation in elections.

7.7. Questions for SSC Charities Officer

Amy minuted thanks to those who had participated in Rag Week.

7.12. Questions for SSC Music Committee

Ipek apologised for the lack of a written report. The committee was finalising events for the end of term, On The Rocks and Freedom Day (3 March).

7.13. Questions for SSC Societies Committee

Numerous grant requests had been processed following the return of students after the winter break. The effects of the new affiliation policy were being seen.

8. Unfinished General Business

There was no unfinished business.

9. New General Business

9.1. J.16.2 A Motion To Adopt The Rules for the 2016 Students' Association Elections

OWNER: Elections Committee

IN EFFECT FROM: Immediately

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:

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

PROPOSED: Elections Committee

Joe introduced the motion as Senior Elections Officer.

The first order of business was to consider the amendments made by SRC.

SRC Amendment 1: 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."

SRC Amendment 2: to add under 6.1, "Ingredients for baked goods must be declared in the candidate's budget."

SRC Amendments 1 and 2 were passed without dissent.

SRC Amendment 3: 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."

Robert pointed out that the Councils did not have the power to 'mandate' hall committees. He moved to amend the amendment to strike the words 'are mandated to' (seconded by Sigrid). This amendment was passed without opposition.

Aline pointed out that hall committees would need help to put on events and avoid clashes.

SRC Amendment 4: to add, "Appeals for the position of AU President should be submitted to Lorna Milne, Proctor, on proctor@" in the section 7.7 of the rules.

SRC Amendment 4 was passed without dissent.

SRC Amendment 5: to strike all mentions to slating in the elections rules and insert: "The elections committee does not allow slating."

Joe said that he was against this amendment as no harm had been proven to occur when 'slating' was allowed in previous elections. Kyle pointed out that a definition of 'slating' would be necessary for this amendment to be operated effectively. Both of these points were discussed by the Council, noting amongst other points that 'slates' were allowed in other student elections elsewhere.

Zara noted that if the SSC struck down this amendment, or any other, the conflict would be resolved by the Elections Committee rather than the Executive Committee.

On a show of hands, the SSC voted to reject this amendment by 10 votes to 4 with no abstentions.

SSC noted that if the Elections Committee decided to resolve the issue by keeping the amendment, they should provide a clear definition of 'slating' for candidates.

Having dealt with the SRC amendments, debate on the main motion now proceeded.

Robert raised the issue of whether a nomination and second were sufficient and whether instead 25

DRAFT ONLY

signatures of ordinary members should be required for nomination. This had been discussed at SRC but that discussion had not resulted in any proposal to amend the rules. SSC also declined to take the issue further at this point, as they felt that 25 signatures was not a significantly higher bar and would not make much practical difference.

Aline asked about PG representation and what would happen with the PG convener role. Joe said that this was to be discussed at the next meeting of Board. Ordinarily any proposal would be presented to SRC and SSC for approval, but time prevented this.

Alice moved to make an amendment to the rules as follows:

SSC Amendment 1: At 6.1, add 'Flyers are not allowed' and then remove all other references in the rules to flyers as needed to be consistent with this rule.

Robert seconded. Alice said that this had been discussed at SRC but rejected, but she still believed this would achieve the twin aims of reducing the environmental impact of elections and reducing the irritation factor for voters in campaigning areas. She noted that she personally had not used flyers when campaigning, and thus believed their effect was not significant, but welcomed opinions from those that had used them in the past.

Joe said that he had not used flyers last year but had before that and had found them useful in engaging voters. He noted that banning flyers might encourage the use of stickers instead, which the University disliked as they frequently wound up stuck to tables, walls, etc. Alice said she did not believe stickers would increase if flyers were banned, as they were different.

Toby noted that although SRC had rejected the amendment, there were many abstentions.

Joe urged the committee to consider whether this rule would disproportionately affect candidates from outwith the Councils and others already involved with the Association.

Ipek pointed out that while flyers were a way to engage with voters, engagement could begin in many ways and candidates should be creative.

On a show of hands, the amendment was passed by 10 votes to 2 with no abstentions.

Kyle raised the issues of clarification of the rules on society endorsements, and what would happen in a sabbatical debate should a position be uncontested. Joe suggested these were best discussed in the Elections Committee.

SSC Amendment 2: Aline moved to remove "Hall hecklings for sabbatical candidates will be organised by the Elections committee" from 5.10, consistent with SRC amendment 3. This was seconded by Ipek and passed without opposition.

With these amendments, the motion was passed without dissent.

9.2 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.

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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 organisational plans of its members, as well 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

The first order of business was to consider the amendments made by SRC. As Amendment 1 replaced the entire text of that motion, it was considered first.

SRC Amendment 1

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.

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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

As Toby was not a member of the SSC, this amendment was proposed by Sigrid and seconded by Caroline.

Charlotte clarified that as the joint creator of the original motion, she endorsed this and all other amendments made at SRC. Omar said that this amendment also had the full support of the Equal Opportunities Committee.

Aline asked about the position of Member Without Portfolio. Sigrid said that it had been decided to keep this, as although the current holder believed there were problems, she also felt there was the potential to redefine and redevelop the role.

The amendment was passed without dissent.

SRC Amendment 2

To add clause 4 of the Resolves: "To ring fence £500 to create the SRC Campaign Fund"

This amendment was passed without dissent.

The motion as amended was passed without dissent.

9.3 J.16-3-Motion To Change And Strengthen The Student's Association Zero Tolerance Policy

THIS SRC AND SSC NOTES:

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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**
 - o **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**
 - o **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**

DRAFT ONLY

- 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

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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.

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.

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.

DRAFT ONLY

- 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.

The motion was passed without dissent.

9.4 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,

DRAFT ONLY

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.
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

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.

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

DRAFT ONLY

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.

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 diversity 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'

DRAFT ONLY

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.

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 responsibilities

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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 an advisory capacity only. Subsections 6.5, and 6.6 of this chapter down the appeals

DRAFT ONLY

procedure which may be invoked should a society seek to overturn a decision reached by this committee.

Omar was granted speaking rights to introduce the motion. He explained that these reforms were intended to clarify roles and responsibilities within the committee, and make it more effective. He highlighted the merger of the roles of Member for International Students and Member for Racial Equality.

Alice asked about the title change for the Member for Mature Students, to 'Member for Age Equality'. Omar explained that the term 'mature student' covered a large age range and not all definitions of 'mature student' were consistent. In addition, not all 'mature students' identified with the term – for example, those entering University in their late 20s might face additional challenges but not identify as 'mature students'. Finally, there were also age-related issues that affected younger students.

Omar introduced an amendment to strike and replacing section 4 as follows:

This was **proposed by Sigrid and seconded by Joe.**

In response to questions Omar explained the process for applying for the proposed Diversity Fund, intended to enhance the diversity amongst SSC subcommittee activities. Several concerns were expressed about the process; Omar said he would take these on board and present a revised proposal concerning the fund to the SRC.

Sigrid therefore proposed to amend the amendment to remove section 2. This was seconded by Kyle and passed without dissent.

The amendment, as amended, was passed without dissent.

The main motion, as amended, was then passed without dissent.

9.5 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.

DRAFT ONLY

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 Convener, 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

Alyssa introduced the motion and explained that Debates believed they would be best served by appointing a treasurer, citing the examples of Mermaids, Charities and the Ethics and Environment subcommittees, who already did so.

The motion was passed without dissent.

9.6 S.16-1A 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

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“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

Robert noted that since the motion was written, the accuracy of the information on which it was based had been brought into question, so he welcomed any amendments (particularly to the ‘notes’ and ‘believes’ sections) that might address this. However, he still believed the motion was important and relevant.

Chris clarified that the event referred to in the motion had in fact been cancelled with the consent of the RockSoc committee, but it appeared that miscommunication within that society had led to confusion and upset amongst students.

Caroline asked whether the motion was intended to cover event bookings or society bookings or both. Kyle noted that the Entertainments committee had requested that the motion should apply only to society spaces, not events spaces. Chris noted that booking confirmation within 2 weeks was often not achievable in events spaces for logistical reasons. Ipek said that requiring consent to cancellations in events spaces would restrict the Director of Events and Services unduly, and that it would be better to require notification of, rather than consent to, cancellations.

Amendment 1: to remove the passage 1b from the ‘resolves’ section (‘That a confirmation or refusal of room booking be issued no later than two weeks after a request for the same’). Proposed by Kyle, seconded by Chris. Passed without dissent.

Amendment 2: to remove references to RockSoc. Proposed by Kyle, seconded by Sigrid. Passed without dissent.

Amendment 3: to remove ‘believes’ part 3 (‘The Association has, on occasion, failed to uphold its contractual agreements’). Proposed by Robert, seconded by Sigrid. Passed without dissent.

As amended, the motion was passed without dissent.

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10. Open discussion

None.

11. AOCB

None.

Meeting adjourned.