



Subcommittee Constitutions

March 2021

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Preface

1. Associated documents

- 1.1. The Association Subcommittee Constitutions works alongside and in conjunction with the:
 - 1.1.1. Laws of the Students' Association, which governs the operation of elected student officers and subcommittees.
 - 1.1.2. Students' Association Constitution, which outlines the purpose of the Association and the remit of its Board of Trustees.
 - 1.1.3. Standing Orders of the Association, which describes how meetings should function.

2. Abbreviations

- 2.1. In these Laws and other Association documents, the following abbreviations are used:
 - 2.1.1. Association: University of St Andrews Students' Association
 - 2.1.2. University: University of St Andrews
 - 2.1.3. SAB: Students' Association Board
 - 2.1.4. SAEC: Students' Association Executive Committee
 - 2.1.5. SRC: Students' Representative Council
 - 2.1.6. SAF: Student Activities Forum
 - 2.1.7. DoEd: Director of Education
 - 2.1.8. DoES: Director of Events and Services
 - 2.1.9. DoSDA: Director of Student Development and Activities
 - 2.1.10. DoWell: Director of Wellbeing
 - 2.1.11. AU: Athletic Union
 - 2.1.12. AGM: Annual General Meeting
 - 2.1.13. EGM: Extraordinary General Meeting

3. Definitions

- 3.1. *In camera*: discussion in private by members and invited attendees only.
 - 3.1.1. Any "public gallery" of the meeting shall be closed and the public required to withdraw until the private business has been concluded.
 - 3.1.2. Minutes of such private sessions shall be restricted and not publicly available or circulated amongst members or others.

3.1.3. The approval and adoption or otherwise of such minutes shall be done by the body at its next meeting, only after having moved into private session.

3.2. Non-voting member: a member of a given committee who only has speaking rights.

4. Interpretations

4.1. The following interpretations apply:

4.1.1. Semester one: first semester of the academic year, from September to December.

4.1.2. Semester two: second semester of the academic year, from January to May.

5. Ambiguity

5.1. Authority for the clarification of ambiguity within these constitutions shall lie with the SAEC. In the absence of a meeting of SAEC, the Association Chair shall interpret on a temporary basis.

Chapter 1: Accommodation Subcommittee

1. Aims

- 1.1. Formulate and recommend SRC policy on accommodation issues.
- 1.2. Ensure the execution of SRC policy on student accommodation.

2. Membership

2.1. SRC Accommodation Officer

- 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.2. Deputy Accommodation Officer (Halls)

- 2.2.1. Support the Accommodation Officer in representing students living in halls.
- 2.2.2. Chair the Senior Students' Forum.
- 2.2.3. Liaise between the Association, hall committees, and relevant University departments.
- 2.2.4. Oversee aspects of Accommodation Week relevant to halls.

2.3. Deputy Accommodation Officer (Private Accommodation)

- 2.3.1. Support the Accommodation Officer in representing students living in private housing.
- 2.3.2. Liaise with landlords and renting agents.
- 2.3.3. Oversee aspects of Accommodation Week and the How to Rent Guide relevant to private rented accommodation.

2.4. Secretary

- 2.4.1. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.

2.5. Association President (line manager)

3. Appointments

- 3.1. The Accommodation Officer shall be elected through the Association elections.
- 3.2. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be fortnightly during the academic year, and at other times if necessary.

Chapter 2: Alumni Subcommittee

1. Aims

- 1.1. Support the Alumni Officer in meeting their objectives.
- 1.2. Enhance Association engagement with alumni.
- 1.3. Oversee the execution of an annual Alumni Festival Weekend.

2. Membership

- 2.1. SRC Alumni Officer (Convenor and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Secretary
- 2.3. Association President (line manager)

3. Appointments

- 3.1. The Alumni Officer shall be elected through the Association elections.
- 3.2. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be fortnightly during the academic year, and at other times if necessary.

Chapter 3: BAME Subcommittee (BAME Students' Network)

1. Aims

- 1.1. The St Andrews Black Asian Minority Ethnic Students' Network, known as 'BAME Students' Network' or 'BAME Network', exists to provide a strong community, adequate resources, and effective support to BAME students at the University.
- 1.2. While we acknowledge that the term BAME may not be entirely representative, we shall ensure that we as a subcommittee are all-inclusive and open to all minority students who may need support, help, or guidance.
- 1.3. Create a network that provides resources, support, and a sense of community for BAME and minority students.
- 1.4. Serve as a link between University administration and the student population, and work in collaboration with both to address issues and concerns relating to race, racism, and ethnicity.
- 1.5. Liaise with other student groups to promote BAME interests.
- 1.6. Outline a renewed and updated plan of action each academic year. In the first year, a one-, three-, and five-year plan will be outlined, taking the following areas into consideration:
 - 1.6.1. Representation and inclusivity
 - 1.6.2. Support and wellbeing
 - 1.6.3. Outreach, careers, and networking
 - 1.6.4. Communication

2. Committee structure

- 2.1. Executive Committee:
 - 2.1.1. SRC BAME Officer (Convenor and Chair)
 - 2.1.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
 - 2.1.2. Vice President
 - 2.1.2.1. Co-chair Executive meetings in the absence of the BAME Officer.
 - 2.1.2.2. Book rooms, schedule meetings, and note absences.
 - 2.1.2.3. Work alongside University administration to look into effective redressal of Racial Discrimination and management of the reporting system.
 - 2.1.2.4. Work with the Association Discipline Committee to address matters relating to race, ethnicity, and cultural minorities.
 - 2.1.2.5. Line manage the Education Officer.
 - 2.1.3. Treasurer

- 2.1.3.1. Maintain the accounts of BAME Network and be a signatory on bank accounts, along with the President.
 - 2.1.3.2. Work with the President to produce a budget for the upcoming year.
 - 2.1.3.3. Provide a finance report at the weekly meeting.
 - 2.1.3.4. Oversee all BAME Network spending and ensure the effective use of resources.
 - 2.1.3.5. Coordinate fundraising and sponsorship.
 - 2.1.3.6. Line manage the Sponsorship and Development Officer.
- 2.1.4. Secretary
- 2.1.4.1. Oversee all correspondence made on behalf of BAME Network.
 - 2.1.4.2. Manage the BAME Network email account and mailing lists, regularly sharing updates on the activities of the committee.
 - 2.1.4.3. Organise committee socials, with assistance from other general members.
 - 2.1.4.4. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.
 - 2.1.4.5. Line manage the Careers and Alumni Officer, and the Access and Outreach Officer.
- 2.1.5. Wellbeing Officer
- 2.1.5.1. Oversee the wellbeing of committee members and general members of BAME Network.
 - 2.1.5.2. Liaise with Student Services and student-led organisations such as Sexpression, Nightline, and Got Consent to address issues faced by BAME students.
 - 2.1.5.3. Ensure that all committee members receive adequate training, including Mental Health First Aid, Got Consent, Queer Peer Support, Nightline, and condom training.
 - 2.1.5.4. Organise events and discussions to promote wellbeing.
 - 2.1.5.5. Resolve any conflicts between committee members.
 - 2.1.5.6. Line manage the Freshers' Representative, Postgraduate Representative, and Member without Portfolio.
- 2.1.6. Events Officer
- 2.1.6.1. Organise BAME Network events.
 - 2.1.6.2. Liaise with other student groups for collaborations, with help from the SAF Societies Officer.

- 2.1.6.3. Work with the Wellbeing Officer to ensure that all events are welcoming and accessible.
- 2.1.6.4. Line manage the Multicultural Week Coordinator and Societies Coordinator.
- 2.1.7. Marketing Officer
 - 2.1.7.1. Promote all BAME Network activities and events through social media, student publications, and other innovative avenues.
 - 2.1.7.2. Create promotional materials to maintain a cohesive, approachable, and active public image, including posters and graphics.
 - 2.1.7.3. Line manage the Design Officer and Photography Coordinator, working with them to create informative and visually appealing content.
- 2.1.8. DoWell (line manager)
- 2.1.9. DoSDA (line manager)
- 2.2. General Members:
 - 2.2.1. Education Officer
 - 2.2.1.1. Work alongside University staff and School Presidents to discuss changes within the curriculum, and efforts that can be made to alter educational practices to be less biased, more inclusive, and representative of a variety of cultures.
 - 2.2.1.2. Look into programmes beyond the curriculum, such as study abroad programmes and mentorship schemes.
 - 2.2.1.3. Sit on the Education Subcommittee.
 - 2.2.2. Sponsorship and Development Officer
 - 2.2.2.1. Liaise with external organisations to secure adequate funding for events, and promote collaborative efforts between BAME Network and local businesses.
 - 2.2.2.2. Focus on fundraising and networking activities to support prospective and incoming students, and alumni.
 - 2.2.2.3. Work closely with the Events Officer and the Access and Outreach Officer.
 - 2.2.3. Access and Outreach Officer
 - 2.2.3.1. Work alongside University staff to make St Andrews more accessible and appealing to BAME students.
 - 2.2.3.2. Sit on any focus groups which look into BAME applicants, offers, and admissions.
 - 2.2.3.3. Along with the BAME Officer and Vice President, organise events such as access conferences and others as recommended in the Action Plan Report

(summer 2020).

2.2.3.4. Liaise with members of University staff working towards ongoing outreach initiatives, student ambassador programmes, and open days.

2.2.4. Careers and Alumni Officer

2.2.4.1. Work with the Careers Centre, SRC Alumni Officer, alumni, and current BAME students to create a network that fosters specific advice for current BAME students.

2.2.4.2. Organise networking and career events for BAME students.

2.2.5. Freshers' Representative

2.2.5.1. Represent the interests and concerns of BAME freshers.

2.2.5.2. Promote the engagement and integration of first years with the rest of the student population.

2.2.5.3. Liaise with freshers' representatives of other student groups to host events for BAME freshers.

2.2.5.4. Support other committee members, depending on skill set.

2.2.6. Postgraduate Representative

2.2.6.1. Represent the interests of BAME postgraduates.

2.2.6.2. Promote the engagement and integration of BAME postgraduates with the rest of the student population.

2.2.6.3. Sit on the Postgraduate Society, and liaise with postgraduate representatives of other student groups to host events for BAME postgraduates.

2.2.6.4. Support other committee members, depending on skill set.

2.2.7. Member without Portfolio

2.2.7.1. Aid the Secretary in planning committee socials.

2.2.7.2. Support other committee members, depending on skill set.

2.2.8. Multicultural Week Coordinator

2.2.8.1. Organise and execute the annual St Andrews Multicultural Week.

2.2.8.2. Convene a committee, and meet with them regularly to organise and oversee the smooth running of events.

2.2.9. Societies Coordinator

2.2.9.1. Regularly communicate with other student groups.

2.2.9.2. Work alongside the Events Officer and Wellbeing Officer to host

collaborative events.

2.2.9.3. Sit on the Societies Subcommittee.

2.2.10. Design Officer

2.2.10.1. Create posters, graphics, and other content to promote BAME Network and its activities.

2.2.10.2. Line managed by the Marketing Officer.

2.2.10.3. Run BAME Network social media pages, and promote campaigns for the subcommittee, in collaboration with the Marketing Officer.

2.2.11. Photography Coordinator

2.2.11.1. Create photo and video content as required.

2.2.11.2. Work in collaboration with the Marketing Officer, Design Officer, and Events Officer.

3. Appointments

3.1. The BAME Officer shall be appointed through the Association elections.

3.2. Interviewed positions

3.2.1. The following positions shall be appointed by interview:

3.2.1.1. Vice President

3.2.1.2. Wellbeing Officer

3.2.1.3. Events Officer

3.2.1.4. Marketing Officer

3.2.1.5. Education Officer

3.2.1.6. Sponsorship and Development Officer

3.2.1.7. Multicultural Week Coordinator

3.2.1.8. Societies Coordinator

3.2.1.9. Design Officer

3.2.1.10. Photography Coordinator

3.2.2. The interview panel shall appoint members through a fair and inclusive process, which will be open and advertised to all matriculated students. The panel shall consist of:

3.2.2.1. Incoming BAME Officer

3.2.2.2. Outgoing BAME Officer

- 3.2.2.3. Outgoing Vice President
- 3.2.2.4. Two from the DoSDA, DoSDA-Elect, DoWell, or DoWell-Elect
- 3.2.3. The Events Officer shall join the panel in appointing the Multicultural Week Coordinator.
- 3.2.4. The incoming SAF Societies Officer shall join the panel in appointing the Societies Coordinator.
- 3.2.5. The Marketing Officer shall join the panel in appointing the Design Officer and Photography Coordinator.
- 3.3. Elected positions
 - 3.3.1. The following positions shall be elected at the AGM:
 - 3.3.1.1. Treasurer
 - 3.3.1.2. Access and Outreach Officer
 - 3.3.1.3. Careers and Alumni Officer
 - 3.3.1.4. Freshers' Representative
 - 3.3.1.5. Postgraduate Representative
 - 3.3.1.6. Member without Portfolio
- 3.4. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings
 - 4.2.1. Executive Committee meetings shall be held at least once per week during the academic year, and will take all major decisions with reference to committee activities.
 - 4.2.2. Each member of the Executive Committee, along with each line manager, shall provide a report of their progress and future action plan at each meeting.
 - 4.2.3. Full committee meetings shall be held once per month.
 - 4.2.4. Committee meetings shall be open and accessible to all students.
- 4.3. General Meetings
 - 4.3.1. Nominations for Executive Committee positions must be received by the Convenor at least 24 hours in advance of the AGM, or by a deadline mutually determined by the Convenor, DoWell, and DoSDA.
 - 4.3.2. Nominations for non-Executive positions may be made at the AGM, unless

otherwise stated by the Convenor.

- 4.3.3. Proxy votes shall only be accepted for Executive positions, and must be authorised by a Sabbatical Officer.

Chapter 4: Community Relations Subcommittee

1. Aims

- 1.1. Formulate Association policy on community relations issues.
- 1.2. Organise events to enhance town-gown relations.
- 1.3. Liaise with other subcommittees on activities to improve own-gown relations.

2. Committee

- 2.1. SRC Community Relations Officer
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Secretary
- 2.3. Association President (line manager)

3. Appointments

- 3.1. The Community Relations Officer shall be appointed through the Association elections.
- 3.2. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be fortnightly during the academic year, and at other times as required.

Chapter 5: Disabilities Subcommittee (Disabled Students' Network)

1. Aims

- 1.1. The Disabilities Subcommittee, known as the 'St Andrews Disabled Students' Network' or 'DSN', exists to represent the diverse needs and experiences of disabled students.
- 1.2. Provide support and resources to disabled students.
- 1.3. Create a supportive community for disabled students.
- 1.4. Raise awareness of the difficulties that disabled students face in the wider student community.
- 1.5. Advocate for change to practices that discriminate against, or otherwise disadvantage, disabled students.

2. Committee

- 2.1. SRC Disability Officer (Convenor and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Deputy Convenor
 - 2.2.1. Chair meetings in the absence of the Disability Officer.
 - 2.2.2. Assist the Disability Officer wherever possible and represent DSN if the Disability Officer is unable to.
 - 2.2.3. Maintain the support resources for disabled students, alongside the Disability Officer.
- 2.3. Secretary
 - 2.3.1. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.
 - 2.3.2. Keep track of members and update mailing lists as required.
- 2.4. Treasurer
 - 2.4.1. Manage all finances of DSN.
 - 2.4.2. Coordinate fundraising and sponsorship for the committee, where appropriate.
 - 2.4.3. Produce the annual budget in collaboration with the Disability Officer.
- 2.5. Events Officer
 - 2.5.1. Organise events and activities to raise awareness of disability, and social events for disabled students.
 - 2.5.2. Liaise with other student groups to organise collaborations, where appropriate.

- 2.5.3. Coordinate Disability Pride Week.
- 2.6. Campaigns and Publicity Officer
 - 2.6.1. Manage all DSN social media.
 - 2.6.2. Coordinate publicity for DSN.
- 2.7. Accessibility Officer (Societies and Student Events)
 - 2.7.1. Oversee the Accessibility Pledge.
 - 2.7.2. Work with other student groups to improve the accessibility of events.
 - 2.7.3. Act as the point of contact for questions about accessibility at events hosted by DSN.
 - 2.7.4. Host office hours and be a point of contact for questions about accessibility from student groups.
- 2.8. Neurodiversity Representative
 - 2.8.1. Represent the needs and experiences of neurodivergent students to the committee.
 - 2.8.2. Raise awareness of neurodiversity, and the support available for neurodivergent students, alongside the committee.
- 2.9. Mental Health Representative
 - 2.9.1. Represent the needs and experiences of students with mental health conditions to the committee.
 - 2.9.2. Raise awareness of mental health conditions, and the support available for students with mental health conditions, alongside the committee.
 - 2.9.3. Coordinate activities with the Wellbeing Subcommittee and the SRC Student Health Officer.
- 2.10. Chronic Illness Representative
 - 2.10.1. Represent the needs and experiences of chronically ill students to the committee.
 - 2.10.2. Raise awareness of chronic health conditions, and the support available for students with chronic illness, alongside the committee.
- 2.11. First Year Representative
 - 2.11.1. Represent the needs and experiences of first year students to the committee.
 - 2.11.2. Organise events and campaigns aimed at first year students, alongside the committee.
- 2.12. Postgraduate Representative

2.12.1. Represent the needs and experiences of postgraduates to the committee.

2.12.2. Organise events and campaigns aimed at postgraduates, alongside the committee.

2.13. DoWell (line manager)

3. Appointments

3.1. The Disability Officer shall be appointed through the Association elections.

3.2. Interviewed positions

3.2.1. The following positions shall be appointed by interview:

3.2.1.1. Deputy Convenor

3.2.1.2. Secretary

3.2.1.3. Treasurer

3.2.1.4. Campaigns and Publicity Officer

3.2.1.5. Accessibility Officer (Societies and Student Events)

3.2.2. The interview panel shall commit to an accessible process, and candidates may use any aids or adjustments they require throughout. The panel shall consist of:

3.2.2.1. Incoming and outgoing Disability Officers

3.2.2.2. DoWell and DoWell-Elect

3.2.2.3. Deputy Convenor, once appointed

3.3. The following positions shall be elected at the AGM:

3.3.1. Events Officer

3.3.2. Neurodiversity Representative

3.3.3. Mental Health Representative

3.3.4. Chronic Illness Representative

3.3.5. First Year Representative

3.3.6. Postgraduate Representative

3.4. Creation of new positions

3.4.1. The Disability Officer and DoWell may authorise the creation of new non-voting positions on an ad hoc basis.

3.4.2. Such positions shall expire at the AGM and must be re-authorised for the following year.

- 3.4.3. Such positions shall be interviewed or co-opted by the existing committee.
- 3.4.4. Two weeks' notice shall be given for the selection process of such positions.
- 3.5. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings
 - 4.2.1. Shall be at least fortnightly during the academic year, and at other times as required.
 - 4.2.2. May be called by the Disability Officer, Deputy Convenor, or Treasurer.
- 4.3. General Meetings
 - 4.3.1. An EGM shall be held at the beginning of semester one. Positions not filled at the AGM may be elected at an EGM.
 - 4.3.2. An EGM may be called by the Disability Officer or by two thirds of the committee.

Chapter 6: Education Subcommittee

1. Aims

- 1.1. Coordinate and support the academic representation system, including School Presidents, Language Convenors, and Class Representatives.
- 1.2. Work to improve the educational experience of students at the University.
- 1.3. Focus on academic matters, but also cover areas where the educational experience of students converges with a non-academic remit, such as extenuating circumstances.
- 1.4. Ensure good practices and themes are shared across academic representatives from different Schools.
- 1.5. Promote student engagement on matters related to learning, teaching, and research.

2. Committee structure

2.1. The committee shall consist of:

- 2.1.1. SRC Arts and Divinity Faculty President (Co-Convenor and Chair)
- 2.1.2. SRC Science and Medicine Faculty President (Co-Convenor and Chair)
- 2.1.3. SRC Postgraduate Academic Officer
- 2.1.4. All School Presidents
- 2.1.5. All Language Convenors
- 2.1.6. DoEd (line manager)

2.2. Executive Committee

2.2.1. The Executive Committee shall consist of:

- 2.2.1.1. DoEd (Convenor and Chair)
- 2.2.1.2. Postgraduate Academic Officer
- 2.2.1.3. Arts and Divinity Faculty President
- 2.2.1.4. Science and Medicine Faculty President

2.2.2. Remit of the Executive Committee:

- 2.2.2.1. Formulate and ensure the execution of SRC policy on education.
- 2.2.2.2. Inform the SRC of University education policy.
- 2.2.2.3. Coordinate and ensure representation and advocacy within the University education structure.
- 2.2.2.4. Set the agenda for the Education Subcommittee and School Presidents' Forum.

3. Meetings

- 3.1. All meetings shall operate as outlined in the Laws of the Association.
- 3.2. Committee meetings shall be held at least fortnightly, with accommodations made to avoid clashes with the School Presidents' Forums.
- 3.3. Executive Committee meetings at least monthly, and at other times as required.

4. School Presidents' Advisory Group (Careers) (SPAG)

4.1. Membership of SPAG:

- 4.1.1. SRC Employability Officer (Convenor and Chair)
- 4.1.2. DoEd
- 4.1.3. Either of the SRC Faculty Presidents
- 4.1.4. Two School Presidents from the Faculty of Arts and Divinity
- 4.1.5. Two School Presidents from the Faculty of Science and Medicine
- 4.1.6. Assistant Director of the Careers Centre

4.2. Remit of SPAG:

- 4.2.1. Monitor issues relating to School Presidents in delivering career events.
- 4.2.2. Improve the working relationship of School Presidents and Language Convenors with the Careers Centre.
- 4.2.3. Improve the provision of careers information to all students across the University.
- 4.2.4. Act as a channel for presenting feedback to the Careers Centre.

4.3. Meetings of SPAG shall be held at least twice per semester.

5. Schools' Wellbeing Advisory Group (SWAG)

5.1. Membership of SWAG:

- 5.1.1. DoEd (Convenor)
- 5.1.2. DoWell (Chair)
- 5.1.3. Disability Officer
- 5.1.4. Either Faculty President
- 5.1.5. Three School Presidents from the Faculty of Arts and Divinity
- 5.1.6. Three School Presidents from the Faculty of Science and Medicine
- 5.1.7. Relevant members of University staff, as determined by the Convenor

5.2. Remit of SWAG:

- 5.2.1. Address wellbeing issues that have directly resulted from academic situations.
- 5.2.2. Address inconsistencies in wellbeing support across Schools, but ensure that support is catered to each School where necessary.
- 5.2.3. Ensure the consistency of mental health support across Schools, including the awareness and accessibility of resources.
- 5.2.4. Work with the Disabilities Representatives' Forum to include the important perspective of disabled students, who may experience wellbeing issues in a different way.
- 5.2.5. Ensure regular communication with other wellbeing-related groups to create a more consistent effort and dedication to improving wellbeing year-to-year.
- 5.2.6. Improve the working relationship of School Presidents and Language Convenors with the Careers Centre.

5.3. Meetings of SWAG shall be held at least twice per semester.

6. Student Opinion on Academic Council (SOAC) Advisory Group

6.1. Membership of SOAC:

- 6.1.1. DoEd (Convenor and Chair)
- 6.1.2. Association President
- 6.1.3. Postgraduate Academic Officer
- 6.1.4. Arts and Divinity Faculty President
- 6.1.5. Science and Medicine Faculty President

6.2. Remit of SOAC:

- 6.2.1. Ensure consistency in the delivery of academic representation across all levels.
- 6.2.2. Instil confidence within student representatives on the Academic Council, and provide them with sufficient information, to fully advocate the student perspective.
- 6.2.3. Regularly inform student representatives outwith the Academic Council on the proceedings of the body.

6.3. Meetings of SOAC shall be held at least three days prior to every meeting of the Academic Council.

Chapter 7: Environment Subcommittee

1. Aims

- 1.1. Formulate and ensure the execution of Association policy on the environment.
- 1.2. Inform the SRC of University environment policy.

2. Membership

- 2.1. SRC Environment Officer (Convenor and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Secretary
- 2.3. Association President (line manager)

3. Appointments

- 3.1. The Environment Officer shall be appointed through the Association elections.
- 3.2. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be fortnightly during the academic year, and at other times as required.

Chapter 8: Equal Opportunities Subcommittee

1. Aims

- 1.1. To achieve the highest standards of equality and 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 in order to fulfil the larger aims of the Association.
- 1.2. As outlined in Students' Association Constitution (2011) and the University Equality and 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. Representation of all students as deemed appropriate to the University Court, *Senatus Academicus*, Principal of the University, or any other appropriate individuals or organisations.
 - 1.2.4. The initiation of projects to benefit the educational, cultural, and social development of students.
 - 1.2.5. The responsibilities described above will require the subcommittee to flexibly respond to a changing environment.
- 1.3. To ensure that within the Association:
 - 1.3.1. All individuals are treated with respect, and are not subjected to unfair or unlawful discrimination in any aspect of Association activities or on its premises.
 - 1.3.2. Unfair or unlawful discrimination on any grounds is not tolerated. These grounds shall include colour, race, nationality, gender, marital status, disability, religion, age, sexual orientation, socioeconomic grouping, union activity, politics, or any unrelated spent conviction. This list is a guide and is not exhaustive.
 - 1.3.3. The Association will promote understanding of the principles and practice of equality of opportunity, and campaign against discrimination on any of the aforementioned grounds, or on any other grounds that constitute unfair discrimination.
 - 1.3.4. Every reasonable step is taken to deliver Association services 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.
 - 1.3.5. 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.

1.3.6. The freedom of association of individuals is respected.

1.4. Formulate and ensure the execution of SRC policy on student diversity and equal opportunities.

1.5. Provide a medium for minority and interfaith groups to be properly represented.

1.6. Ensure that matters relating to equal opportunities are brought to the attention of the SRC.

2. Membership

2.1. DoWell (Convenor and Chair)

2.2. SRC Gender Equality Officer

2.3. SRC Lifelong and Flexible Learners Officer

2.4. SRC First Years Officer

2.5. SRC BAME Officer

2.6. SRC Disability Officer

2.7. SRC Widening Access and Participation Officer

2.8. SRC LGBT+ Officer

2.9. Interfaith Steering Group carve-up

2.9.1. Encourage collaboration between faith societies and the subcommittee, so that students of all faiths can practice their beliefs free from judgement or discrimination.

2.9.2. Initiate and encourage cross-faith dialogue in order to lay the foundations for a community of mutual understanding and coexistence.

2.10. The remit of each member and their role on the subcommittee, except the Interfaith Steering Group carve-up, shall be as outlined in the Laws of the Association.

3. Meetings

3.1. All meetings shall operate as outlined in the Laws of the Association.

3.2. Committee meetings shall be fortnightly during the academic year, and at other times as required.

4. Actions

4.1. The principles and practice of equality of opportunity will be promoted by such means as the Association may determine from time to time.

4.2. A brief statement expressing the commitment of the Association to equality of opportunity will be shown on all documentation relating to job opportunities within

the Association, such as advertisements and job descriptions.

- 4.3. All affiliated societies and subcommittees shall be expected to conduct their activities in a way that is compatible with the principles and practices of this chapter.
- 4.4. Association staff and student officers will receive appropriate training annually, to enable them to implement the equality of opportunity. Breach of the rules of conduct outlined in this chapter shall be regarded as a serious disciplinary matter.
- 4.5. Anyone affected by discrimination or alleged discrimination will be made aware of the full range of counselling and support services offered by the Association and the University.

Chapter 9: LGBT+ Subcommittee (Saints LGBT+)

1. Overview

- 1.1. The St Andrews Lesbian, Gay, Bisexual, and Trans Person Subcommittee, known as 'Saints LGBT+', exists to provide support and resources for the student population, and will endeavour to foster a sense of social inclusion.
- 1.2. Such support and resources will be accessible to the entire student population, regardless of sexuality, gender, age, ethnicity, religious beliefs, political stance, educational background, or social class.
- 1.3. Saints LGBT+ is opposed to any form of discrimination on the basis of sexual orientation or gender identity, be that homosexual, bisexual, heterosexual, transsexual, transgender, or other. It further commits itself to alleviating, and where possible eliminating, the effects of the existence of such prejudice.
- 1.4. The official motto of Saints LGBT+ shall be '*Libertas, Aequalitas, Sodalitas*', translated from Latin as 'Liberty, Equality, Fellowship'.

2. Committee structure

- 2.1. The Executive Committee shall act as a steering group for Saints LGBT+ and supervise its operation and administration. It shall consist of:
 - 2.1.1. LGBT+ Officer
 - 2.1.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
 - 2.1.2. Wellbeing Officer
 - 2.1.2.1. Oversee all wellbeing events and initiatives.
 - 2.1.2.2. Manage a wellbeing subcommittee of non-Executive committee members as deemed appropriate.
 - 2.1.2.3. Ensure that all volunteers, Executive, and non-Executive committee members receive the appropriate training to carry out their roles safely and effectively.
 - 2.1.2.4. Focus on outreach and engagement, and liaise with other wellbeing groups as appropriate.
 - 2.1.2.5. Chair meetings of the Executive Committee in the absence of the LGBT+ Officer.
 - 2.1.3. Social Officer
 - 2.1.3.1. Oversee all social events and projects.
 - 2.1.3.2. Manage the Saints LGBT+ schedule, ensuring all events are planned in a timely manner and do not clash with each other, or with other important dates.
 - 2.1.3.3. Liaise with the Wellbeing Officer to ensure that all events and projects are carried out safely, and create an inclusive atmosphere.

- 2.1.3.4. Manage a social subcommittee of non-Executive committee members as deemed appropriate.
- 2.1.4. Communications Officer
 - 2.1.4.1. Oversee all Saints LGBT+ correspondence, and manage a communications subcommittee of non-Executive committee members as deemed appropriate.
 - 2.1.4.2. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.
 - 2.1.4.3. Manage the Saints LGBT+ email account and distribute regular updates to any members on the mailing list.
 - 2.1.4.4. Hold a copy of this constitution.
- 2.1.5. Treasurer
 - 2.1.5.1. Maintain the accounts of Saints LGBT+ and ensure the budget is submitted correctly and punctually.
 - 2.1.5.2. Coordinate fundraising and sponsorship for Saints LGBT+ where appropriate.
 - 2.1.5.3. Be a signatory for the Saints LGBT+ bank account.
- 2.1.6. DoWell (line manager)
- 2.1.7. DoSDA (line manager)
- 2.2. Non-Executive positions may include:
 - 2.2.1. Marketing Officer
 - 2.2.2. Design Officer
 - 2.2.3. Campaigns Officer
 - 2.2.4. Glitterball Coordinator
 - 2.2.5. Queerfest Coordinator
 - 2.2.6. Volunteer and Outreach Officer
 - 2.2.7. First Year Office
 - 2.2.8. Postgraduate Officer
 - 2.2.9. Gay Saint Head Editor
 - 2.2.10. Trans and Non-Binary Officer

3. Appointments

- 3.1. The LGBT+ Officer shall be appointed through the Association elections.
- 3.2. Interviewed positions
 - 3.2.1. The following positions shall be appointed by interview:
 - 3.2.1.1. Wellbeing Officer
 - 3.2.1.2. Social Officer
 - 3.2.1.3. Design Officer
 - 3.2.1.4. Glitterball Coordinator
 - 3.2.1.5. Marketing Officer
 - 3.2.1.6. Gay Saint Head Editor
 - 3.2.2. The interview panel shall consist of:
 - 3.2.2.1. Current LGBT+ Officer (Convenor and Chair)
 - 3.2.2.2. Outgoing LGBT+ Officer
 - 3.2.2.3. DoWell
 - 3.2.2.4. DoWell-Elect
 - 3.2.2.5. Any outgoing committee members or Sabbatical Officers deemed appropriate by the LGBT+ Officer
- 3.3. The remaining positions shall be elected at the AGM, including the Communications Officer and Treasurer.
- 3.4. The Executive Committee may approve the creation or discontinuation of additional non-Executive positions at their discretion, given sufficient notice.
- 3.5. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Executive Committee meetings
 - 4.2.1. Shall be held at least fortnightly during the academic year, and at other times as required.
 - 4.2.2. The Executive Committee may, at their discretion, invite non-Executive positions to these meetings.
- 4.3. General Meetings
 - 4.3.1. An AGM shall be held between weeks eight and ten of semester two.

- 4.3.2. An EGM shall be held between weeks two and four of semester one.
- 4.3.3. Additional EGMs may be called by the LGBT+ Officer, or by three members of the Executive Committee.
- 4.3.4. Each member of the Executive Committee shall prepare a written report prior to the AGM.

5. Finances

- 5.1. The finances of Saints LGBT+ shall be run in accordance with the guidelines set by the Association Management Accountant.
- 5.2. Saints LGBT+ shall have one bank account.
- 5.3. In accordance with current charity regulations, the authorised signatories for the account shall be the LGBT+ Officer, Treasurer, and up to two nominees of the Association Cash Office.
- 5.4. Subsequent signatories may be added or removed with joint approval from the DoWell, LGBT+ Officer, and Treasurer.

Chapter 10: Lifelong and Flexible Learners Subcommittee

1. Aims

- 1.1. Have responsibility for areas concerning lifelong and flexible learners.
- 1.2. 'Lifelong learner' is defined as anyone aged 21 or above at the start of their undergraduate academic journey, or who has joined the University through a non-traditional route.
- 1.3. Promote inclusivity of mature students, and be a social hub to allow mature students a platform where they can enter the University atmosphere and engage with the Association.
- 1.4. Oversee and communicate concerns raised by lifelong learners to the Association and University where appropriate.
- 1.5. Inform the SRC of policy affecting lifelong learners.

2. Membership

- 2.1. SRC Lifelong and Flexible Learners Officer (Convenor and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Secretary
- 2.3. Treasurer
- 2.4. DoWell (line manager)

3. Appointment

- 3.1. The Lifelong and Flexible Learners Officer shall be appointed through the Association elections.
- 3.2. The following positions shall be appointed through an interview process:
 - 3.2.1. Treasurer
 - 3.2.2. Secretary
- 3.3. The interview panel shall consist of the incoming and outgoing Lifelong and Flexible Learners Officer, and the DoWell.
- 3.4. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be monthly during the academic year, and at other times if necessary.
- 4.3. All meetings shall be publicised in the commuters' room at the beginning of each

semester, and shall be open to all mature students.

Chapter 11: Wellbeing Subcommittee

1. Aims

- 1.1. Formulate and ensure the execution of SRC policy on student wellbeing.
- 1.2. Promote positive physical and mental health among students, and encourage positive behaviour relating to sexual health and personal safety.
- 1.3. Ensure that matters relating to student wellbeing are brought to the attention of the SRC.

2. Membership

- 2.1. SRC Student Health Officer (Convenor and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Secretary
- 2.3. DoWell (line manager)
- 2.4. The Student Health Officer and DoWell shall revise and establish a membership structure for the rest of the committee annually, or whenever deemed necessary.

3. Appointments

- 3.1. The Student Health Officer shall be appointed through the Association elections.
- 3.2. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be fortnightly during the academic year, and at other times if necessary.

Chapter 12: Arts Festival Subcommittee (On the Rocks)

1. Aims

- 1.1. Make the arts accessible to the student and local populations, through organising an arts festival in semester two, known as 'On the Rocks' or 'OTR'
- 1.2. Facilitate other student-run arts events throughout the academic year.

2. Committee structure

2.1. Executive Committee

- 2.1.1. SAF Arts Festival Convenor (Convenor and Chair)
- 2.1.2. Director of Operations
- 2.1.3. Head of Events
- 2.1.4. Head of Finance
- 2.1.5. Head of Logistics
- 2.1.6. Head of Publicity
- 2.1.7. Head of Press
- 2.1.8. Head of Venues and Tech
- 2.1.9. Head of Administration
- 2.1.10. Festival Designer
- 2.1.11. Website Designer
- 2.1.12. Social Media Officer
- 2.1.13. DoES (line manager)
- 2.1.14. DoSDA (line manager)

2.2. Publicity and Design committee

- 2.2.1. Ensure constant and aesthetic branding adhering to the vision of OTR, in choosing, designing, and ordering all merchandise and promotional material.
- 2.2.2. Manage all marketing of OTR.

2.3. Programming committee

- 2.3.1. Coordinate applications from other groups to be part of OTR, and to programme and timetable OTR alongside the Arts Festival Convenor, Director of Operations, and Head of Venues and Technical.

2.4. Community Events committee

- 2.4.1. Coordinate events aimed at increasing town-gown relations.
- 2.5. Venues and Technical committee
 - 2.5.1. Coordinate all venues and technical aspects of OTR, liaising with the DoES and Entertainments Subcommittee where appropriate.
- 2.6. Press committee
 - 2.6.1. Liaise with local press and media outlets, and coordinate OTR social media.
- 2.7. Events committee
 - 2.7.1. Coordinate OTR-related events throughout the year.
- 2.8. Admin committee
 - 2.8.1. Maintain all OTR resources and alumni engagement.
 - 2.8.2. Comprised of the Head of Admin and the Arts Festival Convenor.

3. Appointments

- 3.1. The Arts Festival Convenor shall be appointed by interview, with the panel consisting of at least three members from the DoES, DoES-Elect, DoSDA, DoSDA-Elect, and current Convenor.
- 3.2. All other Executive Committee members shall be appointed by the Selection Committee, which shall be composed of the incoming and outgoing Arts Festival Convenors, a Sabbatical Officer, and the relevant outgoing position holder.
 - 3.2.1. The application process shall be decided on and distributed by the Executive Committee under the guidance of the Arts Festival Convenor, and where appropriate, the DoSDA.
 - 3.2.2. Applications are taken primarily in semester one, but the Arts Festival Convenor may advertise openings whenever appropriate.
 - 3.2.3. Interviews shall be coordinated where appropriate.
- 3.3. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be fortnightly during the academic year, and at other times if necessary.
- 4.3. Executive Committee meetings shall meet weekly during the academic year prior to OTR, and at other times if necessary.
- 4.4. OTR subgroups shall meet weekly or fortnightly during the academic year prior to OTR, and at other times if necessary.

4.5. The AGM shall be held during semester two, after OTR.

Chapter 13: Broadcasting Subcommittee (STAR: St Andrews Radio)

1. Aims

- 1.1. Act as a source of entertainment and information relating to St Andrews.
- 1.2. Enable students to learn about, and engage with, a variety of digital media.
- 1.3. Provide an online radio broadcast service, subject to licensing restrictions, titled STAR: St Andrews Radio.
- 1.4. Provide a medium for news-based journalism, in the form of an online organisation titled 'The Record'.
 - 1.4.1. The Record shall focus on topics likely to concern the local population. From 2019, it shall share content primarily on its own Facebook page, but the content shall remain within the STAR website.
- 1.5. Provide a medium for video-based journalism, in the form of an online organisation titled 'starTV'.
 - 1.5.1. starTV shall focus on local community events. It will primarily share content within the STAR YouTube and Facebook profiles, until successful enough to justify a separate account.
- 1.6. Provide a medium for music-based journalism, in the form of a printed magazine titled 'Hearing Aid'.
 - 1.6.1. Hearing Aid shall focus on both local and international music trends, while simultaneously providing an outlet for students to express their love for all forms of music.
- 1.7. Provide further broadcasting services as they become desirable.
- 1.8. Ensure that STAR alumni are informed of new projects, updates to the broadcasting studio, and opportunities to revisit.

2. Committee

- 2.1. SAF Broadcasting Officer (Station Manager, Convenor, and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Deputy Station Manager
 - 2.2.1. Assist the Station Manager wherever possible and represent STAR whenever the Station Manager is unable to.
 - 2.2.2. Act as the primary point of contact between the STAR and Hearing Aid committees.

- 2.2.3. Ensure that all committee members are given a fair and reasonable workload, that does not hinder their academic studies.
- 2.2.4. Actively attempt to secure nominations for various student radio awards.
- 2.3. Secretary
 - 2.3.1. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.
 - 2.3.2. Maintain a mailing list for current members, and send an email update at least once per week during the academic year.
 - 2.3.3. Maintain a mailing list for alumni members and send an email update at least once per semester.
 - 2.3.4. Assist with other administrative duties as they arise.
- 2.4. Head of Finance
 - 2.4.1. Maintain a log of all financial transactions for STAR and its subgroups.
 - 2.4.2. Actively attempt to secure sponsorship deals and grants for STAR and its subgroups.
 - 2.4.3. Be a signatory for the STAR bank account, and act as the primary point of contact between STAR and the Association Cash Office.
 - 2.4.4. Ensure that the annual budget is submitted correctly and punctually, and that this budget is adhered to throughout the year.
 - 2.4.5. Take responsibility for the cash box and keys as appropriate.
- 2.5. Head of Programming
 - 2.5.1. Organise the radio show schedule at the beginning of each semester, and update the public schedule as appropriate.
 - 2.5.2. Act as the primary point of contact for all enquiries relating to radio show scheduling.
 - 2.5.3. Help show hosts to improve the quality and content of their shows.
 - 2.5.4. Arrange one-off shows wherever possible.
- 2.6. Head of Marketing
 - 2.6.1. Manage all STAR social media, including Facebook, Twitter, Instagram, and Snapchat. Spotify should be managed in collaboration with the Head of Music, and YouTube with the Head of Video.
 - 2.6.2. Actively look for new ways in which STAR can reach a larger audience.
 - 2.6.3. Organise the distribution of posters and other physical media.
 - 2.6.4. Order new merchandise, overseeing its delivery and promotion.

2.6.5. Support show hosts in promoting their shows, and in organising competitions and giveaways.

2.7. Head of Design

2.7.1. Design publicity material for all STAR activities and events.

2.7.2. Actively look for student artists to design posters, merchandise, and other marketing content.

2.7.3. Encourage radio shows to create logos and other marketing materials, and assist them in doing so where appropriate.

2.7.4. Update the studio decor.

2.8. Head of Production

2.8.1. Create all radio imaging for STAR, including station jingles and sweepers.

2.8.2. Encourage radio shows to create intros and jingles, and assist them in doing so where appropriate.

2.8.3. Regularly update the radio broadcasting software with new imaging content, and ensure this content is used effectively.

2.8.4. Work with the Head Technician to manage the booking of external recording equipment, and train those borrowing the equipment in its use whenever necessary.

2.9. Head of Video

2.9.1. Oversee all aspects of starTV.

2.9.2. Create video content showcasing local events.

2.9.3. Manage the starTV YouTube channel, in collaboration with the Head of Marketing.

2.9.4. Actively look for students who are interested in creating video content, and assist them in doing so where appropriate.

2.9.5. Explore new types of video content for starTV.

2.9.6. Manage the booking of external video equipment, and train those borrowing the equipment in its use whenever necessary.

2.10. Head of Music

2.10.1. Actively look for student musicians to perform at live events hosted by STAR.

2.10.2. Respond to requests for publicity, from both student and external musicians.

2.10.3. Manage radio content whenever shows are off air, by regularly updating the radio broadcasting software with new songs and playlists.

2.10.4. Manage the STAR Spotify account, in collaboration with the Head of Marketing.

2.10.5. Liaise with the Head of Events to organise regular live music events.

2.11. Head of Events

2.11.1. Liaise with the Head of Music, Entertainments Subcommittee, and Music Subcommittee to organise a live music event at least once per month.

2.11.2. Organise a committee social event at least once per semester.

2.11.3. Organise a show host social event at least once per semester.

2.11.4. Organise some form of training workshop at least once per semester.

2.11.5. Organise a committee dinner towards the end of semester one.

2.12. Head of News

2.12.1. Oversee all aspects of The Record, including its section of the STAR website and its social media.

2.12.2. Create written content related to both St Andrews and the wider world.

2.12.3. Actively look for students to join the team of writers.

2.12.4. Explore new types of written content for The Record.

2.13. Head of Web

2.13.1. Ensure the STAR website runs smoothly for all users.

2.13.2. Update content and information on the website as appropriate.

2.13.3. Actively try to improve the design and functionality of the website.

2.13.4. Manage the domain name registration, web hosting service, and audio streaming server.

2.13.5. Liaise with the Head Technician to maintain and update the studio computers whenever necessary.

2.13.6. Support subgroups of STAR in maintaining their websites as required.

2.14. Head Technician

2.14.1. Ensure the studio remains tidy and fit for use.

2.14.2. Suitably train all radio show hosts in the use of studio equipment.

2.14.3. Act as the primary point of contact for all enquiries relating to technical problems, both in the studio and at events.

2.14.4. Work with the Head of Production to manage the booking of external recording equipment, and train those borrowing the equipment in its use whenever necessary.

2.14.5. Actively maintain and improve the functionality of the studio, and propose the

purchase of new equipment as appropriate.

2.14.6. Oversee the recruitment and management of any technical assistants.

2.15. Hearing Aid Print Editor

2.15.1. Oversee all aspects of Hearing Aid, together with the Online Editor.

2.15.2. Oversee the planning and production of each Hearing Aid magazine.

2.16. Hearing Aid Online Editor

2.16.1. Oversee all aspects of Hearing Aid, together with the Print Editor.

2.16.2. Manage the Hearing Aid website and social media, ensuring that new content is posted frequently.

2.17. DoES (line manager)

2.18. Assistant positions

2.18.1. Shall help their respective Head in the completion of their tasks.

3. Appointments

3.1. The Station Manager shall be appointed through the Association elections.

3.2. All other positions shall be appointed by interview.

3.2.1. The interview panel shall consist of the incoming Station Manager, outgoing Station Manager, and either the DoES or DoES-Elect.

3.2.2. The interview panel for Hearing Aid positions may include an outgoing Hearing Aid Editor in place of the DoES.

3.2.3. The interview panel for assistant positions shall consist of the Station Manager, Deputy Station Manager, and the relevant Head.

3.2.4. Interviews will be held following the election of the Station Manager in semester two, with the exception of assistant positions which shall be held at the start of semester one.

3.2.5. The available assistant positions shall be determined annually by the incoming Station Manager, subject to approval of the DoES. Such positions must be reauthorised the following year.

3.3. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

4.1. All meetings shall operate as outlined in the Laws of the Association.

4.2. Committee meetings shall be weekly during the academic year, and at other times if necessary.

5. Finances

- 5.1. STAR shall have one bank account, for which the authorised signatories shall be the Station Manager, Head of Finance, and up to two nominees of the Cash Office.

Chapter 14: Charities Subcommittee (Charities Campaign)

1. Overview

- 1.1. Charities Campaign shall facilitate activities for students to engage in charity and fundraising.
- 1.2. The Executive Committee shall oversee all aspects of Charities Campaign, including the General Committee and its subgroups.
- 1.3. Charities Campaign shall have the following subgroups:
 - 1.3.1. CATWALK
 - 1.3.2. Challenges
 - 1.3.3. Events Team
 - 1.3.4. Race2
 - 1.3.5. RAG Week
- 1.4. The aims, membership, and appointment process for each subgroup shall be determined annually by the Executive Committee.

2. Committee structure

- 2.1. Executive Committee
 - 2.1.1. SAF Charities Officer (Convenor and Chair)
 - 2.1.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
 - 2.1.2. Vice-Convenor
 - 2.1.2.1. Line manage the Societies Liaison, Cloakrooms Coordinator, and Postgraduate Coordinator.
 - 2.1.2.2. Adopt all responsibilities of the Charities Officer in their absence.
 - 2.1.3. Secretary
 - 2.1.3.1. Line manage the Publicity Coordinator, Graphics Coordinator, and General Members.
 - 2.1.4. Treasurer
 - 2.1.4.1. Oversee the budget and all spending of Charities Campaign.

- 2.1.4.2. Line manage the Fundraising Coordinator, Halls Coordinator, and Sponsorship and Development Coordinator.
- 2.1.5. DoSDA (line manager)
- 2.2. General Committee
 - 2.2.1. SAF Charities Officer (Convenor and Chair), and all other members of the Executive Committee
 - 2.2.2. CATWALK Director
 - 2.2.2.1. Oversee all aspects of the CATWALK subgroup.
 - 2.2.3. Challenges Coordinator
 - 2.2.3.1. Oversee all aspects of the Challenges subgroup.
 - 2.2.4. Events Coordinator
 - 2.2.4.1. Oversee all aspects of the Events Team.
 - 2.2.5. RAG Week Coordinator
 - 2.2.5.1. Oversee all aspects of the RAG subgroup, and organise RAG Week in semester two.
 - 2.2.6. Race2 Coordinator
 - 2.2.6.1. Oversee all aspects of the Race2 subgroup.
 - 2.2.7. Publicity Coordinator
 - 2.2.7.1. Publicise all activities and events of Charities Campaign, and its nominated charities.
 - 2.2.8. Societies Liaison
 - 2.2.8.1. Must also hold the Charities Liaison position within the Societies Subcommittee.
 - 2.2.8.2. Act as the primary point of contact between Charities Campaign, the Societies Subcommittee, and all charitable societies.
 - 2.2.9. Fundraising Coordinator
 - 2.2.9.1. Manage the online fundraising platform and support fundraising campaigns across the University.
 - 2.2.10. Halls Coordinator
 - 2.2.10.1. Support the charity representatives of each hall of residence.
 - 2.2.11. Design Coordinator
 - 2.2.11.1. Create graphics and other publicity materials for Charities Campaign as

required.

2.2.12. Cloakroom Coordinator

2.2.12.1. Organise cloakrooms and the relevant volunteers at events as required.

2.2.13. Sponsorship and Development Coordinator

2.2.13.1. Actively seek external supporters for Charities Campaign.

2.2.14. Postgraduate Coordinator

2.2.14.1. Encourage the engagement of postgraduates in all Charities Campaign activities.

2.2.15. Two General Members

2.2.15.1. Must be first year students.

2.2.15.2. Support other committee members as required.

2.3. The Charities Campaign committee shall consist of all Executive Committee members, and other non-voting positions as required.

2.4. Campaign subgroups, such as RAG Week and Race2, shall be managed by their respective committees, which shall be constituted in accordance with a working document approved by the Executive Committee. This document shall cover the committee selection process for subgroups.

3. Appointments

3.1. The Charities Officer shall be appointed through the Association elections.

3.2. Interviewed positions

3.2.1. The following positions shall be appointed by interview:

3.2.1.1. Vice-Convenor

3.2.1.2. Treasurer

3.2.1.3. Secretary

3.2.1.4. Fundraising Coordinator

3.2.1.5. Publicity Coordinator

3.2.1.6. RAG Week Coordinator

3.2.1.7. Race2 Coordinator

3.2.1.8. Events Coordinator

3.2.1.9. Challenges Coordinator

3.2.1.10. CATWALK Director

3.2.2. The interview panel shall consist of the incoming and outgoing Charities Officers, outgoing holder of the relevant position, and DoSDA or DoSDA-Elect.

3.2.3. The interview panel for the Societies Liaison shall include the SAF Societies Officer in place of the outgoing Charities Officer.

3.3. All other positions shall be elected at the AGM.

3.4. Committee positions that fall vacant shall be filled by co-option. All members of the Executive Committee shall be eligible to vote in such co-options.

3.5. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

4.1. All meetings shall operate as outlined in the Laws of the Association.

4.2. Meetings shall be fortnightly during the academic year for the General Committee, and twice per semester for the Executive Committee, and at other times if necessary.

4.3. The Executive Committee may decide to invite members of the General Committee to its meetings where appropriate.

4.4. Proxy votes at General Meetings shall only be accepted for Executive Committee positions, and must be authorised by a Sabbatical Officer.

5. Finances

5.1. The SAB shall be responsible, and act as the final authority, for all business and financial affairs of Charities Campaign.

5.2. Charities Campaign shall operate in accordance with the relevant statutory laws, as set out in the Charities and Trustee Investment (Scotland) Act 2005 and other relevant legislation.

5.3. Charities Campaign shall receive an annual grant from the Association, of an amount proposed by the DoSDA, DoES, and Charities Officer, to cover incentives and administrative expenses.

5.4. Financial records shall be held by the Association Management Accountant, and shall not be removed from the Association building except for audit.

5.5. An annual presentation shall be organised to pay the beneficiaries of campaigns for the past year.

6. Supported charities

6.1. Supported charities shall be elected through the Association elections, following the nomination, application, and shortlisting process described below.

6.2. The election of supported charities shall take place at a specially arranged time, rather than at the AGM.

6.3. Charities Campaign shall support one Fife charity, one UK charity, and one international charity, elected according to the process below.

6.4. Charity nominations

- 6.4.1. Any Ordinary Member of the Association shall be eligible to nominate a charity.
- 6.4.2. Nominations shall take place in semester two, and shall be open for at least one week.
- 6.4.3. Nominations should include a statement to explain why supporting the nominated charity is in the best interest of the student population.

6.5. Charity applications

- 6.5.1. The committee shall confirm that any nominated charity meets the following criteria:
 - 6.5.1.1. Has not been elected in the previous two years.
 - 6.5.1.2. Has a UK registered charity number and a UK office address.
 - 6.5.1.3. Has no explicit religious or political affiliations.
 - 6.5.1.4. Does not distribute grants to other causes which Charities Campaign could fundraise for directly.
- 6.5.2. If a nominated charity meets the above criteria, the committee will send an application form to gather further information. The nominated charity must reply within a two-week period, to allow shortlisting to proceed without delay.
- 6.5.3. The Executive Committee reserves the right to disallow nominations for charities deemed inappropriate to support, including those which fail to meet the above criteria, those which fail to provide sufficient information, and those which are incompatible with Association policies.

6.6. Charity shortlisting

- 6.6.1. Successfully nominated charities will be shortlisted to a maximum of five local, five national, and five international.
- 6.6.2. The shortlisting panel shall consist of:
 - 6.6.2.1. Charities Officer (mediatory)
 - 6.6.2.2. Secretary (mediatory)
 - 6.6.2.3. DoSDA
 - 6.6.2.4. DoWell
 - 6.6.2.5. Three co-opted members of the Executive Committee
 - 6.6.2.6. One co-opted Ordinary Member at sub-honours level
 - 6.6.2.7. One co-opted Ordinary Member at honours level
- 6.6.3. Non-mediatory members of the shortlisting panel shall make decisions based on the following criteria:

- 6.6.3.1. Charities should be in the interests of the student population.
- 6.6.3.2. The final shortlist should cover a variety of issues.
- 6.6.3.3. Past actions and beliefs of the charities which may cause backlash to Charities Campaign or the Association.

7. Relation to other groups

- 7.1. No society affiliated to the Association shall donate any funds to a UK registered charity, unless such funds are processed through the Charities Campaign.
- 7.2. No single person shall represent the Charities Campaign on any legal document. All binding agreements shall be signed by two or more Executive Committee members.

Chapter 15: Debates Subcommittee (Union Debating Society)

1. Overview

- 1.1. The official name of the subcommittee shall be the ‘St Andrews Union Debating Society’, or ‘UDS’.
- 1.2. The official motto of UDS shall be *‘pro amicitia et litteris’*, translated from Latin as ‘for friendship and learning’.
- 1.3. All Ordinary Members of the Association shall be eligible to stand and vote in elections to the Debates Board, and shall also be members of the House.
- 1.4. All members shall have speaking and voting rights in the House, save where the vote is of a constitutional or binding nature.
- 1.5. At the first debate chaired by the incoming Debates Officer, they shall swear upon the sword of UDS the following oath:
 - 1.5.1. “I, (name), Convenor, swear to uphold and protect the ancient traditions and rights of this House of the St Andrews Union Debating Society; and especially, I swear to guard the right of every matriculated student of this seat of learning to attend debates and speak their mind in any capacity, at no charge or fee whatsoever. This being one of the chief glories of this House.”
- 1.6. The Debates Board shall have responsibility for overseeing all matters concerning UDS.
- 1.7. The House shall be governed by the Standing Orders of the House, as ratified by the SAF.
- 1.8. Throughout the academic year, there must be an extensive attempt to attract a diverse range of representation of minority groups as official guest speakers.
 - 1.8.1. This applies unless the Debates Officer and Speakers Secretary have both exhaustively invited a diverse range of speakers without success, and if there has been no success in seeking a variety of University students or debaters.

2. Committee structure

- 2.1. UDS Board of Ten:
 - 2.1.1. SAF Debates Officer (Convenor, and Chair)
 - 2.1.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
 - 2.1.2. Treasurer
 - 2.1.2.1. Oversee the finances of UDS.
 - 2.1.2.2. Coordinate sponsorship for UDS.
 - 2.1.3. Clerk to the House (Secretary)
 - 2.1.3.1. Keep accurate minutes of UDS meetings, recording all events and decisions in the House and of the Debates Board.

- 2.1.3.2. Ensure minutes are shared with the committee, Association, and University Library, and are available in an accessible online format.
- 2.1.3.3. Along with the Debates Officer, sign minutes upon their approval by the Board, thus forming the only authoritative record of the proceedings of UDS.
- 2.1.4. Two Media Officers
 - 2.1.4.1. Oversee all aspects of media and advertising for UDS.
- 2.1.5. Chief Whip
- 2.1.6. Equity Officer
 - 2.1.6.1. Work in collaboration with the Chief Whip to provide training on equity in debating and discussing sensitive issues respectfully.
 - 2.1.6.2. Promote the inclusion of disadvantaged and minority groups in all activities of UDS.
- 2.1.7. Freshers' Representative
 - 2.1.7.1. Represent, and organise social activities for, all first-year debaters. This shall include any person who has not actively competed or participated in UDS for more than a year.
- 2.1.8. Chairman of Ways and Means
- 2.1.9. DoSDA (line manager)
- 2.2. Competitive Debates Board:
 - 2.2.1. Chief Whip (Chair)
 - 2.2.1.1. Oversee the competitive and schools-oriented activities of UDS, including training sessions for both casual and competitive purposes.
 - 2.2.2. Training Officer
 - 2.2.2.1. Organise weekly debate training sessions.
 - 2.2.3. Competitions Secretary
 - 2.2.3.1. Arrange the representation and participation of UDS in external competitions.
 - 2.2.4. Schools Outreach Officer
 - 2.2.4.1. Oversee outreach and development of debating at local schools.
 - 2.2.5. Schools Competition Convenor
 - 2.2.5.1. Organise school debating competitions.
- 2.3. Public Events Board:

2.3.1. Chairman of Ways and Means (Chair)

2.3.1.1. Organise the public events.

2.3.1.2. Recruit speakers, with support from the Public Events Board.

2.3.2. Public Debates Secretary

2.3.2.1. Support the Chairman of Ways and Means in organising public debates and recruiting speakers.

2.3.3. Serjeant-at-Arms

2.3.3.1. Enforce order and produce order papers.

2.3.3.2. Order UDS clothing.

2.3.3.3. Maintain alumni relations.

2.3.4. Steward to the House

2.3.4.1. Organise all social events, including the annual Gaudeamus Party.

2.4. Parent(s) of the House (honorary, non-voting)

2.4.1. Provide support and advice to UDS at their discretion.

3. Appointments

3.1. The Debates Officer shall be appointed through the Association elections.

3.2. The Treasurer, Media Officers, and Equity Officer shall be appointed by interview prior to the AGM.

3.2.1. The interview panel shall consist of the incoming and outgoing Debates Officers, DoSDA, and current holder of the relevant position.

3.3. The Freshers' Representative shall be elected at an EGM of first-year debaters and members of the Debates Board.

3.4. The Parents of the House shall be appointed by the Debates Officer.

3.5. All other positions shall be elected at the AGM, except for the Deputy Convenor.

3.5.1. Positions available at the AGM may be elected as a job share.

3.6. To fill casual vacancies, the Board shall have the power to appoint positions through co-option, or by election in the House.

3.7. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

4.1. All meetings shall operate as outlined in the Laws of the Association.

- 4.2. Meetings of the Board of Ten, Competitive Debating Board, and Public Debates Board shall be fortnightly during the academic year, and at other times if necessary.
- 4.3. Members must attend all meetings of the Boards they are part of, reporting their actions and planned activities. If unable to attend a meeting, they must send an apology to the Clerk of the House at least 24 hours in advance.
- 4.4. The chairs of the Competitive Debates and Public Debates Boards shall update the Board of Ten on the activities of their respective Boards.
- 4.5. Meetings of the entire Debates Board may be called by the Debates Officer, and must be suitably advertised at least five days in advance.
- 4.6. The AGM shall be held after the Association elections, and before the end of semester two.
 - 4.6.1. The order of proceedings shall be:
 - 4.6.1.1. Reports of the outgoing committee members
 - 4.6.1.2. Annual statement of UDS accounts and finances
 - 4.6.1.3. Valediction of the outgoing Debates Officer
 - 4.6.1.4. Election of relevant committee positions
 - 4.6.1.5. Any other competent business
 - 4.6.2. The quorum shall be as defined in the Standing Orders of the House.
 - 4.6.3. The method of election to the Board shall be determined by the Debates Officer, subject to the approval and monitoring of an Sabbatical Officer.
- 4.7. An EGM may be called by the Debates Officer. An EGM may also be called through written request to the Debates Officer, signed by five members of the Board or twenty Ordinary Members of the Association.
 - 4.7.1. Any request for an EGM must state the purpose and proposed agenda, allowing for any other business that may be discussed.
 - 4.7.2. The form of an EGM must be accepted by both the Debates Officer and those making the request.
 - 4.7.3. An EGM must occur within two weeks following the receipt of a request, and must be advertised for at least five days.
 - 4.7.4. The quorum for an EGM shall be as defined in the Standing Orders of the House.
 - 4.7.5. The resolutions of an EGM shall be binding upon the Debates Officer and the Board, subject to oversight of the Association.

5. Financial support

- 5.1. UDS is dedicated to ensuring that all interested students are able to participate in at least one debate competition in the coming year, regardless of socioeconomic

background.

- 5.2. The Debates Officer and Treasurer shall ensure that a bursary scheme is accessible to students from low-income backgrounds, so they have the opportunity to participate in debate competitions.
- 5.3. There shall be two distinct bursary schemes, for local and international competitions respectively.
- 5.4. The requirements, application process, and further details of the bursary schemes are as outlined in the 'UDS Bursary Scheme' document.
- 5.5. The process for receiving a bursary shall be entirely confidential.
- 5.6. The trials and selection process to participate in competitions shall be entirely separate from the bursary application process. As such, a member will be able to trial for a speaker or judge spot without prior knowledge of their acceptance to the bursary scheme.

6. Affiliation to the Scottish Students' Debating Council

- 6.1. UDS shall be affiliated to the Scottish Students' Debating Council (SSDC) and abide by its policies, except where this may conflict with Association policy.
- 6.2. The Chief Whip, or their nominee, shall represent the interests of UDS on the SSDC.
- 6.3. Members of UDS who are also members of the SSDC Executive shall be considered non-voting members of the Debates Board, and may participate in the Competitive Debating Board, though they shall not be subject to attendance requirements.

Chapter 16: Design Subcommittee (Design Team)

1. Aims

- 1.1. Encourage and promote the interest in production and publication of creative graphic design through the provision of services, resources, expertise, support, and events, to both the student and local populations.
- 1.2. Provide opportunities for students to collaborate with like-minded peers, and participate in design-related projects.
- 1.3. Offer design and promotional services to the Association and its affiliated societies.
- 1.4. Provide training in digital design and photography.

2. Committee

2.1. SAF Design Convenor (Chair)

- 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.2. Vice President

- 2.2.1. Assist the Design Convenor wherever possible, and represent Design Team if the Design Convenor is unable to.
- 2.2.2. Chair meetings in the absence of the Design Convenor.
- 2.2.3. Manage both the Photography and Graphic Design Divisions.
- 2.2.4. Oversee and assist the Head of Photography and Head of Design and Illustration in managing all projects.
- 2.2.5. Act as a primary point of contact for volunteer designers.

2.3. Secretary

- 2.3.1. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.
- 2.3.2. Maintain a mailing list for current members, and send weekly email updates.
- 2.3.3. Maintain a mailing list for alumni, and send newsletters at least once per semester.

2.4. Treasurer

- 2.4.1. Maintain a log of all financial transactions of Design Team.
- 2.4.2. Obtain cash boxes and floats from the Cash Office as required.
- 2.4.3. Actively try to secure sponsorships and grants, and suggest ways in which Design Team can raise money for the purpose of improving or continuing the services and resources available to students and societies.

2.5. Branding Officer

- 2.5.1. Develop the Design Team brand, in collaboration with the Design Convenor.
 - 2.5.2. Create and distribute publicity for all Design Team events and activities.
 - 2.5.3. Work with the Social Media Officer to create a marketing plan for the year.
 - 2.5.4. Work with the Social Media Officer to update and maintain the Design Team website.
- 2.6. Social Media Officer
- 2.6.1. Manage all Design Team social media accounts.
 - 2.6.2. Update the Design Team events calendar.
 - 2.6.3. Work with the Branding Officer to create a marketing plan for the year.
 - 2.6.4. Work with the Branding Officer to update and maintain the Design Team website.
- 2.7. Social Coordinator
- 2.7.1. Organise creative workshops, and social events for both committee members and volunteers.
- 2.8. Head of Graphic Design and Illustration
- 2.8.1. Oversee the completion of all graphic design and illustration projects.
 - 2.8.2. Regularly check the design email address for new projects and queries.
 - 2.8.3. Alert the Design Convenor and Vice President of any issues with projects, including if a project is overdue.
 - 2.8.4. Assist with the recruitment and training of new volunteer designers.
 - 2.8.5. Liaise with the Branding Officer and Social Media Officer to promote available design services.
 - 2.8.6. Manage the Ordinary Members (Designers).
- 2.9. Graphic Design and Illustration Training Officer
- 2.9.1. Maintain all Design Team computers and subscriptions.
 - 2.9.2. Organise weekly graphic design and illustration skills workshops, with assistance from committee members with relevant expertise.
 - 2.9.3. Work with external organisations on collaborative training programmes to benefit members of the communities served by Design Team.
 - 2.9.4. Assist with the recruitment and training of new volunteer designers.
 - 2.9.5. Collaborate with the Photography Training Officer on joint training projects.
- 2.10. Three Ordinary Members (Designers)

2.10.1. Regularly take on design projects.

2.10.2. Help to recruit and mentor new volunteer designers.

2.11. Head of Photography

2.11.1. Oversee the completion of all photography projects.

2.11.2. Regularly check the photography email address for new projects and queries.

2.11.3. Alert the Design Convenor and Vice President of any issues with projects, including if a project is overdue.

2.11.4. Assist with the recruitment and training of new volunteer photographers.

2.11.5. Liaise within the Branding Officer and Social Media Officer to promote available photography services.

2.11.6. Manage the Ordinary Members (Photographers).

2.12. Photography Training Officer

2.12.1. Organise weekly photography skills workshops, with assistance from committee members with relevant expertise.

2.12.2. Work with external organisations on collaborative training programmes to benefit members of the communities served by Design Team.

2.12.3. Assist with the recruitment and training of new volunteer photographers.

2.12.4. Collaborate with the Graphic Design and Illustration Training Officer on joint training projects.

2.13. Three Ordinary Members (Photographers)

2.13.1. Regularly take on photography projects.

2.13.2. Help to recruit and mentor new volunteer photographers.

2.14. DoES (line manager)

3. Appointments

3.1. The Design Convenor shall be appointed by interview, the interview panel for which shall consist of at least three of the following:

3.1.1. Outgoing Design Convenor

3.1.2. DoES

3.1.3. DoES-Elect

3.1.4. DoSDA

3.1.5. DoSDA-Elect

- 3.2. The Vice President, Head of Design and Illustration, and Head of Photography shall be appointed by interview, the panel for which shall consist of:
 - 3.2.1. Incoming Design Team Convenor
 - 3.2.2. Outgoing Design Team Convenor
 - 3.2.3. Current holder of the position
 - 3.2.4. DoES
 - 3.2.5. DoES-Elect
- 3.3. All other positions shall be elected at the AGM.
- 3.4. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be weekly during the academic year, and at other times if necessary.
- 4.3. All committee members shall submit a handover document to the Convenor, at least one week prior to the AGM.

5. Operation

- 5.1. The roles of all committee members shall remain voluntary.
- 5.2. The committee, Design Convenor, and DoES reserve the right to refuse projects when the workload becomes more than is reasonable to be expected of volunteers.
- 5.3. If a volunteer breaches the Volunteer Agreement in any way, they may be removed as a volunteer at the discretion of the Design Convenor and DoES, such that they will no longer be able to access projects.
 - 5.3.1. The volunteer may appeal this decision to the SAEC.
 - 5.3.2. The volunteer may re-join at any point if deemed appropriate by the Design Convenor and DoES.
- 5.4. If a committee member is not fulfilling their role to an appropriate standard, the Design Convenor will have an informal conversation to offer assistance and try resolving the issue. If there is no change after this, the DoES may deem it appropriate to remove the member from the committee.
 - 5.4.1. The member may appeal this decision to the SAEC.

Chapter 17: Entertainments Subcommittee (Ents)

1. Overview

1.1. The committee shall:

- 1.1.1. Have responsibility, alongside the DoES, for the management and execution of events within the Union building.
- 1.1.2. Liaise with user groups, providing a weekly forum during the academic year.
- 1.1.3. Act as a final point of approval for any event within the Union building, and where necessary, adapt or deny events based on timing, logistics, or technical requirements.
- 1.1.4. Ensure all members of the committee and crew maintain the necessary level of health and safety within the Union building, in collaboration with Association staff and the DoES.
 - 1.1.4.1. Have the ability to suspend membership of Ents for serious breach of health and safety regulations.
- 1.1.5. Inform the DoES if an insufficient number of crew members are available for an event.

1.2. The crew shall:

- 1.2.1. Have responsibility for the rigging and operation of events as required within the Union building.
- 1.2.2. Adhere to all necessary health and safety regulations.
- 1.2.3. Open to all Ordinary Members of the Association, but requiring appropriate training in order to participate beyond a basic level.

2. Committee

2.1. SAF Entertainments Convenor (Chair)

- 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.2. Deputy Head

- 2.2.1. Act as the second-in-command of Ents, working closely with the Entertainments Convenor and Secretary.
- 2.2.2. Assume all responsibilities of the Entertainments Convenor in their absence.
- 2.2.3. In the event of a welfare issue regarding the Entertainments Convenor, take their place on the welfare panel.

2.3. Secretary

- 2.3.1. Keep accurate minutes of committee, crew, and user group meetings, ensuring they are shared with the committee and the Association, and available in an accessible format online.

- 2.3.2. Maintain a calendar of Ents events, including details such as technical requirements.
- 2.4. Venues and Tech Representative
 - 2.4.1. Maintain a log of the condition of Union venues.
 - 2.4.2. Share a weekly summary of the condition of venues with the committee.
 - 2.4.3. Organise venue maintenance between the committee, crew, and Technical Supervisor, to keep venues in good working order.
 - 2.4.4. Maintain a record of common details about Union venues, and act as the primary point of contact for questions regarding venue details.
- 2.5. Training Representative
 - 2.5.1. Deliver in-person training to members of the committee and crew, including a weekly training session, or manage the delegation of this responsibility.
 - 2.5.2. Work with the Marketing and Engagement Officer to promote the weekly training sessions.
 - 2.5.3. Liaise with relevant Association staff to manage the online training required of members, and maintain a record of its completion.
 - 2.5.4. Maintain a record of training for all active members, and act as the primary point of contact on determining the competency of members within Union venues.
- 2.6. Social and Welfare Officer
 - 2.6.1. Organise social events for both the committee and crew.
 - 2.6.2. Act as the primary point of contact for any member with a welfare or wellbeing issue.
- 2.7. DJ and Acts Coordinator
 - 2.7.1. Organise regular DJ training sessions, which shall be freely available to all Ordinary Members of the Association.
 - 2.7.2. Maintain a record of active DJs, both student and local, and work with the DoES to organise and book acts for Union events.
- 2.8. Marketing and Engagement Officer
 - 2.8.1. Maintain the public presence of Ents through managing mailing lists, and social media such as Instagram and Facebook.
 - 2.8.2. Actively attempt to recruit new crew members.
 - 2.8.3. Create promotional material for Ents, organising photography and videography as required.
- 2.9. DoES (line manager)

- 2.10. Union Building Manager (non-voting)
- 2.11. Union Deputy Building Manager (non-voting)
- 2.12. Union Technical Supervisor (non-voting)
- 2.13. Mermaids Technical Officer (non-voting)

3. Appointments

- 3.1. The Entertainments Convenor shall be appointed by interview. This process shall take place shortly after the Association elections, and the panel shall consist of at least three of the following:
 - 3.1.1. Outgoing Entertainments Convenor
 - 3.1.2. DoES
 - 3.1.3. DoES-Elect
 - 3.1.4. DoSDA
 - 3.1.5. DoSDA-Elect
- 3.2. All other committee positions shall be appointed by interview.
 - 3.2.1. The interview panel shall be:
 - 3.2.1.1. Incoming Entertainments Convenor
 - 3.2.1.2. Outgoing Entertainments Convenor
 - 3.2.1.3. DoES
 - 3.2.1.4. DoES-Elect
 - 3.2.1.5. Relevant outgoing position holder
 - 3.2.2. A simple majority vote of the panel is required. The panel may choose to exclude the outgoing position holder from this vote, at the discretion of the Incoming Entertainments Convenor.
- 3.3. If a committee position becomes vacant, it may be filled through an interview process, the panel for which shall consist of the Entertainments Convenor, DoES, and DoSDA.
- 3.4. The committee may appoint up to two additional temporary non-voting members if deemed appropriate. Such members shall only sit on the committee for the matter they were included.
 - 3.4.1. A simple majority vote of the committee shall constitute approval to appoint a temporary member.
- 3.5. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Operation

- 4.1. The DoES is the primary client, funding body, and line manager of Ents, including on issues of health and safety.
- 4.2. The members of Association staff sitting on the committee are recognised as having overall responsibility for the building, and the safety of those within it. They shall have the final say on issues pertaining to these matters, and shall oversee health and safety in relation to Ents, alongside the DoES.
- 4.3. The Technical Supervisor is recognised as managing and maintaining Union venues.

5. Meetings

- 5.1. All meetings shall operate as outlined in the Laws of the Association.
- 5.2. Committee meetings shall be weekly during the academic year, and at other times as required.
 - 5.2.1. The quorum shall be two thirds of the voting committee, which shall only be required for decision-making processes.
 - 5.2.2. A simple majority shall be sufficient to constitute a decision.
- 5.3. Crew meetings shall be weekly during the academic year, and at other times as required.

6. Welfare panel

- 6.1. The welfare panel exists to handle welfare and wellbeing issues efficiently, and shall consist of:
 - 6.1.1. Entertainments Convenor
 - 6.1.2. Social and Welfare Officer
 - 6.1.3. DoES
- 6.2. In order to maintain confidentiality, issues must only be shared with the welfare panel.
- 6.3. If an issue concerns a member of the welfare panel, the Deputy Head shall take their place.
- 6.4. The welfare panel shall keep a record of any issues throughout the year.
- 6.5. Details of any issues shall only be shared with the express permission of the welfare panel and the member who raised the issue, except where necessary to ensure the safety of members.
- 6.6. The welfare panel shall take all possible steps to resolve issues in a timely fashion, maintaining regular contact with the member who raised the issue.

7. Collapse

- 7.1. In the event that the committee has an insufficient number of members, it shall collapse in the following ways:

- 7.1.1. The Deputy Head shall take on the responsibilities of the Social and Welfare Officer.
- 7.1.2. The Secretary shall take on the responsibilities of the Marketing and Engagement Officer.
- 7.1.3. The Venues and Tech Representative shall take on the responsibilities of the Training Representative.

Chapter 18: Music Subcommittee (Music Fund)

1. Aims

- 1.1. The Music Subcommittee, known as 'Music Fund' or 'MF', shall promote the St Andrews music scene both within and beyond the Association.
- 1.2. Organise events such as gigs, open mics, and songwriting workshops.
- 1.3. Provide and promote funding for student musicians and music groups.
- 1.4. Act as a liaison between music-based societies, and provide a network for anything related to music in St Andrews.

2. Committee

- 2.1. SAF Music Officer (Convenor and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Secretary
 - 2.2.1. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.
 - 2.2.2. Regularly communicate the activities of MF to student musicians and related societies.
 - 2.2.3. Maintain the mailing list, and send a weekly email.
 - 2.2.4. Maintain a list of active musicians available to perform at events.
- 2.3. Treasurer
 - 2.3.1. Plan the annual budget in collaboration with the Music Officer.
 - 2.3.2. Oversee all MF spending, ensuring the committee keeps to the annual budget.
- 2.4. Head of Tech
 - 2.4.1. Work with the Head of Events to set up events and manage relevant volunteers.
 - 2.4.2. Maintain all equipment belonging to MF, and propose the purchase of new equipment.
 - 2.4.3. Oversee the lending of equipment.
- 2.5. Head of Events
 - 2.5.1. Organise MF events throughout the year, and manage relevant volunteers.
 - 2.5.2. Monitor external music events in St Andrews.
 - 2.5.3. Liaise with other student groups to avoid event clashes.
- 2.6. Publicity Officer

- 2.6.1. Manage all MF social media accounts.
- 2.6.2. Create publicity materials and work with the Head of Events to ensure events are effectively promoted.

2.7. Genre Officers (2020-21 only)

- 2.7.1. There shall be between two and five Genre Officers in 2020-21, appointed by interview.
- 2.7.2. Each Genre Officer shall have a remit covering a range of student groups within a certain genre; for example, Rock Officer, or Classical Officer.
- 2.7.3. The positions shall be reviewed and finalised in March 2021, and specified in the constitution thereafter.
- 2.7.4. Shall act as a liaison between MF and other groups within their remit.

2.8. DoES (line manager)

2.9. DoSDA (line manager)

3. Appointments

- 3.1. The Music Officer shall be elected through the Association elections.
- 3.2. The Head of Tech and Head of Events shall be appointed by interview, the panel for which shall include the:
 - 3.2.1. Incoming Music Officer
 - 3.2.2. Outgoing Music Officer
 - 3.2.3. DoES
 - 3.2.4. DoSDA
- 3.3. The Secretary, Publicity Officer, and Treasurer shall be elected at the AGM, according to the process defined in the Laws of the Association.
- 3.4. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be weekly during the academic year, and at other times if necessary.
- 4.3. Presidents of other music societies shall be invited to attend committee meetings at least once per month as non-voting members.

5. Funding

- 5.1. The MF budget shall dedicate funding to supporting student music.

- 5.2. Student musicians and music groups shall be able to apply for funding. Applications shall include details of how much funding is requested, and how it will be spent.
- 5.3. Funding applications may be accepted for:
 - 5.3.1. Equipment
 - 5.3.2. Venue hire
- 5.4. Funding applications must be proposed and seconded by a committee member. All applications shall be reviewed by the committee, and shall be approved if the committee comes to a majority decision.

Chapter 19: Performing Arts Subcommittee (Mermaids)

1. Aims

- 1.1. Promote performing arts, both within and beyond St Andrews, and organise related events.
- 1.2. Support the activities of other student groups with a performing arts focus that affiliate to Mermaids:
 - 1.2.1. A Cappella Society
 - 1.2.2. Blind Mirth Improv Comedy Group
 - 1.2.3. Comedy Society
 - 1.2.4. Dance Club
 - 1.2.5. Gilbert and Sullivan Society
 - 1.2.6. Inklight Creative Writing Society
 - 1.2.7. Just So Musical Theatre Society
 - 1.2.8. Opera Society
- 1.3. Support the creation and operation of Student Projects, groups that fill a specific niche of performance arts in St Andrews.
 - 1.3.1. The relationship between Mermaids and the Student Projects is outlined in the Student Project Contract, which shall be reviewed and signed annually by the Performing Arts Officer and a representative of each project.
 - 1.3.2. Active projects:
 - 1.3.2.1. Black Box Devising Troupe
 - 1.3.2.2. St Andrews New Drama (SAND)
- 1.4. Provide funding for events involving, or related to, performing arts in St Andrews, as determined by financial, logistical, and skills-based merit.
 - 1.4.1. Financial merit shall be defined as a proposal for which all spending is adequately accounted for, breaking even at an attendance of 66%, unless the committee votes otherwise.
 - 1.4.2. Logistical merit shall be defined as Mermaids having the appropriate space, dates, potential actors, and other resources for the show.
 - 1.4.3. Skills-based merit shall be defined as the potential for the event to provide opportunities for students to enhance their knowledge and skills in performing arts, and for the engagement of new areas of the St Andrews community.
- 1.5. Coordinate the timings of performing arts events and productions in St Andrews, with the aim of avoiding unnecessary clashes.

- 1.6. Offer advice to societies and individuals interested in organising performing arts events.
- 1.7. Control the fixed assets of drama in St Andrews, including the Barron Theatre, in conjunction with the Association.
- 1.8. Encourage the transfer of St Andrews productions to venues outwith St Andrews wherever possible.
- 1.9. Organise workshops for the enhancement of skills in acting, directing, movement, voice, makeup, technical capability, future careers in performing arts, and other related areas.
- 1.10. The Performing Arts Officer shall receive one free ticket to all events funded or supported by Mermaids, and shall make due effort to attend every show.
- 1.11. The committee shall receive two tickets, to be distributed to any committee members at the discretion of the Box Office Manager. They shall not be permitted to write a review if using these tickets.
- 1.12. The remit of individual committee members shall be as laid out in the Mermaids Roles document, to be reviewed annually.

2. Committee

- 2.1. SAF Performing Arts Officer (Mermaids President, Convenor, and Chair)
- 2.2. Vice President
- 2.3. Secretary
- 2.4. Productions Treasurer
- 2.5. Productions Coordinator
- 2.6. Christmas Ball Convenor
- 2.7. Fringe Representative
- 2.8. Barron Manager
- 2.9. Box Office Manager
- 2.10. Costumes Officer
- 2.11. Set and Props Officer
- 2.12. Marketing Officer
- 2.13. Engagement Officer
- 2.14. DoES
- 2.15. DoSDA
- 2.16. Association Management Accountant (non-voting)

2.17. Union Building Manager (non-voting)

3. Appointments

3.1. The Performing Arts Officer shall be elected through the Association elections.

3.2. Interviewed positions

3.2.1. The following positions shall be appointed by interview, prior to the AGM:

3.2.1.1. Vice President

3.2.1.2. Treasurer

3.2.1.3. Productions Coordinator

3.2.1.4. Fringe Representative

3.2.1.5. Barron Manager

3.2.1.6. Technical Operations Manager

3.2.1.7. Box Office Manager

3.2.1.8. Christmas Ball Convenor

3.2.2. The interview panel shall consist of at least four of the following:

3.2.2.1. Incoming Performing Arts Officer

3.2.2.2. Outgoing Performing Arts Officer

3.2.2.3. DoES

3.2.2.4. DoES-Elect

3.2.2.5. DoSDA

3.2.2.6. DoSDA-Elect

3.2.2.7. The relevant outgoing position holder

3.2.3. If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The remaining panel members may decide to invite one other member.

3.3. Elected positions

3.3.1. The following positions shall be elected at the AGM:

3.3.1.1. Engagement Officer

3.3.1.2. Secretary

3.3.1.3. Set and Props Officer

- 3.3.1.4. Costumes Officer
- 3.3.1.5. Marketing Officer
- 3.3.2. Nominations for posts elected at the AGM may be made at the meeting, provided the candidate is present, along with their proposer and seconder.
- 3.3.3. Any nominations in absentia may be made up to 24 hours in advance of the AGM. A statement may be read by a nominated person or the Performing Arts Officer.
- 3.4. Positions that fall vacant may be filled by co-option or by election at an EGM, at the discretion of the Performing Arts Officer.
 - 3.4.1. If no person is forthcoming after every effort has been made to fill the position, a current member of the committee may run for the position, to be held in conjunction with their existing position.
 - 3.4.2. If a member holds more than one position, they shall still only have one vote on the committee.
- 3.5. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings
 - 4.2.1. Shall be at least fortnightly during the academic year, and at other times if necessary.
 - 4.2.2. Shall be *in camera*.
 - 4.2.3. If a committee member declares a conflict of interest due to their involvement with a production, they shall not be eligible to vote on relevant matters. As such, they shall not be counted in establishing a quorum.
- 4.3. Public meetings
 - 4.3.1. Shall be at least fortnightly during the academic year.
 - 4.3.2. Attendance shall be mandatory for at least one member of any production team currently benefitting from Mermaids funding.
 - 4.3.3. Attendance shall be open to all Ordinary Members of the Association.
- 4.4. Presidents' Forum
 - 4.4.1. Shall be at least twice per semester.
 - 4.4.2. Shall consist of the Presidents or Producers of all groups affiliated to Mermaids.
 - 4.4.3. Any further student group which claims to have a performing arts element shall be eligible to join, at the discretion of the Performing Arts Officer.

- 4.4.4. Shall act primarily as a point of contact between the Performing Arts Officer and groups affiliated to Mermaids.
 - 4.4.5. Shall aim to promote communication and cooperation between performing arts groups in St Andrews.
 - 4.4.6. Mermaids shall be represented by its Vice President, with the Performing Arts Officer acting as convenor.
- 4.5. The quorum for the AGM shall be twenty-five ordinary members.

5. Finances

- 5.1. All loans and investments shall be entirely at the discretion of the committee, within Association guidelines, and shall be covered by the terms of the investment contract.
- 5.2. The Performing Arts Officer, Vice President, Productions Treasurer, Association Management Accountant, and General Manager of the Union shall all be signatories for every Mermaids bank account.
- 5.3. The Barron Manager shall be an additional signatory for the Barron bank account.
- 5.4. The Christmas Ball Convenor shall be an additional signatory for the Events bank account.
- 5.5. The Fringe Representative should be a signatory on all bank accounts to be used by productions at the Edinburgh Festival Fringe.

6. Barron Theatre

- 6.1. The Barron Theatre is an Association satellite venue, and is therefore within the jurisdiction of the SAF. Association policy includes the Barron Theatre.
- 6.2. The Barron Theatre shall be overseen by the Barron Management Team, which is a Venue Management Team. Their operations are laid out in the management document held in the General Office.
- 6.3. Barron Management Committee
 - 6.3.1. Barron Manager (Convenor and Chair)
 - 6.3.2. Mermaids Technical Operations Officer (Deputy)
 - 6.3.3. Mermaids Sets and Props Officer
 - 6.3.4. Mermaids Costumes Officer
 - 6.3.5. Box Office Manager
 - 6.3.6. Publicity Officer
 - 6.3.7. Barron Technician
 - 6.3.8. Union Building Manager
 - 6.3.9. Association Management Accountant

- 6.3.10. DoES (line manager)
- 6.3.11. DoSDA (line manager)
- 6.3.12. Other non-voting positions as deemed appropriate by the committee
- 6.4. Members of the Barron Management Committee not appointed by Mermaids shall be appointed by interview, the panel for which shall consist of the:
 - 6.4.1. Incoming Barron Manager
 - 6.4.2. Outgoing Barron Manager
 - 6.4.3. DoES
 - 6.4.4. Relevant outgoing position holder
- 6.5. The DoES shall line-manage the Barron Management Committee and report on the Barron Theatre to the SAF.

Chapter 20: Postgraduate Subcommittee (Postgraduate Society)

1. Aims

- 1.1. The Postgraduate Subcommittee, known as the 'Postgraduate Society of St Andrews' or 'PG Society', exists to create a home for postgraduates in St Andrews by hosting events, advocating for academic concerns, and fostering a postgraduate community.
- 1.2. Hold events throughout the year for the recreational benefit of postgraduates, including the annual ball held during the summer vacation.
- 1.3. Offer loans or grants to individuals or other groups wishing to provide entertainments for the postgraduate community.
- 1.4. Act as the official voice of postgraduates, and promote their interests.
- 1.5. Ensure the SRC and SAF take sufficient account of postgraduates, especially during vacation periods.

2. Committee

- 2.1. SAF Postgraduate Activities Officer (PG Society President, Convenor, and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. SAF Postgraduate Academic Officer
 - 2.2.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.3. SAF Postgraduate Development Officer
 - 2.3.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.4. Treasurer
 - 2.4.1. Act as the primary point of contact between PG Society and the Association Cash Office.
 - 2.4.2. Oversee the reimbursement process.
 - 2.4.3. Assume the responsibilities of the PG Society President in their absence, including chairing meetings, sending the weekly postgraduate email, and attending meetings of the SAF.
- 2.5. Ball Convenor
 - 2.5.1. Liaise with partners for PG Society balls.
 - 2.5.2. Propose ball themes, decorations, and entertainment options.
 - 2.5.3. Explore venue options and offer ball proposals to the committee, in consultation with the PG Society President.
- 2.6. St Leonard's Liaison Officer

- 2.6.1. Liaise with St Leonard's College regarding the postgraduate experience.
- 2.6.2. Convene meetings between the PG Society committee, Provost, St Leonard's College Administrative Officer, and other St Leonard's College management at least thrice per year.
- 2.6.3. Provide an annual report to the PG Society detailing the proceedings and ongoing relationship with St Leonard's College.
- 2.7. Two Event Convenors
 - 2.7.1. Organise events aimed at engaging postgraduates.
 - 2.7.2. Liaise with other student groups to organise collaborative events, in consultation with the PG Society President.
 - 2.7.3. Develop the PG Society alumni network.
- 2.8. Publicity and Marketing Officer
 - 2.8.1. Design promotional materials for all PG Society activities.
 - 2.8.2. Develop a marketing strategy to advertise PG Society events.
- 2.9. Secretary
 - 2.9.1. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.
- 2.10. Two Members without Portfolio
 - 2.10.1. Support other committee members as required.
- 2.11. DoSDA (line manager)
- 2.12. DoEd (line manager)

3. Appointments

- 3.1. The Postgraduate Activities Officer shall be elected through the Association elections.
- 3.2. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Membership

- 4.1. All matriculated postgraduates of the University, except those who have exercised their right under the Education Act (1994) not to be members of the Association, shall automatically be members of PG Society.
- 4.2. The PG Society committee shall consist of postgraduates.
- 4.3. The committee may award extraordinary membership of PG Society to such individuals as it deems appropriate.

5. Meetings

- 5.1. All meetings shall operate as outlined in the Laws of the Association.
- 5.2. Committee meetings shall be once per week during the academic year, and at other times if necessary.
- 5.3. The AGM shall be held within two weeks following the end of formal teaching in semester two. The following positions shall be elected at the AGM:
 - 5.3.1. PG Society Treasurer
 - 5.3.2. PG Society Publicity and Marketing Officer
- 5.4. An EGM shall be held at the start of semester one, no later than week four.
- 5.5. The order of proceedings for all General Meetings shall be:
 - 5.5.1. Reports of the Postgraduate Activities Officer, Postgraduate Academic Officer, Postgraduate Development Officer, and Treasurer.
 - 5.5.2. Election of all remaining committee positions.
 - 5.5.3. Any other competent business.
- 5.6. Candidates unable to attend a General Meeting may submit a statement in advance, which shall be accepted at the discretion of the PG Society President.

Chapter 21: Societies Subcommittee

1. Aims

- 1.1. Approve the affiliation of individual societies to the Association.
- 1.2. Implement the procedures outlined in the Affiliated Societies section of the Laws of the Association.
- 1.3. Propose and implement Association policy on societies.
- 1.4. Ensure that affiliated societies fulfil the aims as defined in their constitutions.
- 1.5. Ensure that affiliated societies abide by their constitutions and current Association policy.
- 1.6. Organise Freshers' and Refreshers' Fayre in consultation with the DoSDA.
- 1.7. Inform affiliated societies of the Association services and facilities available to them.
- 1.8. Make recommendations to the SAF and SAB on the provision of services and facilities for affiliated societies.
- 1.9. Inform and approve Association publications related to societies.
- 1.10. Offer discretionary grants to affiliated societies.
- 1.11. Encourage societies to develop alumni networks, including through alumni mailing lists and semesterly newsletters.

2. Committee

- 2.1. SAF Societies Officer (Convenor and Chair)
- 2.2. Secretary
- 2.3. Grants Officer
- 2.4. Grants Adviser
- 2.5. Elections Officer
- 2.6. Elections Adviser
- 2.7. Affiliations Officer
- 2.8. Affiliations Adviser
- 2.9. Publicity Liaison
- 2.10. Charities Liaison
 - 2.10.1. Must also hold the Societies Liaison position within the Charities Subcommittee.
- 2.11. BAME Societies Coordinator

2.12. Two SRC Nominees

2.13. Two SAF Nominees

2.14. DoSDA (line manager)

2.15. Association Management Accountant (non-voting)

3. Appointments

3.1. Interviewed positions

3.1.1. The following positions shall be appointed by interview prior to the AGM:

3.1.1.1. Grants Officer

3.1.1.2. Elections Officer

3.1.1.3. Affiliations Officer

3.1.1.4. BAME Societies Coordinator

3.1.1.5. Charities Liaison

3.1.2. The interview panel shall consist of:

3.1.2.1. Incoming Societies Officer

3.1.2.2. Outgoing Societies Officer

3.1.2.3. DoSDA

3.1.2.4. Relevant outgoing position holder

3.1.3. For the BAME Societies Coordinator, the SRC BAME Officer shall take the place of the outgoing Societies Officer on the interview panel.

3.1.4. For the Charities Liaison, the SAF Charities Officer shall take the place of the outgoing Societies Officer on the interview panel.

3.1.5. If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The panel may then decide to invite one additional panel member.

3.2. All remaining vacant positions shall be elected at the AGM.

3.3. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

4.1. All meetings shall operate as outlined in the Laws of the Association.

4.2. Committee meetings shall be weekly during the academic year, and at other times if necessary.

Chapter 22: Volunteering Subcommittee (St Andrews Voluntary Service)

1. Aims

- 1.1. The Volunteering Subcommittee, known as 'St Andrews Voluntary Service' or 'SVS', shall provide opportunities for students to volunteer, supporting those in need within the community of St Andrews and the surrounding area.
- 1.2. Operate for the benefit of all people and groups requiring voluntary assistance.
- 1.3. Facilitate access to a range of services for members of the local community, and encourage their involvement in planning and developing services.
- 1.4. Develop services relevant to the needs of its members.
- 1.5. Work with appropriate agencies to highlight needs, and ensure these needs are brought to the attention of relevant agencies.
- 1.6. Engage the services of volunteers to assist in the work of SVS and reimburse approved out-of-pocket expenses.
- 1.7. Collaborate with statutory and voluntary agencies in pursuit of these aims.
- 1.8. Promote SVS and its activities to the student and local populations, to establish SVS as the centre of student volunteering in St Andrews.
- 1.9. Affiliate with any organisation to further these aims, but not to any political or religious group.
- 1.10. Promote and carry out, or assist in promoting and carrying out, research, surveys, and investigations, and publish the results where appropriate.
- 1.11. Organise events and training courses relevant to volunteering, including exhibitions, meetings, and seminars.
- 1.12. With due regard to confidentiality, collect and disseminate information on all matters affecting the objects and exchange such information with other bodies having similar objects whether in this country or overseas.
- 1.13. The committee shall be accountable for all acts and omissions of SVS. Other members of SVS shall be absolved of any such responsibilities, other than those that are the responsibility of individual members.
- 1.14. Write, print or otherwise reproduce and circulate, free of charge or for payment such papers, books, pamphlets, periodicals or other documents that will raise awareness and further the aims of SVS.
- 1.15. Purchase, take on lease or exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects.
- 1.16. Make regulations for the management of any property.
- 1.17. Raise funds, and receive contributions by way of subscription or donation, to further these aims.

- 1.18. Subject to such consents as may be required by law and Association approval, sell, let, mortgage, dispose of, or turn to account all or any of the property or assets held by SVS.
- 1.19. Hold a bank account in the name of SVS and invest the monies not immediately required in investments, securities, or property as may be thought fit, subject nevertheless to such conditions, if any, as may for the time being be imposed or required by law.
- 1.20. Do all such other things as are necessary for the attainment of the objects.
- 1.21. Ensure services are accessible to all, regardless of factors such as sex, race, ethnicity, disability, marital status, age, sexual orientation, or religion, and make appropriate changes to services in order to achieve this.

2. Membership

2.1. Active membership

- 2.1.1. Defined as membership of the SVS volunteering register.
- 2.1.2. All active members shall be subject to a code of discipline, as described in the relevant SVS document.
- 2.1.3. All active members shall have the right of access to a grievance procedure, in line with the relevant policies of SVS and the Association.
- 2.1.4. The committee reserves the right to suspend the active membership of any individual. The individual may appeal this decision as outlined in the SVS complaints procedure.

2.2. Associate membership shall be open to all members of the wider community.

2.3. Honorary SVS Life Membership

- 2.3.1. All former committee members shall receive Honorary SVS Life Membership.
- 2.3.2. May be elected by the committee and ratified at a General Meeting.

3. Committee

3.1. SAF Volunteering Officer (Convenor and Chair)

- 3.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

3.2. Secretary

- 3.2.1. Keep accurate minutes of meetings, ensuring they are shared with the committee and the Association, and available in an accessible online format.

3.3. Treasurer

- 3.3.1. Provide a written report at each committee meeting outlining the income, expenditure, and balances for the recent period and the year to date.

3.4. Publicity Officer

- 3.5. Events Officer
- 3.6. Development Officer
 - 3.6.1. Actively encourage and maintain alumni engagement.
- 3.7. Project officers:
 - 3.7.1. Youth Officer
 - 3.7.2. Youth with Additional Needs Officer
 - 3.7.3. Adults with Additional Needs Officer
 - 3.7.4. Elderly Officer
 - 3.7.5. Environment Officer
 - 3.7.6. Animal Welfare Officer
 - 3.7.7. Befriending Officer
 - 3.7.8. Community Officer
 - 3.7.9. Technical Officer
- 3.8. DoSDA (line manager)

4. Appointments

- 4.1. The Volunteering Officer shall be appointed through the Association elections.
- 4.2. All other positions except project officers shall be elected at the AGM.
 - 4.2.1. Voting shall be restricted to the active membership of SVS.
 - 4.2.2. Three members of the committee shall be nominated to oversee this process, ensuring elections are conducted according to the rules as described in the handbook.
- 4.3. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

5. Operation

- 5.1. The committee shall oversee the effective day-to-day running of SVS, long-term aims and plans, and all aspects of project and fundraising work.
- 5.2. The committee shall write, maintain, and update the project list.
- 5.3. The committee shall ensure that SVS is effectively managed and works within its policies, guidelines, Association policies, and the law.
- 5.4. The committee shall be accountable for all acts and omissions of SVS. Other members of SVS shall be absolved of any such responsibilities, other than those which are the responsibility of individual members.

- 5.5. The committee shall be accountable to donors, members, beneficiaries and service users, volunteers, and the general public. Notably, this shall include the Association, University, and local community groups.
- 5.6. The committee may create subgroups or working groups as necessary, and shall determine their terms of reference, powers, duration, composition, and chairperson.
 - 5.6.1. The Volunteering Officer shall be a member of all such groups.
- 5.7. The Volunteering Officer, Treasurer, and Secretary shall be signatories for the SVS bank account.

6. Meetings

- 6.1. All meetings shall operate as outlined in the Laws of the Association.
- 6.2. Committee meetings
 - 6.2.1. Shall be weekly during the academic year, and at other times if necessary.
 - 6.2.2. The quorum shall be two thirds of elected committee members, and must include the Volunteering Officer or Secretary.
 - 6.2.3. Decisions made by quorate meetings must be ratified at the next committee meeting.
 - 6.2.4. Expenditure above £500 shall require approval by a majority vote of the committee.
 - 6.2.5. Committee members must recuse themselves from any discussion or vote in which they have a conflict of interest, whether financial or personal. Failure to declare an interest prior to discussions may result in suspension or termination from the committee, and the decision being declared invalid.
- 6.3. General Meetings
 - 6.3.1. Shall be chaired by the DoSDA or their nominee.
 - 6.3.2. The SVS Election Committee shall consist of any three members of the SVS committee. It is their responsibility to ensure elections are conducted according to the rules laid out in the handbook.

7. Amendments

- 7.1. This constitution may be altered at a General Meeting called for that purpose. The vote shall require a two thirds majority of present members to pass.
- 7.2. A resolution for the alteration of the constitution shall be lodged in writing with the Secretary at least seven days prior to the General Meeting at which the resolution is to be considered.
- 7.3. At least three weeks' notice shall be given to members, including the proposed alteration.
- 7.4. All such amendments shall be subject to approval of the SAB.

8. Disaffiliation

- 8.1. The committee may decide, in consultation with the DoSDA, that it is necessary or advisable to disaffiliate SVS from the Association.
- 8.2. Such a decision must be confirmed by a two thirds majority of voting committee members.
- 8.3. At least three weeks' notice of such a vote shall be given, stating the proposed terms of resolution.
- 8.4. If the vote passes, any assets held by SVS as defined by the SAB shall be retained by the newly independent SVS, subject to its reinstatement as a registered charity.