



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

AGENDA

Tuesday, 14th February 2017 – Large Rehearsal Room -
6pm

1. Adoption of the Agenda

2. Apologies for Absence

3. Reports of the Sabbatical Officers

- 3.1. Report of the Athletic Union President
- 3.2. Report of the Association President
- 3.3. Report of the Association Director of Events & Services
- 3.4. Report of the Association Director of Student Development & Activities
- 3.5. Report of the Association Director of Representation

4. New General Joint Business

- 4.1. J.17-2 A Motion to Extend the Responsibilities of the Postgraduate Society Treasurer and Secretary
- 4.2. J.17-3: A motion to retire the officer of Equal Opportunities Officer and absorb their responsibilities into the Director of Wellbeing.
- 4.3. J.17-4: A Motion to for the adoption of a Sustainability Policy by the Student Association
- 4.4. J.17-5 A Motion to update membership of the Board of Ten of the Union Debating Society to mandate a second Chief Whip
- 4.5. J.17-6: Motion to consider introducing the position of SRC Member for Mental Health Awareness.
- 4.6. J.17-7 A Motion to make SSC, SRC and Joint Councils Meeting Paperless
- 4.7. J.17-8: A Motion to accept the rules and procedures of the 2017 Rectorial Election.

5. New General SRC Business

- 5.1. R.17-1: A motion to support lecture capture technology at the University of St Andrews

6. New General SSC Business

7. Any Other Competent Business

J.17-2 A Motion to Extend the Responsibilities of the Postgraduate Society Treasurer and Secretary

THIS SRC AND SSC NOTE:

1. In the absence of a postgraduate president the Postgraduate Society resolved it would be beneficial to delegate the treasurer to assume the responsibilities of the postgraduate president, including sending out the weekly postgraduate, attending SSC meetings and chairing postgraduate meetings.
2. Two people with the ability to sign cheques are always required, and therefore the secretary will receive treasurer's training should cheques need to be signed in the absences of postgraduate president

The SRC AND SSC BELIEVE:

1. This would allow the Postgraduate society to continue to run efficiently in the absence of a president
2. This would benefit the transition of power when a new president is co-opted

THE SRC AND SSC RESOLVE:

1. To extend the responsibilities of the Postgraduate Committee's treasurers by amending Amend Article 3 Section 4 of the Postgraduate Society Constitution to

The Treasurer shall:

1. Serve as the liaison with accounting in the Students' Association;
2. Oversee the reimbursement process;
3. Perform any additional duties as needed; and
4. **In the absence of a postgraduate president assume the responsibilities of the president**
 - a. **Chair meetings**
 - b. **Send out the weekly postgraduate**
 - c. **Attend SSC meetings**
2. Require the secretary to attend treasure's training

Proposed: Ariana Brighenti, Postgraduate Society President
Seconded: Alison Holiday, Euan Grant, Pia Szabo

J.17-3: A motion to retire the officer of Equal Opportunities Officer and absorb their responsibilities into the Director of Wellbeing.

This SRC and SSC Notes:

1. The Equal Opportunities Officer provides leadership to the Students' Association Equal Opportunities Subcommittee.
2. The Equal Opportunities Officer gives voice to minority groups within the Students' Association and University.
3. The Director of Representation has strategic oversight of equality projects within the Students' Association.
4. The joint councils have created the new sabbatical position of Director of Wellbeing for 2017 onwards.
5. The Director of Representation is the Students' Association Officer who is invited to represent students from minority backgrounds on the University's Equality and diversity committee, Equality compliance group and Athena Swan advisory board.
6. Similar positions such as Education Officer and Wellbeing Officer have been absorbed

This SRC and SSC Believes:

1. The Equal Opportunities Officer primarily exists to manage an area which the Director of Representation has not had capacity to work effectively on.
2. The Director of Wellbeing shall have more time to manage committees and the 'Members for' than the Director of Representation previously has had.
3. The Equal Opportunities Officer will become effectively a 'middle man' role which could cause tension with a more invested and involved line manager.
4. The Director of Wellbeing will have more opportunities to represent students from minority backgrounds within the University than the Director of Representation.
5. The Equal Opportunities officer will become redundant when the Director of Wellbeing takes office.

This SRC and SSC Resolves:

1. To absorb the responsibilities of the Equal Opportunities Officer into the Remit of the Director of Wellbeing.
2. To amend the Students' Association laws to replace all references to the Equal Opportunities Officer with the Director of Wellbeing, pending a more comprehensive reviews of the laws to improve efficacy.
3. To not elect an Equal Opportunities Officer in elections 2017.

Proposed:

Robert Aston - Association Equal Opportunities Officer

Seconded:

Jack Carr - Director of Representation
Charlotte Andrew - Association President
Lewis Wood - Equal Opportunities Subcommittee

J.17-4: A Motion to for the adoption of a Sustainability Policy by the Student Association

THIS SSC & SRC NOTES:

1. The Student Association addresses sustainability issues through the existing Environment Subcommittee.
2. A number of sustainable practices are already in place such as the provision of recycling bins; food waste recycling and the adoption of flyerless elections in the 2017 election cycle.
4. The University of St Andrews has a Sustainable Development Policy & Strategy 2012-2022. This policy recognizes and supports the need for an integrated approach to sustainable development and focuses on key areas of improvement such as resource use; waste management; utilities management; environmental management and compliance; and travel and transport among others.
5. The University has a number of sector-specific sustainability policies addressing the above-mentioned key objectives and Guardbridge (the biomass facility) and Kenly (the windfarm) are testament to its commitment to a more sustainable future.
6. The University has had a Sustainable Investment Policy (SIP) since 2006. A central aim of the SIP is the protection of the global environment, its climate and its biodiversity". And more recently the University announced its divestment from fossil-fuel extracting companies within three years.
7. The University won the Times Higher Education Award for Outstanding Contribution to Sustainable Development in 2010, and its Sustainable Development degree programme received the 2009 Green Gown Award for excellence in promoting sustainability.

THIS SSC & SRC BELIEVES

1. How the Student Association conducts business and invests reflects its ethics, principles and worldview.
2. The Student Association pushes the university to be more sustainable. Yet, when it lags behind, the Association should align itself with the University, on issues relating to sustainability.
3. This is not a radical step. It builds upon previous efforts dating back to 2009 and 2012 when Environmental Policies were passed through both SSC & SRC, yet they were never adopted by the Board of Directors.
4. Given the progress made so far, this is the logical next step for the Association.
5. Having a Sustainability Policy minimises uncertainty and allows for better long-term planning when it comes to renovations, large purchases, and investment decisions among others.

THIS SSC & SRC RESOLVES

1. To adopt the proposed Sustainability Policy.
2. To revise said policy annually with next revision scheduled for February 2018 in both SRC and SSC meetings.
3. To recommend Student Association Board of Directors to adopt this policy and ensure its enforcement in all business conducted on behalf of the Student Association, both in-house and as a contractor.
4. For the Association Environment Officer and the SU President to aid the enforcement of this policy.

Proposed:

Mariya Simeonova, Association Environment Officer,
Student Association Environment Subcommittee

Seconded:

Charlotte Andrew, Association President
Aine Bennet, Association Community Relations Officer
Charlotte Flatley, SSC Broadcasting Officer
Robert Aston, Association Equal Opportunities Officer

Supplementary Paper 1: University of St Andrews Students' Association Sustainability Policy (2017)

1. Introduction

The Sustainability Policy applies to the running of the University of St Andrews Students' Association (henceforth the 'Association'). The policy aims to provide guidelines for Association conduct along environmental and ethical lines in a variety of fields. It is the role for the Environment subcommittee of the Association to advise the Board of Trustees in overseeing the enactment and enforcement of these policies.

2. Definition

Sustainability can be defined as meeting the needs of present generations without jeopardising the needs of future generations. Practically, this can be divided into three main interlinked sections: economic, social and environmental.

3. Policy Statement

The Association is committed to improving its ethical and environmental performance as part of an effort to become more sustainable.

The Association believes that human-influenced climate change and resource depletion are two of the biggest problems facing the current generation. The Association therefore believes in the protection of the natural environment, through policies including but not restricted to the minimisation of waste and the promotion of more environmentally-friendly travel options. The Association also supports and promotes recycling and the minimal expenditure of energy, as well as the use of energy from environmentally friendly sources. The Association also believes that water is a resource which should be conserved.

The Association supports the application of ethical practices to use of our service, facilities and the provision and promotion of wider choice in forms including but not limited to fairly traded (as defined in the Fairtrade Policy), vegetarian, vegan, organic, locally-sources and non-genetically modified products. The Association also believes in ethical fiscal and management practices, including but not restricted to ethical investment.

Furthermore, the Association believes in the collection and dissemination of information concerning these criteria to the wider student body. The policy will be available to all parties including the general public, and will be provided to all sabbaticals, staff, subcommittees and affiliated societies.

The following points and divided into broad policy sections:

4. Staff and Student Involvement

The Association shall implement this policy by

- Endeavouring to ensure that all employees in the course of their duties act in accordance with this policy
- Encouraging the student membership to act in accordance with this policy
- Encouraging and influencing the University to continue to provide leadership in environmental and sustainability issues
- Engaging with the University's Environment Team with the view to bring about practical changes needed for the implementation of elements of this policy

- Encouraging permanent staff and student staff in promoting and implementing ethical policies
- Making all new volunteers and employees aware of this policy
- Ensuring that all subcommittees and societies affiliated to the Students' Association act in accordance with the objectives of this policy by incorporating it into the affiliation agreement.

5. Waste and Recycling

The Association shall achieve the best possible level of waste minimisation at all times by ensuring each semester that:

- No use is made whatsoever of disposable crockery or cutlery in order to minimise waste and environmental damage, except in exceptional circumstances, when alternatives should be 100% biodegradable or recyclable
- Electronic communication is encouraged
- Paper (both white and coloured) in the Students' Association is sourced from recycled paper stock, except in exceptional circumstances, with a view to making paper supplies as close to 100% post-consumer recycled as possible, including all internally and externally sourced paper and print for publications
- The use of double-sided printing and photocopying for internal administration is implemented as a standard
- No future purchase shall be made of printing equipment which cannot handle double-sided printing
- All waste cans, bottles (plastic and glass), cardboard and paper are recycled where reasonably possible
- Every effort should be made to ensure that recycling provision is available at Association and external events
- Copies of student publications are recycled
- Awareness of recycling possibilities currently present in St Andrews continues through the publication of maps of recycling locations and information dissemination in conjunction with Estates.

6. Energy and Water Conservation

The Association shall enforce the minimisation of energy expenditure by ensuring each semester that

- It moves as close towards 100% green energy supply as possible, within the constraints of the purchasing consortium
- Energy efficiency is actively promoted to students and staff
- It ensures all lights and computers within the Association building are switched off while the building is vacant, except when required for reasons of security
- Ensures that heating and cooling control systems are optimised and regulated to minimise excessive use of energy
- Ensures that all new white goods purchased are A-grade for energy and water efficiency

7. Sustainable and socially responsible catering

The Association shall provide and promote to students a wider range of sustainable and socially responsible foodstuffs by ensuring each semester that

- There is a provision of sufficient organic, vegetarian, vegan, locally-sourced, non-genetically modified, free range and fairly traded foods in the building, and that these goods are actively promoted (Appendix A)
- No catering produce contains any GM products
- It actively promotes Fairtrade in accordance with the Fairtrade Policy
- Ensures that provision is made for those with religious, political or ethical dietary requirements in the Association building
- Meat should be procured from sources which do not employ farming methods involving unnecessary animal cruelty such as Red Tractor Standard holders (Appendix A)
- Fish should be procured from sustainable sources such as Marine Stewardship Council certified ones (Appendix A)
- It actively promotes free tap water as a sustainable alternative to bottled water, and that where bottled water is available, it is British produced and bottled in recyclable materials.

8. Sustainable and socially responsible Fiscal Practice

The Association shall ensure that it is an example of ethical fiscal practice by ensuring each semester that is

- Continues to invest transparently and ethically in accordance with section 6 from the university “Sustainable & Responsible Investing Policy” (Appendix B) until such a policy is in place in the Student Association
- Does not accept donations from companies who do not meet the above-mentioned criteria
- Ensures that ethical products sold within the Union are given priority advertisement, shelf space and stocking

9. Travel

The Association shall ensure that it promotes sustainable travel options by ensuring each semester that

- The most environmentally-friendly travel options are promoted in accordance with the University Travel Plan

And by ensuring in the short term that

- When travelling on Association business, sabbaticals, staff and officers use environmentally-friendly travel options, and specifically do not fly, out-with exceptional circumstances
- It encourages affiliated societies to use more environmentally-friendly travel options such as E-car
- It provides and promotes video-conferencing as an alternative to travel where appropriate

10. Additional Procurement and Practice

The Association shall further improve its sustainability by ensuring that:

- The University shop provides ethically-sourced and Fairtrade University-branded clothing

And by ensuring in the short term that it

- Seeks and compiles statements from suppliers on their environmental and ethical procedures and records
- Investigates cleaning products and other goods sold within the Union for animal testing
- Moves towards the complete use of environmentally-sound maintenance products in accordance with the Green tourism criteria (Appendix C)
- Seeks to procure and sell products within the minimum environmental and ethical impact in all its outlets

11. Wider Community

The Association shall promote sustainability within the wider community by ensuring each semester that it:

- Lobbies institutions including but not limited to Fife Council, the Scottish Government and the UK Government on sustainability issues where appropriate
- Engages with local representatives such as Councillors, MSPs, MPs, MEPs where appropriate in order to bring about change to environmental policy at higher levels

12. Closing Points

An action plan will be developed for the implementation of this policy, including a set of internal targets to ensure improvement, and monitoring and reporting progress against these.

This policy shall be reviewed and updated annually.

Therefore, the next review shall take place at SRC in February 2018 and the following Board Meeting.

Appendix A

Food Standards:

Sustainable & socially responsible meat and dairy - <http://assurance.redtractor.org.uk>

Sustainable fisheries - <https://www.msc.org/>

Fairtrade - <http://www.fairtrade.org.uk>

Appendix B

St Andrews University “Sustainable & Responsible Investing Policy”

Section 6 - Investment Criteria

In making investment decisions the University expects its appointed managers to consider, the following areas (this list should not be considered as exhaustive):

- Promotion of human rights, including but not limited to the equality of gender, race and sexuality;
- Promotion of good business ethics and good employment practices;
- Protection of the global environment, its climate and its biodiversity;
- Promotion of community investment;
- Promotion of international co-operation and an end to international conflict including a prohibition of companies which produce armaments;
- Sustainable provision and procurement of essential resources and services (utilities for example);
- Prohibition of companies which test on animals purely for cosmetic purposes.

While operating within these criteria, appointed investment managers are left at their discretion to select individual stocks and to operate within their own Socially Responsible Investment Policy. The appointed manager will be accountable to the University in terms of

financial performance and adherence to commitments made on issues of social responsibility and sustainability. The appointed manager will also be expected to discuss issues around social responsibility and sustainability with the investments advisory committee. The University shall seek enforcement of the ESG elements of this policy through the investment practice of its appointed Investment Managers.

Appendix C

The **Green Tourism** Business Scheme

Section 5 – Using water wisely

5.13 PHOSPHATE-FREE SOAPS AND DETERGENTS: AVOIDING NUTRIENT ENRICHMENT

- **Business uses or supplies phosphate free cleaning products – details should be available on constituent chemicals, information on why phosphate use should be minimised.**
- **Sites that do not provide cleaning products to customers such as self-catering should provide guidance to customers on alternatives to phosphate**
- **Where appropriate sites with retail outlets should offer phosphate free cleaners for sale**

Phosphate in the environment is responsible for nutrient enrichment of watercourses causing excessive algal growth and sometimes 'blooms', which harm fish and other aquatic life. The main source of phosphate is from agriculture but significant quantities are released from washing and cleaning, particularly in rural drainage systems where a soakaway is present. Full credit will be given where sites can demonstrate that all cleaning products are phosphate free. Where business does not provide cleaners such as in self-catering – clear guidance should be provided to encourage guests to use phosphate free options. Where sites have a retail outlet it should sell phosphate free options. Details of chemical make up of all cleaners should be available at grading visit.

5.14 CHLORINE-FREE CLEANERS: MORE ECO-FRIENDLY

- **Business uses or supplies chlorine free cleaning products – details should be available on constituent chemicals**
- **Sites that do not provide cleaning products to customers such as self-catering should provide guidance on alternatives to chlorine and why it is damaging**
- **Site with retail outlet should offer chlorine free cleaners for sale**

Chlorine is a powerful toxin and can adversely affect the efficient operation of septic tanks by killing the useful bacteria responsible for sewage digestion. Many cleaners contain chlorine-based chemicals, which can damage animal and plant life. Chlorine-free bleaches and cleaners contain other less-damaging chemicals, such as peroxide, which biodegrade more readily than chlorine-based cleaners. Full credit will be given where sites can demonstrate that all cleaning products are chlorine free. Where business does not provide cleaning products such as in self-catering – clear guidance should be provided to encourage guests to use chlorine free options. Where sites have a retail outlet it should sell chlorine free options. Details of chemical make up of all cleaners should be available at grading visit.

5.15 NATURAL BASED SURFACE CLEANERS

- **Business uses surface cleaner based on natural ingredients – details should be available to support this**
- **Sites that do not provide cleaners to customers should provide guidance on natural based surface cleaners**
- **Site with retail outlet should offer natural based surface cleaners for sale**
- **Use of chemical free methods such as microfibre cloths**

Surface cleaners are used in most hospitality businesses. Most are petroleum derivatives. Credit will be given for use of cleaners based on natural, fully biodegradable ingredients,

such as orange oil and organic acid. Care must be taken to ensure health and safety requirements are met in relation to the cleaning of food preparation and other sensitive surfaces. Sites such as self-catering and holiday parks that may not as a matter of course provide customers with such cleaners should provide clear instruction on what to use and where to get it. Sites with retail should consider selling such products. The use of microfibre cloths is also encouraged, as these do not require any supplementary cleaning chemicals. Full credit will be given where a business can demonstrate it uses ecofriendly surface cleaners and practices in all relevant parts of the business.

5.16 HOME-MADE CLEANERS USING NATURAL INGREDIENTS

• Business uses home-made eco friendly cleaning methods based on natural ingredients

Many traditional home-made cleaning products work as well as their shop-bought counterparts and are based on natural ingredients rather than petroleum derivatives. Vinegar, citrus and water, for instance, make an excellent cleaner, as does bicarbonate of soda. Ingredients and recipes should be available at the grading visit and credit will be provided based upon the extent of their use.

Supplementary Paper Two: Action Points for the Environment Subcommittee for implementing the SA's Sustainability Policy

- Ensures the Association installs a water fountain/dispenser on the Union Building top floor
- Ensures that all existing light fittings and light bulbs are low energy, and investigates other energy saving measures, such as dimmer switches
- Ensures a commitment from election candidates to ensure that their election materials are recycled, and recycling facilities are provided at election points
- Ensures a box for recycling printer cartridges is supplied in the Union

- Encourages student publications to limit paper wastage
- Encourages the provision of composting facilities in University halls of residence
- Encourages the acceptance by Schools of double-sided printing for coursework
- Encourages societies and subcommittees to switch to sustainable and socially responsible bank accounts
- It promotes the use of walking, cycling and public transport for travel within St Andrews

- Investigates current energy supply sources and the potential for moving away from carbon-intensive energy sources
- Explores the potential for use of reusable plastic glasses at external events

The Association shall increase awareness of sustainability by ensuring each semester that

- The Environment subcommittee will be visible at Societies Fayres
- It encourages students to voice concerns and opinions to the Association Environment Officer and Subcommittee
- It encourages all hall committees to elect an environmental representative and supports said representatives in any way it can
- The Environment Subcommittee mailing list, Facebook page and (upcoming) website are used regularly to publicise changes which have been made in the Association

- It increases connections with Sustainability or Environment and Ethics Officers at other universities
- It encourages the Careers Advisory Services to have substantial information on and promote the pursuit of ethical careers
- It develops training and workshops to raise awareness for students and members of staff and others to ensure effectiveness of ethical environmental policy
- The subcommittee uses Association resources in the promotion of its initiatives and events

J.17-5 A Motion to update membership of the Board of Ten of the Union Debating Society to mandate a second Chief Whip

This SRC and SSC notes:

1. It has been common practice to elect two Chief Whips onto the Board of Ten for the past few years.
2. This is because many have felt the job is too large for one individual.
3. This practice has resulted in one voting and one non-voting member of Board.

This SRC and SSC believes:

1. The practice of electing two Chief Whips lightens the burden of work for both members and therefore improves the quality of training.
2. Having a senior, yet non-voting, member of Board who has been elected at the AGM fails to represent the electoral mandate of the Chief Whip vote.

This SRC and SSC resolves:

1. To amend §2.1.9 to read ‘The two Chief Whips’
2. To amend §3.1.12 to read ‘There shall be two Chief Whips. They will be elected at the AGM as a team and shall both have a vote on the Board of Ten. They shall be jointly responsible for all aspects of debating and public speaking training within the Society.’

PROPOSED

Beckie Thomas

SECONDED

Charlotte Andrew
Caroline Christie
Euan Grant
Francis Newman

Changes Chapter Fourteen: Union Debating Society

2. The Debates Board

2.1. Membership The Officers of the Society shall be:

1. The SSC Debates Officer (Convener & Chair)
2. The Treasurer of the Society
3. The Clerk to the House (Secretary)
4. Inter-Varsity Secretary
5. Schools Secretary
6. Communications Secretary
7. Steward to the House (Social Secretary)
8. Internal Secretary
9. The two Chief Whips
10. The Serjeant-at-Arms
11. The Freshers’ Representative
12. The SSC Nominee
13. Director of Student Development & Activities

3.1.12. There shall be two Chief Whips. They will be elected at the AGM as a team and shall both have a vote on the Board of Ten. They shall be jointly responsible for all aspects of debating and public speaking training within the Society.

J.17-6: Motion to consider introducing the position of SRC Member for Mental Health Awareness.

This SRC and SSC notes:

1. That the SRC requested a role description for a proposed Member for Mental Health Awareness in November 2016.
2. This motion is not an endorsement for the creation of this position from the Sabbatical Team.
3. If passed, we will elect a Member for Mental Health Awareness this year, if it fails we will not.
4. The attached role description that could be inserted into the laws.

This SRC and SSC believes:

1. That the Students Representative Council would benefit from the addition of a Member for Mental Health Awareness in addition to the Director of Wellbeing.

This SRC and SSC resolves:

1. To elect a Member for Mental Health Awareness in our Elections in 2017.

Proposed

Jack Carr, Director of Representation

Caroline Christie, Director of Student Development and Activities

Seconded.

Charlotte Andrew, Association President

Taryn O'Connor, Director of Events and Services

Ben Peddie, Athletic Union President

Appendix A. Extract from the Laws of the Association

Chapter Three: The Students' Representative Council

1.Composition of the Students' Representative Council (SRC)

The membership of the SRC shall be:

1.1.Elected Officers:

- 1.1.1.Association President
- 1.1.2.Association Director of Events & Services
- 1.1.3.Association Director of Student Development & Activities
- 1.1.4.Association Director of Representation
- 1.1.5.Association Chair
- 1.1.6.Association Alumni Officer
- 1.1.7.Association Community Relations Officer
- 1.1.8.Association Environment Officer
- 1.1.9.Association LGBT Officer
- 1.1.10.President of the Athletic Union
- 1.1.11.Association Equal Opportunities Officer
- 1.1.12.SRC Accommodation Officer
- 1.1.13.SRC Wellbeing Officer Member for Mental Health Awareness
- 1.1.14.SRC Member for First Years
- 1.1.15.SRC Member for Gender Equality
- 1.1.16.SRC Member for Age Equality
- 1.1.17.SRC Member for Racial Equality

- 1.1.18.SRC Member for Students with Disabilities
- 1.1.19.SRC Member for Widening Access and Participation
- 1.1.20.SRC Member without Portfolio
- 1.1.21.Postgraduate Convenor
- 1.1.22.Arts/Divinity Faculty President
- 1.1.23.Science/Medicine Faculty President

Appendix B. Remit of Member for Mental Health Awareness.

- 8. Be a full member of the Students Representative Council.
- 9. Attend meetings of the Students' Representative Council.
- 10. Attend meetings of the SRC Wellbeing Subcommittee.
- 11. Attend meetings of the SRC Equal Opportunities.
- 12. Where relevant, ensure that all policies adopted by the Students' Association consider their impact on students' mental wellbeing.
- 13. In conjunction with the Director of Wellbeing, assume strategic and operational leadership over all campaigns operated by the Students' Association in relation to Mental Health.
- 14. In conjunction with the Director of Wellbeing, assist with the organisation of Mental Health Awareness Week in Semester two.
- 15. Refer any student who approaches them to discuss their own health concerns to Student Services.
- 16. This will not be an advocacy position for direct interventions on behalf of specific students suffering from Mental Health Problems.

J.17-7 A Motion to make SSC, SRC and Joint Councils Meeting Paperless

This SSC and SRC notes:

1. Currently SSC members have to opt out of printing and SRC members have to opt into printing.
2. A lot of paper is printed for agendas, reports and motions for every meeting.
3. Everyone receives a copy of these papers online before the meeting.
4. Councils spend money on printing.
5. There are often copies left over that nobody uses.
6. Elections will be flyerless this year.
7. There is a screen in the Committee Room and a projector in the Large Rehearsal Room where most meetings are held.
8. Many councillors already bring a laptop to meetings.
9. There is a new Environmental Policy for the Students' Association in the pipeline.

This SSC and SRC believes:

1. Councillors are expected to be prepared and should already have read these papers.
2. The money could be better spent elsewhere.
3. There isn't the time in the meeting to read the paper copies.
4. Papers could be shown on the screen or projector during meetings.
5. Councils should adhere to the same rules and values they enforce.
6. Councils should take proactive steps in line with the aforementioned Environmental Policy.
7. Councillors will not have to stare at their laptops if papers are projected on the screen.

This SSC and SRC resolves:

1. To continue sending papers out online in advance of meetings.
2. To project them during the meetings instead of printing them out.
3. If people insist on printing their own copies they can be reimbursed.
4. All members of SSC, SRC and Joint Councils will automatically be opted out of having a printed copy.

Proposed:

Mariya Simeonova, Association Environment Officer

Seconded:

Charlotte Flatley, SSC Broadcasting Officer

Aine Bennett, Association Community Relations Officer

Caroline Christie, DoSDA

J.17-8: A Motion to accept the rules and procedures of the 2017 Rectorial Election.

This SSC and SRC notes that:

1. The next Rectorial Election will be held in October 2017 – nominations will open on Monday 2nd October at 9am and voting will end on Friday 13th October at 5pm, with results announced at 7pm.
2. The Students' Associations' Joint Councils are required to endorse and recommend the rules and procedures of the election before the university Governance and Nominations committee and Academic Council can accept them

This SSC and SRC believes that:

1. The Rector is an integral figure in student representation; the SRC and SSC must take their responsibility for the smooth running of the upcoming election
2. The short time between the start of the semester for the academic year 2017/18 and the start of the nominations process for the Rectorial election requires the election rules and procedures to be endorsed as soon as possible

This SSC and SRC resolves to:

1. Accept the rules and procedures for the upcoming Rectorial Election and recommend them to Governance and Nominations and Academic Council

Proposed By:

Charlotte Andrew – Association President

Seconded By:

Jack Carr – Director of Representation

Dylan Bruce – Rectors' Assessor

Euan Grant – Postgraduate Academic Convenor

RECTORIAL ELECTION 2017: PROCEDURES & RULES

PROCEDURES

1. The Rules of the Rectorial Election should be issued to the Students' Representative Council and posted on University noticeboards (including the web) no later than the September preceding a Rectorial Election.
2. The Senate Business Committee should nominate to Academic Council a panel to supervise the election process, as required by Ordinance. This should occur in September preceding a Rectorial Election. The same process should be used to confirm the Chief Legal Officer's role as Returning Officer for the election.
3. Information regarding the role of the Rector should be prepared by the Court & Senate Office for appropriate dissemination to students and rectorial candidates. This information should include the fact that the Rector assumes office immediately upon election, as well as information about responsibilities as a charity trustee.
4. In addition to the above, the timeline for elections should be as near as possible to the following:
 - Announcement of an imminent Rectorial Election to all students: This should occur in the semester preceding a Rectorial Election, if the vacancy can be anticipated. The announcement should include information about the role of the Rector, the conditions that candidates for Rector must meet, and the procedure to be used for making nominations.
 - Nomination forms should be available online from May preceding a Rectorial Election, if the vacancy can be anticipated.
 - Acceptance of nomination forms should occur during a three-day period, beginning approximately 10 days in advance of the beginning of voting. Such forms must be submitted to the person identified as the Returning Officer, who will also be responsible for checking the validity of the nominations.
 - The Returning Officer has authority to reject nominations of candidates that would be unable to sign their eligibility as a charity trustee or who would be unable to fulfil the requirements of the role. Nominated candidates will be required to declare their eligibility to serve as a trustee under OSCR guidelines.
 - A period of two days after the close of nominations is available for withdrawal of candidates, though subsequent withdrawal is permitted in exceptional circumstances, at the discretion of the Returning Officer.
 - The beginning of the formal campaign period should begin after the closure of nominations and formal announcement of standing candidates by the Returning Officer.
 - On-line voting should begin approximately one week after the close of nominations and to end two days later.
 - Announcement of the election results should be made on the evening on which voting closes by the Returning Officer.

5. Whilst in previous years an attempt was made to prevent campaigning in advance of the beginning of 'formal campaigning' (as identified above), in line with procedures agreed for the 2014 electoral round, it is proposed to have no such restriction in the future. Such restrictions posed difficulties in distinguishing between 'familiarisation visits' and 'campaigning'. It also ran into problems in distinguishing between appropriate internet chatting about potential candidates and active campaigning.
6. Because the Students' Association and the Athletic Union are representative of all students and in view of the role of the Students' Association sabbatical officers in administering part of the election process (see below), no resources from these bodies may be used in the campaign for any candidate and no serving sabbatical officer may campaign in any way for any candidate. This does not, however, preclude the sabbatical officers participating in the establishment of campaign teams and approaching suitable candidates. The Students' Association may also encourage the active formation of campaign teams in the semester prior to the Rectorial election, including from amongst its cohort of elected and voluntary officers.
7. Because the Rector presides at the University Court, and in some universities even staff are allowed to vote for the Rector, staff will be permitted publicly to discuss the merits of candidates and express views about these, but must not be part of any campaign team or publicity initiative on behalf of a candidate. Staff who are wardens or managers of buildings or lecture theatres should ensure that equal opportunities are available to (even if not taken up by) all candidates in any use that they offer of the buildings.
8. There will be no attempt to limit the kinds of media that may be used in campaigning. All candidates will be required to sign a pledge of good behaviour and responsible use of social media on behalf of themselves and their campaign teams.
9. There will be no attempt to prevent external endorsements of candidates.
10. A Student Election Committee, chaired by the Students' Association sabbatical officer with the Democracy remit, and incorporating one other Students' Association sabbatical officer, two student School Presidents (one from Arts/Divinity and one from Science/Medicine), one Sub-Honours student representative, one Honours student representative, and a member of the Students' Representative Council, will be responsible for:
 - promoting interest in the Rectorial election and ensuring a fair election designed to secure a well-qualified candidate for the post;
 - dealing with minor allegations of infringements of election rules, particularly with respect to campaigning;
 - the monitoring and reimbursement of election expenses incurred by the campaign teams;
 - arranging hustings and ensuring all candidates are offered equal opportunities in such events.
11. The Rector's appointment will be deemed to start on the first working day of the month subsequent to their election.

RULES

Nominations

1. Any person can be nominated for Rector except:
 - Matriculated students of the University
 - Members of staff of the University
 - Anyone 'actively involved' in any other Scottish Higher Education institution. A definition of 'active involvement' is appended (see Addendum 1 below)
 - Anyone who is unable to meet the requirements for a charity trustee as determined by the Office of the Scottish Charity Regulator.
2. Nominations must be submitted on the prescribed form for nominations. They must be signed by a minimum of 20 fully-registered and matriculated students of the University. In addition, they must be signed by a proposer, who will be responsible for the running of the election campaign and will be the main contact for communications related to the election. The proposer must also be a fully-registered and currently matriculated student.
3. Students may only nominate one candidate. A student nomination of more than one candidate will be invalid.
4. No sabbatical officer of the Students' Association or Athletic Union is permitted to nominate or propose a candidate.
5. Nomination forms must include the written consent of the candidate.
6. Nomination forms must be accompanied by (i) a photo of the candidate, (ii) a statement of up to 250 words summarising the candidate's career and explaining why students should vote for the candidate, (iii) a signed form of eligibility as a charity trustee (such forms being available with nomination forms), (iv) a signed pledge of good behaviour and responsible use of social media.
7. Nomination forms and accompanying materials should be delivered to the Chief Legal Officer, College Gate, North Street within the period specified for receipt of nominations. Any nominations received after the closing date and time will not be accepted.
8. Nominations will be checked by the Returning Officer for validity and completeness. Any nominations determined to be invalid or incomplete at or after the close of nominations will not be accepted. No exceptions or re-submissions will be permitted.
9. By submitting a nomination, the candidate and his/her campaign team agree to abide by the Election Rules.
10. By submitting a nomination, the candidate agrees to be bound by the protocol established by the University Court for the distinction of roles between the Rector and the Senior Governor.
11. Candidates may withdraw their nominations within a period of two days of the close of nominations by submitting notification of withdrawal in writing to the Returning Officer. Withdrawal of candidates subsequently will be at the discretion of the Returning Officer.

Campaigns

12. All candidates must appoint a campaign manager and campaign team. The campaign manager will normally be the individual who is identified as the 'proposer' of the candidate's nomination. The candidate and campaign manager will be held responsible for all campaign activity.
13. Campaign managers must attend a compulsory meeting arranged by the Returning Officer at a time to be arranged after the close of nominations. This meeting will also include sabbatical officers of the Students' Association and will provide information about the proper conduct of campaigns.

14. As the elected representatives of all students and in view of their responsibilities in administering the election process, no sabbatical officers of the Students' Association or Athletic Union may participate in the campaign for any nominated candidate.
15. Campaign teams are expected to run responsible campaigns, which respect the rights of other candidates and others in the University and town communities.
 - There will be no restrictions on the media that may be employed for publicity, but candidates and their campaign teams must be aware that there may be legal constraints on use of flyers and other forms of publicity. They alone will be responsible for any legal penalties.
 - Candidates and their campaign teams are responsible for attention to health and safety considerations. They must not place themselves or others in jeopardy.
 - Candidates and their campaign teams must not break the law or bring the University into disrepute.
 - Candidates and their campaign teams must obtain permission from the warden, School Administrator or manager of any University building before posting or placing campaign materials in a University building. They also must obtain permission to campaign within a University building.
 - No Students' Association or Athletic Union resources may be used to support a campaign.
 - All campaign materials (banner, posters, etc.) must be taken down within 48 hours of the close of voting.
16. Up to £350 may be expended on each election campaign. This includes all publicity expenses. The University, acting through the Student Election Committee, will reimburse expenditure up to this limit to the account of one nominated individual per campaign team upon submission of valid receipts up to the close of voting. Campaign managers must keep all receipts and a detailed record of all expenses for submission to the Student Election Committee. Candidates and their campaign teams who spend more than £350 (excluding a candidate's personal travel and subsistence costs) may be disqualified.
17. No candidate is permitted to provide free or discounted alcoholic drinks for students in the course of the campaign.
18. Where polling booths are established during the voting process, campaigning is not permitted within the relevant election office [or building] in which these are located.

Voting

19. Voting will take place online and will be open for a prescribed period.
20. Voting will be open to matriculated, registered students of the University on the date that nominations close.
21. Voting will be by secret ballot using the Alternative Vote system.
 - Each eligible voter will be allowed an alternative transferable vote and may indicate the order of preference in which (s)he wishes to place the candidates.
 - At the end of the first count of votes, if a candidate has received 50% plus one of the total votes, then (s)he will be declared elected.
 - If no candidate has an overall majority at the end of a count, then the candidate with the fewest votes shall be eliminated and each of his/her votes will be transferred to whichever candidate has been listed second in order of preference. These transferred votes shall each count as one full vote.
 - This process shall be repeated until either one candidate has obtained 50% plus one of the total votes cast or there are only two candidates left who have not been eliminated, in which case the candidate of those two with the most votes shall be declared elected.

- In the case of an equality of votes for two or more candidates at any stage of the count, and where there are no candidates at that stage with fewer votes, then the candidate to be excluded shall be decided by the relative placings of the candidates at the most recent stage of the count at which their votes were unequal. If equal at all stages, then the Chancellor of the University (whom failing the Vice-Chancellor) will have the casting vote.
 - In the initial round of voting, provision will be made for a vote for a RON candidate (Re-open nominations). If this should be the 'elected' choice of the students after the initial election, a further nomination period, campaign and election shall take place. Candidates from the initial election are eligible to be nominated to stand again.
 - In the case of only one candidate being validly nominated in a second election, no election shall take place and this candidate will be automatically appointed.
 - If no valid nominations are received in a second election, then no Rector shall be declared elected and a new election will be held the following year in accordance with the timetable determined by Ordinance.
22. Proxy voting and postal voting are not permitted. Where required, provision will be made for voting by disabled students.

Rule Breaking

23. Campaign managers and their candidates will be held responsible for the conduct of their campaign and for any breaches of the rules.
24. The Student Election Committee shall have the responsibility for dealing with minor allegations of infringements of election rules, particularly with respect to campaigning.
- This should take the form of working with teams to resolve problems rather than imposing penalties or punishments.
 - More serious infringements involving penalties must be escalated to the Returning Officer and Senate-appointed supervisory panel, as well as any allegations relating to the Students' Association sabbatical officers.
 - Dissatisfaction with the decisions of the Student Election Committee in dealing with minor infringements does not have an automatic right of appeal to the Senate-appointed supervisory panel. Concerns of this kind should be reported to the Returning Officer and escalation will be at the discretion of the Returning Officer.
25. Serious breaches of the rules should be reported to the Returning Officer as soon as possible after the incident. The Returning Officer has discretion to refer any such case to the Senate-appointed supervisory panel for consideration. The Returning Officer may also refer the alleged infringement to the Student Election Committee as a potential 'minor breach'.
26. The Senate-appointed supervisory panel has full discretion in its response to alleged breaches of the rules. Depending upon the severity of the case, it may take actions which include but are not limited to written warnings, financial penalties or settlement of damages, and candidate disqualification. They may also declare an election null and void, in which case a new election will be initiated.
27. Any decision of the Senate-appointed supervisory panel is final. There is no further route of appeal.

ADDENDUM 1: Definition of 'Active Involvement' in another Scottish HEI

The University interprets 'active involvement' in another Scottish Higher Education Institution as follows:

- The prospective nominee holds a contract of employment at another Scottish HEI;
- The prospective nominee is a student (including evening or part-time)

- student) at another Scottish HEI;
- The prospective nominee is a member of Court at another Scottish HEI;
- The prospective nominee is a member of a University Committee at another Scottish HEI (this includes management committees, School or Departmental committees, or Students' Association committees such as a Board of Governors).

The following kinds of involvement do not fall within the definition of 'active involvement':

- The prospective nominee holds or is in recent possession of an honorary degree from another Scottish HEI;
- The prospective nominee is a parent or guardian of a student at another Scottish HEI;
- The prospective nominee holds a honorary appointment at another Scottish HEI (provided that said appointment does not involve regular or remunerated activities such as lecturing and teaching);
- The prospective nominee holds an Emeritus position at another Scottish HEI (provided that said appointment does not involve regular or remunerated activities such as lecturing and teaching).

APPENDIX 1:

University of St Andrews
 Rectorial Election 2017: Nomination Form

This form, complete with signatures of twenty matriculated students, must be submitted in hard copy to the Chief Legal Officer, College Gate, North Street, no later than **5pm** on **Wednesday 4 October 2017**.

This form must be accompanied by a photograph of the candidate and a 250 word statement, which will be available to all voters, outlining the career and experience of the candidate.

SPONSORS

We, the undersigned, being matriculated students of the University of St Andrews for the academic year 2017-18, hereby nominate:

.....
 (insert name of candidate)

for the office of Rector of the University of St Andrews.

	Name of Sponsor	Matriculation Number	Signature
1			
2			
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PLEASE NOTE: although the signatures of only twenty matriculated students are necessary, sponsors are strongly encouraged to gather more, in order to minimise the risk of a nomination failing due to the discovery of invalid information. (The University's Registry will be checking the student ID numbers against their records in order to verify the sponsors' matriculated status).

APPENDIX 2:
University of St Andrews
Rectorial Election 2017: Campaign Team

Name of Candidate

.....

I, the undersigned, accept the nomination and am willing to put myself forward for the position of Rector of the University of St Andrews for the period 2017-2020:

.....

(signature of candidate)

SENIOR CAMPAIGN TEAM

We, the undersigned, nominate ourselves as the Senior Campaign Team for

.....

(insert name of candidate)

As members of the Senior Campaign Team, we agree to abide by all rules and regulations laid out by the Student Election Committee, and will take on the responsibility of ensuring that all students campaigning on behalf of this candidate have read and understood the rules and have agreed to abide by them.

We also undertake responsibility for the payment of any making good of damage incurred in connection with this candidature, and we undertake to co-operate with the University authorities in maintaining discipline at the election.

Please note that members of the Senior Campaign Team can also be named as official Sponsors on the nomination form.

	Name of student	Matriculation Number	Signature
Proposer			
Secunder			
3			
4			
5			

PROPOSER & CAMPAIGN MANAGER

The proposer will act as the Campaign Manager, and will be regarded by the University as the official on-campus representative of the candidate. As the Student Election Committee may often contact the proposer in lieu of the candidate, we require your contact details.

Proposer's Name:

Term-time Address:

Email Address:

Mobile Telephone Number:

R.17-1: A motion to support lecture capture technology at the University of St Andrews

This SRC notes:

1. Lecture Capture technology is a digital tool that allows for the recording and revisitation of lecture materials.
2. The university has been trialling the Panopto software, which records voice and the slides being displayed on the screen. It has additional capabilities but these have been outwith the scope of the pilot.
3. Three schools took part in the semester one pilot; Computer Science, Modern Languages and Management.
4. The Director of Representation has been involved throughout the pilot as a member of the project board.
5. Face-to-face delivery remains the primary mode of delivery, though ways in which learning can be enhanced by lecture capture include: opportunity for review, clarification and consolidation; better support for students with disabilities and those for whom English is a second language; and enabling a wide range of delivery modes, including flipped classrooms.
6. A recent review of lecture capture provision across the UK HE sector (through the Heads of eLearningForum) indicates that, of the 94 institutions responding, 77 are already using lecture capture solutions.
7. The University does not currently have a lecture capture system that is available across campus. The School of Medicine currently operates the Echo360 system but this is available only within the Medical Building itself.
8. Currently, the University has a Recording Policy which allows students with registered disabilities and medical conditions to use personal devices to record lectures. This policy would be revisited if lecture capture is successfully rolled out.
9. Lecture Capture has not had a discernible impact upon attendance at either HE institutions currently using the software or during our pilot.
10. After discussion at Education Sub-Committee, the Students' Association's School Presidents have agreed in principle with the introduction of lecture capture.

This SRC believes:

1. Lecture capture is the way forward for revision purposes.
2. Lecture capture benefits students with disabilities, language needs or legitimate reasons for missing classes.
3. Lecture capture improves accessibility and allows for the development of distance learning classes.
4. The University of St Andrews should adopt lecture capture as a matter of expediency.

This SRC resolves:

1. To mandate the Director of Representation/Director of Education to speak in favour of lecture capture at Learning and Teaching Committee.
2. To mandate the SRC Faculty Presidents, SRC Postgraduate Academic Convenor and Association President to speak in favour of lecture capture at Academic Council.
3. To recommend to the University of St Andrews that the student body is in favour of lecture capture technology.

Proposed:

Jack Carr - Director of Representation

Seconded:

Louise McCaul - Faculty President of Science/Medicine

Sally Allmark - Faculty President of Arts and Divinity

Euan Grant - Postgraduate Academic Convenor

Appendix A. Draft Policy of the Students' Association on Institutional Lecture Capture at the University of St Andrews.

The Students' Representative Council of the University of St Andrews Students' Association resolves to support the proposed introduction of a lecture capture system. Lecture capture technology is a digital tool that allows for the recording and revisitation of lecture materials. In this academic year, the university has

been trialling software developed by Panopto. This software records audio alongside the slides being displayed on the screen. It has additional capabilities for recording video but these have been outwith the scope of the pilot. We note that our Director of Representation has been engaged in representing students on the pilot board and our School Presidents have been consulted also. We also note that students for several years have requested such technology be implemented.

We believe as a Students' Representative Council that increased use of technology, including lecture capture, is the strategic direction being undertaken by the wider higher education sector in order to enhance learning. We would be saddened and disappointed to see our university fall behind others in the sector in its use of technology to enhance learning and teaching.

While considering our feelings on the topic, we have reached the following conclusions:

17. We particularly appreciate that the technology benefits students with disabilities, language needs or legitimate reasons for missing the occasional class.
18. We consider the university policy on Student Absence robust enough to ensure continued attendance. We believe, and indeed note, the considerable body of evidence that students who are engaged enough to attend lectures are unlikely to change their behaviour as a result of this technology.
19. We believe that students should be able to access their taught materials for the duration of their degree programme to enable the revisitation of study materials at any point before graduation, as they are currently able to with online Moodle and MMS resources.
20. We do not believe that students will censor their academic ideas or discussions as a consequence of being recorded, indeed we recognise that the only people who can access such recordings are people who would have potentially heard the material regardless.
21. We believe that opt-out clauses are a sufficient protection for students who may have reason to not be recorded.

We commend the academic schools which have participated in this pilot and hope that more shall join them. We urge all members of Academic Council to support the implementation of this policy and encourage active engagement with the technology within their academic schools.