

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

AGENDA

Tuesday 15th October 2019 – Large Rehearsal Room – 6:00pm

- 1. Adoption of the Agenda**
- 2. Apologies for Absence**
- 3. Adoption of Minutes from Previous Meetings**
 - 3.1. Minutes of Joint Councils Meeting 24/9/19
- 4. Matters Arising from Minutes of Previous Meetings**
- 5. Open Forum**
- 6. Update on the most recent Board Meeting**
- 7. Reports of the Sabbatical Officers**
 - 7.1. Report of the Athletic Union President
 - 7.2. Report of the Association President
 - 7.3. Report of the Association Director of Events & Services
 - 7.4. Report of the Association Director of Student Development & Activities
 - 7.5. Report of the Association Director of Education
 - 7.6. Report of the Association Director of Wellbeing
- 8. Questions for Association Committees**
 - 8.1. Questions for Association Alumni Committee
 - 8.2. Questions for Association Community Relations Committee
 - 8.3. Questions for Association LGBT+ Committee
 - 8.4. Questions for Association Lifelong and Flexible Learners Committee
 - 8.5. Questions for Association Environment Committee
- 9. Questions for SSC Subcommittees**
 - 9.1. Questions for SSC Broadcasting Committee
 - 9.2. Questions for SSC Charities Committee
 - 9.3. Questions for SSC Debates Committee
 - 9.4. Questions for SSC Performing Arts Committee
 - 9.5. Questions for SSC Postgraduate Committee
 - 9.6. Questions for SSC Societies Committee
 - 9.7. Questions for SSC Music Committee
 - 9.8. Questions for SSC Volunteering Committee
 - 9.9. Questions for SSC Design Committee
 - 9.10. Questions for SSC ENTS Committee
 - 9.11. Questions for SSC On The Rocks Committee
 - 9.12. Questions for SSC Member without Portfolio

10. Questions for SRC Committees and Officers

- 10.1. Questions for SRC Accommodation Officer
- 10.2. Questions for SRC Member for First Years
- 10.3. Questions for SRC Member for Gender Equality
- 10.4. Questions for SRC Member for Racial Equality
- 10.5. Questions for SRC Member for Students with Disabilities
- 10.6. Questions for SRC Member for Student Health
- 10.7. Questions for SRC Member for Widening Access and Participation
- 10.8. Questions for SRC Arts/Divinity Faculty President
- 10.9. Questions for SRC Science/Medicine Faculty President
- 10.10. Questions for SRC Postgraduate Academic Convener
- 10.11. Questions for SRC Postgraduate Development Convener
- 10.12. Questions for Principal Ambassador
- 10.13. Questions for Rector's Assessor
- 10.14. Questions for SRC Member Without Portfolio

11. New General Joint Business

- 11.1. J 19-2 Motion on Removing Subcommittee Committee Members
- 11.2. J 19-3 Motion Addressing Issues raised about laundry providers in halls of residence
- 11.3. J 19-4 Motion to Update Chapter 16 of Association Constitution
- 11.4. J 19-5 Motion to Further Address Hate Crimes and Incidents in St Andrews

12. New General SSC Business

13. New General SRC Business

14. Any Other Competent Business

15. Collaborative Solutions

Association Alumni Officer – Olivia Wiggins

What have I done since my last report?

A relatively quiet week. Still working on getting speakers for our semester 2 event and looking at ways of drawing Alumni back into town for St Andrews day. Conducting research for Alumni profiles.

What progress has been made on my manifesto?

I have been looking into recent graduates who have succeeded in various fields since leaving the university. The aim is to develop profiles to share with current students. This addresses my intention to celebrate the achievements of former students.

What do I hope to achieve by next report?

Gained access to the Students Association's LinkedIn page.

Why does what i'm doing matter to students, and how can they get involved?

As we enter internship and grad scheme application season, highlighting the career paths followed by former students could act as a useful source of guidance. Contact me at [saalumni@](mailto:saalumni@st-andrews.ac.uk) or Like the Alumni Sub-committee Facebook page!

Association Community Relations Officer – Morgan Morris

Since my last report, we have continued plans for Community Relations week (week 11), and plans to publicize student groups who go out into the community on our facebook page. I have called a meeting of POLIS (the political society forum) we are running a voter registration campaign by creating an informational video and holding drop in session for people to register to vote. This is going to be a competition to see which group can get the most people registered, you will have to track this on the google form Jamie has, so if you want it let him know. I attended community council this past week, and an meeting about waste reduction and recycling, which were both super productive and informative.

What progress has been made on my manifesto?

The above was all in my manifesto, and there are a few points that will come in later this semester.

What do I hope to achieve by next report?

By my next report, we should hopefully have some confirmed plans for Community Relations Week, and we hope to elect freshers and postgraduate representative to my committee as soon as possible, but we are still lacking applications.

Why does what i'm doing matter to students, and how can they get involved?"

This matters because it allows students to feel more integrated in the town and shows them there are things they can get involved with outside gown side of there time in St Andrews. As always any ideas, thoughts, questions please get in touch: comrels@st-andrews.ac.uk.

Association Environment Officer – Lauren Davis

What have I done since my last report?

It's been the busiest, but the best Green Week ever. We've had incredible attendance at all of the events, and we've had many students approach us to get involved following independent learning week.

What progress has been made on my manifesto? (if applicable)

The new Environment Hall Reps have just been trained on Wednesday of this week! The Environment Subcommittee has many plans to work with them on waste-free campaigns and energy-saving projects. Coming up soon, we're going to launch our Interhall Energy Competition, it has been completely redone, so we're expecting better results and more participation going forward.

If you've made progress, great, if you haven't, explain why and what you're doing instead.

What do I hope to achieve by next report? (What it says on the tin)

By my next report, we'll have done another fun collaborative event with Democrats Abroad St Andrews, and Sustainable Development Society on the Green New Deal. Also, we are going to be trying to get as many people as possible to fill out the new travel survey so we can make accurate estimations of individual carbon footprint for the wider university Carbon Management Plan. In addition to this, we plan to help Amnesty International with their Kenly Wind Farm project and petition to get the application seen through before its deadline in March. More on this later!

Why does what I'm doing matter to students, and how can they get involved? (As above)

We've had a number of students who want to get involved, so going forward and into next term we will be working with Estates/The Environment Team to get student reps from each university department to further implement 'Sustainability in the Curriculum.' More to come on that, and I'm sure we'll have more opportunities for students' as the semester goes on.

Association LGBT+ Officer – Parker Hansen

This week I've been: getting a number of new committee members, working on setting up support groups (a replacement for queerpeers, a manifesto point). Also working on developing better marketing strategies with my new marketing officer (and following the saint article) . Finally, we should have the Gay Saint committee together by this meeting.

Next week: I'll be continuing meetings with Ruth (AVP Div) and student services to work on: pronoun training, support groups, AU policy, possibly other things.

Association Lifelong and Flexible Learners Officer – Sandra Mitchell

Nothing to report

SSC Broadcasting Officer – Tom Groves

What have I done since my last report?

IT Services have restored internet access from the studio, so everything is running as normal. The stream is notably more stable than last year, and shows can submit changes to their page on our website via a Google form. A simple version of the STAR app is ready for iOS; we are now working on the Android version.

We hosted our first Bell Pettigrew session, which went very well, with around 70 people attending, both students and locals. The new committee show, Office Hour, is Mondays at 5pm, during which anyone can ask questions via listen.standrewsradio.com. The social media workshop was useful for the few who attended. Sounds of Sandy's is now on a break until after ILW.

What progress has been made on my manifesto?

Manifesto is now 49% complete. You can track progress at bit.ly/starfesto.

We are unable to make much progress until we receive the budget for this year.

What do I hope to achieve by next report?

We are waiting for the new budget before we can buy new headphones, microphone arms, and new screens for the studio. In the meantime, we are planning a live lounge in Rector's Cafe, and a social for show hosts.

We are also looking to develop our database of music, get now-playing song info displayed on the website, and take over management of some of Music is Love's equipment so that bands and event organisers have easier access to speakers, mixers, and microphones.

Why does what I'm doing matter to students, and how can they get involved?

These updates streamline and improve the process of hosting a radio show, and will build the sense of community within STAR. You can get involved by applying for a show (there are a few slots left, though most are at 9am), writing for The Record or Hearing Aid, making videos for starTV, or illustrating content for all of the above. We are always looking for people to perform at our events. Any questions email hello@standrewsradio.com

SSC Charities Officer – Frankie Borderie – No report submitted

SSC Debates Officer – Toni Valencia

What have I done since my last report? (This will be along the lines of stuff that goes in generally)

I have been working closely with the Union Debating Society Board of Ten in order to ensure that our public debates and competitive debate training are running successfully. We had a very good turnout for the last few events as well as large interest expressed in our Facebook events. We also sent our teams to the first

competition of the academic year, Edinburgh Cup, hosted in Edinburgh University. We are also finalising our last few details for the inter-varsity novice competition, Bogwall on October 19, 2019. Further, we have hosted the two internal competitions: the Pro-Am and Cubs. Also, I have been promoting our EGM which will be held this Wednesday, October 16, 2019. The UDS is looking for a Freshers' Representative and Serjeant-at-Arms.

What progress has been made on my manifesto? (if applicable)

Working on ensuring that a wide variety of speakers are invited to our public debates. As our constitution has been revised to reflect the intention to have a diversity of guest speakers, we are working on a system to ensure that different backgrounds and professions that are relevant to a debate are invited. This has been quite successful in the last few weeks, but we are ensuring that this remains true throughout the year.

If you've made progress, great, if you haven't, explain why and what you're doing instead.

I am still trying to figure out a way in order to secure back-up guest speakers to our events without offending them. Alternatively, I would like to create a system to finalise confirmation to ensure that last minute drop-outs of guest speakers do not occur as often. This is quite a difficult situation and issue, so I am working with the Board of Ten to figure out a solution. At this point of the academic year, I have implemented all of the points on my manifesto and now I am ensuring that they are constantly maintained and kept to a higher quality standard.

What do I hope to achieve by next report? (What it says on the tin)

I would like to have another non-alcoholic social before the next report which is a point I have outlined in my manifesto. Further, ensure another speaker skills training event occurs or at least preparation for it ready. Further, I would like to finalise collaborations with other societies for our upcoming events.

Why does what i'm doing matter to students, and how can they get involved? (As above)

As a subcommittee of the Union, every matriculated student is welcome to join our events for free, whether it be the public debates or competitive debate training. We want to ensure that students are intellectually challenged and to promote discussion and constructive discourse with one another. Come along to our competitive debate training on Wednesdays at 2:00pm in the Large Rehearsal Room of the Union! Join us this week for our Brexit Discussion Forum and hear our guest speaker panelists thoughts on the issues coming from a wide range of parties and organisations! Feel free to ask our panelists questions during the event as well!

SSC Design Team Convenor – Edward Spencer

"What have I done since my last report?"

(This will be along the lines of stuff that goes in generally)

- Worked on ensuring that projects are getting back on track

- Continued training the new volunteers
- Planed and marketed our EGM
- Planned meetings to discuss Halloween ideas with DoES

If you've made progress, great, if you haven't, explain why and what you're doing instead.

- Unfortunately, due to projector issues and the continuing Lightroom we have not yet planned our next class but hope to do so by the next report

What do I hope to achieve by next report? (What it says on the tin)

By the next report we will have run another class for volunteers as well as begun planning a Halloween event. We also will be making progress in our current projects.

- Plan our next class
- Continue to train the new volunteers and push forward with projects

Why does what I'm doing matter to students, and how can they get involved? (As above)"

Design Team is continuing to promote and facilitate creativity within the student body. Students can get involved by becoming volunteer designers by emailing sadt@st-andrews.ac.uk. They can also email sadt@st-andrews.ac.uk to express an interest in joining the committee in the forthcoming EGM this Thursday or by coming along to one of our classes

SSC Arts Festival Convenor – Holly Scrivener – Report submitted late, reason given

"What have I done since my last report?"

We're making more progress on plans for On The Pebbles (16th November). We've started making concrete plans for the festival proper, and have a potential sponsor lined up.

What do I hope to achieve by next report?

To have some sponsorship confirmed, and to have more concrete plans for the festival

Why does what i'm doing matter to students, and how can they get involved?

Lots of opportunities for various students to get involved in putting on an event coming up!

SSC Member without Portfolio – Gavin Sandford

Nothing to Report

SSC ENTS Convenor – Paul Lancaster

"What have I done since my last report?"

Working through a review of how our health and safety training is conducted, documented and how the chain of responsibility works.

What progress has been made on my manifesto? (if applicable)

No manifesto as non-elected position - main goals this year are:

- Allow the smooth introduction of the new paid full-time position
- Revive ents publicity to help with recruitment and image (within and without industry)
- Establish and maintain a solid base of Ents to put on the many events we do each year and in future years

If you've made progress, great, if you haven't, explain why and what you're doing instead.

See above.

What do I hope to achieve by next report? (What it says on the tin)

Continue to coordinate with union staff as to how the new paid full-time tech position will integrate with our existing work. Continue the H&S review.

Why does what I'm doing matter to students, and how can they get involved? (As above)"

Every event: society, sub com, external body or university organized within the union commercial spaces is seen by the ents convener and results in the ents crew organizing tech/equipment/logistics requirements for over 200 events/year. Our work supports all these groups by putting on their events.

We're always really keen for more volunteers, we have crew meetings every Wednesday at 5 pm in the meeting room (where you sign up to help out) followed by training at 5:30 pm in the stage. If you're interested then just come along or email me at ents@st-andrews.ac.uk!

SSC Performing Arts Officer – Manaal Mahjoub

"What have I done since my last report?"

The first Performing Arts President's Forum is scheduled to be held this Friday which I'm really looking forward to. By the time of this meeting, auditions for Freshers' Drama Festival would have taken place (and hopefully have been a huge success!). On Thursday I attended the Byre Stakeholders Meeting with Shaina which was a great opportunity to learn more about the Byre, it's history, and how it operates. I also went to the Society Networking Event on Thursday, which was great fun. Congratulations to Markus and everyone else who brought the event to life!

What progress has been made on my manifesto? (if applicable)

At the networking event during the Performing Arts Round Table, I was able to let a few societies who aren't entirely familiar with the way Mermaids works that we can provide funding for any performing arts endeavour. I explained that one of the best ways to make the most of this opportunity is by proposing to us for a Fringe show. This ties in well with my manifesto point about inclusivity and wanting to reach out to other societies that may not think Mermaids is an option for them (when in reality it's an option for everyone!).

What do I hope to achieve by next report? (What it says on the tin)

I'm hoping to gain feedback at the Presidents Forum on anything that needs to be done to make sure affiliates are reaching their goals, and then use that feedback to shape the work I do for the rest of the semester.

Why does what I'm doing matter to students, and how can they get involved?

Being involved with Mermaids offers a creative outlet for many students, as well as the opportunity to learn valuable teamwork skills. Even simply being an audience member allows people to de-stress and escape the woes of student life for an hour or two. If you are interested in shadowing any aspect of productions (directing, producing, stage management, tech, costumes), we have a shadowing scheme set up. To find more information or to register, head to our website mermaidstheatre.com

SSC Societies Officer – Markus Lee – Report submitted late

What have I done since my last report?

The Society Networking Event went very well and I am very happy with the discussions made during the event. We had over 80 people in attendance, with most of them from societies and some from subcoms. We have received over 30 collaboration event proposals, and we will be reviewing them on Wednesday and give £150 grant to any good proposals. Many societies have reported that they found the event useful so we will be looking to do this on a regular basis. For affiliation, 73 societies are confirmed re-affiliated, with another 60 societies only waiting for General Risk Assessment. I will also be having meetings with DoSDA, DoWell, and Student Services to talk more about wellbeing within societies. I am also looking into clarifying the classification of Societies and Sports Clubs.

What progress has been made on my manifesto? (if applicable)

Networking event was a success and inspired many fantastic collaboration events.

What do I hope to achieve by next report? (What it says on the tin)

N/A

Why does what I'm doing matter to students, and how can they get involved? (As above)"

It matters to students because societies are a core part of the university, and most students are involved with at least one society. We hope to have as many societies as possible affiliated to the Union.

SSC Volunteering Officer – Lisa-Marie Husby

"What have I done since my last report?"

I have attended the societies networking event and met many societies we would like to collaborate with in the future. In addition we focused a lot on promoting World Mental Health Day on Tuesday 10th of October and showcasing how great volunteering can be for peoples mental health. We are also working on getting

volunteers to a couple one-off events these next couple of weeks and get volunteers paired up with specific projects the have a more one-to-one approach.

What progress has been made on my manifesto?

In my manifesto I said that I wanted SVS to become more social and have more contact between the committee and the volunteers. I believe we are working towards that now with more regular e-mails, use of Facebook, social events (next one this coming Tuesday) and individual Facebook-groups for each project/project area.

What do I hope to achieve by next report?

By next report I hope to have all projects up and running smoothly and have a working e-mail list. Our webpage/technical situation is sub-par and it is really making all administration very difficult and time consuming.

Why does what i'm doing matter to students, and how can they get involved?

What I'm doing matters to students because SVS let them be a part of something bigger than themselves and give them the opportunity to give back to the community around them. It is also a great way to escape the bubble for a while and do something positive for someone else. People can get involved by applying to be a volunteer on our webpage yoursvs.org.uk or e-mailing svs@st-andrews.ac.uk

SSC Postgraduate Officer – Blake Purchase

Please find my report below:

What have I done since my last report?

Since my last report I have welcomed new committee members and arranged to have them debriefed on their roles.

What progress has been made on my manifesto? (if applicable)

Ball for winter graduations confirmed.

If you've made progress, great, if you haven't, explain why and what you're doing instead.

Ball all confirmed.

What do I hope to achieve by next report? (What it says on the tin)

Brief new members

Why does what i'm doing matter to students, and how can they get involved? (As above)"

A strong committee can deliver strong events and representation.

SRC Accomodation Officer – Nevena Tsaneva

"What have I done since my last report?"

Since I was co-opted as an Accommodation Officer, I have worked with my committee on editing this year's How to Rent Guide and adding new relevant sections to it, with an emphasis on financial support and sustainability. We are arranging a plan for Accommodation Week and are in the process of organizing events at halls and at the union, as well as looking at different advertising strategies to make them as popular as possible. I am working on arranging for the senior hall students to receive professional qualifications after having managed their committees and having their experience recognized in their diploma. I am working with Class Gift to figure out additional financial support to students in need and examining the possibility of collaboration during Accommodation Week.

What progress has been made on my manifesto? (if applicable)

As per my biggest goal, I have made the necessary changes to raise additional awareness of financial support for students struggling with high accommodation prices at the How to Rent Guide. I have also made myself fully available to students facing tenancy difficulties and given them access to relevant resources informing them of their rights. Additionally, I and the Association President have been speaking to a group of concerned students regarding Washstation and thinking of appropriate ways to pressure the corporation into improving their service.

If you've made progress, great, if you haven't, explain why and what you're doing instead.

What do I hope to achieve by next report? (What it says on the tin)

I hope to have a full Accommodation Week Graphic ready and to have all the relevant information for the How to Rent talks at halls and the Union. I also hope to provide the necessary support to student's quires regarding the security of bike sheds in front of halls.

Why does what I'm doing matter to students, and how can they get involved? (As above)

Students have the right to be fully informed on their rights as tenants and to receive support on pending issues. Anyone can get involved via sharing important information and supporting the Curcuit/Washstation petition. I and Class Gift's President are working on establishing a program aimed specifically at accommodation aid, which will run on the base of student's involvement. As this progresses further, I will be able to provide additional information.

SRC Member for First Years – Polina Sevastyanova

"What have I done since my last report?"

> I completed my undercover open day investigation by going on open day tours to evaluate the experience for St Andrews applicants and parents. I found that the problems raised concerning accessibility and exclusiveness weren't really present - the tours had a short and accessible route, and everyone was very helpful.

> As a follow up, I am investigating department tours, specifically whether direct entry applicants within the appropriate departments can interact with students that

have done direct entry. This was the case when I come on my opening day and I found it helpful, so I am contacting school presidents about the organisation of this.

What progress has been made on my manifesto? (if applicable)

My current goals are unrelated to my manifesto

If you've made progress, great, if you haven't, explain why and what you're doing instead.

What do I hope to achieve by next report? (What it says on the tin)

> Encourage and work with school presidents to organise events for opening days for direct entry applicants as mentioned above.

> Improve the distribution of information about healthcare, and the existence of Health Hub.

Why does what i'm doing matter to students, and how can they get involved? (As above)"

Direct entry is an important decision for people and it's important for applicants to talk to people who have done it. Also people are unaware that health hub exists and a lot of people are confused about how to get emergency healthcare.

SRC Member for Gender Equality – Leonor Capelier

What have I done since my last report?

I have held another meeting with representatives of the gender-based societies to organise a panel discussion and fundraiser for Reclaim the Night. Now we have a guest speaker from Fife Rape and Sexual Assault Centre confirmed as well as other local charities expressing an interest. We have set a date for the panel discussion based on why tackling SGBV matters in St Andrews for the 19th November and I am currently in the midst of booking a space. The bake sale has been booked for Friday 22nd in the evening.

We decided that during the Gender Equality festival we will put on an event titled "Reclaim the Dancefloor" where we do a sponsored 12hr dance session in 601 during the day to raise money for FRASAC.

Following the SGBV working group session, we decided on a campaign to have external events such as the fashion shows have some form of SBGV training like GotConsent in their contract. I am going to work with Jamie as well as the other heads of gender-equality societies to organise this.

I attended the societies networking event where I was made aware that some societies have difficulty in getting women, non-binary and trans to attend their events. There, I raised awareness of the gender equality festival taking place at some point next semester.

What progress has been made on my manifesto?

Enforcing more successful collaborations between societies.
Facilitating access to events for female-identifying groups.

Raising awareness of the prevention of SGBV through interactive events.

What do I hope to achieve by next report?

I will attend a pronoun consultation meeting with the Proctor alongside Parker, Flora and Shaina.

I will create an info sheet on how to widen access to events to female-identifying students.

I will have the panel discussion booked, speakers confirmed and presentation outlined to guide the discussion.

Why does what I'm doing matter to students, and how can they get involved?

Facilitating student participation in the discussion around SGBV.

Widening access to events which have been male-dominated.

SRC Member for Racial Equality – Zoe Ruki – Submitted late, no reason given

Nothing to report

SRC Member for Students with Disabilities – Emily Muller

"What have I done since my last report?"

I have continued to revise my disabilities subcommittee draft, met with student services regarding the implementation of more professional support services for disabled students and polled the 'Disabilities in St Andrews' group to demonstrate the importance of such a group to faculty.

What progress has been made on my manifesto?

I have been working on implementing more supportive services!

If you've made progress, great, if you haven't, explain why and what you're doing instead.

N/A

What do I hope to achieve by next report?

I did not get to meet with Flora regarding the subcommittee draft as she was ill so I hope to have a good talk about that this week and continue to revise. I also hope to have scheduled another meeting with student services!

Why does what i'm doing matter to students, and how can they get involved? (As above)"

It matters because if you stay engaged and communicate your needs to me I'll give it my all to implement positive change for all of us!

SRC Member for Student Health – Emma Rose Walsh – No report submitted

SRC Member for Widening Access and Participation – Britt McArdle

What have I done since my last report?

The event collaborative event I've been working on will be taking place on Wednesday 16th October! It's confirmed that Wellbeing, Tea Society and Lifers will be taking part, and by the time of this council I should be able to confirm whether Peer Support and Equal Opportunities will also be joining.

CAPOD have put me in touch with Margaret Adamson regarding the technical side of setting up a Widening Access network. I plan on meeting them in person alongside Flora and should be able to provide more updates very soon.

I've also attended the usual Wellbeing and Equal Opportunities meetings.

What progress has been made on my manifesto?

I'll be meeting CAPOD soon about setting up a Widening Access network, as soon as we've worked out a time that works for them, Flora and I.

As I said last week, I'm also ensuring to keep up to date with the Albany Park development, and will do my best to ensure that the concerns of students from low-income / other WAP backgrounds are considered by everyone involved in building the new accommodation. I've had some feedback from individuals regarding specific concerns about the development and I'll ensure to compile these, as well as to encourage them to attend the student consultations.

What do I hope to achieve by next report?

I'm hoping to have a definite date and time sorted with CAPOD to speak with them about the WAP network, for which I will be working on developing my existing plans to make my ideas as clear as possible. I will also speak with the rest of Equal Opportunities to see whether they have their own ideas for how the network should function.

Due to illness and being incredibly busy I've not had chance to set up a meeting with those interested in the Albany Park development - this is definitely a priority by the time of my next report.

Why does what I'm doing matter to students, and how can they get involved?

It matters because people from WAP backgrounds deserve the best from their university experience, and there's still a lot of work to be done to make St Andrews an inclusive, affordable (or at least more affordable) place! Things like promoting wellbeing, providing information on helpful resources such as bursaries, and

advocating for affordable accommodation, are important for everyone, irrespective of their background.

Anyone can get involved with as much or as little commitment as suits them just by getting in touch with me about anything I'm working on, or anything they'd like me to work on! Email: bs200 Facebook: Britt McArdle

Arts and Divinity Faculty President – Sophia Rommel

What have I done since my last report?

I attended EduComm, which was a rather quick meeting. We prepared our agenda points for the School Presidents' Forum (which, by the time this report is read, will have already happened). In the Forum, we will discuss training staff members as wellbeing/mental health reps in all Schools and Departments, the Careers Centre, and MEQ questions.

I also met with several School Presidents (e.g. Medicine, IR, Biology, Economics, Art History, History, Management, English) to discuss certain aspects of their role that they wanted to talk about. Regarding English, Amy and I are currently working on an SSCC-related issue. Regarding Economics, the School President is attempting to improve the support students get regarding essays, as she finds the current lack of support to be connected to the low dissertation rate within the School. Regarding Management, Amy and I are currently dealing with a HR issue. Art History, History, English, and Classics also hosted their Humanities Internship Fayre, which was great.

Moreover, I confirmed with Prof Woodfield's PA that both Dennis and I will meet with Prof Woodfield on the 19th of Nov regarding the People's Strategy and Race Equality Charter Group.

What progress has been made on my manifesto?

All Class Rep training are now done (amazing job, Amy!) which means that the 'Class Rep' section of my manifesto has been pretty much completed. I have put the two ID4000-level reps in touch and sent the Arts rep the Class Rep booklet.

Other than that, I've been continuously supporting the School Presidents, helping Amy out with some tasks, and working with Dennis on wellbeing reps and a host of E&D initiatives.

What do I hope to achieve by next report?

I hope to have met with Amy to touch base and discuss some upcoming events we have in mind. I would also like to meet with both Dennis and Amy, or just chat virtually, in order to set up a post-ILW EduComm social, as the School Presidents have expressed interest in this and I think it would be a wonderful way for our group to continue bonding! Lastly, I would also like to meet with Dennis to discuss the ID modules' SSCC (including how to structure them, when they take place, who should be present, etc.) - it may be beneficial to have Amy attend this meeting, too.

I would also like for the Arts/Div FP and Sci/Med FP roles to become even more visible in the University community. I was thinking about asking School Presidents to send out our Office Hours, so students know where they can find us. Although I feel like we have done a good job connecting with and supporting the School Presidents, and meeting many students, I think we could do more to reach out to the student body at large.

Why does what I'm doing matter to students, and how can they get involved?

A lot of what Amy, Dennis and I do is focused on education, which directly impacts the students. As always, anyone who has an interest in any of the above initiatives and events I have mentioned is welcome to contact me at artdivfp@.

Science and Medicine Faculty President – Dennis Goodtzov – Report submitted late, reason given and accepted

What have I done recently?

Together with Chemsoc, astrosoc, PhySoc and neurosoc I'm helping organise "Queer Academia, LGBT in STEM" an event where 4 LGBT speakers from different points in their career give an insight into their research/work and their experience in their respective fields. I have applied for an education discretionary fund and helped organise a venue. Prospective date is November 6th in the Arts Lecture Theater. (Shameless promo: there will be a wine reception).

Manifesto Progress:

I'll be joining Sophia for the meeting with Dr Woodfield in November, following a point from my manifesto about further improving and keeping a high standard of equality, diversity and inclusion within the SciMed faculty.

What I hope to do in the foreseeable future:

Currently working with Amy (Physics SP) on a new design for the general well-being posters in the school of physics, with all the info about the student services available listed. If anyone would like the template for their schools shoot me an email at scimedfp@.

SRC Postgraduate Academic Convenor – Emma Whitefield

"What have I done since my last report?"

I have attended numerous meetings including the Postgraduate Research Committee (with the DoPGRs for each school, proctor and provost), The Learning and Teaching Committee (with the provost, associate deans, and directors of teaching), the Education Committee, and the PG society meetings. The PG Reps have been trained! And the PGR and PGT exec forums have been scheduled with the appropriate deans, proctor, and provost. These invites will be shared next week once confirmed by each position in attendance.

The PGR Committee and LTC were very interesting as the DoTs and DOPGRs heard and thusly gave feedback on presentations regarding the mental health and accommodation strategies. We were able to discuss what specific issues related to the postgraduate committee which will be fed back to the working groups on the

strategies. Affordability of housing and mental health support being the two biggest issues discussed.

What do I hope to achieve by next report? (What it says on the tin)

The PG Reps will have selected their Exec reps who will then be invited to the upcoming forums. I will be sending out an email to PG Reps with a brief introduction on the types of concerns they can be feeding back to me and sending along the links so they can access the minutes of the committee meetings I am attending (where appropriate). I will attend the regularly scheduled meetings for the upcoming weeks and be prepping for the PGT Exec Forum and putting out a call for papers in the next fortnight.

Why does what I'm doing matter to students, and how can they get involved? (As above)"

Luckily, I have been able to do some advocating for both current and future students as we consider the university strategies on mental health and accommodation moving forward. It's been a unique opportunity. I have not been putting out any fires, so most of my work has been looking forward.

SRC Postgraduate Development Officer – Ana Maria Neferu

Nothing to report, other than having attended my usual weekly meetings.

SRC Member without Portfolio – Rowan Wishart

"What have I done since my last report?"

Not much - been through the tweets to double check I've not put anything sensitive in. Particularly sabbs if you say something in your report that you don't want on twitter let me know.

What progress has been made on my manifesto? (if applicable)

N/A

If you've made progress, great, if you haven't, explain why and what you're doing instead.

Most of my job is socials - so, planning those.

What do I hope to achieve by next report? (What it says on the tin)

Solidify plans for a social. Probably going to plan one for after the next joint.

Why does what i'm doing matter to students, and how can they get involved?
(As above)

While they can't really get involved with my job, it's important I'm a friendly face for people outwith councils. By keeping the twitter and Facebook updated I'm hoping to keep people informed.

Principal Ambassador – Ben McAuley

"What have I done since my last report?"

(This will be along the lines of stuff that goes in generally)

1. In week 3, we held our second Visiting Day. We used the feedback from the first Visiting Day to refine several aspects of the day including Registration, pushing Hall tours, and giving more guidance to Student Ambassadors on the North Haugh.
2. In week 4, I ran 6 situational training sessions for Ambassadors. We covered some of the most difficult questions that arise on Visiting Days; and situations such as supporting prospective students with disabilities or dealing with badly behaved children on summer schools. This was brand new this year, and the feedback was very positive. Next year's Principal Ambassador could even include this in the initial training at the start of the academic year, to streamline the training process.

What do I hope to achieve by next report? (What it says on the tin)

Survive the next two visiting days

Why does what i'm doing matter to students, and how can they get involved? (As above)"

Apply in semester 2!

Rectors Assessor – Camilla Duke

What have I done since my last report?

Since my last report, I have interviewed candidates to join the Rector's Committee and chosen our two new members. I have also done some strategizing with Polis, the Community Relations Officer, and the President on voter registration in the community. We attended the School of Classics' Democracy Past and Present event and registered a few voters there as well. I have also launched an essay competition in conjunction with the J.M. Barrie Literary Society called the Rector's Challenge in honour of the centennial of J.M. Barrie becoming Rector of St Andrews. More information on this can be found on our Facebook page.

What do I hope to achieve by next report?

Next week, Jamie, Amy, and I will be attending University Court and updating Court members on our work over the past few months. I will provide an update at the next councils meeting on this. I also hope to continue making progress on our voter registration efforts.

Why does what i'm doing matter to students, and how can they get involved?

I would welcome anyone who would like to share information about the Rector's Challenge. And, as always, if any subcommittees or societies would like to get involved in our voter registration efforts, please get in touch!

Motions

J 19-2 – Motion on Removing Subcommittee Committee members

Owner: Jamie Rodney

To be enacted: Upon acceptance at University Board

To be reviewed: 15/10/20

Councils notes

1. Complaints by Councillors about inactive subcommittee committee members have been a long-lasting issue for the students association.
2. Some Subcommittee committees already have mechanisms for removing inactive members, while others do not.
3. Among Subcommittees that do have mechanisms for removing members, there is a wide degree of variance on how these mechanisms work.

Believes

1. That being a committee member of a Subcommittee committee of the Student's Association is a privilege, and comes with responsibilities to perform one's duties adequately.
2. That there need to be clear consequences for those who fail to uphold these responsibilities.
3. Mechanisms for removing subcommittee committee members need to be consistent across all Subcommittees.
4. Any mechanism for removing subcommittee committee members should give them an opportunity to improve before moving to remove them.
5. All members removed from committees should have the right to appeal if they are dissatisfied with the decision to remove them.

Councils Resolves

To report the following amendments to the Laws of the Association to SAB with the recommendation that the same do pass:

1. To add to Chapter Six of the Laws a section on "Removing subcommittee committee members" and update accordingly.
2. To grant Councillors the ability to remove members of subcommittee committees if they fail to perform their duties as codified in the constitution, or frequently miss meetings without adequate reason.
3. That Councillors can only remove subcommittee committee members after a warning has been given, and after consultation with the relevant sabbatical officer.

4. To allow subcommittee committee members to issue a vote of censure in another member if there is a three quarters majority of all committee members including the convener. Votes of censure can advise the removal of a member, with the final decision being made by the sabbatical officer and convener.
5. That any subcommittee committee member removed by shall have the right to appeal to the Student's Association Executive, who will make the final decision regarding their membership of that committee.
6. In cases where a subcommittee head is also a sabbatical officer, then the decision to remove underperforming members shall take place in consultation with two other sabbatical officers.
7. Where subcommittees have existing procedures for the removal of underperforming members they may, at the discretion of the relevant sabbatical officer and subcommittee head, use these rather than the procedure referenced above. The removed member retains their right to appeal to the Executive, who shall make the final decision in all cases.
8. The above procedures only apply to subcommittee committee members who are not elected by cross-campus ballot, as listed in Chapter 7 of the Laws.

Appendix A

Chapter Six: Regulations Governing Officers and Committees

1.Officers 1.1.All Association, SRC and SSC Officers and Conveners shall present full written

reports on their term of office at the Annual General Meeting and shall give regular interim reports to the appropriate bodies.

1.1.1.Any officer who fails to submit a report to the Annual General Meeting without a reason acceptable to the committee members shall immediately cease to be a member.

1.2.All Officers shall be responsible for coordinating meetings of their subcommittees, including deciding a meeting schedule, and preparing and distributing agendas and motions.

1.3.All Officers shall attend meetings with their sabbatical teams and keep their sabbatical line managers informed of all activities.

1.4.All Officers shall ensure that minutes are taken at their subcommittee meetings, and these minutes are given to the General Office in time to be included in the minutes of the next SRC/SSC meeting.

1.4.1.A copy of the minutes must also be given to the relevant chair within three working days of the meeting taking place.

1.4.2.Minutes must also be filed in the General Office and placed online. 1.5.A copy of the agenda must be given to the Association Chair as soon as it is available. 1.6.All Officers shall ensure that the committee they convene is fulfilling its remit.

2.Committees 2.1.All committees shall keep and store adequate minutes and shall normally require seven days written notice of meetings.

2.2.The quorum shall be three-fifths of the directly elected membership.

2.3.Committees shall meet on a cycle coordinated by the SAEC.

2.4.Committees shall be called by:

2.4.1.Their Officer (who shall also be their convener)

2.4.2.By the convenor at the request of one-third of the members of the committee.

2.5.All committees shall follow the Association Standing Orders and Policies.

Appendix B

Chapter Six: Regulations Governing Officers and Committees

1.Officers 1.1.All Association, SRC and SSC Officers and Conveners shall present full written reports on their term of office at the Annual General Meeting and shall give regular interim reports to the appropriate bodies.

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2.4. Committees shall be called by:

2.4.1. Their Officer (who shall also be their convener)

2.4.2. By the convenor at the request of one-third of the members of the committee.

2.5. All committees shall follow the Association Standing Orders and Policies.

2.6 Officers and convenors shall have the right, following a warning and consultation with their Sabbatical line manager, to remove subcommittee committee members who fail to fulfil their constitutional duties.

2.6.1 Subcommittee committee members shall have the right to request the removal of underperforming members of that subcommittee committee by sabbatical officers and convenors through a vote of censure by three quarters or more of Subcommittee members.

2.6.2 Any subcommittee committee member removed from a subcommittee will have the right to appeal to the students association executive committee, who will make the final decision over their committee membership. Appeals can only be made on the basis of:

- .Information not known at the time of the original decision.
- .Procedural irregularity that could make a material difference to the original decision (including inaccurate information, etc.)
- .Bias or prejudice.

2.7 Where subcommittees have previously existing mechanisms for removing subcommittee members, they may rely either on those procedures or on the mechanism detailed above: the decision on which procedures should apply will be at the discretion of their sabbatical line manager.

Proposed:

Jamie Rodney, President of the Student's Association

Seconded: Mika Schmeling, Association Director of Events and Services

Shaina Sullivan, Director of Student Development and Activities

Parker Hansen, Association LGBT+ Officer

Markus Lee, SSC Societies Officer

Toni Valencia, SSC Debates Officer

Camilla Duke, Rector's Assessor

J 19-3– Motion addressing issues raised about laundry providers in halls of residence

Owner: Jamie Rodney

To be enacted: Immediately

To be reviewed: 15/10/20

Councils Notes

- 1) There have been frequent complaints by students about the quality and price of Circuit Laundry and, laterally, Washstation Laundry both in University Halls and non-University managed accommodation such as Ayton House.
- 2) A more detailed summary of complaints are detailed in the petition attached as an appendix to this motion, but the majority centre around cost, poor service, and the top-up system being unnecessarily difficult to use.
- 3) These complaints have been echoed by students and Student's Associations at other Universities around the country.
- 4) A petition by students calling on Circuit and Washstation Laundry to improve their service has garnered 345 signatures as of the time of writing.
- 5) Issues with Circuit and Washstation have also been raised in student publications such as [The Record](#) and [The Stand](#).

Councils Believes

- 1) Good laundry service is a basic requirement for all students.
- 2) At present, many students feel that such a service is not being provided.
- 3) That the fault in this situation lies not with the University of St Andrews, Residential and Business Services, or with individual Residential Service Managers, but with the companies providing laundry services.
- 4) Circuit and Washstation deserve to be held to account for the price and service offered.

Councils Resolves

- 1) To set up a working group responsible for liaising with affected students and communicating their problems to Circuit and Washstation
- 2) To communicate with other Students Associations in Scotland about joint-up campaigning.
- 3) To share and promote the petition on social media channels.
- 4) To include mention of laundry issues in the Students Representative Report to University Court in January.

Appendix A

Text of the Petition to Circuit and Washstation

“As the two providers of laundry services to the University of St Andrews, we are writing today to notify you of our discontent with the services tendered on your behalf. Below follows a list of our complaints:

Top-ups can only be made in multiples of £5. This makes it almost impossible to use up the total credit on a given card, since the cost of washing/drying clothes is not to the nearest £1.

Card dispensers break often and when they do, fixes and replacement cards take too long to arrive. This leaves new residents unable to access laundry services.

Customer service is slow and unhelpful, and the support services are too far removed from the problems they are supposed to address.

The cost of the service provided exceeds the quality of the laundry machines and their maintenance.

In the light of these complaints, we ask you to address these issues as soon as possible.”

Proposed

Joseph Luke - (Senior Student, St Regulus Hall)
Stella Maris - (Senior Student, St Salvators Hall)
Ryan Lunney - (Senior Student, John Burnett Hall)
Conor Straub - (Senior Student, Andrew Melville Hall)
Victoria Briggs – (Senior Student, MacKintosh Hall)
Ferdia McKeogh - Whitehorn Hall
Alex Beckett - Whitehorn Hall
Neve Kinahan - Agnes Blackadder Hall
Maitreyi Tusharakia - Agnes Blackadder Hall
Spencer Percival - Macintosh Hall
Naima Fenderl - Andrew Melville Hall
Geraint Morgan - St Regulus Hall
Eleanor Pitt - David Russell Apartments

Seconded

Jamie Rodney - Association President
Amy Bretherton - Association Director of Education
Nevena Tsaneva - Association Accommodation Officer
Camilla Duke - Rector's Assessor
Polina Sevastyanova - SRC Member for First Years
Gavin Sandford - SSC Member Without Portfolio
Rowan Wishart - SRC Member Without Portfolio

J 19-4 to update Chapter sixteen: SSC Design Team The SSC note:

1. The current SSC Design Team constitution, does not allow Design Team to refresh the committee when a member is not fulfilling their role as stated in Chapter sixteen.
2. The current SSC Design Team constitution does not have a wide enough scope to reflect the work that we do more thoroughly.

3. The current SSC Design Team constitution does not contain the position of Project Manager

The SSC believes:

1. The SSC Design Team would benefit from a procedure to remove people, the committee when they are not fulfilling their roles to aid the smooth running of the committee as a whole and to allow Design Team to continue to enact its mission to the best of its ability.
2. As the SSC Design Team provides a service to other committees and already struggles to build volunteers on the committee, it is vital that everyone who is on the committee is fulfilling their role to ensure that the rest of the committee is able to function efficiently to provide the best services possible.
3. The SSC Design Team believe that it is in the best interest of the committee to not structure this as a vote of no confidence as this would put significant pressures on the committee as a whole and during the period leading up to this would significantly reduce the ability of the committee to continue to fulfil projects and its wider role. Further as some parts of the committee are further separated from others e.g. the designers from the marketing team they will not always be able to see the full effect of one half of the marketing team for example not performing their role, especially if the other part of the role is being picked up by the other member.
4. The SSC Design Team's constitution does not reflect the true scope of the activities that we engage in and should be updated.
5. The SSC Design Team has grown significantly in number of projects: 2 years ago we completed 29 projects, currently so far this year we have completed 17 projects and have a further 23 projects being managed
6. The role of The SSC Design Team Vice President includes helping the Convener, managing the volunteers and mentor scheme, as well as all of our projects. The introduction of a Project Manager would help to both improve the efficiency of Design Team whilst also giving the Convener and the Vice President more time to work on the mentor scheme as well as supporting the marketing, photography and events team within the SSC Design Team.
7. This will allow us to meet the demands of our expanding number of projects, events, workshops and outreach programs whilst also improving our design project clients experience.

The SSC resolves:

1. To update Chapter sixteen of the Laws to update the current SSC Design Team constitution (Appendix A) and replace it with Appendix B.

Owner: Edward Spencer

Seconders:

Gavin Sandford – Member without portfolio Shania Sullivan – DoSDA
Morgan Morris – Community Relations officer **Appendix:**

- A – Excerpt from current Laws
- B – Proposed updated Laws (changes highlighted)
- C – Volunteers Agreement, Design Team Policy and University Policy

Appendix A: Excerpt from current Laws

1. Aims

1.1. The SSC Design Team aims to encourage and promote the interest in publication and graphic design through the provision of services, resources, expertise, and support, both among the student body and the community of St Andrews.

1.2. To provide the opportunity for students to collaborate with like-minded peers, and to participate in design-related projects.

1.3. To offer design and promotional services to the Association and its affiliated societies.

1.4. To provide training in digital design.

2. Committee

2.1. Design Team Membership: The Design Team Committee shall have the following members:

2.1.1. SSC Design Convenor (Convenor and Chair) 2.1.2. Vice-President

2.1.2.1. Ordinary Member (designers) (x3)

2.1.3. Secretary

2.1.4. Treasurer

2.1.5. Marketing Team

2.1.6. Training Officer 2.1.7. Social Coordinator 2.1.8. Photography Officer

3. Roles

3.1. Convenor shall:

2.1.5.1. Branding Officer 2.1.5.2. Social Media Officer

2.1.8.1. Ordinary Member (photographer) (x3)

2.1.9. Director of Events and Services

2.2. All committee members shall write, and submit to the Convenor, handover documents for their successors no later than one week before the AGM.

3.1.1. Oversee all aspects of the Design Team, ensuring that the Design Team fulfills its responsibilities as set out by the University of St Andrews Students' Association constitution.

3.1.2. Chair committee meetings.

3.2. Vice President shall:

3.2.4. Be the main point of contact for volunteers 3.3. Ordinary Members (designers) (x3) shall:

3.3.1. Take on a minimum number of design projects

3.1.3. Liaise between heads of societies and subcommittees, university staff, and volunteers.

3.1.4. Maintain all notice boards in the Design Suite

3.1.5. Organize an annual End-of-year Showcase, possibly as part of the On The Rocks Festival, in collaboration with the Convener-elect

3.2.1. Assist the Convener wherever possible and represent the Design Team when the Convener is unable to.

3.2.2. Directly manage the ordinary members (designers) 3.2.3. Oversee Trello activity

3.3.2. Help recruit and mentor new design volunteers 3.4. Secretary shall:

3.4.1. Take minutes of every committee meeting, update a document that is to be shared regularly with the DoES and reception staff.

3.4.2. Maintain a mailing list for current members and send out weekly email updates.

3.4.3. Maintain a mailing list for alumni and send out newsletters at least once a semester

3.4.4. Assist with other administrative duties as they arise. 3.5. Treasurer shall:

3.5.1. Maintain a log of all financial transactions.

3.5.3. Keep the cash box and keys.

3.6. Marketing Team shall:

3.5.2. Take responsibility for obtaining cash floats from the Cash Office as needed.

3.5.4. Actively try and secure sponsorship deals/grants and suggest ways by which the Design Team can raise money for the purpose of providing improved or continued services and resources to students and societies.

3.6.1. Work together to create a marketing plan for each year.

3.6.2. Work together to redesign the YourUnionDesign website when needed. 3.6.3. Branding Officer shall:

3.6.3.1. Develop and manage the Design Team brand in collaboration with the Convener.

3.6.3.2. Design, create, and distribute publicity for all Design Team events and services.

3.6.4. Social Media Officer shall:

3.6.4.1. Manage all social media accounts.

3.6.4.2. Update events calendar on the YourUnionDesign website.

3.6.4.3. Maintain the Design Team website, updating the calendar, committee profiles, Union links, and other content as necessary.

3.7. Training Officer shall:

3.7.1. Be responsible for the upkeep of all computers and subscriptions.

3.8. Social Coordinator shall:

3.8.1. Organize committee socials, volunteer socials, and creative workshops

3.9. Photography Officer shall:

3.10. Ordinary Members (photographers) (x3) shall:

4. Meetings

3.7.2. Run weekly Adobe Skills Workshops with assistance from committee members who have specific expertise

3.9.1. Organize and run photography skills workshops

3.9.2. Directly manage the ordinary members (photographers)

3.10.1. Take on a minimum number of photography jobs

3.10.2. Help recruit and mentor new photography volunteers

4.1. The committee shall meet weekly throughout the year, or as the convener sees fit. 4.2. The SSC Design Convener will take the chair.

4.3. In the absence of the SSC Design Convener, the Vice-President will chair. 4.4. Quorum

4.4.1. The quorum shall be three-fifths of the voting membership of the committee.

4.5. Notice

4.5.1. All members of the Committee must be given at least 24 hours' notice of any committee meeting.

5. Annual General Meeting 5.1. Procedure

5.2. The AGM shall be held during Semester Two and shall:

5.2.1. Require 14 days' notice.

5.2.2. Be publicised widely in such places and by such methods as the committee shall determine from time to time.

5.2.3. Shall elect all Design Team Committee positions except for the SSC Design Convener

5.2.4. Be open to all matriculated students of the University of St Andrews, except those who have exercised their right to opt out of the Students' Association under the provisions of the Education Act 1994.

5.3. Business

5.3.1. The order of business shall be: 5.3.1.1. 5.3.1.2. 5.3.1.3. 5.3.1.4. 5.3.1.5.

6. Interviewed positions

6.1. The SSC Design Convenor will be appointed by the SSC Convenor Selection Committee as described in Chapter 5.13 of the Laws.

7. Committee Vacancies

7.1. Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by an EGM, following the same guidelines as described in section 5.

8. Committee Decisions

8.1. Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the Design Team Committee shall be eligible to vote.

Appendix B: Proposed updated Laws (changes highlighted)

1. Aims

1.1. The SSC Design Team aims to encourage and promote the interest in publication, **and production of creative** graphic design through the provision of services, resources, expertise, support and events, both among the student body and the community of St Andrews.

1.2. To provide the opportunity for students to collaborate with like-minded peers, and to participate in design-related projects.

1.3. To offer design and promotional services to the Association and its affiliated societies.

1.4. To provide training in digital design and Photography. 2. Committee

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2.1.1. SSC Design Convenor (Convenor and Chair)

2.1.2. Vice-President

2.1.2.1. Ordinary Member (designers) (x3)

2.1.3. Secretary

2.1.4. Treasurer

2.1.5. Marketing Team

2.1.5.1. Branding Officer 2.1.5.2. Social Media Officer

2.1.6. Training Officer 2.1.7. Social Coordinator 2.1.8. Photography Officer

2.1.8.1. Ordinary Member (photographer) (x3)

2.1.9. Director of Events and Services

2.1.10. Project Manager

2.2. All committee members shall write, and submit to the Convener, handover documents for their successors no later than one week before the AGM.

2.3 If a committee Member is not fulfilling their role to the standards expected of them, then the SSC Design Team Convener will have an informal conversation to try to resolve the issue and offer assistance. Following this, if there is no change in their performance then they will talk to the Director of Events and Services about the situation and, if deemed appropriate, the Member may be removed from the committee.

2.3.1 If a member is not satisfied with the decision that is made then they can appeal to the Executive committee of the Students Association who will hear both cases and will have the final say on the matter.

2.4. If a volunteer breaches the volunteers' agreement in anyway then, at the discretion of the SSC Design Team Convener and Director of Events and Services they can be removed from the team as a volunteer, such that they will no longer be able to access projects. A volunteer may re-join the team at any point if deemed appropriate by the SSC Design Team Convener and Director of Events and Services.

2.4.1 If a volunteer is not satisfied with the decision that is made then they can appeal to the Executive committee of the Students Association who will hear both cases and will have the final say on the matter.

3. Roles.

3.1. Convener shall:

3.1.1. Oversee all aspects of the Design Team, ensuring that the Design Team fulfils its responsibilities as set out in Chapter of the University of St Andrews Students' Association constitution

3.1.2. Chair committee meetings

3.1.4. Maintain all notice boards in the Design Suite

3.2. Vice President shall:

3.1.3. Liaise between heads of societies and subcommittees, university staff, and volunteers.

3.1.5. Organize an annual End-of-year Showcase, possibly as part of the On The Rocks Festival, in collaboration with the Convener-elect

3.2.1. Assist the Convener wherever possible and represent the Design Team when the Convener is unable to

3.2.2. Directly manage the ordinary members (designers)

3.2.3. Oversee and assist the project manager in managing all projects

3.2.4. Be the main point of contact for volunteers

3.3. Ordinary Members (designers) (x3) shall:

3.3.1. Take on a minimum number of design projects 3.3.2. Help recruit and mentor new design volunteers

3.4. Secretary shall:

3.4.1. Take minutes of every committee meeting, update a document that is to be shared regularly with the DoES and reception staff.

3.4.2. Maintain a mailing list for current members and send out weekly email updates.

3.4.3. Maintain a mailing list for alumni and send out newsletters at least once a semester

3.4.4. Assist with other administrative duties as they arise

3.5. Treasurer shall:

3.5.1. Maintain a log of all financial transactions

3.5.3. Keep the cash box and keys

3.6. Marketing Team shall:

3.5.2. Take responsibility for obtaining cash floats from the Cash Office as needed.

3.5.4. Actively try and secure sponsorship deals/grants and suggest ways by which the Design Team can raise money for the purpose of providing improved or continued services and resources to students and societies.

3.6.1. Work together to create a marketing plan for each year.

3.6.2. Work together to redesign the YourUnionDesign website when needed. 3.6.3. Branding Officer shall:

3.6.3.1. Develop and manage the Design Team brand in collaboration with the Convener.

3.6.3.2. Design, create, and distribute publicity for all Design Team events and services.

3.6.4. Social Media Officer shall:

3.7. Training Officer Shall:

3.7.1. Be responsible for the upkeep of all computers and subscriptions

3.8. Social Coordinator shall:

3.8.1. Organize committee socials, volunteer socials, and creative workshops

3.9. Photography Officer shall:

3.9.1. Organize and run photography skills workshops

3.6.4.1. Manage all social media accounts.

3.6.4.2. Update events calendar on the YourUnionDesign website.

3.6.4.3. Maintain the Design Team website, updating the calendar, committee profiles, Union links, and other content as necessary.

3.7.2. Run weekly Adobe Skills Workshops with assistance from committee members who have specific expertise

3.9.2. Directly manage the ordinary members (photographers) 3.10. Ordinary Members (photographers) (x3) shall:

3.11. Project Manager shall:

4. Meetings

3.10.1. Take on a minimum number of photography jobs 3.10.2. Help recruit and mentor new photography volunteers

3.11.1. Assist the Vice President in managing to manage all projects.

3.11.2. Check the Design Team email at least twice a day for project related emails and quires as labelled by the SSC Design Team Secretary.

3.11.3. Ensure that the Vice President and Convener are notified as soon as possible if a project is running late or if there is any issue relating to it.

4.1. The committee shall meet fortnightly throughout the year, and at other times as the convener sees fit

4.2. The SSC Design Convener will take the chair.

4.3. In the absence of the SSC Design Convener, the Vice-President will chair. 4.4. Quorum

4.4.1. The quorum shall be three-fifths of the voting membership of the committee.

4.5. Notice

4.5.1. All members of the Committee must be given at least 24 hours' notice of any committee meeting.

5. Annual General Meeting 5.1. Procedure

5.2. The AGM shall be held during Semester Two and shall:

5.2.1 Require 14 days' notice.

5.2.2. Be publicised widely in such places and by such methods as the committee shall determine from time to time.

5.2.3. Shall elect all Design Team Committee positions except for the SSC Design Convener

5.2.4. Be open to all matriculated students of the University of St Andrews, except those who have exercised their right to opt out of the Students' Association under the provisions of the Education Act 1994.

5.3. Business

5.3.1. The order of business shall be:

5.3.1.1. Report of the SSC Design Convener 5.3.1.2. Report of the Vice-President 5.3.1.3. Report of the Marketing Officer 5.3.1.4. Elections

5.3.1.5. AOCB.

5.4. Elections

5.4.1. Elections shall be conducted by a secret ballot using the STV system

6. Interviewed positions

7. Committee Vacancies

8. Committee Decisions

Appendix C: Volunteers Agreement, Design Team Policy and University Policy

University of St. Andrews Design Team Standards and Policies

This policy form represents your agreement with the SSC Design Team to adhere to certain policies laid out by the SSC committee. It signifies that you understand and have read the

5.4.2. No person shall hold more than one position on the Committee at any one time

6.1. The SSC Design Convenor will be appointed by the SSC Convenor Selection Committee as described in Chapter 5.13 of the Laws.

7.1. Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by an EGM, following the same guidelines as described in section 5.

8.1. Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the Design Team Committee shall be eligible to vote and in the event of a tie, the casting vote will be held by the Chair of the meeting

following policies regarding good design practice and follow our design standards as an Association subcommittee.

I, _____, assert that:

- I am responsible for ensuring projects that I take on are completed in a timely manner.
- I will follow University policy regarding digital media and logo usage.
- I have read and accept the SSC Design Team standards and policy and will adhere to these standards and policies as I take on and complete projects.
- I understand that until I hear further, all projects I complete will be first approved by an assigned member of committee or the Vice President before forwarding to the project requester.
- I understand that the SSC Design Team takes no responsibility for anything that occurs during or as a result of projects including but not limited to injury or damage to equipment the volunteer holds all liability.
- I understand that the SSC Design Team and the university may update their policies and standards and that I am responsible for being up to date with these. Name:

Signature: Date:

Design Team Policy 2019-2020

1. Originality of works

1. 1.1 Volunteers shall not use fonts, images, or vector images from the internet exceptat the following circumstances:
 1. 1.1.1 The creative properties are Royalty Free.
 2. 1.1.2 Design Team owns a license for commercial free usage.
 3. 1.1.3 Vector images which are under CCO license can be used for any designs to be offered to affiliated societies which are commercial entities.
2. 1.2 Volunteers shall have freedom in any works they create for a project under 1.1, albeit shall put the interest of the project requestor, the “client”, as the top priority.
 1. 1.2.1 Volunteers shall follow the design requirements as outlined in the project request form to create the drafts for initial delivery.
 2. 1.2.2 Volunteers shall put the feedback of the “client” and the Committee (if given) in the intermediate drafts and hence, for the final design.
3. 1.3 Thereby volunteers shall declare that all designs created are of their own work unless the permission is given as outlined in 1.1.

2. Project delivery

- 2.1. Volunteers shall follow the general project process as outlined by Design Team.
- 2.2. Until Volunteers hear further, all work completed shall first be approved by their assigned mentor or the Vice President before they are sent to the client, where

there is a disagreement the Convener shall be notified promptly and will resolve the issue.

2.3. Volunteers shall actively seek for advice/support/answers to questions from “mentors”, i.e. ordinary member designers/photographers or Vice President, if it, in any means, arises to be a problem in part of the project delivery.

2.4. If there is a modification request from the “client” which involves any violations of Design Team Policy and/or University Policy, designers shall consult with “mentors” or the Vice President promptly and will not make such amendments thereby.

2.5. All works must include the Design Team logo unless they themselves are a logo as per guidelines provided for the specific project.

3. Where volunteers choose to take on projects Design Team takes no responsibility for anything that occurs including but not limited to injury or damage to equipment the volunteer holds all liability.

4. Mentors

4.1. Mentors are responsible for supporting Designers and ensuring that all work meets

the standards that are set by Design Team before it is sent to clients. 4.2. Mentors will report any violations of Design Team standards or policy to the

Convener promptly.

5. If there is, in any means, conflict of interest between the two policies, volunteers shall

follow University Policy over Design Team Policy.

University Policy

1. Logo/Crest Policy

1.1. The policy abides with the University Policy as outlined in

<https://digitalcommunications.wp.st-andrews.ac.uk/2017/02/13/correct-and-incorrect-use-of-the-university-of-st-andrews-logo/>

1.2. In summary of the above, designers shall use the University Logo under the following principles to maintain the University's corporate identity and design principle:

1. 1.2.1 Only the dark text logo on a white background or the white text logo on a dark background should be used.
 2. 1.2.2 If the background is an image, white text should be used. Image must be dark.
 3. 1.2.3 The monochrome version of the logo should be used when black and white print is required.
 4. 1.2.4 The logo should be not rotated.
 5. 1.2.5 No re-colourisation is allowed.
 6. 1.2.6 No drop shadows or any special effects are allowed on the logo.
 7. 1.2.7 White text cannot be used on a light image.
 8. 1.2.8 Proportion should not be altered.
 9. 1.2.9 No substitution of text or modification of the logo is allowed.
 10. 1.2.10 A logo should not be enclosed in a box.
 11. 1.2.11 The logo should not be used over a busy image.
 12. 1.2.12 The imagery of the University crest should not be altered in any way.
2. The above shall be facilitated with the digital standards outlined in the university service manual whenever necessary.

2.1. The university service manual including the information of corporate identity, code standards, and design principles is accessible via <https://www.st-andrews.ac.uk/digital-standards/service-manual/>

J. 19-5 Motion to Further Address Hate Crimes and Incidents in St Andrews

Owner: Shaina Sullivan

In Effect From: Immediately

Review Date: 15th October 2019

Notes

1. Motion “J. 19-2 Motion to Address Hate Crimes and Incidents in St Andrews” (**Appendix 1**, hereafter ‘*J. 19-2*’) was passed by the 2018-2019 Joint Councils on 19th February 2019.
2. *J. 19-2* resolved to create additional training slides for student representatives but none were implemented this academic year
3. *J. 19-2* resolved to co-opt a member to the Societies Committee to oversee more extensive training and monitor adherence to the motion’s resolves, including referring students to the disciplinary committee and signposting individuals who are involved with disciplinary incidents, but no member was co-opted this academic year
4. *J. 19-2* resolved to mandate societies and subcommittees to include specific text in their event descriptions, and for the aforementioned co-opted member to monitor adherence to this mandate, but no member was co-opted this academic year and adherence has not been monitored

Believes

1. That *J. 19-2* addresses an important issue in St Andrews but has procedural issues affecting its implementation, thus why the resolves have not been adhered to
2. That student volunteers should not be made to hold the responsibility and liability of disciplinary referrals and follow-up signposting
3. That mandating societies and subcommittees to include specific text in their event descriptions requires an undue and unrealistic amount of subsequent monitoring for a student volunteer to undertake

Resolves

1. For the incoming and outgoing Societies Officer, Director of Student Development & Activities, Director of Education, Association LGBT+ Officer, and any other relevant parties to hold a meeting prior to Society President, School President, and Association Councillor training in May to ensure the new slides are added and consistent across trainings for different representatives
2. For this training to include encouraging societies and subcommittees to include the following text to their event descriptions: “Our event is a fully inclusive space and follows the Students’ Association’s zero tolerance policy towards discriminatory and hateful speech and actions.”
3. For the Societies Officer and Director of Student Development & Activities to use their appropriate channels to encourage society committees to attend further trainings outside of the trainings mandated by the Affiliation Agreement
4. For the Students’ Association and the Students’ Association Joint Councils to condemn hate crime in all its forms.
5. To lobby the University to include the Students’ Association’s Zero Tolerance Policy in the matriculation and re-matriculation processes so that every student is aware of this policy.
6. For Equal Opportunities Committee, Sabbatical Officers, and other relevant parties to work towards easing of process of reporting hate crimes/incidents.

7. For the resolves in the present motion to replace the resolves set forth in J. 19-2.

Proposed

Shaina Sullivan, Director of Student Development and Activities

Seconded

Jamie Rodney, Association President
Parker Hansen, Association LGBT+ Officer
Markus Lee, SSC Societies Officer
Amy Bretherton, Director of Education
Flora Smith, Director of Wellbeing
SSC Societies Committee
Equal Opportunities Subcommittee

Appendix 1: J. 19-2 Motion to Address Hate Crimes and Incidents in St Andrews

J. 19-2 Motion to Address Hate Crimes and Incidents in St Andrews.

Owner: Zelda Tobias-Kotyk

In Effect From: April 1st 2019 Review Date: 19 February 2019

Notes

1. Affiliated Societies and Subcommittees are required to follow the policies and rules laid out by Students' Association. **Appendix 1**
2. The Students' Association amended and adopted the Zero Tolerance Policy in 2016 which "enforces a strict zero tolerance policy to harassment and bullying." **Appendix 2.**
3. There has been an increase in visible discriminatory speech and actions against the LGBT+ community within the University, Union, and town during the last academic year.
4. Other individuals with protected characteristics have also experienced visible discriminatory speech and actions.
5. **The Affiliation Agreement requires societies "to send a society officer to attend additional training as required by the SSC Societies Committee." Appendix 3.**
6. Hate crime defined by Police Scotland: "Hate Crime is any criminal offence motivated by a person's hatred of someone because of their perceived race, religion, gender identity, sexual orientation or disability." **Appendix 4.**
7. Hate incidents are defined by Police Scotland: "A hate incident is any incident that is not a criminal offence, but something which is perceived by the victim or any other person to be motivated by hate or prejudice." **Appendix 4.**

Believes

1. That Societies and Subcommittees have an obligation to provide a safe and welcoming environment for all members of their groups and attendees of their events.
2. That increased awareness of different identities and what classifies a hate crime/incidents as well as how to report a hate crime/incident will help to combat discriminatory speech and action.

Resolves

1. To condemn hate crime in all its forms.
2. To lobby the University to include the Students' Association's Zero Tolerance Policy in the

matriculation and rematriculation processes so that every student is aware of this policy.

3. **For Equal Opportunities Committee, Societies Officer and other relevant parties to create slides to**

be inserted into the societies president's training, school presidents' training, Association Councils' training and any other relevant trainings that will encompass pronouns/terminology, police definitions and reporting procedures

4. **That a member will be co-opted to Societies Committee to oversee more extensive training sessions, such as Got Consent and Conscious Awareness Training; as well as monitoring adherence to Resolves points 2, 3 and 5.**

1. In the event that a matriculated student breaches the Students' Association's Zero Tolerance Policy then the student may be referred to the Student's Association Discipline Committee.
2. The member will assist the discipline committee in following up with the incident in question by signposting the individual to proper procedures for reporting an incident.
5. Following the co-option of the member described in Resolves; To mandate Societies and Subcommittees to add the following text to the event descriptions of all events held in any Union or University space. They are also instructed and encouraged to add the following text any event regardless or location:

“Our event is a fully inclusive space and follows the Students' Association's zero tolerance policy towards discriminatory and hateful speech and actions.”

6. For Equal Opportunities Committee, Sabbatical Officers, and other relevant parties to work towards easing of process of reporting hate crimes/incidents.

Proposed

Zelda Tobias-Kotyk, *Association LGBT+ Officer*

Seconded

Equal Opportunities Subcommittee

Morgan Morris, *Association Community Relations Officer*

Kevin Phelan, *SSC Societies Officer*

Nicholas Farrer, *Director of Wellbeing*

Ciara McCumiskey, *Member for Widening Access and Participation* Jamie Minns,

Director of Student Development and Activities Adam Powrie, *Director of Events and Services*