



University of St Andrews Students' Association Student Services Council

AGENDA

Tuesday 5th February 2019- Large Rehearsal Room - 6.00 pm

1. Adoption of the Agenda

2. Apologies for Absence

- a. Jamie Minns
- b. Alice Foulis
- c. Chloe Ashley
- d. Shaina Sullivan
- e. Paul Lancaster
- f. Mika Schmeling

3. Open Forum

4. Reports of Sabbatical Officers

- a. Report of the Association President
- b. Report of the Association Director of Wellbeing
- c. Report of the Association Director of Education
- d. Report of the Athletic Union President
- e. Report of the Association Director of Events & Services
- f. Report of the Association Director of Student Development & Activities

5. Questions for Association Committees

- a. Questions for Association Alumni Committee
- b. Questions for Association Community Relations Committee
- c. Questions for Association Environment Committee
- d. Questions for Association LGBT+ Committee
- e. Questions for Association Lifers Committee

6. Questions for SSC Subcommittees

- a. Questions for SSC Broadcasting Committee
- b. Questions for SSC Charities Committee
- c. Questions for SSC Debates Committee
- d. Questions for SSC Performing Arts Committee
- e. Questions for SSC Postgraduate Committee
- f. Questions for SSC Societies Committee
- g. Questions for SSC Music Committee (Music is Love)
- h. Questions for SSC Volunteering Committee
- i. Questions for SSC Design Committee
- j. Questions for SSC Entertainments Committee
- k. Questions for SSC On The Rocks Committee
- l. Questions for SSC Member without Portfolio

7. Unfinished General Business

8. New General Business

- a. Motion to Address Hate Crimes and Incidents in Student Societies and Events

9. Any Other Competent Business

10. Collaborative Solutions

SSC REPORTS

ASSOCIATION OFFICER REPORTS

Association Alumni Officer – Olivia Sutton

Plans are well underway for the Alumni Festival Weekend 2019. Thank you to all of those who have agreed to participate. I have been in touch with the London Alumni Club and we are working out ways to strengthen the relationship between us and work together to promote each others events. They are also very keen for all recent graduates in London to be aware of this group. Lots of alumni also coming up for careers week, which is exciting - try and make the most of these opportunities!

Association Community Relations Officer – Morgan Morris

Not much to report as we begin to wind down. I have community council meeting on Monday, so if anything comes up I will bring it up at the meeting. Im sure Paloma will update you all with regards to the Community Council elections coming up. We have a couple of projects that we are going to work on this semester such as cycle safety, making the local community aware of this position in the SA (along with holding office hours) and then the alumni festival weekend. If anyone has any ideas or would like to collaborate please just let me know.

Association Environment Officer – Lauren Davis

Nothing to report.

Association LGBT+ Officer – Zelda Kotyk

Glitterball tickets went up, and we are finalizing Queerfest

Association Lifers Officer – Sarah Ramage

Our EGM is on Monday 5 February at 6pm in the Meeting Room. All students are welcome and we're looking to elect a secretary and plan some social events for the semester. Lifers are delighted to be going to Glitterball! Seventeen of us have secured tickets for the event including full-time, part-time and post grads students.

SSC REPORTS

SSC Broadcasting Officer- Laura Mueller

We have had show applications open for the past few weeks and are excited to get on air during week 3! As well, we are planning a show host speed dating social around Valentine's day and a Live Lounge the night of this meeting, Tuesday at 7 in Rectors, so please come down for some talented women singer-songwriters.

SSC Charities Officer -Niamh McGurk

Race2Munich happened over the break and was a great success - at time of writing we have raised £41,414 our highest ever total. Thank you to everyone who helped out! CATWALK early bird tickets sold out very quickly so keep an eye out for regular ticket release. RAG week is in week 4 so we have been busy finalising all the events for that. Please come along to our

charity gig on Saturday night featuring the lecturers band Dry Island Buffalo Jump and student band Too This For That.

SSC Debates Officer- Matthew Singer

Since last week, we held our Refreshers training which saw a lot of new people come out. We also had our EGM and elected two new people to Board. Finally, we held TH Has No Faith in the University of St Andrews as our Public Debate.

SSC Performing Arts Officer- Rowan Wishart

Nothing much to report - second round of fringe proposals this week!

SSC Postgraduate Officer –Cameron Rice

The PG Society are in the process of finalising their few events, which should take us up to the middle of March. Since the turn of the year we have been working with various university units to attempt to increase the postgraduate experience at the university as well as supporting groups of students with new initiatives that were successful in obtaining financial support from the St Leonard's College Development Fund. Going forward, aside from our event schedule, the committee will be involved in the running of the semester two PGR essentials induction days for new research students.

SSC Societies Officer-Kevin Phelan

Nothing to report

SSC Student Music Officer - Casper Sanderson

This semester we are planning many concerts in quirky venues; the Old Union Café, the Bell Pettigrew and others! We are also planning to set up speed dating for musicians to meet potential bandmates!

SSC Volunteering Officer - Adam Lord

Nothing to report

SSC Design Team Convener –Mika Schmeling

DT has gone over our progress this semester and we completed around 23 project last year and this past semester we've already completed 46. Super excited for next semester

SSC ENTS Convener – Paul Lancaster

Ents are currently in the process of finishing up refreshers week and are well into the planning stages of the upcoming events this semester.

It is a particularly busy time for both Ents and the building staff this semester so please (please) get in contact early if you are planning an event in any of the unions commercial spaces (stage, 601, mainbar, sandy's, beacon, outside).

SSC Arts Festival Convener- Chloe Ashley

On The Rocks had our first committee meeting back after the break and there appear to be no major problems at the moment. We are finalising aspects of our physical programme that will be sent for printing at the end of next week. We are also still currently recruiting volunteers for the festival and applications will be closing Friday 8th of February.

SSC Member without Portfolio- Shaina Sullivan

Nothing new to report except that I will have met yesterday with Paloma, Sneha, and Robyn to plan out the rest of the socials for this year!

S. 19-1 Motion to Address Hate Crimes and Incidents in Student Societies and Events

Owner: Zelda Tobias-Kotyk

In effect from: 01 April 2019

Review Date: 05 February 2019

Notes

Affiliated Societies and Subcommittees are required follow the policies and rules laid out by Students' Association.

The Students' Association adopted the Zero Tolerance Policy in September of 2013, which "enforces a strict zero tolerance policy to harassment and bullying." Appendix 1.

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.

The Affiliation Agreement requires societies "to send a society officer to attend additional training as required by the SSC Societies Committee." Appendix 2.

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 3.

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 3.

Believes

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.

That increased awareness of LGBT+ 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

To mandate the presidents and secretaries of affiliated societies to attend LGBT+ Awareness training as part of the reaffiliation process.

For Saints LGBT+ to create an LGBT+ Awareness training that shall encompass LGBT+ terminology, police definitions, and incident reporting procedures.

That the LGBT+ Awareness training will be designed after consultation with Police Scotland, Stonewall, and the University.

That Societies and Subcommittees must add the following text to the end of all 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.”

To condemn hate crime in all its forms; both publicly and privately.

For Association LGBT+ Officer, 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

Shaina Sullivan, Member without Portfolio

Nick Farrer, Director of Wellbeing

Matthew Singer, Debates Officer

Morgan Morris, Community Relations

Appendix 1: Students’ Association Zero Tolerance Policy (2013)

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

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

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

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

Race, ethnic origin, nationality or skin colour

Racial Harassment:

Derogatory name-calling, insults

Reference to skin colour

Racist jokes

Ridicule for cultural difference

Verbal abuse and assault.

Gender and/or sexual orientation

Sexual Harassment:

Unwanted sexual comments (including but not limited to comments about your body or private life).

Unwelcome sexual invitations, innuendos, and offensive gestures.

Wolf whistling, catcalling or offensive sexual noises.

Groping, pinching or smacking of your body, such as your bottom or chest.

Having any item of your clothing lifted, tugged, removed or altered without your consent.

Someone exposing their sexual organs to you without consent.

Biting

Any other form of unwanted behaviour with a sexual or gender element

Sexual Orientation Harassment:

Homophobic jokes or remarks

Threats to disclose sexual orientation

Ridiculing civil partnerships or same-sex couples.

Gender Reassignment Harassment:

Ridiculing dress and personal appearance

Offensive jokes and remarks

Religious or political convictions

Religion or Belief Harassment:

Offensive remarks and jokes, ridiculing religious beliefs, practices, and dress.

Disabilities, illness, sensory impairments or learning difficulties

Disability Harassment:

Not recognising competencies

Drawing attention to disability or personal appearance

Jokes

Ignoring or focussing on a person because of their disability

Age

Ageist Harassment:

Denigrating competencies

Patronising

Ridiculing

Marginalising

Leaving people out of social activities.

Socioeconomic status

Status Harassment:

Patronising, ostracising or marginalising people with different social or economic backgrounds

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

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

The policy defines a practical plan for investigating claims of sexual harassment, a clear set of consequences for those found to be guilty of such complaints, and strategies to help each victim of harassment. It also serves as a preventative step; as a result of the policy, security guards and bar staff will be trained in how to prevent sexual assault within the Students' Association, as well as how to recognize its precursory signs. Posters, beer mats, and stickers are used to further the policy's effectiveness throughout the Students' Association.

Appendix 2: Students' Association Affiliation Agreement

AFFILIATION AGREEMENT

i. _____ ('Society') wishes to affiliate to the University of St Andrews Students' Association ('Association') and the Association wishes to affiliate the Society in accordance with the terms of this Agreement. This Agreement sets out the terms and conditions, which in addition to the Standing Orders for Affiliated Societies, apply to societies affiliated to the Association.

ii. The Society and Association acknowledge that the Association is only a grant making body to the Society and that the Society is an independent unincorporated membership association. The Society and Association also acknowledge that the Association may provide additional support or advice to the Society.

iii. The Association agrees to provide the Society with:

i. A free stall at the annual Freshers' Fayre upon application received by the Association's fixed deadline.

ii. Access to room bookings in University buildings.

iii. Access to room bookings in the Association's premises for a minimum number of hours each week per semester determined by the Association.

iv. Two audits of financial records in each academic year.

v. Public liability insurance cover, provided that the cover shall vitiate if the requirements of Paragraphs 4(H) and 4(I) are not fully met or the provisions of Paragraph 5 are invoked.

vi. Asset insurance for high-value items, at the discretion of the Management Accountant.

vii. The right to apply for funding from the Association.

viii. Any other benefits or discounts that the Association may, from time to time, offer.

iv. The Society agrees to:

i. Permit any student matriculated at the University of St Andrews to become an ordinary member of the society and to exercise the full rights of membership.

ii. To hold annual elections for its officers in a free, fair, and transparent manner.

iii. Maintain accounts of all income and expenditure and submit such accounts, along with appropriate evidences, to the Association for audit twice each academic year

iv. Only expend Society funds to the benefit of the Society as a whole or for the fulfilment of its aims.

v. Send a Society officer to attend a training session provided by the Association for treasurers.

vi. Send a Society officer to attend an awareness session provided by the Association for health and safety practices.

vii. Send a Society officer to attend additional training as required by the SSC Societies Committee.

viii. Submit to the Association an adequate General Risk Assessment for all events within the Society's general course of business and an adequate Supplementary Risk Assessment for any and all events outwith the scope of the General Risk Assessment.

ix. Fully implement the mitigation measures set out in its General Risk Assessment and any Supplementary Risk Assessment.

x. Maintain at least 25 paid ordinary members at all times and provide the Association with a full membership roll upon request.

xi. Charge an annual membership subscription of at least £3.00.

xii. Adhere to the Standing Orders for Affiliated Societies (attached as Exhibit A), as adopted by the Association and as the Association may amend from time to time.

v. The Association may, at its discretion, decline to extend to the Society public liability insurance cover for any event for which it believes risks are not adequately mitigated by providing the Society with notice of the same.

vi. The Association agrees to provide the Society with 7-days' notice of any proposed change to the Standing Orders for Affiliated Societies. The Association further agrees that no change to the Standing Orders for Affiliated Societies shall become effective sooner than 21 days after its adoption. With the consent of the Society, the Association reserves the right to grant waivers or variances from the Standing Orders to the Society.

vii. By executing this Agreement the Society additionally agrees to adhere to the following provisions, unless it agrees at a General Meeting to opt-out from any of the following provisions:

i. To designate the SSC Societies Committee as the exclusive arbitrator to which disciplinary charges against any officer or member of the Society will be referred and to agree to be bound by the SSC Societies Committee's decision.

ii. To agree to submit to the SSC Societies Committee for arbitration any disputes of the following nature and that any decision rendered by the SSC Societies Committee shall be final and binding:

i. Disputes between members and the Society, officers, and/or other members

ii. Disputes between the Society and any other society affiliated to the Association that has not opted-out from this provision

viii. This Agreement shall have effect until May 2019 ("Termination Date"). The Association may extend the effective period of this Agreement by up to 60 days, provided that the Association provides the Society with seven-days' notice of the extension and the Society does not notify the Association within said seven-day period that it declines the extension.

ix. Notwithstanding the foregoing provision, the Association reserves the right to terminate this Agreement without notice if the Society materially breaches any provision of this Agreement or of the Standing Orders for Affiliated Societies.

x. The Society may terminate this Agreement by approving a resolution to disaffiliate at a general meeting, provided that the Society provides 14-days' notice to its members of the meeting and informs the Societies Officer. Termination shall not become effective until the

Society has removed the Association General Manager and Association Management Accountant as signatories on the Society's bank account and provided documentation of the same to the Association.

xi. The Society agrees that if it or the Association terminates this Agreement pursuant to the foregoing paragraphs or if it fails to execute another Affiliation Agreement before the Termination Date, the Association may seize all capital assets purchased with Association grants or a sum equivalent to the depreciated value of such assets, which shall be no less than its salvage value.

xii. The Society agrees that if it winds up, disbands, dissolves, or in any other way ceases to operate (collectively 'Dissolution'), the Association may hold its assets in trust for a period of up to three years and assign those assets to any other society party to an affiliation Agreement with substantially the same aims as the Society. The Society agrees that at the conclusion of the three-year period, the Association may liquidate its assets and dispose of them in any way that benefits any other society or societies party to an affiliation Agreement. Notwithstanding the foregoing provisions, if the Society has a constitutional aim to support a charity or charities registered in the United Kingdom, the Society may donate its assets to such charity or charities upon Dissolution.

Appendix 3: Police Scotland on Hate Crime

www.scotland.police.uk/keep-safe/advice-for-victims-of-crime/hate-crime/what-is-hate-crime/